



Officer & Director Descriptions, Expectations and Commitment Statement

The call for nominations takes place each spring. Though not all positions are open each year, this document provides information about what is expected of each Board position, the respective role and function, and requisite skills. The Board of Directors Commitment Statement is also included. New and continuing Board members will be expected to sign this document each year when the Board of Directors is installed.

IntNSA's vision is to be a global leader in addictions nursing. IntNSA's mission is to advance excellence in nursing care for the prevention and treatment of addictions for diverse populations across all practice settings through advocacy, collaboration, education, research and policy development.

General Considerations for IntNSA Members Considering Board Office

Desired Skills and Experience

- Have a working knowledge of IntNSA's history, mission and goals.
- Working knowledge of bylaws and policies.
- Knowledge of the continuum of substance use and addictive disorder, prevention, intervention, treatment and recovery
- Commitment to maintaining a strong organization that is responsive to our membership.
- Ability to handle IntNSA business with tact, enthusiasm and commitment.
- Ability to communicate effectively.
- Ability to motivate workgroup members.
- Ability to take responsibility and follow through on assignments.
- Ability to work well with people

Term of Service

Members of the Board of Directors are elected to terms and are eligible for re-election according to the IntNSA Bylaws.

Time Commitment

Attending Board meetings/conference calls, serving and/or assisting with workgroup activities, estimated to require approximately 5-10 hours per month. Time commitment may vary depending upon the activities of the individual Board member.

Benefits of Leadership

- Leadership is an opportunity to make a difference in IntNSA, the nursing community, and addictions nursing specialty,
- Leadership provides an opportunity to identify needs and to support and achieve organizational and professional goals.
- IntNSA leaders gain experience in building and working with groups.
- Leaders promote and develop leadership in others.
- The IntNSA Board of Directors helps to shape the organization's direction and its future.

IntNSA Board of Director: Role, Function, and Requisite Skills

PRESIDENT:

Role: Serves one term (two years) as the chief executive officer of the society serving to, in general supervise and control the affairs of the society.

Functions:

- Provides general active management of the business of the society
- Presides at all meetings of the board of directors
- Ensures notification of members of meetings
- May sign with the secretary, treasurer or any proper officer of the society authorized by the board of directors, any deeds, mortgages, contracts or other instruments which the board of directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly designated by the agent of the society and shall perform such other duties as are necessary and incident to the office of president or as may be prescribed by the board of directors.
- Serves as a member with right to vote on all committees, except the nominating committee
- Makes all required appointments of ad hoc committees
- Plans agenda for board meetings
- Periodically consults with board members on their roles and helps them assess their performance

Requisite Skills and Abilities:

- Keen understanding of society given two-year term as President-Elect
- Demonstrated leadership skills in Executive Committee, Board of Directors, and society as a whole

PRESIDENT ELECT:

Role: Elected to serve one term (two years) as president-elect and automatically succeed to one term (two years) as President.

Functions:

- Exercises the powers of the president, in the absence of the president
- Performs duties as may be assigned by the president to allow the president elect to acquire a thorough understanding of the business of the society and the duties of the office of the president.
- Attends all board meetings
- Serves on the executive committee
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership

Requisite Skills and Abilities:

- Previously served in elected position on the Board.
- Demonstrated leadership skills in society, such as Committee Chairperson, Chapter leader, Conference planning
- Leadership experience in work place, professional organization, community organizations
- Prior involvement with not-for-profit board is preferred.
- Knowledge of parliamentary procedure preferred.

IntNSA Board of Director: Role, Function, and Requisite Skills

SECRETARY:

Role: Elected to serve one term (two years) as secretary and eligible for a consecutive two-year term. Keeps, preserves, and disseminates accurate records on behalf of the society.

Functions:

- Keeps an accurate record of the meetings of the board of directors and the annual business meeting
- Ensures timely distribution of minutes after each meeting
- Provide the minutes of the last official annual business meeting for approval of the membership.
- Preserves records, documents and correspondence as directed by the board of directors and assures that they are properly archived.
- Attends all board meetings
- Serves on the executive committee
- Gives notice of all meetings of the board of directors
- Performs all other duties incident of the office of secretary as assigned by the President

Requisite Skills and Abilities:

- Proficiency in word processing, electronic communications, and other means of communications required to perform role of secretary
- Knowledge of parliamentary procedure preferred.

