

Election Timeline



Late August or Early September:

Call for nominations is distributed to the chapter membership (exact date to be determined by the chapter).

Mid-September:

Deadline for nominations (exact date to be determined by the chapter). Ballots are prepared and finalized by the Nominating Committee or the Board of Directors.

Early October:

Ballots are distributed to the chapter membership (exact date to be determined by the chapter).

Mid-October:

Ballots are returned to the Board of Directors and the votes are tallied.

Late October:

New board members are announced to the chapter membership. Election results are reported on the Q3 President's Report.

January 1:

Newly elected board members assume office.

Position Descriptions

President

Term Length: 1 or 2 years (limited to 2 years, maximum)

Time Commitment: About ten hours per month, including an average of one monthly meeting.

Responsibilities:

- Lead the development of the chapter goals, strategic plan, objectives, and budget with the board of directors and committee chairs of the standing committees (if applicable).
- Advise the general membership and chapter board of directors of progress toward the chapter goals, strategic plan and objectives, healthcare issues and trends, and information from ONS National.
- Coordinate the completion, review, and submission of the chapter annual report and treasurer's report by January 31st each year.
- Serve as a liaison between the general chapter membership, the chapter board of directors, and ONS National.

Treasurer

Term Length: 1 or 2 years (limited to 2 years, maximum)

Time Commitment: About six hours per month, including one monthly meeting.

Responsibilities:

- Manage the chapter's finances, including budgeting, record-keeping, and financial reporting, ensuring transparency, accuracy, and compliance with applicable regulations and policies.
- Oversee the collection of donations and other revenue streams.
- Oversee the disbursement of funds for chapter activities, programs, and expenses, in accordance with approved budgets and fiscal guidelines.
- Provide regular financial updates and reports to the chapter leadership and membership, offering insights, analysis, and recommendations to support informed decision-making and ensure the financial health and sustainability of the organization.

Secretary

Term Length: 1, 2, or 3 years

Time Commitment: About four hours per month, including one monthly meeting.

Responsibilities:

- Maintain accurate records of chapter meetings, including minutes, agendas, and attendance, to ensure a comprehensive record of discussions, decisions, and action items.
- Facilitate communication within the chapter by disseminating relevant information, announcements, and updates to members in a timely manner, utilizing various channels such as email, newsletters, and social media platforms.
- Assist in the coordination of chapter events, activities, and initiatives by providing administrative support, organizing logistics, and helping to ensure smooth execution and follow-up.

Program Chair

Term Length: 1, 2, or 3 years

Time Commitment: About six hours per month, including one monthly meeting.

Responsibilities:

- Develops an annual plan to meet the educational needs of chapter members that includes, but is not limited to, the following:
 - Date, time, and location for all programs
 - Program topic, format, and presenters or coordinators
 - Educational objectives
 - Professional development credits (optional)
 - Promotion and advertising strategies
 - Annual budget for programs

Membership Chair

Term Length: 1, 2, or 3 years

Time Commitment: About four hours per month, including one monthly meeting.

Responsibilities:

- Organize membership drives and recruitment efforts, actively seeking out potential new members through outreach, events, and networking.
- Maintain accurate records of current members and their membership status ensure effective communication and engagement.
- Serve as a liaison between the local chapter and its members, addressing inquiries, providing support, and fostering a sense of belonging and participation within the organization.

Incentives for Board Service

Consider offering various incentives to help recognize the contributions of the chapter's elected and appointed board members. Please note that only monetary incentives that support the professional growth or leadership development of the individual can be offered.

Below are several suggestions that have been used by chapters:

- Stipend to attend ONS conferences.
- Stipend for ONS membership dues.
- Local recognition through the chapter newsletter.
- Local recognition through employer and/or the community.
- Give at the beginning or end of their term (ex: ONS pin, book, plaque, etc).
- Letter of appreciation from the chapter to the individual's employer or family.
- Educational scholarship.
- Weekend or day leadership retreat.
- Formal mentoring program for leaders.