



**INTERNATIONAL
NURSES SOCIETY
ON ADDICTIONS**

Responsibilities of Elected Positions and Guidelines for Selection of Candidates

The International Nurses Society on Addictions' (IntNSA) elected leaders make critical contributions to the Society's success. All positions require energy, talent, and the willingness and availability to perform whatever work is required, and each position carries particular responsibilities. Nominating Committee members should bear this in mind when identifying candidates for these positions and should share the following information with prospective candidates.

Below you will find a brief description of each position. In the appendix of this document are the contact details of current and previous incumbents. These contacts are individuals who can give you a good idea of the specific responsibilities for each position.

- President
- President-Elect
- Treasurer
- Secretary
- Director-at-Large
- Nominating Committee

You may also wish to contact any member of the current Nominating Committee for additional information about a position or for general information about the candidate selection process.

President

All IntNSA terms of office begin at the conclusion of the Annual Business Meeting that follows the election.

IntNSA's President serves a two-year term of office following a two-year term as President-elect.

As the chief presiding officer of IntNSA, the President must be available to perform the work of the Society as it develops. Tasks may include representing IntNSA to, or negotiating on behalf of IntNSA with, a variety of related regional, national, and international organizations (e.g., International Council of Nurses (ICN); European Monitoring Centre for Drugs and Drug Addiction (ECDDA), Drugs and Alcohol Nurses of Australasia (DANA). Although much of this

work can be performed by phone, e-mail, Teams/Zoom, or other electronic means, travel may be necessary to perform these tasks. The President should expect to be in close contact with IntNSA's management team, the Presidents Council, the President-elect, the Treasurer, Secretary, and the Board on a regular basis.

The President must be willing and able to attend all meetings of the IntNSA Board of Directors; Presidents Council and meetings with the Executive Committee (i.e., President-Elect, Treasurer and Secretary). This should include a minimum of 6 meetings per year with the Board, 3 meetings with the Executive Committee, and 3 meetings per year with the Presidents Council.

The President will be expected to preside over an annual strategic 2 day 'Board Retreat' usually set in Spring period to facilitate the Board and Executive Officers to review Society's overall key performance indicators, setting the annual operational budget; review and renewal of contracts (e.g., management company; Society Journal etc).

To facilitate attendance at meetings, reduce carbon footprint, and keep costs to a minimum, all meeting will generally be held 'virtually' over Teams/Zoom.

As a member of the Board, the President is required to complete and file with the executive director a conflict-of-interest statement.

Responsibilities and Tasks: The President's responsibilities and tasks include the following:

- Direct and coordinate the affairs of the Society, including formulating and operationalising IntNSA's strategy, ensuring appropriate plans and resources are in place for delivery, ensuring compliance with regulations governing the Society are managed, maintaining quality standards and processes in relation to its membership
- Preside at all business meetings of the Society and of the Council.
- Perform such duties as may be directed by the Board.
- Serve as chair of the Executive Committee.
- Preside over the Council.
- Write a 'Blog' for the IntNSA Website bimonthly.
- Speak and make presentations at the IntNSA Annual Business Meeting at which he/she takes office and the Annual Business Meeting at which he/she presides.
- Speak and make presentations at IntNSA Global Conferences as required
- As necessary, appoint chairs and members of IntNSA standing committees, boards, and task forces and appoint Council members to Council working groups.

Time Commitment: The President’s position generally involves a time commitment of 4 to 6 hours per week, at weekly and sometimes daily intervals. The time commitment may be considerably more at some points during the year (e.g., in preparation for and during Annual Business Meetings; Council meetings, Audits; etc).

