

**Omicron Delta Officer Job Descriptions**  
**Revised November 2010**

1. Minimum Qualifications for ALL positions:
  - Active member in the chapter
  - Consent to serve in the position
2. Each officer shall submit a report at each Board of Directors meeting and to members at the General Membership meeting as well as assist in preparing the Chapter Annual Report form for submission to Sigma Theta Tau International Headquarters.
3. The following officers of the Board will serve on the Executive Committee: President, President-Elect, Treasurer, Secretary, Vice President and Executive Director

**EXECUTIVE BOARD OF DIRECTOR JOB DESCRIPTIONS:**

**\*President (Executive Board Member)**

Responsibilities

- Be the executive officer and administrator of all business of the chapter as stated in the Bylaws.
- Serve as chief representative of the chapter in inter-chapter activities.
- Serve as ex-officio member of all committees, except nominating committee
- Confirm Presidential appointed positions within 60 days of taking office (Area VPs, Eligibility Chair, Scholarship Chair, and Education Chair)
- Finalize the committee appointments recommended by the Board of Directors for all committees, advisory councils or task forces.
- Delegate responsibilities not otherwise handled by the chapter bylaws, to the chapter officers or committees.
- Ensure at least one business meeting and at least two scholarly programs are held during each fiscal year.
- Facilitate the Executive Board meeting, preceding the annual membership meeting, for all newly installed officers in order to facilitate the transfer of duties and responsibilities and to review the strategic plan, drafting the agenda for the annual face-to-face board meeting.
- Develop and maintain policies and procedures related to the position of President. Submit modifications or new policies and procedures to the Board of Directors for approval.
- Prepare an annual report to the chapter membership regarding the President's responsibilities and activities

### **\*President-Elect (Executive Board Member)**

Responsibilities:

- Succeed into the presidency at the end of a two-year term of office.
- Perform the duties of the President in the President's absence.
- Communicate to the public the purposes of the society.
- Be chair of committees, as needed.
- Learn the chapter operations and facilitate the achievement of chapter goals and mission of Sigma Theta Tau International.
- Manage, track and submit all pieces related to the Chapter Key Award
- Attend a Chapter leadership Academy prior to assuming role of President.
- Explore and identify opportunities for chapter recognition and ensure attainment.
- Prepare an annual report to the chapter membership regarding the President-elect's responsibilities and activities.

### **\*Treasurer (Executive Board Member)**

Responsibilities:

- Be custodian of the funds.
- Prepare a quarterly financial report and present a current financial report to the Board of Directors at each meeting.
- Prepare and submit an annual budget to the Board of Directors with appropriate committee advisory council or task force.
- Prepare and submit the Annual Chapter Financial Report.
- Work with the accountant on the biennial audit and submit a copy to headquarters.
- Obtain and complete necessary tax forms for the Internal Revenue Service.
- Oversee the reimbursement process for all officer and member approved expenses.
- Oversee and manage the investment plan of the organization with support from the Board of Directors.
- Serve as an ex-officio member of the finance committee.
- Develop and maintain fiscal policies and procedures in collaboration with the appropriate committee. Submit new policies or modifications of existing policies to the Board of Directors for approval.
- To be bonded in an amount equal to 75% of the overall chapter worth.

### **\*Secretary (Executive Board Member)**

Responsibilities:

- Record the minutes for each Board of Directors and business meeting
- Submit the minutes to the Executive Director to be posted on the website no later than one week after the meeting
- Communicate the business, projects and activities of the Board of Directors to the membership.
- Prepare an annual report to the chapter membership regarding the Secretary's responsibilities and activities.

### **\*Vice President (Executive Board Member)**

Responsibilities:

- The Vice President shall perform the duties of the president in the president's absence.
- The Vice President is an Area Counselor that has been voted in by the chapter members to serve the Vice President role for the chapter.

**\*Executive Director (Non-Voting Executive Board Member)**

Responsibilities - Under the general supervision of the Executive Board, this position provides operational management for the chapter, chapter activities and the chapter members.

