



Iota Mu Chapter Call for Nominations 2020-2021 President Board Positions

The Nominating Committee is now submitting the 2020-2021 call for open board positions. Please submit your name or nomination via email by **Friday, July 17, 2020** to priscilla.stansell@ttuhsc.edu. Nominees will be contacted by the committee and voting for new officers will take place by e-mail following the close of nominations. All offices have a 2 year term. Once nominations are compiled the ballot will be completed and sent out to the general membership.

OFFICES open for election and brief position description:

Chapter Leader Qualifications

- Active member in the chapter
- Completed the consent to serve in the position
- Two-year commitment

President- LaNell Harrison

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position
- **Responsibilities:** Act as the executive officer and administrator of all business of the chapter as stated in the bylaws.
- Serve as chief representative of the chapter in inter-chapter activities.
- Ensure chapter participation in the biennial convention House of Delegates and other business brought forth before the House of Delegates during the term.
- Prepare a calendar and agenda for all Board of Directors and general membership meetings with assistance as needed from the secretary.
- Finalize the committee appointments recommended by the Board of Directors for all committees, advisory councils or task forces.
- Delegate responsibilities not otherwise handled by the chapter bylaws to the chapter officers or committees.
- Communicate the business, projects and activities of the Board of Directors to the membership.
- Ensure at least one business meeting and at least two programs or events that support the purposes and goals of the honor society are held during each fiscal year.
- Arrange an orientation meeting, following the annual membership meeting, for all newly installed officers and committee chairs. The purpose is to facilitate the transfer of duties and responsibilities and to formulate the goals of the chapter for the coming year.
- Ensure all reports are submitted to headquarters in a timely manner. Reports include: chapter annual report, verification of fees report (when applicable) and the chapter officer/committee chair report.
- Meet with the head of the nursing program at the beginning of the school year to get the chapter's meetings on the school's master calendar.
- Talk with the heads of major service agencies in the community and ask to get the chapter meeting dates on the agency's master calendars.
- Develop and maintain policies and procedures related to the position of president. Submit modifications or new policies and procedures to the board of directors for approval.
- Plan for officer transition.
- Serves as an ex-officio member of all committees except the Leadership Succession Committee

Vice President: Terry Hill

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Perform the duties of the President in the President's absence
- Be chair of committees, as needed
- Succeed into the office of President and serve until the next election in the event that the President vacates his/her officer during the two-year term
- Prepare an annual report to the chapter membership regarding the Vice-president's responsibilities and activities
- Responsible for the planning of chapter programs insuring that at least two are held each year

Secretary– Available

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Record and arrange for typing the minutes for each Board of Directors and business meeting
- Distribute minutes to all members of the Board of Directors
- Keep an official record book of the minutes of all Board of Directors and business meetings to present to the succeeding secretary
- Prepare an annual report to the chapter membership
- Send a list of new officers to Headquarters within two weeks following officer elections; maintain accuracy of the list with Headquarters
- Order all stationery, forms and mailing labels for the chapter
- Arrange for typing and mailing of correspondence for the chapter
- Send membership invitations to all elected candidates, in cooperation with the Governance Committee
- Serve on committees as needed

Treasurer –Venisa Morgan

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Be custodian of the funds
- Prepare a quarterly financial report and present a current financial report to the Board of Directors at each meeting
- Prepare and submit an annual budget to the Board of Directors with appropriate committee advisory council or task force
- Prepare and submit the Annual Chapter Financial Report
- Work with the accountant on the biennial audit and submit a copy to headquarters
- Obtain and complete necessary tax forms for the Internal Revenue Service
- For inductions, cut checks needed for international induction fees and jewelry and honor cord orders
- Oversee and manage the investment plan of the organization with support from the Board of Directors
- Develop and maintain fiscal policies and procedures in collaboration with the appropriate committee. Submit new policies or modifications of existing policies to the Board of Directors for approval.

Governance Chair – Patricia Francis Johnson

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Lead the procedure for determining membership eligibility and inducting members.
- Develop strategies for publicizing and informing students and nursing leaders of membership eligibility criteria. May work in conjunction with the Membership Involvement Committee.
- Secure necessary data from the official records of students to determine eligibility status. Notify students of their eligibility status and send out the appropriate membership application materials.
- Oversee chapter membership eligibility issues
- Lead the bylaws amendment process by considering, reviewing, editing and/or correlating amendments as suggested or appropriate
- Update the chapter's bylaws to comply with changes made to the international bylaws by utilizing the chapter bylaws template created and updated by STTI headquarters (updated template is typically available in January of even-numbered years)

First Counselor – Available

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position
- Be on faculty at TTUHSC

Responsibilities:

- Serve as the chair of the Governance Committee in the absence of the Counsel and Governance Chair
- Lead the procedure for determining membership eligibility and inducting members
- Develop strategies for publicizing and informing students and community nursing leaders of eligibility for membership in conjunction with the Membership Involvement Committee

- Secure necessary data from the official records of students to determine eligibility status. Notify students of their eligibility status and send out the appropriate membership application materials
- Manage or delegate the oversight of chapter bylaws changes

Second Counselor – Patti White

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position
- Be on faculty at TTUHSC

Responsibilities:

