



# Position-Specific Duties of SER Leadership

## *Duties, Responsibilities and Essential Functions*

**T**he Leadership team for the Southeast Region must function to achieve the business of the association and to continually work for the improvement and growth of the organization. All Leadership team members need to be knowledgeable about the roles and responsibilities of other team members in addition to their own.

### Archival Records Locations for Southeast Region Documents

Item	Years	Retained by
Minutes of Board Meetings	7	Secretary
Minutes of Membership Meetings	7	Secretary
Copies of Newsletters	7	Communications Director
Financial Records	7	Treasurer
Fall Conference Brochures	7	Director for Conference Planning
Bylaws	Ongoing	President-Elect
Board of Directors Manual	Ongoing	President-Elect
Narrative History of SER	Ongoing	President-Elect

All documents are retained electronically. Paper copies or documents may be kept by the officer or by the association management company.

## POSITION-SPECIFIC RESPONSIBILITIES

### President

Term      Two Years      When Elected      Even Years

Duties Outlined in  
Bylaws

The President shall serve as the chief executive officer of the SER WOCN. The President shall also serve as a member ex-officio, with the right to vote on all committees except the Nominations Committee. The President shall make all required appointments of standing committee chairpersons and special committees with the approval of the SER Board of Directors. The President shall perform such other duties as are necessary to the office of president or as may be described by the SER Board of Directors. The President shall serve one year as a nonvoting member of the SER Board of Directors upon completion of the term of office.

Together with the Treasurer, the President shall approve all checks or drafts of the SER.

The President shall appoint a parliamentarian.

By virtue of office, the President shall be chairman of and preside at all meetings of the SER Board of Directors

Duties Defined by Policy

Authorize disbursement of all funds by the Treasurer

Notify persons who request reimbursement if reimbursement is denied

Make purchases and pay bills up to \$500.00 without prior consent of Board

Authorize budgeted travel reimbursement and conference expenses.

Appoint chairpersons for standing committees as needed

Submit a Budget Request form for anticipated expenses to the Treasurer at the Winter board meeting, for incorporation into the budget proposal.

Duties Assumed by  
Tradition

Select site for Winter board meeting

Select recognition gifts for outgoing Board members

Ensure evaluation of management association by Board prior to negotiation of new contract

Activate Conference Disaster Plan in event that conference cannot be held at designated site or time due to massive property damage or other extenuating circumstances.

## POSITION-SPECIFIC RESPONSIBILITIES

### President-Elect

Term      Two Years      When Elected      Even Years

Duties Outlined in  
Bylaws

The President-Elect shall perform the duties of the President in the absence or incapacity of the President. The President-Elect shall succeed to the office of the President in the event it shall become vacant. The President-Elect shall perform such duties as may be delegated by the President or the SER Board of Directors. The President-Elect shall serve as the official representative to the WOCN National Public Policy Committee. The President-Elect shall serve as bylaws chairperson and is responsible for maintaining the bylaws and the policy/procedure manual.

Duties Defined by Policy

Submit a Budget Request form for anticipated expenses to the Treasurer at the Winter board meeting, for incorporation into the budget proposal.

Duties Assumed by  
Tradition

Assist President with board meeting planning and any duties related to conference planning and execution as identified.

Arrange for recognition gift for outgoing President

## POSITION-SPECIFIC RESPONSIBILITIES

### Secretary

Term	Two Years	When Elected	Odd Years
Duties Outlined in Bylaws	The Secretary shall keep the minutes of all meetings and record decisions of the SER Board of Directors, review minutes and assure distribution to the SER Board of Directors and membership. The Secretary shall communicate with the SER Board of Directors regarding execution of other secretarial duties. The Secretary shall serve as membership chairperson and shall oversee all membership records.		
Duties Defined by Policy	Maintain records of Board of Directors Conflict of Interest statements and notify the President of any potential conflicts prior to voting on issues that may be affected by potential conflicts.  Submit a Budget Request form for anticipated expenses to the Treasurer at the Winter Board meeting, for incorporation into the budget proposal.		
Duties Assumed by Tradition	Prepare and send welcome letter to new graduates of regional WOC accredited programs and new SER WOCN members, as identified.  Prepare and send letter to those whose membership has lapsed, as identified.		

