WNA ELECTIONS

The leadership positions open for nominations are President-Elect, Secretary, Staff Nurse, Representatives for Regions 1, 3, & 5, and various WNA Councils. Communication & Membership, Education, Nursing Practice, Nursing Research and Public Policy have three positions open. Three positions are available for the Nominating Committee. This year's Nominating Committee members are Jan Berry, Marie Garwood, Gail Hanson Brenner, Pat Keller, Chris Shaw and Donna Warzynski.

PRESIDENT-ELECT

Role: Collaborates closely with the WNA President in leading the Wisconsin Nurses Association to identify the role-responsibilities as President.

Qualifications:

1. Active member of WNA
2. Demonstrate adherence to WNA's purposes and goals
3. Demonstrates experience as a leader with skills related to group process, effective communication, problem solving, policy formation, conflict management and working with the media.

Responsible To: WNA membership primarily through its elected leadership.

Term of Office: Elected by the membership by secret ballot for a
--one (1) year term as President-Elect,
--two (2) year term as President,
--followed by a one (1) year term as Past President.

Responsibilities:

1. Assumes duties as delegated by the President.
2. Serves as member of the Executive Committee.
3. Develops goals for own term of office.
4. Works closely with the President to gain experience in the Presidential role and responsibilities.
5. Represent WNA at designated meetings.
6. Attend select meeting with the President for introduction orientation purposes (i.e.: Wisconsin Nurses Coalition, American Nurses Association, Constituent Assembly)
7. Participates in Board deliberations and seeks additional information as needed.
8. Review and signs Statement of WNA Board Member Conflict of Interest annually

Basic Function: The President-Elect's primary responsibility is to orient to the role of President by working closely with the President and becoming intimately aware of the Association's goals, priorities and organizational and practice issues.

Time Commitment

1. Attend every other month meetings of the Board of Directors, usually scheduled for a full day on a Friday.
2. Participate in meetings of the Executive Committee, approximately 2 meetings per year for less than one hour.
3. Review and knowledgeable of all board related materials prior to board meeting, usually requires one hour.

SECRETARY

Role: The Secretary serves as the official recorder of all WNA Board meetings and meetings of the full membership.

Qualifications:

1. Exceptional listening skills
2. Assist in clarification of conversations/discussions for the purposes of minute taking.
3. Able to participate in discussions and procedural voting.

Responsible To: WNA membership primarily through its elected leadership.

Term of Office: Is elected by the entire WNA membership, by mail/electronic ballot, for a two (2) year term.

Basic Function: The WNA Secretary shall record and forward minutes of all meetings of the membership, Board of Directors and Executive Committee to WNA Board of Directors.

Responsibilities:

1. Record the minutes of the meeting(s) of the Association.
2. Ensure that all motions are appropriately documented before action is taken.
3. Forward Annual Meeting and Board of Directors meetings to WNA Executive Director for Board
   a. Review and approval and for preservation.
4. Provide the WNA staff with the minutes, within two weeks of the conclusion of the Annual Meeting,
   Board of Directors and/or Executive Committee Meetings.
5. Serve on standing and ad hoc committees of the Board of Directors as appropriate.
6. Serve as an ambassador, and as appropriate, a spokesperson for WNA.
7. Conduct Roll Call prior to any Board or Executive Committee.
8. Conduct membership count to determine quorum for membership meetings.
9. Informs guests of Board Policy regarding electronic or mechanical recording of Board action without the consent of the Board of Directors.
10. Participates in Board deliberations and seeks additional information as needed.
11. Review and signs Statement of WNA Board Member Conflict of Interest annually.

Time Commitment

1. Attend every other month meetings of the Board of Directors, usually scheduled for a full day on a Friday.
2. Participate in meetings of the Executive Committee, approximately 2 meetings per year for less than one hour.
3. Type and submit minutes within two weeks of related meeting.
4. Review and knowledgeable of all board related materials prior to board meeting, usually requires one hour.

STAFF NURSE REPRESENTATIVE

Role: The individual Board Member serves as a member of the WNA Board of Directors and provides a perspective of the staff nurse.

Responsible To: WNA Board of Directors and membership.

Term of Office: Is elected by membership by mail/electronic ballot for a two (2) year term.

