OF THE SAN FRANCISCO BAY AREA

CHAPTER 0512

Join Our Chapter of Officers!

Open Positions :

- President (1 to be elected)
- President-elect (1 to be elected)
- Vice President (1 to be elected)
- Corresponding Sec. (1 to be elected)
- Board of Directors (3 to be elected)

incentive: 1-year membership renewal ($170 value) when **joining and serving** on the Nominating Committee **and** successfully **getting** a qualified candidate **on** the ballot.

DESCRIPTION OF DUTIES FOR OPEN POSITIONS

Duties of the President

1. Presides at all chapter and Board of Directors meetings.

2. Is responsible in conjunction with the Board of Directors and has the Board's approval for the Association's activities.

3. Represents the Association at meetings of other organizations or designates an alternate to serve in the President's place.

4. Appoints chairs of all standing and special committees after consultation with the Board of Directors.

5. Offers guidance to all committees in their activities.

6. Terminates committee appointments when such appointees are non-productive.

7. Directs the preparation of and signs all official communications, when applicable.

8. Speaks on behalf of the Board on all official matters.

9. Keeps Board and chapter members informed of all Association activities as received from national AORN.

10. Please respond quickly to all communications from National AORN and insists that all officers communicate quickly with Headquarters.

11. Is a member ex-officio of all committees except the Nominating Committee.

12. Serves as delegate chair for the annual AORN Congress.

13. Submits a written report before or at the transitional Board meeting.

14. Delivers all chapter property to the incoming President before or at the transitional Board meeting.

DESCRIPTION OF DUTIES FOR OPEN POSITIONS

Duties of the President-Elect

1. Serves as workshop chair.

2. Serves as chapter representative to California's Operating Room Nursing Council.

3. Serves on the Bylaws Committee.

4. Serves as Chair of the Legislative Committee.

5. Serves on the Nominating Committee in an advisory capacity.

6. Performs such other duties as may be delegated by the President.

7. Submits a written report before or at the transitional Board meeting.

8. Delivers all chapter property to the incoming President-Elect before or at the transitional Board meeting.

DESCRIPTION OF DUTIES FOR OPEN POSITIONS

Duties of the Vice-President

1. Performs the duties of the President in the absence of, or incapacity of, the President.

2. Performs such other duties as may be delegated by the President.

3. Chair of the Education Committee.

4. Sends notes of appreciation as soon as possible to program participants.

5. Submits a written report before or at the transitional Board meeting.

6. Delivers all chapter property to the incoming Vice-President before or at the transitional Board meeting.

DESCRIPTION OF DUTIES FOR OPEN POSITIONS

Duties of the Recording Secretary

1. Records, retains, and provides to the membership the minutes of regular chapter meetings.

2. Records, retains, and provides to Board members the minutes of the Board of Directors' meetings.

3. Preserves correspondence, minutes, reports and records in a permanent file.

4. Excerpts pertinent data and sends to respective committee chairs when applicable.

5. Maintains attendance records of chapter and Board of Directors' meetings.

6. Is chair of the Membership Committee, keeping an accurate and current list of membership by obtaining a list of new or reinstated members from the President each month.

7. Submits a written report prior to or at the transitional Board meeting.

8. Delivers all chapter property to the incoming Recording Secretary prior to or at the transitional Board meeting.

DESCRIPTION OF DUTIES FOR OPEN POSITIONS

BOARD OF DIRECTORS

DEFINITION

The Board of Directors comprises the officers and members elected by the membership. The Board of Directors is charged with the overall responsibility of conducting the chapter's affairs.

PHILOSOPHY

The philosophy of the Board of Directors is to act in the membership's best interest by conforming to the purposes for which the Association was formed as outlined in the bylaws.

RESPONSIBILITIES

1. Directs the business and financial affairs of this chapter.
2. Establishes administrative policy.
3. Fills all vacancies on the Board of Directors except the office of the President.
4. Fosters growth and development of the chapter.
5. Assists the President in the structuring of committees.
6. Reviews committee reports and determine the action to be taken.
7. Approves budgetary allocations as submitted by the Treasurer.
8. Approves fundraising functions as established by the Budget a Finance Committee.
9. Establishes policies regarding the purchasing of supplies and equipment.
10. Establishes policies for services, such as printing and mailing of the official organ of the chapter, meeting notices, or other special projects.
11. Functions as the Credentials Committee in determining membership status.
12. As a retiring officer, delivers all chapter property to successors before or at the transitional Board meeting.

DESCRIPTION OF DUTIES FOR OPEN POSITIONS

INDIVIDUAL RESPONSIBILITIES OF BOARD MEMBERS

1. Serves on committees as assigned.

2. Attends all Board of Directors meetings. If a member finds it impossible to fulfill this obligation, the member shall be expected to submit a written resignation. If a member becomes non-functioning and does not resign voluntarily, an unexcused absence from three (3) consecutive meetings means automatic resignation.

3. Keeps oneself well informed of the activities of the chapter and national AORN.

4. Conducts oneself according to the position held to reflect prestige upon the chapter.

5. Arrives promptly for meetings and comes prepared to discuss business items.

6. Accepts and completes special assignments made by the President.

7. Informs the President of absences to allow the President to contact each member of the Board of Directors in case of need.