



TNA District 9 Position Descriptions

Terms Start July 1, 2018

Position Description	Time Commitment
<p>President-Elect Position (3 Year Term) The President-Elect is a three-year position: one year as President-Elect, one year as President, and one year as Past-President. Duties of the President-Elect include arranging for guest speakers for the membership meetings, procuring space for membership meetings, and making food arrangements in conjunction with the TNA District 9 Executive Secretary. The President-Elect serves as chair of the membership committee, which works toward increasing and sustaining membership. The President-Elect also serves as a member on the Nursing Celebration Planning Committee. The President-Elect is expected to attend monthly TNA District 9 Board Meetings and monthly TNA District 9 Membership Meetings.</p>	<p>Monthly Board Meetings = up to 2 hours</p> <p>Additional time/month = Serves as the board liaison to Celebration</p>
<p>Treasurer (2 Year Term) The Treasurer works directly with the TNA District 9 Board and Executive Secretary to develop an annual proposed budget for all District 9 activities where funds are expended. The Treasurer facilitates drafting of annual federal tax forms, which are presented to the accountant for completion. In addition, the Treasurer reviews expenses and income, and provides input to the Board for making decisions. The Treasurer also is responsible for writing checks for payments authorized by the Board and maintaining records of all expenditures. The Treasurer attends monthly TNA District 9 Board Meetings.</p>	<p>Monthly Board Meetings = up to 2 hours</p> <p>Additional time/month = 2 hours</p>
<p>TNA District 9 Board of Director Positions (2 Year Term) Board of Directors members serve as liaisons or chairs of standing committees or of Nursing Celebration committees. Other duties of Board members may include supporting the TNA District 9 standing committees. Board members are expected to attend monthly Board meetings.</p>	<p>Monthly Board Meetings = up to 2 hours</p> <p>Additional time/month on committees = Committee work 1 hour per month</p>
<p>Nominating Committee (1 Year Term) Nominating Committee members solicit nominees from the TNA District 9 membership, prepare a ballot for elections, and oversee the election process and results. The Nominating Committee members are expected to attend committee meetings as called by the Chair of the Nominating Committee. The activity of this committee is normally in the January to May timeframe.</p>	<p>Meeting time: 1 hour each for possibly up to 3 meetings</p> <p>Recruiting time: 8 hours</p> <p>Chair position requires presenting slate at board</p>



	meeting
<p>Delegates (2 Year Term) Delegates are elected to represent TNA District 9 in the statewide TNA House of Delegates. Delegates are required to hold membership in TNA and TNA District 9. Delegates are expected to attend meetings of the TNA House of Delegates, held annually in Austin. The activity of this committee is normally in the month of April. Delegates are responsible for own travel and lodging expenses.</p>	<p>Meet annually in Austin at House of Delegates for one night and one day; include travel time of at least 3 hours to drive and 2 hours via plane</p>

Important Info:

Board meetings currently are held at 530pm on the first Tuesday/month. Location of office is Arena Tower 2, 7324 Southwest Freeway, Suite 1453, Houston, TX 77074.