

# Role Descriptions for WONL Board of Directors

## President

**Purpose:** Provides leadership to the Board of Directors and ensures the organization fulfills its mission and strategic goals.

### Key Responsibilities:

- Preside over board members and board meetings.
- Develop meeting agendas in collaboration with board members and staff (if applicable).
- Provide leadership in strategic planning and board governance.
- Serve as the primary spokesperson for the organization.
- Promote collaboration, accountability, and ethical governance.
- Help support congress and state policy efforts
- Stay abreast of national trends affecting nurse leaders
- Perform other duties assigned by the board or outlined in the bylaws.
- Act as a Champion for WONL in order to grow and retain membership
- Attend planning and quarterly board meetings. Recommended to attend In person strategic meeting held in November.
- Host or co-host one of the board meetings in your region

## President-Elect

**Purpose:** Prepares to assume the presidency while supporting the President and providing leadership continuity.

### Key Responsibilities:

- Assist the President in carrying out leadership responsibilities.
- Assume the President's duties in their absence or inability to serve.
- Learn all aspects of board governance and organizational operations.
- Lead special projects or the Nominations Committee as assigned.
- Support strategic planning and board development.
- Help recruit, orient, and mentor future board leaders.
- Ensure a smooth transition into the role of President at the end of the term.
- Act as a Champion for WONL in order to grow and retain membership
- Host or co-host one of the board meetings in your region

## **Secretary**

**Purpose:** Maintains the official records of the organization and ensures effective communication and documentation of board actions.

### **Key Responsibilities:**

- Assist in recording accurate minutes of board and membership meetings.
- Maintain official board records, including minutes and governing documents.
- Distribute meeting notices, agendas, and minutes as required.
- Help to maintain attendance records and board member contact information.
- Ensure organizational records comply with legal and bylaw requirements.
- Certify official documents when necessary.
- Serve or act as chair on a sub-committee
- Act as a Champion for WONL in order to grow and retain membership
- Host or co-host one of the board meetings in your region

## **Treasurer**

**Purpose:** Oversees the financial health of WONL and ensures sound financial stewardship.

### **Key Responsibilities:**

- Provide oversight of the organization's regular finances and financial policies.
- Present regular financial reports to the board and at board meetings.
- Assist in developing the annual budget.
- Monitor revenues, expenditures, and financial performance.
- Ensure appropriate financial controls and compliance with applicable laws and regulations.
- Oversee preparation of required tax filings, audits, or financial reviews (working with staff or accountants as applicable).
- Recommend financial policies and investment strategies if applicable.
- Chair the Finance Committee
- Perform other duties assigned by the board or outlined in the bylaws.
- Host or co-host one of the board meetings in your region

**Board Member At Large | Purpose: provide input and support to decision-making and management of WONL organization**

### **Key Responsibilities:**

- Regularly attend board meetings and provide input into moving initiatives forward
- Represent WONL and advocate for participation and new membership
- Participate or chair a sub-committee
- Host or co-host one of the board meetings in your region
- Attend WONL event offerings including the annual conference and webinars