INFORMATION SYSTEMS CHAIR

Position Description

(Revised May, 2014)

The Information Systems (IS) Chair: 1) maintains Membership and Board of Directors (BOD) Members Networking Forums (and other Networking Forums as indicated), 2) answers questions from website visitors, 3) works directly with Sherwood and the BOD to communicate needs of the organization and maintain APSNA website, 4) maintains website’s “Calendar of Events”, 5) communicates with all BOD members to meet IS needs, and 6) serves as liason between BOD members and Sherwood IT Personnel.

Additional responsibilities include:

1. Serve as member of the BOD for a two year term. There is a mentor year following this term.
2. Attend annual BOD Meetings (Pre- and Post-Conference) and participate in the Fall BOD Meeting and any teleconferences to conduct the business of the organization. Present a short report to the membership at the annual business meeting conference.
3. Collaborate with Leadership Chair to assist with elections and online voting for new BOD.
4. Collaborate with the following BOD in regards to:
   a. Membership Chair to maintain an accurate membership database.
   b. Program Chair to post information on the website throughout the year concerning the upcoming Annual Scientific Conference.
   c. Publications Chair to post information regarding the Journal of Pediatric Surgical Nursing.
   d. Development Chair to maintain advertisements as appropriate. Coordinate all advertising requests for events.
   e. Provide appropriate member information to Education Chair as needed.
   f. Program Committee member and APSNA Treasurer for on-line Conference registration form posting.
5. Coordinate posting of By-laws revisions, etc. with President-Elect and Secretary.
6. Maintain list of IS policies/instructions. Transfer to incoming IS Chair at Annual Meeting.
7. Solicit ideas from membership for website improvements and additions.
8. Assist members with website navigation and understanding, update annually.
9. Search the Internet periodically for related links that might be helpful to APSNA membership.
10. Maintain communication with other BOD members through the APSNA BOD Networking Forum.
11. Maintain a folder of all APSNA related financial transactions in which involved (including copies of all receipts) and submit for the annual audit.
12. Supply BOD with overview report of web traffic as applicable.
13. Review Advertisement and Mailing policies every 3 years.
14. Write a *Journal of Pediatric Surgical Nursing* article/item after attending any partnering or development meeting.
15. Other duties as delegated by the President.

**SKILL SETS NECESSARY FOR INFORMATION SYSTEMS CHAIR CANDIDATES:**

*To be developed within the first 3 months of Office*

- Access to and ability to navigate the following application
  - MS Word or equivalent.
- Ability to respond to web request within 48 – 72 hours (unless out of office/town with communication of such to the BOD).
- Maintain an e-mail account that will receive an increase e-mail volume with minimal relocation to spam folder.
- Working knowledge base for Information Systems Chair.

**STANDARD BOARD REQUIREMENTS**

- Shows a good appreciation APSNA’s mission and strategic plan, is able to evaluate and provide insight into strategic direction.
- Contributes to the achievement of APSNA’s objectives by effectively applying knowledge, experience and expertise to the issues confronting the organization.
- Demonstrates adequate knowledge of the profession to understand and question the assumptions upon which the organization’s business plans are based.
- Evidences diligent preparation for meetings (is prepared, knows material and actively participates). Arrives on time, is attentive and present for the duration of all meetings. Available when needed, accessible and approachable. Accepts and volunteers for tasks and related work that furthers the strategic direction of APSNA.
- Respects the confidentiality of the organization’s business information and the deliberations of the BOD. Contributes meaningfully and knowledgeably to BOD discussions, providing valuable input and advice to management. Expresses views frankly and openly in BOD meetings. Listens to, respects and encourages the expression of opinions by other BOD members.
- Makes a positive contribution to the long-term viability of APSNA as a professional association and to the succession of the BOD. Contributes to the overall effectiveness of the mission and preferred future of the organization. Demonstrates an ability to assist the BOD in meeting the strategic objectives of the organization. Shows an understanding of, and willingness to respond to, members’ needs.
TIMELINE and OPERATIONAL PROCEDURES for General Duties

May (incoming year)
- Attend the Business and Pre- and Post-conference BOD Meeting.
- In first year of term, as part of the BOD progression plan, identify possible future IS Chair(s) and begin to collaborate with that person.
- Review all APSNA policies, especially those specific to my job description.
- Review Board and Member Resource Documents access and documents available.
- Review APSNA Bylaws.
- Develop goals for upcoming year and submit to President as directed.
- Work with Sherwood IT personnel to update APSNA email addresses for all Board members as needed.

