

TNA District 9 Position Descriptions

<i>Position Description</i>	<i>Time Commitment</i>
<p>President-Elect Position (3 Year Term)</p> <p>The President-Elect position is a three-year position: one year as President-Elect, one year as TNA Delegate/President, and one year as Past-President.</p> <ul style="list-style-type: none"> • 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 chair of the Nursing Celebration Planning Committee. The President-Elect is expected to attend monthly TNA District 9 Board Meetings and TNA District 9 Membership Meetings. • Duties of the President include presiding at meetings of membership, serve as chair of the District Board of Directors, serve as a nonvoting ex-officio member of all committees except the Nominating Committee, appoint special committees, countersign checks drawn by the Treasurer as authorized by Board policy, reviews the 5 year strategic plan yearly with the Board, and serve as delegate to the TNA House of Delegates. • Duties of the Past-President include serving as Board Liaison to the Nominating Committee, as an advisor on District matters, as chair of the bylaws committee. 	<p>Monthly Board Meetings = up to 2 hours</p> <p>Additional time/month = 10+ hours</p>
<p>Treasurer (2 Year Term)</p> <p>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 the drafting of annual federal tax forms, which are presented to the accountant for completion. In addition, the Treasurer reviews expenses, 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 the monthly TNA District 9 Board Meetings.</p>	<p>Monthly Board Meetings = up to 2 hours</p> <p>Additional time/month = up to 10 hours</p>



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<p>Secretary (2 Year Term)</p> <p>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><i>Position Description</i></p> <p>North Region Sub-District Representative to the TNA District 9 Board of Director Position (2 Year Term)</p> <p>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><i>Time Commitment</i></p> <p>Monthly Board Meetings = up to 2 hours Additional time/month on committees = Committee work up to 10 hours</p>
<p><i>Position Description</i></p> <p>Southeast Houston / Galveston Region Sub-District Representative to the TNA District 9 Board of Director Position (2 Year Term)</p> <p>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. 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><i>Time Commitment</i></p> <p>Monthly Board Meetings = up to 2 hours Additional time/month on committees = Committee work up to 10 hours</p>
<p><i>Position Description</i></p> <p>TNA District 9 Board of Director Positions (2 Year Term)</p> <p>Board of Directors members serve as liaisons or chairs of standing committees or 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><i>Time Commitment</i></p> <p>Monthly Board Meetings = up to 2 hours Additional time/month on committees = Committee work up to 10 hours</p>



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<p><i>Nominating Committee (1 Year Term)</i></p> <p>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 generally from January to May.</p>	<p>Meeting time: 1 hour each for possibly up to 3 meetings Recruiting time: 8 hours Chair position requires presenting slate at the Board meeting</p>