- Performs a broad range of management duties of a highly confidential nature, on a regular basis, requiring initiative and judgment to make independent decisions for which probable errors may have moderate effect on costs. Communicates these issues directly to the Executive Board for immediate action.
- Serves as the primary means of contact with STTI. Develops and maintains professional relationships with STTI personnel so that the chapter has an effective, consistent and supportive relationship with STTI.
- Manages all correspondence for the chapter between chapter members, STTI and Board.
- Maintains all Omicron Delta chapter operations. Schedules and sets up monthly teleconferences for board meetings and any other meetings as deemed necessary. Sends out agenda and materials prior to meeting for preparation
- Coordinates and plans the logistics for the annual Board of Director and Executive Board meetings. Also, plans and manages the entire process of the annual General Membership meeting.
- Manages all financial contracted services so that financial reports, audits and financial planning are available for review at each Board of Directors meeting.
- Maintains the chapter website and performs webmaster duties to maintain website.
- Works with all contracted web designers for any enhancements that are approved by the Board. Serves as the project manager for all implementations.
- Works with all officers and committee chairs to complete duties such as eligibility, induction, nurse leader membership, officer elections and research applications. Also, works with the secretary to receive meeting minutes, distribute them for Board approval and post them for member review.
- Ensures all reports - including chapter bylaws, chapter annual report, chapter financial report, verification of fees report, chapter officer list, and delegate certification - are submitted to headquarters in a timely manner.
- Is responsible for coordinating all chapter activities which includes but is not limited to, creating the annual chapter timeline for all Board of Director positions and managing the execution of all required chapter deadlines.

- Works with the Treasurer to manage the financial reimbursement process by receiving, reviewing and approving all financial requests prior to disbursement by the Treasurer.
- Prepares special or one time reports, summaries, or replies to inquiries. May assist in the research, analysis and interpretation of data under the direction of the OD Board. Maintains a high degree of confidentiality on all sensitive information this position is privy to.
- Updates the Chapter Management system with STTI in regard to new officers within two weeks following officer elections; maintain accuracy of the list with Headquarters.
- Completes the monthly newsletter and STTI updates for email distribution.
- Opens and reviews all mail directed to Chapter. Composes responses to inquiries, delegates items and forwards issues to appropriate chapter member or Board officer.
- Maintains local base of operations as well as the chapter PO Box, chapter phone and e-mail accounts.
- Performs other duties as assigned or apparent.

## **BOARD OF DIRECTOR JOB DESCRIPTIONS**

### **Area Counselors (Board Member – Appointed – Non-Voting)**

Area Counselors shall be appointed by the President and serve a term of two years to coincide with the term of President. An Area Counselor may be appointed to serve an additional term by a subsequent President.

- Attend the monthly teleconferences of the Board and disseminate the information from the meeting to the 2<sup>nd</sup> VPs in your respective Area. Invite 2<sup>nd</sup> VPs to attend the teleconferences as well assuring that there is always area representation for every teleconference.
- Attend the annual Board meeting/educational day or arrange to send a 2<sup>nd</sup> VP as a representative for the area.
- Assist with induction planning for all campuses within the Area.
- Hold a teleconference for all 2<sup>nd</sup> VPs in area before May 1 to mentor 2<sup>nd</sup> VPs through the induction process
- Plan face to face meetings in conjunction with UOP regional meetings to maximize connections and opportunities for networking.
- Work with 2<sup>nd</sup> VPs to facilitate local campus events such as fundraisers, social connections and community service.
- Record/track all Area events in preparation for Chapter Key Award application.
- Assist members in Area with questions.
- Assist with Area compliance in terms of submission deadlines for eligibility.
- Resolve eligibility issues for members in the Area (may answer themselves or delegate to 2<sup>nd</sup> VP)\*\*\*
- Complete duties as needed for any vacant 2<sup>nd</sup> VP positions in Area

\*\*\*Eligibility issues are not assigned based on geographical location but rather associated campus location...for example a student who is now living in Texas but attended the So Cal campus and has a question about why she was not invited would be sent to the Western Area VP for resolution or delegation to the campus 2<sup>nd</sup> VP rather than the Southeast Area where Texas is located.

### **Leadership Succession Chair/Committee (Chair is a voting Board Member)**

#### Responsibilities

- Develop members in organizational leadership roles across the span of their careers.
- Mentor members to assume positions at all levels of the organization.
- Oversee the selection of well-qualified members who can provide the necessary leadership to achieve chapter goals and to meet the needs of members.
- Oversee the preparation, distribution and tallying of election ballots.
- Notify all candidates (elected and non-elected) of the election results.
- Three members are elected to the Committee of which one is appointed as Chair of the Committee by the President. The Chair oversees the Committee and serves as a voting position on the Board of Directors.

