LEADERSHIP CHAIR
Position Description
(Revised February 2015)

The Leadership Chair:
1. Recruits members to run for Board of Directors’ (BOD) positions.
2. Coordinates voting efforts for the organization with assistance from the Information Systems (IS) Chair/Web Administrator.
3. Coordinates the nominations and selection processes of all the organizational awards (award deadlines, except Spotlight which is bi-annual, are December 31).
4. Serves as the Master of Ceremonies for the Banquet at the Annual Conference.
5. Serves as a member of the BOD for a two-year term. There is a mandatory mentor year following this term where during which the outgoing Leadership Chair mentors the incoming Leadership Chair.
   Mentoring is a proactive relationship whereby the mentor (outgoing board member) facilitates the incoming board member’s understanding and fulfillment of the board position. The mentoring experience begins during the outgoing year, when the incoming board member is elected and formally ends at the end of the incoming board member’s first year on the board. The outgoing board member contacts the incoming board immediately after the elections, and reviews the job description to develop a transition plan that may include some actual responsibilities that are mutually agreed upon. The mentoring experience includes a collaborative decision on how often to meet and the best mode of communication.
6. Attends and participates in annual BOD Meetings (Pre- and Post-Conference, Business), the Fall BOD Meeting and any teleconferences to conduct the business of the organization. Presents a short report to the membership at the annual business meeting. On outgoing year does not attend Post-Conference BOD Meeting.
7. In keeping with the fiduciary responsibilities of the BOD, understands and approves the budget, as well as APSNA investment policies. For those board members that have specific budget items assigned to the job description understand their budget requests, variances, and rationales, and be prepared to report on this as needed.
8. Other duties as delegated by the President.

SKILLS SET NECESSARY FOR THE CANDIDATE OR TO BE DEVELOPED WITHIN 3 MONTHS OF STARTING POSITION
- Access to and working knowledge of Computer Skills such as Internet, PowerPoint.
- Strong Organizational and Communication Skills.
- Ability to utilize e-mail and communicate via Board Networking Forum effectively.
- Ability and motivation to mentor and develop new BOD members.
- Possesses basic skills in generating, editing, and organizing electronic files and
documents.

ESSENTIAL BOARD PROGRESSION PLAN SKILLS SET

- Shows a good appreciation of 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, both existing and new.
- 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 to organizational endeavors. 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.
- Communicates effectively with BOD, membership, founders, supporters, and other nursing and surgical leaders via written, verbal and electronic means.

TIMELINE and OPERATIONAL PROCEDURES for General Duties

Ongoing

- Chair the Leadership Development Committee. The Director at Large (DAL), Immediate Past President and President Elect are active in this committee.
- Maintain communication with other BOD through the APSNA BOD Networking Forum.
- Write a News You Can Use (NYCU) article/item after attending any partnering or development meeting.
- As part of the BOD succession plan, identifies possible future Leadership Chair(s) and begins to collaborate with that person.

May

- Recruit potential BOD nominees at the Annual Conference.
- Review all APSNA policies, especially those specific to my job description.
- Review Board Members Resources documents available.
- Review APSNA Bylaws.
- Develop goals for upcoming year and submit to President and Secretary through BOD Networking Forum by July 1.
- In coming year, reviews all award applications, policies and on-line award pages and
links for accuracy, including making sure that the correct Leadership Chair name is on the forms/page.

- Review Candidate Handbook in collaboration with the President Elect. If any revisions are made, updates them, and distributes to the IS Chair/Web Administrator for website upload.
- Review Elections Page on the website and makes revisions as necessary by providing these to the IS Chair/Web Administrator. Direct IS Chair/Web Administrator to make this page live from May until after Election Results.
- Open up nominations for the Champion Award for the following year’s conference.

