



Call for Nominations for Officers, Board Members-at-Large and Student Network Officers

All officers and directors are expected to: Attend all general meetings of the Society, attend all Governing Board meetings (in-person and by telephone conference as scheduled), and respond to requests for input by SNRS Board, RIGs, and staff.

Vice President

The duties of the Vice-President shall be to:

- a. Serve as member of the Executive committee
- b. Respond to requests for input by President and staff
- c. Serve as Chair of the Program Committee
- d. Ensure that policies and procedures with respect to all aspects of the Annual Conference and educational offerings are enacted
- e. Review and revise as needed the procedures and criteria for evaluation and selection of abstracts for symposia, papers and/or posters to be presented at the Annual Conference and educational offerings
- f. Ensure continuity and coherence to the conference planning and educational offering process across the years
- g. Oversee planning and implementation of the annual conference and educational offerings
- h. In collaboration with the management company, evaluates all aspects of the annual conference and educational offerings and recommend to the Governing Board appropriate changes for future conferences
- i. Collaborate with other board members and committees (e.g., Communications, RIG, Membership, Development, etc.) in planning and implementing the annual conference and educational offerings
- j. Perform other duties as directed by the President

Treasurer

The duties of the Treasurer shall be to:

- a. Serve as member of the Executive committee
- b. Respond to requests for input by President and staff
- c. Serve as Chair of the Finance Committee.
- d. Review monthly bank account statements, income and expenditure sheets and quarterly investment statements.
- e. Ensure timely preparation and submission of an annual budget to the Governing Board for December board meeting in consultation with the Finance Committee and Executive Director
- f. Monitor the collection and dispersion of all funds of the Society in accordance with established policies and procedures
- g. Provide updates on the Society's financial status to the Governing Board and membership of the Society
- h. Ensure that financial records of the Society are prepared and maintained for review, audit, or other needs as required.
- i. Every three years or as circumstances dictate oversees the selection of an independent accounting firm to conduct the audit of the financial records.
- j. Ensure that a review of the financial records of society is conducted annually.
- k. Administer discretionary and reserve funds as directed by the Board and in accordance with policy and procedures.
- l. Participate in fund-raising activities; and serves as an ex-officio member of the Development committee.
- m. In conjunction with the Executive Director invests operating funds as directed by the investment policies and procedures of the Society.

Director of Membership

The duties of the Director of Membership shall be to:

- a. Respond to requests for input by President, Board members, staff and the membership
- b. Review monthly membership charts
- c. Call and direct meetings of the Membership Committee
- d. Initiate and recommend strategies to increase and maintain membership growth
- e. Review and make recommendations related to Membership Bylaws on an annual basis and/or after requests or recommendations by other officers, directors or committee chairs.
- f. Review and make recommendations related to policies and procedures based on decisions of the Board and/or membership
- g. Review and guide survey of the membership based on decisions of the Board
- h. Select functioning liaisons in all 14 states to serve as the Membership Committee after approval by the Board
- i. Serve as liaison between the Board and the Membership Committee

Director of Awards

The duties of the Director of Awards shall be to:

- a. Recruit new committee members annually, ensuring diversity in research interest, expertise, and geographic representation.
- b. Recommend new committee members annually to the President and Governing Board.
- c. Announce award availability and submission due dates to Society membership.
- d. Coordinate nomination and review processes for each award, including communication with management firm and committee members.
- e. Recommend recipients for each award to the Governing Board.
- f. Notify award winners and nominators of selection.
- g. Announce award winners at the annual conference.
- h. Coordinate review of student posters at the annual conference.
- i. Verify that plaques and certificates recognizing award winners are ordered and available to present at the annual conference.
- j. Communicate with the President and Governing Board concerning activities and recommendations on regular basis.
- k. Submit written annual report to the President and Governing Board.
- l. Assist in transition to new Chairperson.
- m. Assist management staff in maintaining and updating lists of award recipients.