## POSITION-SPECIFIC RESPONSIBILITIES

### Treasurer

Term     Two years     When Elected     Odd Years

#### Duties Outlined in Bylaws

The Treasurer shall be responsible for the oversight of all SER WOCN transactions and reporting. The Treasurer shall be responsible for dispersing SER funds as approved by the President of the SER WOCN. The Treasurer shall be responsible for investing SER funds as directed by action of the SER Board of Directors. The Treasurer shall provide a written report on the financial condition of the SER at all meetings of the SER Board of Directors and at other times when called upon by the President. The Treasurer's records shall be reviewed by an independent accountant or accounting firm approved by the SER Board of Directors whenever a Treasurer leaves office and as requested by the board.

In addition, the Treasurer shall:

- keep accurate records of all SER financial transactions,
- exercise all duties incident to the office of Treasurer;
- be bonded in an amount established by the SER Board of Directors,
- continue to function as Treasurer, collaboratively working with newly elected Treasurer, through the end of the fiscal year and to the point where the records are provided to the accountant for review.

#### Duties Defined by Policy

Obtain records review from CPA at start of new term.

Review quarterly CPA reports for accuracy.

Submit a Budget Request form for anticipated expenses to the Treasurer at the Winter Board meeting, for incorporation into the budget proposal.

Obtain bonding for self.

#### Duties Assumed by Tradition

Assure management firm is protected by insurance or bonding.

## POSITION-SPECIFIC RESPONSIBILITIES

### Director of Special Projects

Term      Two years      When Elected      Odd years

Duties Outlined in Bylaws      The four (4) Directors shall be; Director of Awards, Director of Communications, Director of Special Projects and Director of Conference Planning. The four (4) Directors are voting members of the SER Board of Directors. Duties of each office will be established by the Board of Directors and located in the Reference Manual. The Directors shall evaluate membership interests and develop strategic plans for the SER. The Directors facilitate communication between the members of the region and the WOCN Council as well as the SER.

Duties Defined by Policy      Submit a Budget Request form for anticipated committee expenses to the Treasurer at the Winter board meeting, for incorporation into the budget proposal.

Duties Assumed by Tradition      Maintain records of fundraising efforts and reconcile with Treasurer to ensure accurate deposit of funds.

Leads development of products to supplement professional practice of SER members, such as slides or other educational support materials. These items may be considered fundraising opportunities.

Coordinate sale of professional practice products at annual conference and by order through the SER.

Keep membership notified as needed through Newsletter submissions.

## POSITION-SPECIFIC RESPONSIBILITIES

### Director of Awards

Term      Two years      When Elected      Even Years

Duties Outlined in Bylaws      The four (4) Directors shall be; Director of Awards, Director of Communications, Director of Special Projects and Director of Conference Planning. The four (4) Directors are voting members of the SER Board of Directors. Duties of each office will be established by the Board of Directors and located in the Reference Manual. The Directors shall evaluate membership interests and develop strategic plans for the SER. The Directors facilitate communication between the members of the region and the WOCN Council as well as the SER leadership

Duties Defined by Policy      Submit a Budget Request form for anticipated committee expenses to the Treasurer at the Winter Board meeting, for incorporation into the budget proposal.

Duties Assumed by Tradition      Serve as coordinator for Youth Rally donation  
Coordinate application and selection process for the following awards and arrange for preparation of award items in advance of Fall conference:

- Nurse of the Year
- Rookie of the Year
- WOC Nurse Day Celebration

Coordinate Fall Conference scholarships  
Coordinate the Host State Recognition Award with state Conference Chair  
Coordinate approved WOCN scholarship contribution  
Coordinate the Dorothy Doughty Research Scholarship grant program.

## POSITION-SPECIFIC RESPONSIBILITIES

### Director of Conference Planning

Term      Two years      When Elected      Odd Years

Duties Outlined in Bylaws      The four (4) Directors shall be; Director of Awards, Director of Communications, Director of Special Projects and Director of Conference Planning. The four (4) Directors are voting members of the SER Board of Directors. Duties of each office will be established by the Board of Directors and located in the Reference Manual. The Directors shall evaluate membership interests and develop strategic plans for the SER. The Directors facilitate communication between the members of the region and the WOCN Council as well as the SER leadership

Duties Defined by Policy      Plays key role in activation and execution of Conference Disaster Plan in conjunction with President and association management representative.  
  
Submit a Budget Request form for anticipated committee expenses to the Treasurer at the Winter Board meeting, for incorporation into the budget proposal.

