



TNA District 9 Position Descriptions  
Terms Start July 1, 2019

<b>Position Description</b>	<b>Time Commitment</b>
<p><b>President-Elect Position (3 Year Term)</b>            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            Additional time/month = varies. Serves as the board liaison to Celebration; plans membership meetings</p>
<p><b>Secretary (2 Year Term)</b>            The secretary shall keep minutes of the business meetings of the District and District Board of Directors and report at regular meetings of the District and Board. The secretary shall be familiar with the procedures of District relating to notification of elections or appointments, notices of time and place of meetings and records of members.</p>	<p>Monthly Board Meetings = up to 2 hours            Additional time/month = up to 10 hours</p>
<p><b>North Region Sub-District Representative to the TNA District 9 Board of Director Position (2 Year Term)</b>            Responsible for setting up meetings in north region sub-district as well as a voting member of the Board. 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            Additional time/month on committees = Committee work up to 10 hours</p>
<p><b>Southeast Houston / Galveston Region Sub-District Representative to the TNA District 9 Board of Director Position (2 Year Term)</b>            Responsible for setting up meetings in south region sub-district as well as a voting member of the Board. Board of Directors members serve as liaisons or chairs of standing committees or of Nursing Celebration committees.</p>	<p>Monthly Board Meetings = up to 2 hours            Additional time/month on committees = Committee work up to 10 hours</p>



<p>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><b>TNA District 9 Board of Director Positions (2 Year Term)</b>        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        Additional time/month on committees = Committee work up to 10 hours</p>
<p><b>Nominating Committee (1 Year Term)</b>        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        Recruiting time: 8 hours        Chair position requires presenting slate at board meeting</p>
<p><b>Delegates (2 Year Term)</b>        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 or June. Delegates are responsible for own travel and lodging expenses.</p>	<p>Meet annually in Austin at House of Delegates for one night and one –two days; include travel time of at least 4 hours to drive and 2-3 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.*