

Role Description: President

Title: President of NAON Local Chapter

Qualifications: A member of NAON and local Chapter at least two (2) years preceding election.

Term: One (1) year followed by one (1) year as board member; may be re-elected.

Overall Responsibilities: Acts as chairman for the Board of Directors and serves as ex-officio member of Chapter committees as necessary.

Specific Duties:

1. Represents the National Association of Orthopaedic Nurses (NAON) and Chapter locally.
2. Executes local Chapter bylaws and policies and promotes the mission of NAON.
3. Co-signs all deeds, agreements, and other legal documents for the Chapter.
4. Presides over all meetings of the Chapter Board meetings and general business membership meetings or makes appropriate arrangements if unable.
5. Meets all timetables and submits all reports to National Office by April 1.
6. Prepares and distributes a formal agenda prior to board or business meetings.
7. Appoints all committee chairpersons.
8. Appoints special committees/task forces as necessary and terminates committees when their function is completed.
9. Serves as advisor to all Chapter committees and officers
10. Maintains communication with the National Office, CAT representative and Chapter membership as outlined in national bylaws, policies, and procedures. (See Communication section)
11. May call special meetings of the Chapter as outlined in the Chapter bylaws.
12. Submits a written expense request to the Chapter Treasurer before spending Chapter funds.
13. Identifies pertinent issues to be considered by the Chapter Board of Directors and upholds and monitors decisions.
14. Contributes to Chapter Newsletter, President's letter (if applicable)
15. Works with Chapter secretary and Membership committee to check monthly membership and quarterly MAL lists.
16. Attend NAON Congress each year, if possible, while serving as a Chapter leader.

Role Description: President-Elect

Title: President-Elect of NAON Local Chapter

Qualifications: A member of NAON and local Chapter for at least two (2) years preceding election.

Term: One (1) year followed by one (1) year as President and one (1) year as board member (three (3) years total).

Overall Responsibilities: Serves on the Chapter Board of Directors. Orients to the position of President.

Specific Duties:

1. Become oriented to the duties and responsibilities of Chapter President:
 - a. Become knowledgeable with local Chapter bylaws and policies
 - b. Review NAON Chapter Manual and Chapter Polices and Procedures Manual
 - c. Work closely with Chapter president
 - d. Attend all local Chapter meetings and other meetings delegated by the President or makes appropriate arrangements if unable
2. Attend NAON Congress each year, if possible, while serving as a Chapter leader
3. Performs other duties as delegated by the President, such as committee chairperson or project director.
4. Serves as Chairperson of at least one Chapter committee, such as Education/ Programming Committees, or Membership Committee.
5. Submits written expense request to Chapter Treasurer before spending Chapter funds and works with Treasurer to complete annual budget report (See Finance Section).

For a checklist of information and supplies, please refer to appendix # 12.

Role Description: Treasurer

Title: Treasurer of Local NAON Chapter

Qualifications: A member of both NAON and the local Chapter at least two (2) years preceding election.

Term: Two (2) years or more as determined by Chapter bylaws.

Overall Responsibilities: Serves on the Chapter Board of Directors. Supervises sound fiscal management of the Chapter.

Specific Duties:

1. Manages all debts and assets of the Chapter.
2. Maintains records of the Chapter's receipts and disbursements.
3. Prepares financial reports as requested by the local chapter Board of Directors and bylaws.
4. Submits a year-end report to the general membership at the annual changing of officers meeting.
5. Prepares and submits annual reports to the National Office and other financial reports as required or deemed necessary.
6. Provides expense voucher/reimbursement forms to all local chapter Board and committee members whose business involves Chapter finances. Expense requests should be submitted in writing prior to spending Chapter funds.
7. Reviews expense requests with local chapter Committee and local chapter Board of Directors and makes recommendations based on the budget and available funds. Provides written approval/denial for expenses to the requester.
8. Assumes responsibilities delegated by the local chapter President and/or local chapter Board of Directors as requested.
9. Attends all Chapter meetings or makes appropriate arrangements if unable
10. Attend NAON Congress each year, if possible, while serving as a Chapter leader

For a checklist of information and supplies, please refer to appendix 12.

Role Description: Secretary

Title: Secretary of NAON Local Chapter

Qualifications: NAON and local Chapter member for at least two (2) years prior to election.

Term: Two (2) years.

Overall Responsibilities: Serves on the local chapter Board of Directors. Records the minutes of Board and general business meetings. Handles general Chapter correspondence, mailings, and newsletter.