June
- Receive Membership e-mail communication from Membership Chair (co-ordinated with the membership drive).
- Collaborate with Program Chair to post conference website updates as appropriate.
- Update BOD webpage with pictures, with the assistance of Sherwood IT personnel.
- Remove outgoing BOD from Board Networking Forum by July 1.
- Collaborate with the Leadership Chair to post Founders Award winner and all honorable mention recipients on the website.
- Obtain complete set of profiles and photos, from Leadership Chair, for new BOD candidates and prepare for on-line voting.
- Receive updated history from Secretary and post on the website. Receive approved revisions to the By-laws from President (who coordinated the review while President-Elect) for posting on the website.
- Prepare and submit quarterly report to Board Networking Forum by July 1.

August/September
- Continue to obtain and refine BOD candidate profiles with Leadership Chair.
  - Nominations close September 15.
  - Prepare form for online voting: “Go Live” on October 1.
  - Review the candidate profiles submitted by the Leadership Chair, before posting.
- September: Review previous year’s budgets and expenditures. Submit budget requests to Treasurer at Fall BOD Meeting for any expenses greater than $25 for mailing, printing, shipping, or any other expenses anticipated for the coming January - December Fiscal Year.
- Review committee reports and BOD Networking Forum discussions prior to the Fall BOD Meeting.
- Prepare report for, attend, and participate in the Fall BOD Meeting Conference.
- Prepare and submit quarterly report to Board Networking Forum by October 1.
**September/October**
- On-line voting for BOD positions extends from October 1 to 31.
- Review committee reports and BOD Networking Forum discussions prior to the Fall BOD Meeting Conference.
- After collaborating with Leadership Chair, send an e-mail reminding members to go to the website to vote.
  - *Collaborate with Leadership Chair to send individual e-mails to each member inviting them to vote and linking/directing them to the website.*
- Receive “Save the Date” announcement from Program Chair by mid October for E-mail communication.
- Begin featuring upcoming Annual Conference on website.

**November**
- Announce the new BOD to the membership by e-mail communication in coordination with the Leadership Chair.
- Begin preparing on-line Conference registration form with Program Chair and Treasurer as needed.

**December**
- ALL receipts for reimbursement for current year should be submitted no later than December 15.
- Add incoming BOD members from Board Networking Forum, as non-voting members by January 2.
- Receive a second “Call for Abstracts” from Program Chair for E-mail communication.
- Receive a final conference brochure/syllabus by mid-December from Program Chair for posting on the APSNA website.
- Prepare and submit quarterly report via Board Networking Forum by January 1st.

**January**
- Submit on-line conference registration form with “Go Live” date, once received from Program Chair and reviewed by Treasurer. Review for content.
- Receive announcements from Leadership Chair for education and research grants applicants to be communicated via “News You Can Use”.

**February**
- After collaborating with Program Chair and Treasurer, send an e-mail “News You Can Use” reminding members to go to the website to begin on-line registration for Annual Conference. Work with Registration Chairperson, Program Chair, Treasurer as needed on revisions or updates related to the on-line registration form.
- Review position description and send necessary changes to Secretary and President-Elect by February 1st.
March
• Prepare and submit quarterly report to BOD Networking Forum by April 1.

April
• Continue on-line registration form collaboration with Program Chair, Treasurer, (Registration Chairperson).
• Assist Treasurer and IS Program Chair to obtain final list of registrants for Program Chair to provide to Sherwood representative for meal confirmation (include dietary requests). This may change based on Sherwood outsourcing.
  o Send reports to appropriate committee chairs as needed.

May
• Coordinate with Program Chair and appropriate BOD for IS needs for the Annual Scientific Meeting.
• Prepare a short committee report for presentation at the Business Meeting.
• Attend the Business Meeting and Pre- and Post-conference BOD Meetings.