### **Governance (Bylaws) Chair (Voting Board Member)**

#### Responsibilities

- Completes the bylaw amendment process by considering, reviewing, editing and/or correlating such amendments as may be referred to the Governance Committee.
- Submit the chapter's bylaws to headquarters in accordance with the established policy.
- Oversees the Eligibility Chair and their responsibilities to the eligibility process.

### **Education/Conference Chair – (Voting Board Member)**

#### Responsibilities

- Appointee will not be a current member of the board.
- Term of appointment will coincide with President but can be renewed by incoming President
- Preside over the annual conference committee (comprised of Area VP and 2<sup>nd</sup> VP's for the geographical location of the conference, as well as other volunteers).
- Work with designee from STTI (in addition to the conference committee) during the odd year when annual meeting/education session is held in conjunction with the STTI Biannual Convention
- Develop a standard operating procedure for this committee to use annually – including policies for speakers, budget approval, site approval, evaluations, CEU process, timelines for preparation, strategies for marketing, procedures for conference philanthropy (including reaching out to local STTI chapter for involvement), etc.
- Prepare a summary of the annual meeting/educational conference to include an analysis of the participant evaluations, the expenses and revenue, and

suggestions for improvements-present this summary to the Board at the next monthly meeting after the conference.

- Track conference expenses with Treasurer so budget evaluation could be completed as part of the conference summary.
- Archive statistics from each conference including attendance, costs, revenue, philanthropy cost/benefit, evaluation analysis.

### **Past President - (Board Member – Non-Voting)**

- Liaison for Research/Scholarship Chair
- Serve on the Finance Committee

### **Omicron Delta Job Descriptions**

#### **Eligibility Chair (Serves under the Governance Chair)**

##### Responsibilities

- Coordinate activities of inducting eligible students and community members.
- Work with the Executive Director, Area VPs and second vice-presidents to complete the eligibility process
- Send membership invitations to all eligible candidates

#### **Research Chair/Scholarship Chair (Serves under the Past President)**

##### Responsibilities

- Oversee the process of developing, reviewing and revising criteria for research/scholarship awards, recognition awards and the funding of research grants.
- Oversee the process for reviewing and evaluating abstracts for research awards and proposals for research grants as well as the process for reviewing and judging award and scholarship applications..
- Oversee the planning of any chapter research conferences or research day activities.
- Oversee the development of strategies for promoting the conduct of research and for the dissemination and utilization of research findings.
- Recruit candidates for research and scholarship awards - locally, regionally and internationally. Assist with the application process.
- Ensure that all applicants are notified of judging results, selected or not selected. Inform award and scholarship recipients of the manner in which they will receive their award or scholarship.
- Coordinate preparation of entries for any regional or international awards in which the chapter wishes to make application.

Note: Those serving as the Research Chair, on the Research Committee or as any other chapter officer or chair are not eligible for research funding while in any appointed or elected positions.

## **Dean's Liason (Non-Voting Executive Board Member) – Volunteer position as part of UOP**

- Serve in the capacity as the Archivist completing the following duties:
- Oversee the collection and preservation of statistics, documents, individual contributions and other information of historical significance concerning the chapter
- Oversee the process of developing and maintaining a written history of the chapter which is reviewed and updated on an annual basis
- Serve as a conduit of communication with the University and the chapter
- Attend board meetings and teleconferences as the University representative

## **Second Vice-President (Serves under Area Counselors)**

Second Vice Presidents, appointed by the President on recommendation of the Area Counselor, may remain in office until such time as personal resignation is submitted or until no longer satisfactorily carrying out the duties of the role, as determined by the president.

- Work with the Area Counselor to facilitate membership activities at the local level.
- Coordinate all activities and business of the society at the campus.
- Participate in the process for determining membership eligibility and inducting members.
- Develop strategies for publicizing and informing students and community nursing leaders of eligibility for membership. Participate in the message boards online.
- Assist chapter with securing the necessary data from the official records of students to determine eligibility status.