Responsibilities:

1. Attends regularly scheduled Board of Directors meetings and special meetings as called by the President.
2. Serves as a member-at-large and performs the duties as outlined in the WNA Bylaws.
3. Serves as the board representative to the WNA Workforce Advocacy Advisory Council.
4. Prepares and submits a report to the Board of Directors of the activities of the Workforce Advocacy Advisory Council.
5. Prepares for Board meetings by reading materials provided and requests additional information when indicated.
6. Participates in Board deliberations and seeks additional information as needed.
7. Review and signs Statement of WNA Board Member Conflict of Interest annually.

Time Commitment

1. Attend every other month meetings of the Board of Directors, usually scheduled for a full day on a Friday.
2. Review and be knowledgeable of the Board of Directors agenda item materials, approximately one hour.
3. Attend and participate in meetings of the WNA Workforce Advocacy Advisory Council Meetings. One face-to-face 5 hours and conference calls, usually three times per year 1 hour.
4. Prepare and submit a report of the WNA Board Meeting to the WNA Workforce Advocacy Advisory Council.
5. Prepare and submit a report of the WNA Workforce Advocacy Advisory Council meetings to the Board of Directors.

WNA REGION REPRESENTATIVE

Role: The WNA Region Representative is the primary conduit between WNA Board of Directors and District Presidents. The strength of the relationship between the WNA Board of Directors and District Presidents is a direct reflection of the performance of the role and responsibility of the WNA Region Representative. Written reports on activities, concerns or questions are submitted by the WNA Region Representative to the WNA Board of Directors prior to every scheduled Board of Directors meeting.

Responsibilities:

1. Serve as an active member of WNA Board of Directors.
2. Have current and pertinent knowledge of the activities, issues, questions related to the WNA Districts represented.
3. Submit written report on each District activity, concerns or issues to WNA Board of Directors prior to each scheduled Board of Directors meeting using WNA Report Form
4. Participate in WNA President – DNA President scheduled conference calls.
5. Attend at least one District meeting annually.
6. Attend at least on Region meeting annually.
7. Advance WNA's and ANA's agenda through communication and dissemination.
8. Advance the professional image of nursing.
9. Carry out assigned responsibilities of the strategic plan.
10. Review and signs Statement of WNA Board Member Conflict of Interest annually

Specific Duties:

1. Request to be placed on mailing (electronic or snail mail) list for each District.
2. Receive and review District Board meeting Minutes and other materials.
3. Personally contact each District President prior to each WNA Board of Directors meeting to obtain an update.
4. Use and submit WNA Region Representative Report Form to WNA Office prior to each scheduled WNA Board of Directors Meeting.
5. Participate in regularly scheduled WNA District President – DNA President Conference Calls and meetings.

Time Commitment

1. Attend every other month meetings of the Board of Directors, usually scheduled for a full day on a Friday.
2. Review and be knowledgeable of the Board of Directors agenda item materials, approximately one hour.
3. Attend and participate in meetings of the Districts for which you are elected to serve. Usually a three hour meeting not including travel time.
4. Personal contact with each District President prior to scheduled Board of Director meetings, 15 minutes times the number of districts served times 6 meetings.
5. Prepare and submit a report of the WNA Board Meeting to the WNA Workforce Advocacy Advisory Council.
6. Prepare and submit a report of the WNA Workforce Advocacy Advisory Council meetings to the Board of Directors.

OPPORTUNITIES FOR WNA COUNCILS

WNA Council Member – Includes the following councils: Communication & Membership, Nursing Education, Nursing Practice, Nursing Research, and Public Policy.

Role: The WNA Councils are the identified structural units of WNA. Their collective role is to advance WNA's goals and strategic plan, which in turn support the professional image and accountability of RNs in Wisconsin.

Communication and Membership Council

Role: Develops research, plans, recommendations, implementation and evaluation strategies that advance the visibility of WNA's purpose, activities and programs that either retain and/or recruit members.

Council Responsibilities:

1. Report on progress related to WNA goals, strategic plan and other activities at each meeting of WNA Board of Directors.
2. Develop and implement an on-going process of measuring member satisfaction with WNA.
3. Review and submit a report including recommendations related to member satisfaction survey or other forms of member input to WNA Board of Directors.
4. Review reports on member recruitment activities and recommend strategies for improvement to WNA Board of Directors.
5. Respect budget limits established by the Board of Directors.
6. Prepare an annual report for submission to the membership at the Annual Meeting.
7. Collaborate with other Councils, Districts and SIGs.
8. Carry out the activities of the Association as identified and assigned by the Board of Directors.
9. Review and revise council related content on the WNA website at least annually.