**June**
- Provide information (names, pictures) of Founders Award winner and all honorable mention recipients to the IS Chair for posting on the website by the Web Administrator.
- Provide information (name, pictures) of Champion Award winner and all honorable mention recipients to the IS Chair for posting on the website by the Web Administrator.
- Provide any award winners (Foster, Research, Education, Founder’s, Champion) to Publications Chair to be posted on the *Journal of Pediatric Surgery Nursing (JPSN)* Website.
- Open nominations via *NYCU* bulk e-mail communication, and in *JPSN*. Attach board member expectations and commitment letter for candidates to review.
  - Request biographies/candidate profiles and photos from candidates.
- Work with President and IS Chair/Web Administrator in the development of the on-line Elections ballot. Ensure that this is an anonymous/blinded form.
  - Request biographies/candidate profiles and photos from candidates.
- Reiterate in bulk e-mail communication that terms are 2 years of service on the BOD, followed by a mandatory mentor year. Encourage outgoing board members to be available to potential candidate to ask answer questions and review positions.
  - Send periodic reminders on via *NYCU*, and approach individuals directly.
  - Distribute link to Candidate Handbook to all potential or incoming candidates.
- Suggest that current BOD develop and nominate successors to their own positions.
- Prepare and submit quarterly report to Board Networking Forum by July 1.
- Review nominations for Spotlight Award, Foster Grant, and Champion Award, if any.
- Work closely with DAL and Executive Committee (EC) to recruit members to run for office.

**July**
- Review candidates for office with President and President Elect.

**August**
- Continue networking for BOD candidates.
- Repeat call for nominations via a bulk e-mail *NYCU*. Provide script/text to the IS Chair, in order to submit to Web Administrator. Repeat this periodically to encourage nominations.
- Ensure distribution of Candidate Handbook and all candidate materials to all potential candidates (President or President Elect will oversee).
- Contact Program Chair regarding needs for conference (Founder’s Banquet, Silent Auction, etc.) prior to Program Chair’s site visit. This may be later depending on the
September

- Prepare and submit quarterly report to Board Networking Forum by October 1.
- Submit potential slate of nominees to Executive Committee, prior to closing of nominations on September 1.
- Personally contact all nominees to ensure that they understand the commitment; recommend that they contact the current BOD member in the position that they were nominated for to discuss the job descriptions.
- Plan for Electronic Voting for Elections:
  - Request biographic profiles from all candidates to develop the ballot.
  - Submit candidate profiles and photos to the IS Chair/Web Administrator so the online ballot can be designed (once received all profiles and photos).
  - Complete the on-line ballot by September 30.
  - Voting starts by October 1.
  - Close nominations September 15.
- Oversee on-line voting with President.
  - The President will send a reminder via NYCU to membership to encourage voting.
  - Leadership Chair may need help with problems or issues that arise with on-line voting – The President will assist and ensure that paper ballots are sent to those who request them and/or do not have website access.
- Review previous year’s budgets and expenditures. Submit budget requests to Treasurer at Fall BOD Meeting Conference for expenses related to mailing, printing, shipping, or any other expenses (folders--printing for nominees, flowers, plaques, banquet special expenses, include shipping of plaques, as applicable) anticipated for the coming January - December Fiscal Year.
- Review committee reports and BOD Networking Forum discussions prior to the Fall BOD Meeting Conference.
- Review nominations for Spotlight Award, if any.
- Submit article on Foster WOCN Grant and other awards for the NYCU, and provide information to be posted on JPSN website as well. Distribute to IS Chair and Publication Chair for NYCU and posting on the JPSN website, respectively.
- Provide script to IS Chair/Web Administrator for personalized e-mail communication reminding and inviting members to go to the website to vote, provide a link directing the user to the voting page.

October

- On-line voting for BOD positions extends from October 1 to 31, at the discretion of the Leadership Chair and President.
- Prepare report for, attend, and participate in the Fall BOD Meeting Conference.
  - President will send Presidential reminder via NYCU to membership to encourage voting.
  - The President will assist the Leadership Chair with problems or issues that arise with on-line voting – be sure to see that paper ballots are sent to those who request them and/or do not have website access.
- Provide script/text to IS Chair/Web Administrator for a bulk e-mail NYCU to the APSNA
membership reminding them that nominations for the Champion Award are open.

- Meet with DAL to discuss leadership development strategies. Examples: Content development for Board orientation for President Elect, develop leadership related program content and submit to Program Chair for consideration, participate in the selection of Board Members to attend NALA, NIWI, SIG chair mentorship and goal setting, SIG project ideas.

**November**

- Submit election results to the Executive Committee.
- Contact all candidates by phone with the election results.
- Collaborate with President and IS Chair/Web Administrator for President to send NYCU announcement to membership with BOD Election results.
- If outgoing board member, contact the incoming winner of the elections, review job description and commence mentoring (See #5 – Page 1).