Suggested Prerequisites/Traits: Candidates for President should have

- 1) considerable prior leadership experience in IntNSA
- 2) track record in at least one key area of addiction nursing practice/education/research/policy
- 3) understanding of the key issues involved in running the ‘business/financial’ aspect of a Society (with 501(c)(3) status)
- 4) demonstrated leadership and administrative abilities including but not limited to excellent critical thinking ability to understand the needs of the Society, its members, and stakeholders, particularly for budgeting and fundraising activities, increasing membership, and enhancing membership benefits
- 5) the ability to be open to constructive feedback and committed to own continuous development
- 6) the ability to communicate effectively in person and in writing to a range of audiences and can set clear expectations of performance and standards
- 7) a commitment to develop and empower others to deliver
- 8) the ability to lead and operate amidst change and ambiguity
- 9) the ability to agree and to adhere to the Nolan seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

Candidates would benefit from prior service on the President’s Council. The individual should be proactive, energetic, and resilient, with personal strategies for sustaining high performance.

President-Elect

IntNSA's President-elect serves a two-year term of office, followed by a two-year term as President.

The President-elect remains in close contact with the IntNSA President, IntNSA's management team, the Presidents Council, the Treasurer, Secretary, and the Board on a regular basis. Candidates for President-elect must be aware of issues that arise from IntNSA's component groups, task forces, and representatives.

The President-elect must be willing and able to attend all meetings of the IntNSA Board of Directors; Presidents Council and meetings with the Executive Committee (i.e., President, Treasurer and Secretary). This should include a minimum of 6 meetings per year with the Board, 3 meetings with the Executive Committee, and 3 meetings per year with the Presidents Council.

The President-elect will be expected to attend an annual strategic 2 day 'Board Retreat' usually set in Spring period to facilitate the Board and Executive Officers to review Society's overall key performance indicators, setting the annual operational budget; review and renewal of contracts (e.g., management company; Society Journal etc).

To facilitate attendance at meetings, reduce carbon footprint, and keep costs to a minimum meeting will generally be held 'virtually' over Teams/Zoom.

As a member of the Board, the President-elect is required to complete and file with the executive director a conflict-of-interest statement.

Responsibilities and Tasks: The President-elect's responsibilities and tasks include the following:

- Perform the duties of the President in case the President is absent or incapacitated.
- In case of a vacancy in the presidency, assume that office and hold it for the remainder of the term.
- Serve as a member of the Executive Committee.
- Serve as a member of the Council.
- Perform such duties as may be directed by the President and Board

- Act as direct liaison with IntNSA's Ex-officio members including JAN Editor; President of FIAAN; and President of FAN
- Appoint the chair and members of the Nominating Committee

Time Commitment: The workload is variable, often depending on tasks resulting from Board discussions and actions. **Note:** A major responsibility of the President-elect, in conjunction with the Nominating Committee, is to ensure that the slate of candidates is robust and fit for purpose. Completion of the above tasks may require a commitment of 4 to 6 hours per week, or perhaps more, during election preparation in May/June. The President-elect will be expected to attend an annual 2 day 'Board Retreat' usually set in Spring period to facilitate the Board and Executive Officers to review Society's overall key performance indicators, setting the annual operational budget; review and renewal of contracts (e.g. management company; Society Journal etc). To facilitate attendance, reduce carbon footprint, and keep costs to a minimum meeting will generally be held 'virtually' over Teams/Zoom.

Suggested Prerequisites/Traits: Candidates for President-elect should have

- 1) considerable prior leadership experience in IntNSA,
- 2) track record in at least one key area of addiction nursing practice/education/research/policy
- 3) understanding of the key issues involved in running the 'business/financial' aspect of a Society (with 501(c)(3) status)
- 4) demonstrated leadership and administrative abilities including but not limited to excellent critical thinking ability to understand the needs of the Society, its members, and stakeholders, particularly for budgeting and fundraising activities, increasing membership, and enhancing membership benefits
- 5) the ability to be open to constructive feedback and committed to own continuous development
- 6) the ability to communicate effectively in person and in writing to a range of audiences and can set clear expectations of performance and standards
- 7) a commitment to develop and empower others to deliver
- 8) the ability to lead and operate amidst change and ambiguity
- 9) the ability to agree and to adhere to the Nolan seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

Candidates should be proactive, energetic, and resilient, with personal strategies for sustaining high performance

Treasurer

The treasurer is eligible to serve for two (2) consecutive two-year terms.

