

1.0 Board of Directors

In accordance with Article IV, Section 2, of the Bylaws, the Board will include the president, vice-president, secretary/ treasurer, four directors; education director, political activities director; practice director and disaster preparedness and response director all elected by the Association's membership for a two-year term. In addition each Region will appoint a representative to serve on the Board.

Responsibilities

The Board of Directors shall:

- A. Establish policies and procedures for the transaction of business, coordination of association activities, and operation and maintenance of a state headquarters.
- B. Annually establish financial policies and procedures; adopt the budget for the association based on the strategy plan; present an annual financial statement to the membership and the House; and provide for the annual audit or audit review by outside accountant.
- C. Establish standing committees and task forces and define the purpose and delegated authority of those committees for fulfilling the stated purpose and Strategy Plan.
- D. Appoint chairs for each standing committee and task force and provide a representative for organizations and public and governmental agencies.
- E. Determine services to be offered to the Region Nurses Associations (RNA).
- F. Control the use of the official insignia and the procurement and sale of replicas thereof.

Apparent Authority

This policy statement provides guidance concerning who is authorized to make public statements on behalf of or as a representative of the association and the manner in which such public statements should be handled. It also provides guidance as to the distribution of documents or other information from the association by the BOD.

It shall be the policy of the Association any official communications on behalf of the association shall be at the direction of the President, BOD or staff. No statements shall be made, either verbal or written that conflict with the position or policy of the association. Leadership should understand that by virtue of their position, that any statements may be perceived as official and made on behalf of the organization. To control official communications, stationary, business cards and permanent Association name badges, shall be for the use of the elected President and staff only. Members of the BOD, committees or chapters may not use stationary. Staff will prepare letters sent on behalf of the organization with a copy remaining in the office.

Responsibilities of Officers and Directors

President

1. The President is the highest elected officer of the Association; elected by a majority vote of the membership to serve initially President-Elect then as both President and delegate to ANA.
2. Serve as the official representative of the association and as its spokesperson on matters of association policy and positions; as the Chair of the House of Delegates, the Board of Directors and the BOD Executive Committee.
3. Serves as an ex-officio member of all committees except the Nominations Committee.
4. Carries out policies and priorities as set by the Association BOD.
5. May appoint task forces and fulfill other duties.
6. Monitors with the BOD and the Association Executive Director (AE) practice and environmental changes.
7. Provides leadership for the BOD. The President works with the AE to set the agenda for meetings as well to provide background material to the BOD to facilitate productive meetings.
8. Maintains current knowledge of the financial affairs of the Association.
9. Fosters a clear and open exchange of information among the BOD, between the BOD and Association members as well association staff. Supports two-way communication with ANA.
10. Promotes unity within the Association and a cooperative climate with other nursing organizations
11. Serves as liaison between the BOD and the AE. Annually evaluates the AE with input from the BOD.
12. Submits a written annual report to the HOD and membership
13. Serves as a member of the Oklahoma Nurses Foundation and the Oklahoma Nurse Assistance Program.

Vice President

1. The vice-president will assume the duties of the president in the president's absence or at the discretion of the president.
2. Serves on the Executive Committee of the BOD
3. Collaborates with the President on leadership of the Association
4. Attends BOD and Executive Committee meetings as well as the annual convention serving as a BOD delegate to the House of Delegates.

5. Serves as the Chair of the Convention Committee and Awards Committee and is the liaison between these committees and the BOD.
6. Submits a written annual report to the HOD and membership
7. Serves as a member of the Oklahoma Nurses Foundation and the Oklahoma Nurse Assistance Program.
8. Performs other duties as assigned by the President or the BOD.

President-Elect

1. The President-Elect is to shadow the President for a year to learn the role and responsibilities of the highest elected officer of the Association. This individual is elected by a majority vote of the membership to serve as President-Elect for a year and then as President and delegate to ANA for two years.
2. Serves on the Executive Committee of the BOD as a non-voting member.
3. Collaborates with the President on leadership of the Association
4. Attends BOD and Executive Committee meetings as well as the annual convention serving as a BOD delegate to the House of Delegates.
5. Assists the President in monitoring with the BOD and the Association Executive Director (AE) practice and environmental changes.
6. Serves as the Vice Chair of the Convention Committee and Awards Committee
7. Promotes unity within the Association and a cooperative climate with other nursing organizations
8. Performs other duties as assigned by the President or the BOD.
9. Serves as a member of the Oklahoma Nurses Foundation and the Oklahoma Nurse Assistance Program.

