

## **SDNA Leadership Opportunities**

**The South Dakota Nurses Association (SDNA) is looking for RN leaders who want to be a mentor, an advocate, and actively involved in shaping the future of the nursing profession.**

**All candidates for office must submit a “Consent to Serve” form and a photo by July 1, 2011 to the SDNA Office.** To obtain a “Consent to Serve” form or to learn more about each of the leadership positions please visit the SDNA Website at [www.sd nursesassociation.org](http://www.sd nursesassociation.org) or call the SDNA Office at 605-945-4265.

If you have any questions or would like further information on how to run for one of these offices please contact Sharon Rehorst, Nominations Committee Chair at [srehorst@mitchelltelecom.net](mailto:srehorst@mitchelltelecom.net) or the SDNA office at [sdnurse@midco.net](mailto:sdnurse@midco.net) or 605-945-4265.

The Nominations Committee is seeking interested SDNA members who wish to serve in leadership roles.

- President
- Vice President
- Treasurer
- Core Issues Task Force Chair
- Two (2) ANA Delegates
- One (1) ANA Alternate
- Two (2) Continuing Education Committee Members
- One (1) Nominations Committee Chair
- One (1) Nominations Committee Member

Duties of elected officers:

### **DUTIES OF THE PRESIDENT**

- a. The President shall:
  1. Serve as the official representative of SDNA and as its spokesperson on matters of policy and positions;
  2. Preside over meetings of Membership, the Board, and the Executive Committee;
  3. Serve as ex-officio Member of all SDNA committees, except Nominations Committee;
  4. Serve as the SDNA voting representative to the ANA Constituent Assembly;
  5. Direct the activity and supervise performance of SDNA’s Chief Executive Officer;
- b. The President may delegate duties to another Board Member as necessary and appropriate.

### **DUTIES OF THE VICE PRESIDENT**

The Vice President shall:

- a. Assume the duties of the President in the President’s absence or at the discretion of the President;
- b. Succeed to the office of President for the unexpired term if the office of President is vacant;
- c. Assume other duties as assigned.

### **DUTIES OF THE TREASURER**

The Treasurer shall:

- a. Monitor SDNA’s fiscal and financial affairs;

- b. Provide reports of SDNA's financial status to the Membership, the Board, and the Executive Committee;
- c. Provide for the receipt, deposit, and disbursement of all SDNA funds;
- d. Ensure sound, accurate, timely management of SDNA books, accounts, and record-keeping procedures, processes, and systems;
- e. Ensure compliance with applicable ANA, governmental, and grant financial management and reporting requirements.

#### **BOARD RESPONSIBILITIES AND LEADERSHIP DUTIES**

- a. The Core Issues Coordinator (CIC) shall be a member of the SDNA Board of Directors and elected for a two-year term by the SDNA membership.
- b. The Core Issues Coordinator will work collaboratively with each CITF Chairperson.
- c. Each CITF Chairperson shall coordinate and preside over CITF meetings, report CITF plans, propose positions and activities to the Core Issues Coordinator prior to each Board meeting.
- d. The CIC and each CITF Chairperson shall work together to prepare accurate reports for the Annual Book of Reports. They may also prepare articles for The Nurse as necessary to keep SDNA members abreast of their progress

The SDNA Board of Directors meet 4 times a year: February, in Pierre during Nurses Day at the Legislature; April, in Mitchell during the Rekindle Your Passion for Nursing conference; July, usually done via phone conference so no travel is required, and October, during the state convention (site varies yearly).

#### **NOMINATIONS COMMITTEE**

- a. The Nominations Committee shall be composed of five members, all of whom are elected by the members-at-large to two year terms in accordance with Article XI;
- b. Two members will be elected in odd years and three will be elected in even years;
- c. The individual receiving the highest number of votes in that election cohort will serve as chair during the second year of their term;
- d. Members of the Nominations Committee shall not be eligible to run for election as a Member of the Board, as a District President or CITF Chair, nor as a Delegate to ANA meetings, nor for election to the Government Relations Committee.

#### **SOUTH DAKOTA CONTINUING NURSING EDUCATION COMMITTEE**

- a. This Committee shall:
  1. Assess, plan, implement, and evaluate continuing education activities for SDNA;
  2. Select two Members to serve on the North Dakota CNE-NET Committee. Each Member will serve a two-year term;
  3. Assure that the ANCC Commission on Accreditation standards and guidelines are utilized in planning continuing education activities for nurses;
  4. Serve as a resource for Districts, Members, and others on CNE activities and issues.
- b. This Committee shall be composed of four Members. Three Members will be elected by the ballot for two-year terms, with two members being elected in odd years, and one member being elected in even years. One Member who actively practices in academia and/or continuing education will be Board-appointed to Chair the Committee for a three-year term.

#### **ANA Delegates**

Attend the ANA House of Delegates (HOD) meeting which is held in Washington, DC in June. The HOD meets every other year. SDNA pays only a stipend. Delegates will have an out of pocket expense.

Delegates and Alternate Delegates to the ANA House of Delegates shall be elected from the SDNA/ANA members for staggered two-year terms in accordance with ARTICLE XI of these Bylaws. The President's name shall appear on the ballot for a Delegate position during the SDNA President's election year.

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