Director of Research Interest Groups (RIGs)

The duties of the Director of Awards shall be to:

- a. Call and direct meetings of the RIGs, both at the annual conference and via conference call (1 conference call annually, at minimum)
- b. Convey requests and information from the RIGs to the Board and facilitates relevant communication from the Board to the Chairs of the Research Interest Groups (RIG leadership team).
- c. Review and make recommendations related to policies and procedures based on decisions of the Board and/or membership as needed.
- d. Work with the Director of Communications and the management company to convey RIG information and activities to the general membership as outlined in the P&P manual.
- e. Review numbers and types of RIGs on a quarterly basis.
- f. Recommend approval of new RIGs and/or dissolution of RIGs to the Board at the annual conference.
- g. Perform other duties as directed by the President and the Governing Board.

Student Network

The Student Network Board shall be composed of a Chair, Chair-elect, and Secretary; all elected by the Student Network members. Student representatives will serve on SNRS Standing Committees to facilitate the work of each committee. Student representatives will be elected by the Student Network and appointments will be approved by the SNRS Governing Board

The purpose of the Student Network shall be to:

1. Encourage and promote advancement of nursing research among student members of SNRS.
2. Promote the dissemination and utilization of student research findings.
3. Facilitate the career development of student members of SNRS.
4. Enhance communications among student members and facilitate mentorship with experienced nurse researchers.

Student Network Chair

The duties of the Chair shall be to:

- a. Represent the Student Network within the Society; establish and coordinate goals, priorities, activities and future direction of the Student Network.
- b. Serve as ex officio member of the SNRS Governing Board.
- c. Convene the annual meeting of the Student Network at the Annual Conference and once virtually.
- d. Ascertain the presence of a quorum at student meetings.
- e. Inform candidates of student election results.

Student Network Chair-Elect

The duties of the Chair-Elect shall be to:

- a. Prepare to assume responsibilities of Chair;
- b. Oversee the planning for the student preconference at the annual meeting in consultation with the SNRS Program Committee.
- c. Conduct meetings in the absence of the Chair
- d. Other duties as assigned.

Student Network Secretary

The duties of the Secretary shall be to:

- a. Ensure that proceedings of meetings of the Student Network are accurately recorded.
- b. Ensure that minutes and other documents are maintained according to SNRS policy and procedure.
- c. Ensure that a slate of qualified nominees is submitted to the student membership for election of Student Network Officers in accordance with relevant policy and procedures in collaboration with the Student Network Chair and Governing Board by November 1 of each year; inform the Student Network Chair of election results.
- d. Perform other duties as assigned.

Succession Planning and Nominations Committee

A. The Succession Planning and Nominations Committee shall be composed of five regular members, one appointed past SNRS board member, and four (4) elected members to serve for two-year terms. Two members shall be elected in the odd years and two shall be elected in the even years. One student member will be elected by the Student Network to facilitate the work of the committee. The current secretary serves as an ex-officio member and the appointed member serves as Chair. A member of the Succession Planning and

Nominations Committee can serve no more than two consecutive terms on the Succession Planning and Nominations Committee.

The duties of the Succession Planning and Nominations Committee shall be to:

1. Plan, initiate and evaluate a systematic program for succession planning.
2. Relate succession planning activities to achievement of strategic initiatives.
3. Ensure that a slate of qualified nominees is submitted to the membership for election of Officers, Members-At-Large and Succession Planning and Nominations Committee, in accordance with Bylaws and relevant policy and procedures.
4. Review nominations-related policy and procedures and make recommendations for revisions to the Secretary.

Procedures:

1. The Chair of the Succession Planning and Nominating will issue a call for nominations in collaboration with the President and Executive Director by August 1 of each year.
2. The open positions for Officers and Board members will be listed on the call along with the duties of the office.
3. The Call will be announced via electronic methods to all members of the Society.
4. Nominations will close at a time agreed to by the Committee and the Board if necessary.
5. The Succession and Nominations Committee and Executive Director will review the nominations for appropriateness (active member for Board positions, active student member for student positions).
6. The Succession and Nominations Committee Chair will share the results of the Call with the Board in case of lack of sufficient nominations for a competitive election, who will then decide to extend the call or seek other nominations.
7. The Slate of nominations will be approved by the Board and then released to the membership for voting.
8. Voting will occur for the length of time approved by the Board.
9. Votes will be tallied by the Executive Director and the Chair of the Committee and will be shared with the President of the Society, who will then inform the nominees of the outcome of the election.
10. Succession Planning will occur by each Officer of the Board mentoring a member of the Officer's committee in the duties of the role and promoting the member to run for the office when vacant.