Secretary/Treasurer

1. Ensures that written records are maintained of all meetings as well as overseeing the fiscal affairs of ONA.
2. Shall notify members in writing of meetings of the House.
3. Provide reports and interpretation of ONA's financial condition to the House, the BOD and the membership.
4. Serve as a member of the BOD and the Executive Committee
5. Stays abreast of monthly income and expense activity and is able to interpret the Association's financial status at any given time.
7. Works with the President and AE regarding issues of financial concern to the Association.

7. Monitors the annual audit and payment of taxes and other obligations of the Association.
8. Attends BOD and Executive Committee meetings as well as the annual convention serving as a BOD delegate to the House of Delegates.
9. Submits a written annual report to the HOD and membership
10. Serves as a member of the Oklahoma Nurses Foundation and the Oklahoma Nurse Assistance Program.
11. Performs other duties as assigned by the President or the BOD.

Education director

1. Oversees the professional development offerings of the association.
2. Serve as a member of the BOD
3. Provides leadership on behalf of nursing education as requested by the BOD.
4. Serves as a liaison with organizational units related to education and serve as chair of Education Committee.
5. Recommends, provides and encourages continuing education workshops and/or conferences.
6. Attends BOD and Executive Committee meetings as well as the annual convention serving as a BOD delegate to the House of Delegates.
7. Submits a written annual report to the HOD and membership
8. Serves as a member of the Oklahoma Nurses Foundation and the Oklahoma Nurse Assistance Program.
9. Performs other duties as assigned by the President or the BOD.

Political Activities Director

1. Oversees the political activities affecting the Association.
2. Serve as a member of the BOD
3. Communicates regularly with all governmental organization units including the Governmental Activities Committee, ONA's Lobbyist, AE, Oklahoma Board of Nursing, ONA-PAC and ANA political organizational units.
4. Attends BOD and Executive Committee meetings as well as the annual convention serving as a BOD delegate to the House of Delegates.
5. Submits a written annual report to the HOD and membership
6. Serves as a member of the Oklahoma Nurses Foundation and the Oklahoma Nurse Assistance Program.
7. Performs other duties as assigned by the President or the BOD.

Practice director

1. Oversees issues dealing with professional nursing practice.
2. Serve as a member of the BOD
3. Serves as liaison to organizational units related to nursing practice and workplace advocacy.
4. Provides leadership on behalf of the nursing practice as requested by the BOD.
5. Evaluates developments and changes in health care and the effects on nursing practice.
6. Recommends, provides and encourages professional development offerings on issues related to nursing practice.
7. Serves as a resource for advice and interpretation of ANA Standards for nursing practice.
8. Attends BOD and Executive Committee meetings as well as the annual convention serving as a BOD delegate to the House of Delegates.
9. Submits a written annual report to the HOD and membership
10. Serves as a member of the Oklahoma Nurses Foundation and the Oklahoma Nurse Assistance Program.
11. Performs other duties as assigned by the President or the BOD.

Disaster Preparedness and Response Director

1. Oversees issues related to disaster preparedness and bioterrorism.
2. Serve as a member of the BOD.
3. Communicates regularly with all organization units including the Disaster Preparedness Committee, the Nursing Council, Oklahoma Board of Nursing, MRC organizational units and other entities related.
4. Evaluates developments in disaster preparedness and response.
5. Recommends, provides and encourages professional development offerings on issues related to disaster preparedness and response
6. Provides leadership on behalf of disaster preparedness and response as requested by the BOD
7. Attends BOD and Executive Committee meetings as well as the annual convention serving as a BOD delegate to the House of Delegates.
8. Submits a written annual report to the HOD and membership
9. Serves as a member of the Oklahoma Nurses Foundation and the Oklahoma Nurse Assistance Program.
10. Performs other duties as assigned by the President or the BOD.