**NLN Affiliated Constituent League**

**Policy and Procedure**

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| policy number  | **3.1** |
| policy name  | Role of the Board of Directors |
| **date of origin** | (Date) |
| purpose | Sets expectations of individual board member participation, and outlines basic board operations. |
| 1. **policy**
 | **Responsibilities**1. The governing body of the organization shall be the board, which establishes policy, directs the activities of the elected officials and committees, and approves all action pertaining to the business of XYZ League for Nursing.
2. The board approves the organization’s strategic plan, which shall be updated at least every \_\_ years.
3. An organizational business plan for each year shall be approved by the board prior to the beginning of the year of implementation.
4. The budget of the organization shall be presented on an annual basis and approved by the board prior to its effective date.
5. The board reviews committees’ and officers’ reports and makes recommendations concerning committees’ activities.
6. The board authorizes the official acts of the elected officials and committees, including position papers and oral or written testimony.
7. The board has the responsibility for retaining legal counsel and approving the retainer fee paid to legal counsel. The board evaluates the services rendered by legal counsel annually, prior to the renewal of the retainer agreement.
8. The board has the responsibility for retaining an auditor. The board evaluates the performance by the auditor on an annual basis prior to renewal of his or her contract.
9. The board has the responsibility for retaining a chief executive. The board evaluates the performance of the chief executive on an annual basis prior to renewal of his or her contract.
10. The board must approve all new policies and policy revisions before they are incorporated into the policy manual.
11. The board approves the procedure manual of each committee after the policy committee reviews it.
12. The board will meet at least XX times during the calendar year.
13. The board chair in consultation with the executive committee may call special meetings.
14. Attendance of elected officials is required at all board meetings and official XYZ functions. Request to be excused shall be sent as soon as possible to the board chair.
15. The board should evaluate itself annually.
16. An officer owes his or her loyalty to the organization and may not, without permission of the board, use the position as officer or director to his or her own advantage.
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Revision Dates: