Mid-Atlantic Chapter of the WOCN® Society
Board/Committee Role Descriptions

Officers/Board of Directors

a) **President:** The President shall preside at all meetings of the membership. The President shall have the following duties:
   i. They shall preside at all meetings of the Board and Executive Committee.
   ii. They shall have general and active management of the business of the Board.
   iii. They shall see that all orders and resolutions of the Board are brought to the Board.
   iv. They shall have general superintendence and direction of all other officers of the organization and see that their duties are properly performed.
   v. They shall submit a report of the operations of the program for the fiscal year to the Board and members at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.
   vi. They shall be Ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.

b) **President Elect:** The President Elect shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter. The President Elect duties are:
   i. They shall have the duty of chairing their perspective committee and such other duties as may, from time to time, be determined by the Board.

c) **Past President:** The Past President shall continue to be a voting member of the Executive Committee and perform such other duties as may, from time to time, be determined by the Board.

d) **Secretary:** The Secretary shall attend all meetings of the Board and of the Executive Committee, and all meetings of members, and will act as a clerk thereof. The Secretary's duties shall consist of:
   i. They shall record all votes and minutes of all proceedings in a book to be kept for that purpose. They, in concert with the President, shall make the arrangements for all meetings of the Board, including the annual meeting of the organization.
   ii. They shall send notices of all meetings to the members of the Board and shall take reservations for the meetings.
   iii. They shall perform all official correspondence from the Board as may be prescribed by the Board or the President.

e) **Treasurer:** The Treasures duties shall be:
   i. They shall submit necessary documents for approval of all expenditures of funds raised by the Board, proposed capital expenditures (equipment and furniture), by the staff of the agency.
   ii. They shall present a complete and accurate report of the finances raised by this Board or at any other time upon request to the Board.
   iii. It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
   iv. They shall perform such other duties as may be prescribed by the Board or the President under whose supervision they shall be. must be elected directors. An individual may hold more than one elected office at the same time except that the offices of President and Treasurer are held by separate individuals. Officers may serve consecutive terms.

a) **Chapter Liaison:** The Chapter Liaison communicate and coordinate with the National arm of WOCN, including providing necessary and required reports pursuant to the other terms of this Agreement, and otherwise act as the channel of communication between the Chapter and WOCN National.
b) **Other Board Members:** Each Chapter may create and develop other leadership positions as the Executive Committee deems necessary from time to time to other provide leadership opportunities and manage Chapter initiatives. Such positions may include Conference Planning Coordinator, Education Coordinator, Leadership Development Chair, Membership Engagement Chair, Recruitment Chair, Public Policy Chair, Advocacy Chair, Scholarship Committee Chair, and Website Chair.
c) **Qualifications:** Directors and Officers must be regular voting members of the Association. Officers must be elected directors. An individual may hold more than one elected office at the same time except that the offices of President and Treasurer are held by separate individuals. Officers may serve consecutive terms.

i) **Election and Term of Office:** Directors are elected at the annual meeting of the Chapter. Officers are elected by the Board of Directors each year after the annual meeting of the Association's regular voting membership. Officers serve for one year.
j) **Vacancies:** If a vacancy occurs among the officers, other than the President, for any reason, the position is filled for the unexpired portion of the term by the Board of Directors. In the event of a vacancy of the President, the President Elect shall immediately ascend to President and shall serve out the remaining of the vacated term as well as their own term.
k) **Removal:** An officer may be removed for any reason by a two-thirds vote of the Board of Directors.
l) **Compensation:** Officers and Directors do not receive compensation for their services but may be reimbursed for expenses according to an established reimbursement policy.

Committees

The MAC Officers/Board of Directors may designate one or more Committees/Chairs to carry out the work of the Chapter.

- Members in good standing are appointed by the Officers/Board of Directors to a Committee and will serve a term of 2 years, renewable for up to 5 consecutive terms (10 years total), provided the Committee chair and MAC Board are in agreement for continuation.
- All Committee chairs are expected to be active participants in Board meetings via conference call and in person.
- Committee Chairs do not have voting privileges at the Board level.
- Committee chairs will provide a written report of activity to the MAC President prior to the annual business meeting at the annual MAC conference, and as requested.

Bylaws Chair – Responsibilities include;

- Thorough review of the WOCN Association Bylaws/Operational Guidelines annually, periodically and as necessary to ensure the Chapter is in compliance with Bylaws set forth.
- At the request of the MAC Board, review Bylaws/Operational Guidelines for clarity and function.
- Communicate with the WOCN Association Executive Director and report back to Officers any and all concerns and resolutions related to the interpretation of the Bylaws/Operation Guidelines.
- Coordinate proposed changes to Bylaws with all associated parties – National WOCN, MAC Board and greater MAC membership, as appropriate.
- Administer Oath of Office for incoming Officers.

Nominations Chair – Responsibilities include;

- Solicit nominees for Officer/Director and Committee Chair positions.
- Coordinate election process through collaboration with the Communications Chair and the Webmaster
- Compute election results
- Announce election results
- Coordinate gift distribution for outgoing Board/Committee Chairs

Conference/Continuing Education Chair – Responsibilities include;

- Coordinate and promote pertinent educational offerings at annual conference based on feedback from the greater MAC membership
- Collaborate with Conference Planner to ensure the seamless operation of the MAC conference
- Work in collaboration with the Treasurer to ensure the financial and budgetary interests of the Chapter.

Legislative/Public Policy Chair – Responsibilities include;

- Remain abreast of legislative issues and topics related to WOC Nursing
- Inform the Board and greater MAC membership of pertinent legislative issues and calls to action.
- Collaborate with Communications Chair to ensure legislative issues are advertised on the website.

Membership Chair – Responsibilities include;

- Maintain accurate membership records for the Chapter
- Review monthly membership analytics sent by National WOCN
- Send welcome packets to new members

Clarified and approved for posting on 3/27/2017 (Lisa Owens/Heather Martinek)
Reviewed with no changes, March 2021, Joan Sullivan, President