The Treasurer will be eligible for two (2) consecutive two-year terms. The Treasurer shall be chair of the finance committee. The treasurer shall be the custodian of the Society's funds. This person shall ensure that all monies designated for IntNSA are appropriately deposited. In accordance with the budget adopted by the board of directors, this person shall approve distribution of the funds of the society. At least once a year the treasurer shall provide an accurate accounting of all transactions and the budget for the next fiscal year.

The Treasurer remains in close contact with the IntNSA President, IntNSA President-elect, the Secretary, IntNSA's management team, and the Board on a regular basis. Candidates for Treasurer must be aware of issues that arise from IntNSA's component groups, task forces, and representatives.

The Treasurer must be willing and able to attend all meetings of the IntNSA Board of Directors; meetings with the Executive Committee (i.e., President, President-elect, and Secretary); and meetings with the Finance Committee. This should include a minimum of 6 meetings per year with the Board, 3 meetings with the Executive Committee, and 3 meetings with the Finance Committee.

The Treasurer will be expected to attend over an annual strategic 2 day 'Board Retreat' usually set in Spring period to facilitate the Board and Executive Officers to review Society's overall key performance indicators, setting the annual operational budget; review and renewal of contracts (e.g., management company; Society Journal etc).

To facilitate attendance at meetings, reduce carbon footprint, and keeping costs to a minimum, all meeting will generally be held 'virtually' over Teams/Zoom.

Responsibilities and Tasks: The Treasurer is the financial officer and the official signatory on certain financial and tax documents of the Society which include the following responsibilities and tasks:

- serve as the chair of IntNSA Finance Committee.
- serve as a member of the IntNSA Executive Committee.

- preside at meetings of the Board in the absence of the President and President-elect.
- assure accurate and complete financial records
- work with the executive director to prepare and present annual budgets for approval by the Board
- report financial status, trends, and problems at each Board meeting
- make recommendations to the Board concerning budgetary and other financial issues
- working with committee Chairs (e.g., conference; membership; branding & communications etc) to establish working budgets for associated tasks/activities
- monitor funds placed in various financial institutions, external market conditions, determine how they may impact the business and plan accordingly e.g., are interest rates rising? How volatile are foreign exchange rates?
- prepare formal financial reports as appropriate and communicating financial information effectively to the Board and to the membership
- consult with the executive director to assure that an annual audit is performed
- consult with the Finance Committee to review the Society's investment portfolio and investment strategy
- review the Society's membership dues structure and, in consultation with the Finance Committee, the Membership Committee, and the President recommend changes.

Time Commitment: Although the workload is quite variable, it averages approximately 3 to 5 hours per month and can require extensive time commitment leading up to each Board meeting, especially the annual retreat meeting focusing on the budget. If a dues increase is proposed, additional time will be required. See a detailed schedule below:

October – November: 5-10 hours to complete thorough mid-year budget review, meet via conference call(s) with Finance Committee and staff, and prepare Board meeting report(s).

April - May: During the budget development process, 10-12 hours to complete thorough review of draft(s), meet via conference call(s) with Finance Committee and staff, review committee funding requests.

May: 6-10 hours to prepare Board meeting report(s) (including budget materials) and review and comment on other reports. Two days to attend Annual Strategic Retreat Meeting

July: 6-8 hours to sign off Budget

Sept-Oct 6-10 hours to prepare Board meeting report(s), review, and comment on other reports, and prepare and present annual report to the membership.

Additional time to attend Executive Committee, Finance Committee meetings, and other meetings as appropriate.

As a member of the Board, the treasurer is required annually to complete and file with the executive director a conflict-of-interest statement.

Suggested Prerequisites/Traits: Candidates for treasurer would benefit from experience in managing or analyzing large budgets and/or financial, accounting, or investments experience.