Individual Member Responsibilities:

1. Actively participate in all meetings of the Communication and Membership Council.
2. Submit timely responses, when requested by WNA staff or other member.
3. Review results of Member Satisfaction Survey or other form of input.
4. Review results of member recruitment strategies.
5. Review WNA Monthly Membership Report submitted by WNA staff member.
6. Two consecutive absences from Communication and Membership meetings may constitute a vacancy.

Time Commitment

1. Attend meetings of the council. One face-to-face, approximately 5 hours. 4-5 Conferenced calls one hour long.
2. Prepare for meetings by reviewing materials and knowledgeable to discuss. One hour.
3. Assist with preparation and implementation of projects, two hours every other month.

Nursing Education Council

Role: Carries out the activities of the Association as identified and assigned by the WNA Board of Directors; identifies and responds to issues related to educational activities; promotes nurses' participation in educational programs; provides a forum for discussion regarding issues in nursing education; supports nurses involved in educational activities; assures compliance with ANCC criteria as a provider and an approver of **CNE**; and appoints subcommittees as deemed appropriate.

Council Responsibilities:

1. Develops and evaluates the education agenda for the Association.
2. Educates nurses about issues and opportunities related to education.
3. Monitors the Continuing Education Approval Program (CEAP) and assures the Association's maintenance of accreditation as an ANCC-accredited approver.
4. Maintains continuing education provider status through an ANCC-accredited approver.
5. Evaluates the effectiveness of the WNA provider and approver units.
6. Reports on progress related to goals and other activities at each meeting of the WNA Board of Directors.
7. Plans the educational sessions at the Annual Convention.
8. Prepares and annual report for submission to the membership at the Annual Meeting.
9. Respects budget limits established by the Board of Directors.
10. Collaborates with other councils.
11. Carries out the activities of the Association.
12. Review and revise council related content on WNA website at least annually.

Individual Member Responsibilities:

1. Members serve as Nurse Planners for WNA-sponsored continuing education activities to assure compliance with ANCC criteria and WNA Continuing Nursing Education Guidelines. (Please refer to Nurse Planner Role and Responsibilities and Wisconsin Nurses Association Continuing Nursing Education Policies and Procedures for Planning Educational Activities.)
2. Members actively participate in committee activities.
3. Members of the Nursing Education Council meet five times per year. Two consecutive absences from these meetings may constitute a vacancy.

Time Commitment

1. Attend meetings of the council. Two face-to-face, approximately 5 hours. 4-5 Conferenced calls one hour long.
2. Prepare for meetings by reviewing materials and knowledgeable to discuss. One hour.
3. Assist with preparation and implementation of projects, two hours every other month.

Nursing Practice Council

Role: Identifies a nursing practice agenda based on WNA's goals and strategic plan, which have an impact on nursing practice.

Council Responsibilities:

1. Develops and evaluates the Nursing Practice Agenda based on the goals and strategic plan for the Association.
2. Submits a written report on progress related to goals, strategic plan and other activities at each meeting of the WNA Board of Directors.
3. Provides a forum for discussion on issues related to nursing practice.
4. Facilitates the organization of interest groups in specific areas of practice.
5. Reviews reports from WNA Executive Director related to WPA services.
6. Prepares an annual report for submission to the membership at the Annual Meeting.
7. Collaborates with other councils, WNA WPA Advisory Council, SIGs and Districts.
8. Review and revise council related content on WNA website at least annually.

Individual Member Responsibilities:

1. Actively participate in all meetings of the Nursing Practice Council.
2. Submit timely responses, when requested by WNA staff or other member.
3. Review results of reports related to nursing practice when requested.
4. Review reports submitted by WNA WPA Advisory Council, SIGs and staff member.
5. Two consecutive absences from Nursing Practice meetings may constitute a vacancy

Time Commitment

1. Attend meetings of the council. Two face-to-face, approximately 5 hours. 4-5 Conferenced calls one hour long.
2. Prepare for meetings by reviewing materials and knowledgeable to discuss. One hour.
3. Assist with preparation and implementation of projects, two hours every other month.