**National League for Nursing**

**Roles & Responsibilities of Constituent League Officers**

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|  | President | * Acts as the executive officer and administrator of all business of the league as stated in the bylaws to ensure sustainability and mission-driven activities of the League. * Leads annual evaluation of the Strategic Plan with the Board of Directors. * Prepares a calendar and agenda for all Board of Directors and member meetings. * Leads all league meetings using appropriate parliamentary procedure. * Facilitates committee appointments with recommendations by the Board of Directors for all committees. * Delegate responsibilities outlined in the league bylaws to the Board of Directors or committees. * Oversees communication of the business, projects and activities of the Board of Directors to the membership. * Ensures at least one members meeting and one program or event that support the purposes and goals of the league are held during each fiscal year. * Ensures attendance of self or board member at the annual NLN Constituent League Leadership meeting. * Ensures conflict of interest statement are signed and filed for each board member annually. * Arranges an orientation meeting, following the installation of new board members and committee chairs, to facilitate the transfer of duties and responsibilities. * Ensures compliance and submission of annual report to the NLN in a timely manner. * Participates in *Constituent League Leadership Committee* conference calls. * Ensures all Board of Directors are NLN members. * Creates and appoints members to special task forces as needed. * Promotes League membership. |
|  | President-Elect | * Succeed into the presidency at the end of a two-year term of office or in the event that the president vacates his/her office during the two-year term. * Communicates to the public the purpose of the League. * Learns the League operations and facilitates the achievement of league goals and mission of the NLN. * Perform the duties of the president in the president's absence. * Chairs the Strategic Planning Committee to review. * Assists the President with preparation of the annual report * Oversees the planning of League programs ensuring that at least one program or event that support the League’s purposes and goals is held each year. * Mentors committee chairs.   Reports to: President |
|  | Secretary | * Serve as voting member of Board of Directors and Executive Committee * Attend monthly board meetings, league events and committee meetings * Act as coach, advisor and counselor to assigned committees * Support and defend policies and programs adopted by the Board of Directors * Report on the strategies, successes and challenges of assigned committees to Board * Submit agenda items for Board of Directors meetings in advance of meetings * Responsible for applicable budget items * Records and writes the minutes for each Board of Directors and members meeting. * Distributes minutes to all members of the Board of Directors. * Keeps an official record of the minutes of all Board of Directors and members meetings to present to the succeeding secretary. * Keeps records of all governance documents such as the Bylaws, incorporation notification etc. * Creates, with Board of Directors, and maintains the annual League event calendar. * Maintains the current membership list and assist with membership correspondence. * Promotes League membership. * Manage the member recruitment, retention, marketing, and new-member open-houses. * Communicate strategic issues relating to membership to Board of Directors * Approve all bills of the committees within the Membership category and forward appropriate paperwork to the Treasurer. * Assists the President with preparation of the annual elections * Assists the President with preparation of the annual report submission to NLN   Reports to: President |
|  | Treasurer | * Serve as voting member of Board of Directors and Executive Committee * Chair the Budget & Finance Committee * Attend monthly board meetings, league events and committee meetings * Report on the successes and challenges of assigned committees to Board * Act as coach, advisor and counselor to assigned committees * Support and defend policies and programs adopted by the Board of Directors * Submit agenda items for Board of Directors meetings in advance of meetings * Responsible for the following budget line items: (list) * Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned. * Assists the President with preparation of the annual report submission to NLN * Conduct transition meeting with successor * Perform other duties that may be delegated by the President and/or Board * **Specific Responsibilities** * Provides prudent stewardship of League funds to ensure financial health. * Completes all financial transactions in a timely manner and maintains bank and/or investment accounts. * Prepares and submits an annual budget to the Board of Directors with input from the Finance Committee. * Ensures an annual internal or external fiscal audit is completed and presented to the Board of Directors. * Obtains and files the necessary tax forms for the Internal Revenue Service. * Manages the investment plan of the League with support from the Board of Directors. * Creates and submits to the President the financial form for the League Annual Report. * Annually reviews and maintains fiscal policies and procedures in collaboration with the Finance Committee and with the Board of Directors. * Manage and supervise league financial efforts, including:   + Fundraising - fundraising events, auction   + Strategic Alliances - Sponsorships, partnership marketing   + League Administration – Bookkeeping, accounts payables/receivables, reconciliations, budget maintenance and forecasting, investments   + Accounting for the receipt and handling of funds, maintenance of financial records, and paying all authorized invoices * Ensure safekeeping of league funds in such banks, trust companies, and/or investments as approved by the Board of Directors * Review and renew all permits & authorized post office boxes * Prepare annual operating budget and ensure compliance once approved by the Board * Ensure league is incorporated according to league minimum bylaws * Comply with all governmental tax regulations and file league tax reports as required * Ensure league complies with NLN bonding and insurance requirements * Review present current financial statements at each Board of Directors meeting * Research current funding, partnership and investment trends and topics pertinent to the league and report findings to Board of Directors   Reports to: President |
|  | Vice President Communication | * Serve as voting member of Board of Directors and Executive Committee * Attend monthly board meetings, league events and committee meetings * Act as coach, advisor and counselor to assigned committees * Support and defend policies and programs adopted by the Board of Directors * Report on the strategies, successes and challenges of assigned committees to Board * Submit agenda items for Board of Directors meetings in advance of meetings * Responsible for applicable budget items * Manage the publications, marketing, advertising, public relations, community outreach, and advocacy efforts of the league, including * Marketing - Website/technology * Publications - Newsletter, Directory, Annual Report * Public Relations - Media Relations, Press Releases * Advocacy - Government Affairs * Ensure league programs, activities and accomplishments are highlighted on an international level by communicating with NLN headquarters * Communicate strategic issues relating to communications/technology to Board of Directors * Research current communications/technology trends and report findings to Board of Directors * Approve all bills of the committees within the Communications category and forward appropriate paperwork to the VP of Finance.   Reports to: President |