Specific Duties:

1. Preserves correspondence, reports, newsletter and records of the organization in a permanent file.
2. Maintains a record of attendance at all meetings.
3. Records minutes of all business and board meetings or makes appropriate arrangements if unable to attend.
4. Notifies Chapter members and area MALs of Chapter meetings and educational offerings at least six (6) weeks prior to the meeting (a shared duty with Membership and/or Education Committees).
5. Submits minutes to the Chapter Board of Directors at Board meetings.
6. Submits minutes to the general membership at Chapter business meetings.
7. Conducts correspondence on behalf of and within the Chapter.
8. Submits a year-end report to the general membership at the annual changing of officers meeting.
9. Submits written expense request to local chapter Treasurer before spending Chapter funds.
10. Performs other duties as delegated by the local chapter President, such as head of Membership Committee, maintaining Chapter membership/ mailing list, arranging for mailings to membership, etc.
11. Updates the names, addresses, and telephone numbers of all Chapter officers, and committee chairpersons after the annual changing of officers meetings. Send this list to all local chapter Board and committee members within two (2) weeks following the meeting.

For a checklist of information and supplies, please refer to appendix 12.

Role Description: Board Member

Title: Board Member of NAON Local Chapter

Qualifications: A member of both NAON and local Chapter. One Board member is the Past President.

Term: One (1) or two (2) years depending on the needs of the Chapter

Overall Responsibilities: Serves on the Chapter Board of Directors

Specific Duties:

1. Performs duties as delegated by the local chapter President such as:
 - Committee member
 - Committee chairperson
 - Special project director
 - Temporary officer in the absence or disability of the elected officer
2. Attends all local Chapter business and Board meetings and makes appropriate arrangements if unable to attend.
3. Past President acts as advisor to new local chapter Board members.
4. Submits reports as requested by the local chapter President or Treasurer.
5. Attend NAON Congress each year, if possible, while serving as a Chapter leader

ELECTIONS

Chapter elections are held during the first quarter of each year with an updated Officer Roster submitted to the National Office by April 1 of each year. This coincides with National elections. Depending on the size of your Chapter, you may find it useful to utilize a small group of your members as a Nominating Committee.

Criteria for officers:

- active member, preferably for one (1) or more years
- attend all local Chapter business meetings
- professional experience related to office preferred, but not required
- motivation and willingness to volunteer personal time to make successful Chapter

Voting

- a. All current full members of NAON must have the opportunity to vote, and the voting process must be in accordance with Chapter bylaws. If the elections are to be held at a meeting, make certain that the meeting announcement includes this information so that members interested in voting will make a point to come to that meeting.
- b. Number of officers elected each year:
 - Chapters may have President, President-Elect, Treasurer, Secretary
 - Larger Chapters may have additional board members
 - Plan ballots from odd to even years to have a consistent number of candidates every year, i.e., elect half in odd years and other half in even years
 - Term limits may be determined at the discretion of the Chapter
 - **Nominees for recognized offices must be current, full NAON members (president, president-elect, secretary, treasurer). Any elected officer must maintain current membership.**
- c. Announce upcoming elections in regular Chapter notices or newsletters to save postage expenses. Anyone interested in holding an office should contact one of the nominating committee members. This affords members an opportunity to nominate themselves or others in the event they will not be able to attend a meeting when nominations are taken.
- d. Present slate of candidates to the general membership, including name, credentials, and brief professional biography of each candidate.
- e. Ballots should be distributed at least 30 days before election results are due.
- f. The number of ballots cast must meet or exceed the quorum requirement of twenty percent (20%) of the membership.
- g. Opening and counting of ballots is done in the presence of all available Nominating Committee and Board members.
- h. Officers will be chosen by majority vote.
- i. All candidates, Board of Directors, CAT, and NAON office are notified in writing of election results by April 1 via the Officer Roster. This information is also used for inclusion in the Chapter directory of the Orthopaedic Nursing journal.

Role Description: Nominating Committee

TITLE: Nominating Committee Member

QUALIFICATIONS: Active member of NAON and local Chapter. Chairperson has been active member for at least one (1) year preceding election or appointment.

TERM: One (1) or two (2) years. This is can be an elected or appointed committee.

OVERALL RESPONSIBILITIES: Prepares slates of candidates for local officer elections and assists in mentoring of potential leaders

SPECIFIC DUTIES:

1. Actively recruit members to run for office.
2. Encourages Chapter members to run for elected positions.
3. Selects candidates for open positions.
4. Advises applicants of the overall responsibilities and specific duties of the position.
5. Obtains a signed Willingness-to-Serve form from each applicant.
6. Prepares ballots for each election.
7. Organizes distribution of ballots for each election to members who are eligible to vote at least 30 days before election results are due.
8. Submits written expense report to the Treasurer for approval before spending Chapter funds.
9. Attends all Chapter meetings and educational programs to meet potential candidates.
10. Assumes responsibilities as delegated by the local chapter President and/or Board of Directors.