- 1) considerable prior leadership experience in IntNSA,
- 2) track record in at least one key area of addiction nursing practice/education/research/policy
- 3) understanding of the key issues involved in running the 'business/financial' aspect of a Society (with 501(c)(3) status)
- 4) demonstrate leadership and administrative abilities including but not limited to excellent critical thinking ability to understand the needs of the Society, its members, and stakeholders, particularly for budgeting and fundraising activities
- 5) be able to develop a financial strategy and policies to support business objectives
- 6) the ability to be open to constructive feedback and committed to own continuous development,
- 7) the ability to communicate complex financial material effectively in person and in writing to a range of audiences
- 8) a commitment to develop and empower others to deliver
- 9) the ability to lead and operate amidst change and ambiguity
- 10) the ability to agree and to adhere to the Nolan seven principles of public life:
selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

Candidates should be proactive, energetic, and resilient, with personal strategies for sustaining high performance.

Secretary

The Secretary is eligible to serve for two (2) consecutive two-year terms.

The Secretary remains in close contact with the IntNSA President, IntNSA President-elect, the Treasurer, IntNSA's management team, and the Board on a regular basis. Candidates for Secretary must be aware of issues that arise from IntNSA's component groups, task forces, and representatives.

The Secretary must be willing and able to attend all meetings of the IntNSA Board of Directors; meetings with the Executive Committee (i.e., President, President-elect, and Treasurer). This should include a minimum of 6 meetings per year with the Board, and 3 meetings with the Executive Committee.

The Secretary will be expected to attend an annual strategic 2 day 'Board Retreat' usually set in Spring period to facilitate the Board and Executive Officers to review Society's overall key performance indicators, setting the annual operational budget; review and renewal of contracts (e.g., management company; Society Journal etc).

To facilitate attendance at meetings, reduce carbon footprint, and keeping costs to a minimum, all meeting will generally be held 'virtually' over Teams/Zoom.

Responsibilities and Tasks: The Secretary's responsibilities and tasks include the following:

- serve as a member of the IntNSA Executive Committee.
- preside at meetings of the Board in the absence of the President, President-elect, or Treasure
- keep an accurate record of the meetings of the Board of Directors and the annual business meeting and shall provide the minutes of the last official annual business meeting for approval of the membership.
- preserve records, documents and correspondence as directed by the Board of Directors and assure that they are properly archived,
- shall cause notice to be given of all meetings of the Board of Directors
- shall perform all other duties incident of the office of secretary as assigned by the President and/or Board of Directors.

Time Commitment: Although the workload is quite variable, it averages approximately 2 to 3 hours per month and can require extensive time commitment leading up to each Board meeting, especially the annual strategic retreat meeting.

Additional time to attend Executive Committee, Finance Committee meetings, and other meetings as appropriate.

As a member of the Board, the Secretary is required annually to complete and file with the executive director a conflict-of-interest statement.

Suggested Prerequisites/Traits: Candidates for Secretary should have

- 1) a track record in at least one key area of addiction nursing practice/education/research/policy
- 2) demonstrated leadership and administrative abilities including but not limited to excellent critical thinking ability to understand the needs of the Society, its members, and stakeholders, particularly for budgeting and fundraising activities, membership management processes
- 3) the ability to be open to constructive feedback and committed to own continuous development,
- 4) the ability to communicate complex material effectively in person and in writing to a range of audiences
- 5) a commitment to develop and empower others to deliver
- 6) the ability to lead and operate amidst change and ambiguity
- 7) the ability to agree and to adhere to the Nolan seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

Candidates should be proactive, energetic, and resilient, with personal strategies for sustaining high performance

Directors-at-Large

The Directors-at-large serve on the Board of Directors which is the elected governing body of the Society of IntNSA. Seven Director-at-large positions are available on the Board and are eligible to serve for two (2) consecutive two-year terms.

Three (3) Directors at Large shall be elected in odd numbered years and four (4) shall be elected in even numbered years.

Board members' most important responsibility is to govern the Society thoughtfully and with an eye to the future. Together with the Society's officers and the executive director, the Board is responsible for IntNSA's governance, management of its affairs, annual budget and program cycle review, and regulation of its procedures. The Board proposes, deliberates, reviews, and approves all IntNSA policies and procedures.

