

NATIONAL LEAGUE FOR NURSING

JOB DESCRIPTION

Job Title:	Governance Support Coordinator
Responsible to:	Manager, Office of the CEO
Business Unit:	Office of the CEO
Hours:	35 hours per week, Monday to Friday
Location:	NLN, Washington DC
Job Purpose:	To provide administrative support to the NLN Board of Governors and its Committees and other councils/task groups as assigned. The coordinator will work under the guidance of the Manager of the OCEO, and regularly deal with the NLN's governing body, the CEO, and other senior members of staff.

ADMINISTRATIVE SUPPORT TO BOG COMMITTEES:

Provide overall administrative and logistical support for board members and board meetings, committee meetings (including: Audit and Compliance, Awards, Bylaws, Finance, and Nominations committees and Past Presidents conference calls.

- Coordinate and schedule all face-to-face and conference call meetings
- Prepare, update and distribute all meeting materials to committee members (agenda and chair's agenda, background papers, and proposals)
- Manage annual nomination and election process for elected positions
- Manage annual awards nomination and selection process
- Secure hotel contracts and arrange for rooms, food, A/V, and room set up
- Assist board members and committee members with travel arrangements
- Plan dinners and notify board and committee members of all meetings and planned events
- Record minutes for committee meetings and track action items, ensuring follow up with relevant members
- Process travel reimbursements
- Update board committee members contact information in iMIS
- Distribute and collect COI forms, Intellectual Property, and Confidentiality policies for signature
- Track all meeting expenses and assign proper accounting codes
- Provide support to the president in coordinating the committee appointment process

- Responsible for the President's and President-elect's travel schedules and NLN-related travel arrangements, including conference registrations, hotel reservations, etc.

ADMINISTRATIVE SUPPORT TO THE BOG:

- Attend all board meetings
- Record board meeting minutes
- Provide additional support as assigned

ADMINISTRATIVE SUPPORT TO THE OCEO/CEO:

- Provide day-to-day administrative support to the CEO and Manager of the OCEO
- Maintain copies of invoices for documentation of expenses for all projects to assure accurate budget tracking and reconciliation with monthly financial statements
- Maintain records of airline tickets and other expenses charged to the corporate credit card so that monthly invoices can be reviewed and accounting code numbers can be assigned for expenses to be charged to the OCEO budget
- Other duties as assigned by the CEO or Manager of the OCEO

The governance support coordinator is expected to travel to board meetings and occasionally to work outside normal office hours to accomplish tasks. Additionally, the governance support coordinator is expected to attend the NLN's annual week-long conference, which takes place in late September of each year.

While covering the main responsibilities of the position, this role description is not exhaustive and may be altered at the discretion of the CEO or Manager of the OCEO.

LOCATION

- Washington, DC.

HOW TO APPLY

Applicants should send a cover letter and resume to: hr@nl.org. Please include "Governance" in the subject line of your email.

Salary is commensurate with experience and credentials.