**December**

- ALL receipts for reimbursement for current year should be submitted no later than December 15.
- Prepare and submit quarterly report to Board Networking Forum by January 1.
- Close nominations for all awards (except Spotlight) on December 31st.
- Review nominations for all awards.
- Communicate with BOD regarding number of nominations, if any.
- Review with BOD all nominations for the Champion Award, and vote per organizational policy.
- Submit New BOD listing and the date they start to the Publications Chair so it can be placed on the JPSN website tab.

**January**

- Open nominations for the Founders Award. This will be done on-line only. No hard copy letters or brochures will be sent.
  - Collaborate with President to contact APSA President to encourage surgeons to nominate a nurse colleague and request a communication be sent to their membership about the award.
  - Amend the nomination form on the website to reflect name and address of current Leadership Development Chair (who will receive the nominations).
  - Send e-mail communication to APSNA membership via NYCU (write script/text for announcement and submit to IS Chair/Web Administrator).
- Submit article on Founders Award, Education and Research Grants for the NYCU (explaining the award, providing link to award page and downloading of the application) and provide information to be posted on JPSN website as well. Distribute to IS Chair/Web Administrator for NYCU e-mail communication, and the Publication Chair and posting on the JPSN website, respectively.
- Review applications for Education, Research and Foster Grants. Distribute applications to designated reviewers per policy. Can be January or February, per Leadership Chair discretion. Application deadline is December 31.
- Review position description and submit necessary changes to President-Elect by
February

February
• Repeat Founders Award e-mail communication via NYCU.
• Notify Champion Award nominees and winner by February 1. Provide information to the Program Chair, so that a complimentary banquet ticket for the winner and significant other, as applicable can be organized through registration.

March
• Prepare and submit quarterly report to Board Networking Forum by April 1.
• Prepare Annual Banquet last minute needs working closely with Program Chair.
• Work in collaboration with President on Founders Award.
• Close nominations for the Founders Award on March 15.
  o Send e-mail to congratulate each nominee and request current Curriculum Vitae (CV).
  o Must be postmarked on or before the March 15 deadline.
  o Prepare a task force to judge the nominees. Include one past President, one current Board member, and one former Founders Award winner.
  o Make a packet of blinded copies (remove names) of each nominee’s information, including supporting documentation and CV.
  o Send each task force member a complete packet with a scoring tool for each nominee.
• Review nominations for Spotlight Award, if any.

April
• Order plaques for Founder’s Award Recipients and for outgoing president.
  o Certificates are printed and/or plaques made for all Founders Award honorable mention recipients.
  o See past certificate as an example.
  o Include one for the winner so not identified until the announcement is made.
  o Buy nice frames for certificates.
• Notify Treasurer of the Founder’s Award winner so check can be prepared.
• Write a bio sketch for each honorable mention and a longer one for the winner to be read at the banquet at the annual meeting in May.
• Submit all receipts to the Treasurer as soon as expenditure is made.

May
• Ship frames for the Founders Award honorable mention recipients to the hotel. Discuss shipping with Program Chair and Treasurer. Program Chair will get information on process and exact address to ship from Sherwood Program Planner. Treasurer will provide guidance on budget guidelines.
• Arrange to purchase flower bouquet for the Founders Award winner.
• May choose to give the flowers in-person or have them delivered to the winner’s home/office at discretion of the Leadership Development Chair, based upon recipient residence and presence at meeting.
• Announce the BOD election results during the Business Meeting. Introduce the
Incoming BOD.

- Act as Master of Ceremonies for the Annual Banquet
  - Read the biographies for the Founders Award Honorable Mention Winners
  - Announce Champion, if awarded that year
- Give the preceding year’s Founders Award winner the current winner’s supporting information so the outgoing winner can announce the new winner at the Annual Banquet.
- Give each Honorable Mention and Founders Award winner his or her nomination packets.
- Present recipients of Education, Research, and Foster Grants to membership at Founder’s banquet.
Appendix Election Calendar

1. The term of office begins in May of the year marked with an “X” with elections for that position having been held the previous October.
2. All term lengths are 2 years with the exception of that of the President-Elect, which is for one year followed by a one-year term as President.
3. All BOD members are expected to remain active during the year following completion of their term of office; this is called the mentor year.

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