Duties Assumed by Tradition      Liaison to Conference Planning committee, including support and guidance to Chairperson  
  
Maintain/revise conference planning manual annually as a guide for Planning Committee Chair  
  
Coordinates with the association management company the securing of vendor support for regional conference. Serves as liaison between vendors, association management company and the SER Board of Directors.  
  
Coordinates the review and award for the best poster in the Poster Session at the annual conference  
  
Make recommendations to the Board regarding funding for upcoming conferences

## POSITION-SPECIFIC RESPONSIBILITIES

### Director of Communications

Term	Two years	When Elected	Even Years
Duties Outlined in Bylaws	The four (4) Directors shall be; Director of Awards, Director of Communications, Director of Special Projects and Director of Conference Planning. The four (4) Directors are voting members of the SER Board of Directors. Duties of each office will be established by the Board of Directors and located in the Reference Manual. The Directors shall evaluate membership interests and develop strategic plans for the SER. The Directors facilitate communication between the members of the region and the WOCN Council as well as the SER leadership.		
Duties Defined by Policy	Submit a Budget Request form for anticipated committee expenses to the Treasurer at the Winter Board meeting, for incorporation into the budget proposal.		
Duties Assumed by Tradition	Coordinates all communication among and to membership related to SER WOCN activities to include SER News, coordination and communication with the webmaster, communication with WOCN related to membership and region activities through WOCNews Appoint state reporters and secure state news prior to newsletter publications Maintain a record of all correspondence, committee minutes and work plans to provide to the next chairperson.. Review and approve all newsletter and website content prior to publication		

## POSITION-SPECIFIC RESPONSIBILITIES

### Nominations Committee Chair

Term	Two years	When Elected	Odd Years (all Nominations Committee Members)
		How Selected	Selected by President with consult from the Board from among elected Nominators
Duties Outlined in Bylaws		None specific to chair	
Duties Defined by Policy		Submit a Budget Request form for anticipated committee expenses to the Treasurer at the Winter Board meeting, for incorporation into the budget proposal.	
Duties Assumed by Tradition		Prepare a slate of candidates for upcoming open positions for the SER Board of Directors. Provide all relevant information to the Director of Communications for the on-line voting process. Attend the pre-conference Board meeting at the annual Fall conference. If unable to attend, arrange for alternate representation and submit written report. Notify candidates of their position after the election prior to announcement at the annual conference. Communicate with those not elected regarding loss of election. Communicate with committee members and with the SER Board regarding activities. When appropriate, publicize committee and board member activities in the <i>SER News</i> . Maintain within assigned copy of the Board Reference manual a record of all correspondence, committee minutes and work plans to provide to the next chairperson. Recommend policy and procedure changes to the Board of Directors.	

## POSITION-SPECIFIC RESPONSIBILITIES

### Conference Planning Committee Chair

Term	Two Years	When Appointed	At or before the Winter Board Meeting of year preceding conference year
		How Selected	Appointed by President in collaboration with Board Persons interested in serving contact the President prior to the annual Fall conference

### Duties Outlined in Bylaws

All committees and chairpersons, except the Nominating Committee, shall be appointed by the President. Each committee shall consist of a chairperson and at least two members.

All committees report to the Board of Directors. Committee chairpersons must submit budget requests and receive approval prior to committing expenditure of funds. All financial reports of committee expenses must be reported to the Treasurer and President.

### Duties Defined by Policy

The Chair of the conference planning committee shall prepare an itemized budget proposal for presentation at the Winter board meeting prior to the conference. This budget may include:

- Expenses for WOCN Regional Director to attend the conference
- Speaker honoraria and travel expenses
- Entertainment, social activity, and expenses food service including tax and gratuity
- Other anticipated expenses
- Sources of projected income for the conference

### **Committee Chairperson - General Duties**

Submit a Budget Request form for anticipated committee expenses to the Treasurer at the Winter board meeting

Attend the preconference Board meeting at the annual Fall conference. If unable to attend, arrange for alternate representation and submit written report.

Communicate with committee members and with the Director of Conference Planning regarding activities of the committee. When appropriate, publicize committee activities in the *SER News* and SER Website.

Maintain a record of all correspondence, committee minutes and work plans to provide to the next chairperson.

Recommend policy and procedure changes to the Board of Directors.