TREASURER:

Role: Elected to serve one term (two years) as secretary and eligible for a consecutive two-year term. Serves as custodian of the funds of the society.

Functions:

- Attends all board meetings
- Serves on the executive committee
- Serves as Chairperson of the Finance Committee
- Ensures that all monies designated for the society are appropriately deposited.
- Keeps accurate financial records for the society
- Approves distribution of the funds of the society in accordance with the budget adopted by the board of directors
- Provides an accurate accounting of all transactions
- Assists in preparation of the budget and presentation to the board for approval.
- Reviews annual audit and addresses questions from Board and members about the audit
- Provides the President and the board an account of transactions by the treasurer and of the financial condition of the society.
- Perform other duties prescribed by the President.

Requisite Skills and Abilities:

- Substantial experience in accounting from work experience, previous position as Board Treasurer.
- Prior involvement with not-for-profit board is preferred.

IntNSA Board of Director: Role, Function, and Requisite Skills

DIRECTOR AT LARGE

Role: Elected to serve one term (two years) as secretary and eligible for a consecutive two-year term. To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the society so as to support the mission and needs.

Functions:

- Regularly attends board meetings and important related meetings.
- Makes serious commitment to participate actively in committee work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other board members and builds a collegial working relationship that contributes to consensus.
- Participates actively in the board's annual evaluation and planning efforts.
- Provides active role in organizational leadership and advisement
- Contributes to the formulation and oversight of policies and procedures
- Engages in financial management, including adoption and oversight of the annual budget
- Contributes to evaluation of management staff
- Actively promotes the organization

Requisite Skills and Abilities:

- Active engagement in society evident by prior Board service, committee member or chair, officer of Chapter, presentation(s) at annual educational conference of the society
- Demonstrated commitment to addictions nursing, through professional or volunteer service
- Prior involvement with not-for-profit board is preferred.
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, and evaluate oneself.

International Nurses Society on Addictions

BOARD OF DIRECTORS COMMITMENT STATEMENT

ROLE: The Board provides policy parameters and guidelines for the governance and operation of IntNSA. In that capacity, the Board also ensures strong fiduciary oversight for IntNSA, financial management, adequate financial resources and vitality of IntNSA.

COMMITMENT: As a Board member of IntNSA, I am fully committed and dedicated to the mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

1. I accept the bylaws and articles of incorporation and understand that I am morally responsible to serve in a leadership role and to advance and ensure the health and well-being of IntNSA.
2. I will attend Board meetings. This includes attending the Board meeting held at the IntNSA Annual Education Conference, at my own expense. I also understand that I may be asked to resign if I miss two consecutive meetings or miss any two meetings in a 6-month period.
3. If I am unable to attend a meeting I will notify the IntNSA Secretary as soon as possible prior to the date of the meeting.
4. I will serve actively on at least one of the standing committees or task forces.
5. I will make a contribution to the Foundation for Addictions Nursing to support the IntNSA Board of Director's Research Scholar Award, commensurate with my ability (recommended minimum of \$100). I may give this as a one-time donation each year, or I may pledge to give a certain amount several times during the year. I may give this gift as a tribute in honor or memory of someone, designating the gift to the IntNSA Board of Director's Research Scholar Award.
6. I will actively engage in promoting revenue-generating activities for this organization in whatever ways are best suited for me. These may include individual solicitation, attending or supporting major special events, writing mail appeals, and the like. I am making a good faith agreement to do my best to meet the mission and vision of IntNSA.
7. I will share resources and talents with IntNSA, including professional or personal expertise.
8. I will attend the IntNSA Annual Education Conference and take a leadership role such as introducing presenters, proctoring sessions, welcoming and introducing new attendees to other attendees and IntNSA members.
9. I will serve as an advocate and ambassador for IntNSA, promoting its programs to the community.
10. I understand Board members serve a two-year term. The level of each Board member's participation is reviewed annually.
11. In signing this document, I understand that every Board member is making a statement of faith about every other Board member. We trust each other to carry out the above agreements to the best of our ability. I understand if I am unable to meet the above commitment, I will offer my resignation.