

Southwest Minnesota Nursing Honor Society

Board of Directors and Committee Roles

President: serves as the chief representative of the honor Society. This position administers Society business and coordinates all Board of Directors meetings. The President can serve as an ex-officio member of committees, with the exception of the Leadership Succession Committee. It is also the responsibility of the president to ensure that required reports such as the Society Annual Report.

Duties

- Ensure developing honor society is meeting goals, requirements and suggested tasks to apply for chapter status. (Task force may be created to facilitate process and to complete application.)
- Act as the executive officer and administrator of all business of the developing honor society as stated in the honor society bylaws.
- Serve as chief representative of the developing honor society in inter-honor society activities.
- Ensure all honor society leaders are oriented to their positions. Arrange annual orientation/transition meeting for all newly installed officers and committee chairs. The purpose is to facilitate the transfer of duties and responsibilities and to formulate the goals of the honor society/chapter for the coming year. Plan for officer transitions.
- Prepare a calendar and agenda for all Board of Directors and general membership meetings with assistance as needed from the secretary.
- Finalize the committee appointments recommended by the Board of Directors for all committees, advisory councils or task forces.
- Delegate responsibilities not addressed by the honor society bylaws to the honor society officers or committees.
- Communicate the business, projects and activities of the Board of Directors to the membership.
- Ensure at least one business meeting and at least two programs or events that support the purposes and goals of the honor society are held during each fiscal year.
- Meet with the head of the nursing program at the beginning of the school year to get the honor society's meetings on the school's master calendar.
- Talk with the heads of major service agencies in the community and ask to get the honor society's meeting dates on the agency's master calendars.
- Develop and maintain policies and procedures related to the position of president. Submit modifications or new policies and procedures to the board of directors for approval.
- Serves as an ex-officio member of all committees except the Leadership Succession Committee.
- Uses Robert Rules to lead meetings <http://www.robertsrules.com/>

President-Elect: The primary function of the President-Elect (two-year term) is to shadow the current president and observe Society operations until the end of the term, at which time the President-Elect succeeds into the role as president (two-year term). (four-year commitment)

Duties

- Promote the purposes of the Society.
- Shadow the president in order to successfully transition into the role.
- Chair or serve on committees or task forces as determined by the president.
- Observe cycles, processes, forms, tasks, and activities in the Society as part of preparation for Presidency.

Vice President (who also serves on the Program Committee) Performs various responsibilities on behalf of the Society. This position performs the duties of the president in the president's absence. The Vice President also facilitates achievement of goals and oversees at least two Society programs each year. The Vice President often oversees the membership engagement efforts and serves on committees as needed.

Duties

- Perform the duties of the president in the president's absence. Be chair of committees, as needed. *In the absence of the president, the vice-president assumes the role of president over the president-elect.*
- Succeed into the office of president and serve until the next election in the event that the president vacates his/her officer during the two-year term.
- Prepare an annual report to the Society membership regarding the vice-president's responsibilities and activities.
- Assist with the planning of Society programs ensuring that at least two programs or events that support the honor society's purposes and goals are held each year. May serve on the Program Committee
- Develop and maintain policies and procedures related to the position of vice president. Submit modifications or new policies and procedures to the board of directors for approval.

Faculty Counselor: (who also serves as the Governance Committee Chair during their second year of the term) The counselor is responsible for selecting candidates based on membership eligibility criteria determined by the Society bylaws and the exception guidelines chosen by the Governance Committee. The counselor is also responsible for sending membership invitations and managing the induction process.

Duties

- May serve as the chair of the Governance Committee.
- Lead the procedure for determining membership eligibility and inducting members.
- Develop strategies for publicizing and informing students and nursing leaders of membership eligibility criteria. May work in conjunction with the Membership Involvement Committee or the Publicity Committee, if applicable.
- Secure necessary data from the official records of students to determine eligibility status. The counselor should work with the Registrar's office to obtain this information.
- Notify students of their eligibility status and send out the appropriate membership application materials.
- Develop and maintain policies and procedures related to the position of counselor. Submit modifications or new policies and procedures to the board of directors for approval.

Secretary: The Society secretary is responsible for recording and distributing meetings minutes, along with preparing and distributing Society correspondence. Secretaries can chair and/or serve on committees as needed.

Duties

- Record and write the minutes for each Board of Directors and business meeting.
- Distribute minutes to all members of the Board of Directors with the assistance of the Nursing Administrative Assistant.
- Keep an official record book of the minutes of all Board of Directors and business meetings to present to the succeeding secretary. (Will use online storage)
- Prepare an annual report to the Society membership.
- Order/create all stationery, forms and mailing labels for the honor society.
- Email/mail honor society correspondence with the assistance of the Nursing Administrative Assistant.
- Serve on committees as needed.
- Develop and maintain policies and procedures related to the position of secretary. Submit modifications or new policies and procedures to the board of directors for approval.

Treasurer: The treasurer's responsibility is to manage Society funds. This includes preparing the annual budget and developing or maintaining fiscal policies and procedures. The treasurer is required to present financial information to the Board of Directors at each meeting and works with the President to complete the financial section of the annual report.

Duties

- Be custodian of the honor society funds with the assistance of the Nursing Administrative Assistant.
- Prepare and present a current financial report to the board of directors at each meeting.
- Prepare and submit an annual budget to the board of directors with appropriate committees, advisory council, or task forces.
- Work with an accountant on a formal or informal external biennial audit.
- Write checks needed for expenses.
- Develop and maintain fiscal policies and procedures in collaboration with the appropriate committee. Submit new policies or modifications of existing policies to the board of directors for approval.