|  | Vice President Education | * Serve as voting member of Board of Directors * Member of Executive Committee * Attend monthly board meetings, league events and committee meetings * Act as coach, advisor and counselor to assigned committees * Submit agenda items for Board of Directors meetings in advance of meetings * Report on the strategies, successes and challenges of assigned committees to Board of Directors * Manage the following budget line items: * Education Programs (income) * Monthly Programs (expenses) * Ensure the fiscal responsibility of the committee(s) to which position is assigned * Support and defend policies and programs adopted by the Board of Directors * Conduct transition meeting with successor * Perform other duties that may be delegated by the President and/or Board of Directors   **Specific Responsibilities:**  Manage and supervise league educational efforts, including:   * Monthly Programs - Registration, Site Selection & Logistics * Professional Development - Educational Content, Speaker Sourcing and CEUs * Special Educational Projects as determined by the President and/or Board of Directors * Develop annual education plan in accordance with league strategies and NLN standards * Communicate strategic issues relating to professional development to Board of Directors * Research current education trends and topics pertinent to nurse educators within region and report findings to Board of Directors * Approve all bills of the committees within the Education category and forward appropriate paperwork to the Treasurer   **Reports to:** President |
|  | Director of Marketing | * + Website and E-mail marketing   + Develop and manage operation and implementation of league website to ensure timely updates that keep site fresh and informative   + Perform annual review of league website to ensure its efficiency as a primary league communications device and compliance with NLN logo standards.   + Promote league website to members   + Research and offer suggestions on ways that technological advances can assist the league   + Liaise with Directors to ensure promotion of league activities   Reports to: VP of Communications |
|  | Director of Publications | * Coordinate all details of publishing and distributing monthly e-newsletter, and any other league publications to membership * Develop and enforce editorial calendar for all publications and solicit submissions * Facilitate production, writing, proofreading and design of league printed materials to ensure professional appearance and consistent 'look' of the NLN league brand * Appoint league photographer and coordinate placement of photos into league publications and social media * Liaise with Directors to ensure promotion of league activities * Provide an open channel of communications between committees to facilitate flow of information to newsletter editor * Perform annual review of league publications to ensure efficacy as league communications tools.   Reports to: VP of Communications |
|  | Director of Strategic Alliances & Sponsorship | * Serve as voting member of Board of Directors * Attend monthly board meetings, league events and committee meetings * Act as coach, advisor and counselor to assigned committees * Submit agenda items for Board of Directors meetings in advance of meetings * Report on the strategies, successes and challenges of assigned committees to Board of Directors * Responsible for the following budget line items: (list) * Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned * Support and defend policies and programs adopted by the Board of Directors Conduct transition meeting with successor * Perform other duties that may be delegated by the President and/or Board of Directors   **Specific Responsibilities:**   * Develop strategies to establish strategic partnerships with league members * Monitor industry trends to discover best practices in strategic alliances by other organizations * Work with appropriate committee to develop and/or manage strategic alliance programs * Ensure promotion of strategic alliance efforts * Report on strategic alliance strategies to the Board of Directors * Ensure that promised sponsor benefits are received by the sponsor * Review all sponsorship agreements * Updating sponsorship opportunities package   **Reports to:** Treasurer |
|  | Director of Professional Development | * Serve as voting member of Board of Directors * Attend monthly board meetings, league events and committee meetings * Act as coach, advisor and counselor to assigned committees * Submit agenda items for Board of Directors meetings in advance of meetings * Report on the strategies, successes and challenges of assigned committees to Board of Directors * Ensure the fiscal responsibility of the committee(s) to which position is assigned * Support and defend policies and programs adopted by the Board of Directors * Conduct transition meeting with successor * Perform other duties that may be delegated by the President and/or Board of Directors   Specific Responsibilities:   * Develop annual education plan in accordance with league strategies, NLN standards and NLN compliance requirements * Ensure promotion of annual education plan * Liaise with NLN headquarters on educational opportunities available to the league, including NLN speakers * Ensure content of educational programs is considered to be relevant to all members * Ensure content of educational programs is considered to achieve maximum attendance at programs/meetings * Serve as primary point of contact with speakers to provide for their arrangements, including fee negotiation and transportation requirements   Reports to: VP of Education |
|  | Director of Special Events | * Serve as voting member of Board of Directors * Attend monthly board meetings, league events and committee meetings * Report on the strategies, successes and challenges of assigned committees to Board of Directors * Act as coach, advisor and counselor to assigned committees * Submit agenda items for Board of Directors meetings in advance of meetings * Responsible for the Special Events budgets * Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned. * Support and defend policies and programs adopted by the Board of Directors * Conduct transition meeting with successor * Perform other duties that may be delegated by the President and/or BOD   **Specific Responsibilities:**   * Develop strategies to establish special events or other special networking events. * Monitor industry trends to discover best practices in special events by other organizations * Ensure promotion of special event efforts * Work with appropriate committee to develop and/or manage special events programs * Ensure there’s a silent auction coordinator on each event committee to address administrative and onsite auction needs. * Work with Director of Sponsorship to solicit favorable agreements * Report on special event strategies to the Board of Directors   **Reports to:** Treasurer |