



OPHA Nursing Section Policies and Procedures

Title: Responsibilities and Election of Officers

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Revised: February 14, 2014

Revised and Reviewed: June 12, 2015

Next review date: June 2018

Chair

- **Chair Elect**

Term: 1 year. Election held every year at Annual Section Meeting

Responsibilities: The Chair Elect shall be a member of the Nursing Section Executive Committee and shall assume and perform the duties of the Chair if absent or if the Chair is not able to perform the Chair's responsibilities.

The Chair Elect shall convene and lead the Nursing Leadership Celebration of the Nursing Section. The Chair elect shall become the Chair following their term as Chair Elect.

- **Chair**

Term: 1 year. This office shall be filled by the Chair Elect who served the year before.

Responsibilities: The Chair shall be the chief executive officer of the Nursing Section. The Chair will preside over all meetings of the Section membership and at all meetings of the Nursing Section Executive Committee. The chair shall prepare the agenda for the Section and Executive Committee meetings and give notice of Section meetings to the membership. The chair shall create the annual workplan to facilitate the ongoing development and support of section priorities and the formation of committees to accomplish the goals for the year. The Chair assures that the use of Section resources supports the priorities and goals of the Section. The Chair shall become the Immediate Past Chair following their term as Chair.

- **Immediate Past Chair**

Term: 1 year. This office shall be filled by the Chair who served the year before.

Responsibilities: The Immediate Past Chair shall serve in the role of Nursing Section Executive Committee adviser and assume and perform the duties of the Chair Elect if absent or if the Chair Elect is not able to perform the Chair's responsibilities, if necessary. The Immediate Past Chair will convene the Nursing Section Nominating Committee for officers and serve with previous past Chairs.

Secretary

Term: 3 years. Elections take place in October at Annual Section Meeting (2014, 2017, 2020, etc.).

Responsibilities: The Secretary shall keep minutes and records of the general membership and Executive Committee meetings, and other official business of the Nursing Section. Ensure the minutes and other relevant documents are distributed in a timely fashion and archived for future reference. Perform other duties as may be assigned by the Chair.

Treasurer

Term: 3 years. Elections take place in October at Annual Section Meeting (2016, 2019, 2022, etc.)

Responsibilities: The Treasurer shall maintain the Section's financial documents and records, reporting income and expenses monthly to the Executive Committee and the OPHA Treasurer, and present an Annual Treasurer's Report at the Section's Annual meeting. The Treasurer shall submit financial reports and records to OPHA (Association) as requested by the Association's Treasurer or Executive Director. Distribution of funds is made by submitting an OPHA Request for Reimbursement/payment form to the Section's Treasurer upon receiving approval from a majority of the Executive Committee. The Treasurer will document the request(s) and

submit request to the OPHA Treasurer. Financial records shall be maintained in a manner consistent with Association accounting policies established by the OPHA Board of Directors. The Treasurer shall facilitate the development of an annual budget for the Section and perform other duties as may be assigned by the Chair.

Section Representative to the OPHA Board

Term: 3 years. Elections take place in October at Annual Section Meeting (2015, 2018, 2021, etc.).

The Section Representative shall attend all OPHA Board meetings as a voting member representing the interests of the Nursing Section. The Section Representative shall be a member of the Nursing Section Executive Committee and act as a liaison between the Executive Committee and the OPHA Board. Communication with the Executive Committee regarding OPHA Board matters is expected to be timely and current for effective participation of the Section in Board matters. The Representative will submit a summary of the Board meeting to the Executive Committee after each meeting. If the Section Representative is unable to attend an OPHA Board meeting, another Section member may attend, but will not be allowed to vote.

Executive Committee

The Executive Committee shall consist of the elected officers of the Section: Chair Elect, Chair, Immediate Past Chair, Secretary, Treasurer, and the Nursing Section Representative to the OPHA Board. The Executive Committee shall meet regularly between Section meetings to ensure the Nursing Section supports the Purposes and mission of OPHA as defined in the bylaws and to develop and implement an annual work plan for the Section. The Executive Committee shall assist the Chair to appoint Chairs for the Standing Section Committees annually, and ensure that Section members are appointed to serve on the OPHA Membership, Bylaws, Annual Conference, Membership and the Health Policy and Advocacy committees.

Election of Officers

Elections shall be conducted annually at the Section's Annual meeting. Any OPHA member in good-standing who is a nurse is eligible to be nominated to a position in the Section. The Chair Elect is elected annually; all other officers are elected at the end of their three-year term. Officers shall hold their position until their successors are elected, subject to prior resignation, removal or death.

A Section Officer may be nominated and re-elected to additional consecutive terms, except Board Representative who may serve only two consecutive terms.

Any vacancy occurring during the interim between annual elections shall be filled by the Executive Committee for the remainder of the current term of office.

Positions and Years elected:

Chair-Elect	Annually – for a 3 year term
Secretary:	2014, 2017, 2020, etc.
Section Representative to the OPHA Board	2015, 2018, 2021, etc.
Treasurer	2016, 2019, 2022, etc.