The Leadership Succession Chair: is responsible for recruiting nominees for Society leadership, preparing the election ballot and notifying candidates of election results. The Leadership Succession Committee, under the direction of the Chair, takes responsibility for overseeing the execution of Society elections.

Duties

- Form and lead The Leadership Succession committee (at least three members)
- Call and lead a minimum of one to two committee meeting per year (online is fine)
- Organize the nominations call for future leaders to serve on the Board of Directors
- Compile the ballot
- Total the ballot votes and announce ballot winners

Leadership Succession Committee Member: The role of the Leadership Succession Committee Member is to participate with other committee members and the chair to seek and organize the nominations for future leaders to serve on the Board of Directors. In addition, the Leadership Succession Committee compiles the ballot. The committee will include you and two members. This committee should meet one to two times per year.

Governance Committee: The Governance Committee is chaired by the SMSU Faculty Counselor. The committee should anticipate meeting twice a year to review any concerns. The main role of the committee is to maintain the Society Bylaws, which have been created by the Steering Committee and are pending approval by the Board of Directors.

Though the Governance Committee is not a part of the executive board structure, the honor society bylaws clearly state the Governance Committee is a required committee with at least 3-4 members. The members of this committee may be elected or appointed. Once all of the members have been selected for this committee, then the president is responsible for appointing the chair. The Governance Committee is responsible for bylaws adoption and amendments each biennium and works with the counselor(s) to support all phases of the induction process.

Duties

- Oversee honor society membership eligibility issues.
- Lead the bylaws amendment process by considering, reviewing, editing and/or correlating amendments each biennium.
- Update the honor society's bylaws to comply with changes made to the international bylaws by utilizing the new honor society bylaws template created and updated by STTI headquarters (updated template is typically available in January of even-numbered years). Adopt updated bylaws each biennium.
- Develop and maintain policies and procedures related to the position of governance chair. Submit modifications or new policies and procedures to the board of directors for approval.

Awards Committee Chair: Oversees the development, review and revision of criteria and funding for recognition awards and scholarships distributed by the Society. Additionally, oversee the recruitment, selection and communications processes associated with Society and international awards.

Duties

- Request budget monies each year for activities.
- Update award due dates and applications each year for awards.
- Lead the judging of award applications and announce recipients to the Board of Directors and the Society.
- Obtain and present awards at a Society Program to recipients.

Archivist: Collect and preserve items of historical significance for the Society by filing meeting minutes, oversee the collection and preservation of documents, statistics and other contributions. Archivists may also develop or maintain the written history of the honor society. (Note: A written history of the honor society is required to be submitted at the time of application for chapter status.) May be appointed and hold a long-term position.

Duties

- Oversee the filing and/or preservation of committee meeting minutes.
- Manage the collection and preservation of statistics, documents, individual contributions and other information of historical significance for the honor society/chapter.
- Oversee the process of developing and maintaining a written history of the honor society/chapter, which is annually reviewed and updated.
- Develop and maintain policies and procedures related to the position of archivist. Submit modifications or new policies and procedures to the board of directors for approval.

Program Chair: leads the development of the Annual Conference, and two educational webinars each year. Serves as the Director of the Annual Research/Practice Conference.

Duties

- Obtain speakers for the Annual Conference and two educational webinars each year
- Request Board of Director permission for any funds before promised or spent
- Leads the planning of the Annual Conference and two educational webinars each year, which includes compiling the Conference and Webinar flyers, budgets (with BOD), publicity, location, food/beverages, evaluations, and brochures.

Membership Committee Chair

The committee associated with the membership chair promotes membership renewal, engagement, and involvement; oversees mentoring programs; plan and implement

membership orientation events and promote the honor society to the current and future membership.

Duties

- Oversee the promotion of membership renewal and membership involvement.
- Manage the process of involving members in committee membership.
- Oversee the development and maintenance of a new member mentoring program.
- Plan and implement an orientation for new inductees and multiple and transfer members.
- Create member interest inventories to assess member needs and interests. Share results with board and committees as needed.
- Ensure members are aware of their responsibility to keep honor society informed of their current contact information so members may receive correspondences and benefits.
- Develop and maintain policies and procedures related to the position of membership involvement chair. Submit modifications or new policies and procedures to the board of directors for approval.
- The Chair compiles a committee each year and reports the committee roster to the Board of Directors.
- The Membership Committee is responsible for retention of members. The Goal is to retain 80% of members each year.
- The Membership Committee is responsible for updating the membership roster member dates at least monthly.
- The Membership Committee is responsible for sending out email letters to members to renew their membership 1-2 months prior to renewal time.

Newsletter Committee Chair

The committee associated with the newsletter chair publishes a professional newsletter twice per year with the Society news.

Duties

- Oversee the proofreading, editing, and publishing of the newsletter twice per year.
- Manage the process of involving members in the newsletter committee.
- Oversee the recruitment of committee members each year to serve.
- Call for stories to be submitted for the newsletter
- Ensure the newsletter is published twice per year.
- Ensure the newsletter is emailed to all members.
- Send the newsletter to the Webmaster to be published on the website.

Approved by Board of Directors 6/25/2018