**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.
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|  | 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 |