All Directors-at-large are assigned to serve as thematic leads to various committees, working groups and/or Taskforces, for example:

- Membership
- Communications and Branding
- Education and Training
- Chapter Development
- Research and Knowledge Exchange
- Career Coaching & Support

Director-at-large must be willing and able to attend all meetings of the IntNSA Board of Directors, this should include a minimum of 6 meetings per year. In addition, Board members will be expected to attend an annual strategic 2 day 'Board Retreat' usually set in Spring period to facilitate the Board and Executive Officers to review Society's overall key performance indicators, setting the annual operational budget; review and renewal of contracts (e.g., management company; Society Journal etc).

To facilitate attendance at meetings, reduce carbon footprint, and keeping costs to a minimum, all meeting will generally be held 'virtually' over Teams/Zoom.

Board members are required annually to complete and file with the executive director a conflict-of-interest statement.

Responsibilities and Tasks: Directors-at-large' responsibilities and tasks include the following:

- Establish policies for the Society.
- Vote on constitutional amendments proposed by membership petitions.
- Prepare for and participate actively in Board meetings and online discussions.
- Participate actively in developing, reviewing, and approving IntNSA's strategic priorities.
- Oversee the work of IntNSA's standing and ad hoc appointed groups
- Serve as a 'theme leader' to the Society's component groups e.g., Membership; Communications and Branding; Education and Training

Time Commitment: Service on the Board takes time throughout the year and Board members should expect to spend a fair amount of time preparing for Board meetings (i.e., contacting liaison groups regarding agenda items, drafting or reviewing agenda items, reviewing all reports in advance of the meeting) in the month before. Between meetings, members will regularly spend time participating in timely discussion on the Board's email list, and Whatsapp Group. Also, members may need to put forth extra effort to work on a special report or assignment. The time required will vary according to the tasks that must be completed. Members may expect to spend a minimum of 1-2 hours per week engaging in online discussions or working to complete Board tasks.

Suggested Prerequisites/Traits: Candidates for the Director-at-Large positions should have some prior experience with IntNSA's issues and governance, such as could be gained through membership on a committee, task force, or working group or by serving via National and/or State Chapter positions.

In addition, candidates should have

- 1) a commitment to develop and empower others to deliver
- 2) the ability to lead and operate amidst change and ambiguity
- 3) the ability to agree and to adhere to the Nolan seven principles of public life:
selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

Candidates would benefit from prior service on committees and/or Boards. The individual should be proactive, energetic, and resilient, with personal strategies for sustaining high performance

Nominating Committee

IntNSA's Nominating Committee is composed of five members who serve for one year. Three members are elected each year by the membership. The President-elect is the Chair of the Committee and oversees the work of the group.

Nominating Committee members are responsible for creating the slate of candidates from which IntNSA's elected leadership will be determined. Given this responsibility, it is preferred that candidates for the Nominating Committee 1) be at least broadly familiar with IntNSA and its membership; 2) have been active members for a number of years; and 3) have attended more than one IntNSA Annual Business meeting.

Nominating Committee members must be completely conversant with IntNSA's constitution and bylaws, and current strategic direction and should use it as a basis to fulfil its charge: To present a slate of candidates that is fully representative of the diversity of the Society's membership.

Nominating Committee members should be willing and able to attend the Annual Business Meeting (not funded by IntNSA).

Responsibilities and Tasks: Nominating Committee members' responsibilities and tasks include the following:

- Review nomination submissions from IntNSA membership.
- Select a slate of candidates to present for membership vote.
- Provide information about the slate of candidates for publication on the IntNSA website.
- Draft questions for inclusion in the candidates' statements.
- Prepare a final report of election results for the Annual Business Meeting.
- Report the election results at the Annual Business Meeting.

Time Commitment. Although the Committee's workload is quite variable, it averages approximately 1 to 2 hours per week and can require an extensive time commitment during the weeks leading up to the Board meeting when the slate must be presented (July/August) and IntNSA Business Annual Meeting (Oct/Nov), when results are presented.

Suggested Prerequisites/Traits. Candidates would benefit from having served within IntNSA component groups (committees, etc.) and thus being exposed to IntNSA members, events, processes, and procedures. In addition, experience within a National Chapter may assist the Committee in identifying potential candidates who have gained leadership experience outside of IntNSA.