- Serve as the chair of the Governance Committee in the absence of the First Counselor and the Counsel and Governance Chair
- Lead the procedure for determining membership eligibility and inducting members
- Develop strategies for publicizing and informing students and community nursing leaders of eligibility for membership in conjunction with the Membership Involvement Committee
- Secure necessary data from the official records of students to determine eligibility status. Notify students of their eligibility status and send out the appropriate membership application materials
- Manage or delegate the oversight of chapter bylaws changes

Governance Committee Member 1: Stephan Smith

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Assist the Chair in overseeing honor society membership eligibility issues.
- Assist the Chair with the bylaws amendment process by considering, reviewing, editing and/or correlating amendments each biennium.
- Update the honor society's bylaws to comply with changes made to the international bylaws by utilizing the new honor society bylaws template created and updated by STTI headquarters (updated template is typically available in January of even-numbered years). Adopt updated bylaws each biennium.
- Develop and maintain policies and procedures related to the position of governance chair. Submit modifications or new policies and procedures to the board of directors for approval.

Governance Committee Member 2: Available

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Assist the Chair in overseeing honor society membership eligibility issues.
- Assist the Chair with the bylaws amendment process by considering, reviewing, editing and/or correlating amendments each biennium.
- Update the honor society's bylaws to comply with changes made to the international bylaws by utilizing the new honor society bylaws template created and updated by STTI headquarters (updated template is typically available in January of even-numbered years). Adopt updated bylaws each biennium.
- Develop and maintain policies and procedures related to the position of governance chair. Submit modifications or new policies and procedures to the board of directors for approval.

Leadership Succession Committee Chair- Priscilla Stansell

Succession Committee Member 1 – Erin Gibson

Succession Committee Member 2- Available

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Develop members in organizational leadership roles across the span of their careers
- Mentor members to assume positions at all levels of the organization
- Oversee the selection of well-qualified members who can provide the necessary leadership to achieve chapter goals and to meet the needs of members
- Oversee the preparation, distribution and tallying of election ballots
- Notify all candidates (elected and non-elected) of the election results
- Note: Those serving as the Leadership Succession Committee Chair or on the Leadership Succession Committee are not permitted to be on the slate of candidates for officer or committee chair positions.

*Compiled with assistance from the Beta Iota Chapter. *

Research Chair – JoAnn Long

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Oversee the process of developing, reviewing and revising criteria for research awards and the funding of research grants.
- Manage the process for reviewing and evaluating abstracts for research awards and proposals for research grants.
- Oversee the planning of any chapter research conferences or research day activities.
- Manage the development of strategies for promoting the conduct of research and for the dissemination and utilization of research findings.
- Recruit candidates for research awards - locally and internationally. Assist them with the application process.
- Note: Those serving as the Research Chair, on the Research Committee or as any other chapter officer or chair are not eligible for research funding while in any appointed or elected positions.

Publicity/Newsletter Chair: Available

Qualifications:

- Be an active member of the chapter
- Must be an employee of TTUHSC
- Consent to serve in the position

Responsibilities:

- Oversee the development and implementation of promotional strategies to maintain chapter visibility within the community.
- Manage the development process and publishing of the chapter newsletter.
- Submit content online for the monthly *STTIconnect* e-newsletter that is distributed by headquarters.
- Oversee the publication of all program, conference and chapter activity announcements.
- Manage the development of content for chapter displays at special events.
- Assist in content creation and revisions for the chapter website.

Membership Relations Chair– Rebecca Clark

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Liaison between members and the chapter
- Strengthen the connection with new inductees and first-year members
- Create welcoming environments and orient new members
- Participate in periodic conference calls with STTI headquarters
- Encourage interest in the chapter's pre-induction activities.
- Introduce new members to The Circle and encourage networking.
- Assist chapter to organize one annual program dedicated to interests of recent inductees and new graduates.
- Participate in leadership succession by shadowing chapter leaders, participating in board meetings or conference calls and collaborating with member involvement committee.
- Survey or foster discussions to understand the needs of new members or candidates.
- Regions may elect to utilize a regional committee to link ambassadors across the region and foster collaboration.

Philanthropy Chair – Mark Wilkinson

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Collaborate with the appropriate committee to evaluate chapter income sources, and determine financial needs above and beyond collection of member fees.
- Oversee the development of strategies for funding specific chapter projects as determined by the board of directors.
- Manage the implementation of projects and events that increase funds as well as the visibility of the chapter.

- Manage the philanthropy events and ensure that an effective publicity program is in place, through collaboration with the appropriate committee.
- Coordinate the donation of goods or services, if necessary, for the event.
- Solicit the general membership for participation in hosting the event.
- Participate in the philanthropy programs, activities and events along with members of the appropriate committee.
- After completion of the event, oversee the evaluation of the event in terms of number of participants, amount of money raised, etc.

Leadership Committee- Adrian Stamps and Terry Hill

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Responsible for seeking nurse leaders in our community to join Iota Mu, development of nurse leader presentations for active recruitment, and assisting with on-boarding of new nurse leaders.

Past Presidents Committee- Patricia Francis-Johnson & Sharon Decker

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Advising current president and assisting with Chapter Key Award recognition

Events Committee- Jamie Roney & Stacey Spradling

Qualifications:

- Be an active member of the chapter
- Consent to serve in the position

Responsibilities:

- Responsible for setting up Bi-Yearly member events, developing/implementing distinguished series events, and assisting in obtaining CEU designation.