VOTING MATTERS

NATIONAL LEADERSHIP INFORMATION GRID

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| **ROLE** | **TERM** | **TRAVEL** | **RESPONSIBILITIES** |
| **Nominating Committee**Consists of five membersImmediate past president serves as non-voting committee advisor following term of office as President | 2 years; three are elected in even-numbered years and two are elected in odd- numbered yearsChair is selected from the continuing committee members by the committee | Attend AORN ExpoIntroductory board meeting (orientation) day after Expo election resultsBallot deliberations (2 days in July in Denver).Attend Candidate Speech recordings (typically 2 days in January in Chicago).Chapter visits (optional). | Prepare and present an annual slate of candidates for Board of Directors and Nominating CommitteeSolicit and receive nominations for all elected positions Monthly conference callsPrepare and collaborate on calls for ongoing action itemsCollaborate on projects such as webinars, posters, candidate’s selection grid, webpages and use social media to encourage member engagement.Direct candidate supportAnnual review and update of Candidate Handbook |
| **Board of Directors**Consists of elected officers and seven additional members | 2 years; three are elected in even-numbered years and four are elected in odd- numbered years | Attend AORN ExpoIntroductory board meeting (orientation) day after Expo election resultsAt least three (3) trips annually for Board meetings (3 days) in DenverConference calls twice/month Chapter visits (optional)Attend various other nursing organization meetings as AORN’s representative as requested by President | The board has the power, authority, and responsibility to manage the affairs of the Association, except cannot modify actions of the House of DelegatesNewly elected members are assigned a seasoned board mentor to assist in the transitionMust prepare and collaborate in-between calls for certain action items individual is responsible forServe on Board Committees as neededServe as liaison to AORN committees, task forces and specialty assembly governing councilsDevelop the Strategic Plan based on the Strategic Plan process; maintain major priorities on issues related to long-range effects on the organization, focusing on strategic outcomes versus the procedural steps of implementationSelect Jerry G. Peers award recipient |
| **Treasurer** | 2 years; elected in odd- numbered years. | Same as all board members | Same as all board members, plus:Collaborate with the CFO to monitor the fiscal affairs of the Association and provides reports and interpretation to the House of Delegates and the Board of DirectorsMeet with AORN Chief Financial Officer within one month of election for orientation Review annual budget with CFO and make recommendations as appropriateServe as member of the Compensation Committee and the Compliance CommitteePresent report of the financial standing of the Association at the meetings of the board and to the House of DelegatesChair the Finance and Audit CommitteeConsult with outside auditors, as needed, regarding financial status of the Association and its subsidiaries |

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| **ROLE** | **TERM** | **TRAVEL** | **RESPONSIBILITIES** |
| **Secretary** | 2 years; elected in even- numbered years | Same as all board members | Same as all board members, plusAssure accurate records are maintained of the proceedings of all business meetings of the House of Delegates and the Board of DirectorsConvene the House of Delegates or Board of Directors in the absence of the President and the Vice President and presides at the election of the chair pro temAssist the President in expediting the agenda for board meetings by preparing and making motionsComplete Executive Session minutes |
| **Vice President** | 2 years; elected in even- numbered years | Same as all board members | Same as all board members, plusObserve, assists and consults with the President in preparation for assuming the duties and responsibilities of that officePerform the duties of the President in the absence or inability of the President to fulfill the roleVoting member of the Executive Committee (CEO, President, President-elect, & Vice President)Participate on bimonthly Executive committee conference callsServe as member of Finance & Audit Committee and Compliance Committee Present plaque to President during closing session of ExpoServe as official timekeeper for the House of Delegates |
| **President-elect** | Elected each year; serves as President-elect for one year and then as President for one year | Same as all board members | Same as all board members, plusObserve, assist, and consult with the President in preparation for assuming the duties and responsibilities of that office.Voting member of the Executive Committee (CEO, President, President-elect, & Vice President)Bimonthly Executive committee conference calls Chair meeting which strategic plan is developedServe as member of Finance & Audit Committee, Compensation Committee and Compliance CommitteePrepare the committee and task force structure for year of presidency; notifies board-approved committee and task force members of appointmentsConduct and participate in the Executive Director/CEO’s performance appraisal; collaborate with the Executive Director/CEO in establishing performance goals for the next appraisal period |

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| **ROLE** | **TERM** | **TRAVEL** | **RESPONSIBILITIES** |
| **President** | 1-year term (automatically following term of service as President-elect) | Same as all board membersAdditional travel representing AORN at various organizational meetingsAccepts International travel, as appropriate, to attend perioperative nursing meetings (China- IFPN) | Same as all board members, plusServe as chair of the board; assure the integrity of board process including effectiveness of meetings and the board’s adherence to board room decorumServe ex officio on all committees and task forces of the Board and the Association except the Nominating CommitteeServe as chair of the House of DelegatesFacilitate continuity in transition of the office of the President by mentoring the President-electServe as the official representative of the Association.Conference calls twice/month; executive committee calls twice/month Appoint chairs and members of committees and task forcesServe as a member of the Finance & Audit Committee, Compensation Committee and Compliance CommitteeRepresent the Association at meetings of other organizations or designate an alternate to serve as representative; assign board members to represent AORN at professional meetingsPrepare an agenda for all business meetings of the Association and the Board of DirectorsSubmit a monthly column for the AORN Journal Respond to correspondence from members as appropriatePrepare and submit interim reports with recommendations to the board and an annual report to the House of DelegatesSend letter of acknowledgement to all committee/task force members who have served during term |