



**WOCN**<sup>®</sup> Wound, Ostomy, and  
Continance Nurses Society<sup>®</sup>

## **JOB DESCRIPTION: PRESIDENT-ELECT**

### **Position**

According to Article VII, Section 3 of the WOCN Bylaws, “The President-Elect shall assist the President and shall substitute for the President when required to and shall chair meetings in the absence of the President. The President-Elect shall be an ex-officio member, without vote, of all committees, except the Leadership Development Committee or as otherwise provided by these Bylaws. The President-Elect shall, in general, perform all duties customarily incident to the office of President-Elect and such other duties as may be prescribed from time to time by the Board of Directors. The President-Elect shall succeed to the office of President upon expiration of the President’s term of office, and in the event of the death, resignation, removal, or incapacity of the President.”

The President-Elect will assume the position of the President at the completion of the President's two-year term.

Service on the WOCN Society's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

### **Term and Election**

- The President-Elect will serve a 2-year term (maximum of one term).
- The President-Elect’s position is elected during odd-numbered years (ex. 2025, 2027, etc)

### **Qualifications**

- Member in good standing for at least two years prior to the time of election.
- Must have 5 years of documented Board level involvement in healthcare non-profit arena and a minimum of 5 years WOC nursing experience.
- Current or prior Board or standing committee chair position in a professional society either on a national or local level is required.
- Prior nonprofit organization experience ideal.
- Board development, fundraising, marketing/branding and fiscal management experience preferred.
- A financially and politically knowledgeable leader with the ability to set clear priorities, delegate, and guide investment in people and systems; analytical, organizational and problem-solving skills, which support and enable sound decision making.

- Strong coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- An articulate communicator via all mediums. Outstanding presentation and communication skills with the experience to be an outgoing spokesperson, and relationship builder.
- Experience in recruiting and retaining a diverse team.
- Comply with the [Code of Conduct and Conflict of Interest Policy](#).
- To ensure that all participants in the activities of the WOCN Society are governed exclusively by the best interests of the WOCN Society, members of the Board of Directors cannot be employed by a commercial industry that provides products or services to the WOCN Society. Additionally, strategic employees of a wound, ostomy, and/or continence nursing education program seeking or holding accreditation as a WOCNEP (e.g., Program Director, Assistant Program Director, or any employee who works in a similar capacity overseeing the business or strategic direction of the program) are not eligible to serve on the WOCN Board of Directors.

### **Responsibilities**

- Assist the President and substitute for the President when required to; chair meetings in the absence of the President.
- The President-Elect should be fully cognizant of the responsibilities of the President. By being fully informed of the activities in all areas of the WOCN Society and WOCN Foundation, the President-Elect will be prepared to assist the President in any way and to assume the responsibilities of the office of President should the need arise.
- Serve as an ex-officio member, without vote, of all committees, except the Leadership Development Committee or as otherwise provided by the Bylaws.
- Perform all duties customarily incident to the office of President-Elect and such other duties as may be prescribed from time to time by the Board of Directors.
- Succeed to the office of President upon expiration of the President's term of office, and in the event of the death, resignation, removal, or incapacity of the President.
- Attend the following meetings, and conference calls as scheduled:
  - WOCN Board of Directors and Annual Members' Business meetings
  - WOCN annual conference
  - Strategic Planning Session (SPS)
  - Budget meeting
  - Quarterly meetings with Committee/Task Force Chairs and consultants
  - Other meetings as designated by the president
- Have a presence on WOCN social media platforms; tag posts, like posts, comments, reshare.
- Actively participate by responding/posting in the online member communities.
- Register for all Society-produced webinars (i.e., WOC Nurse Week).
- Read weekly edition of WOCNow.
- Be familiar with the Public Policy and Advocacy hot topics; respond to calls to action (i.e., elections, sign-ons).

- Use your network to identify potential sponsorship opportunities; support Society-wide fundraising efforts.
- Be familiar with content and new releases on CEC; participate in the review of the annual education needs assessment survey; work with the Education Committee to identify topics of mutual interest and present.
- Talk with potential individuals within your Chapter, place of employment, WOCNext, etc to encourage volunteering.
- Chapter involvement:
  - Serve as designated Board liaison to assigned Chapter(s)
  - Attend Chapter Board meetings with a WOCN update
  - Attend Chapter conference meetings with a WOCN update
  - Conduct Society presentation when applicable
  - Participate in Chapter Communities by reviewing/responding to posts and bringing back necessary information to Board/staff
- Listen to new episodes of WOCTalk and be familiar with topics; work with podcast host to identify a topic of mutual interest and do one podcast a year.
- Publications:
  - Be familiar with content and new releases
  - Work with the Clinical Editor to identify topics of mutual interest
  - Contribute to “The View From Here” in *JWOCN*
- WOCNext:
  - Serve as conference buddy
  - Participate in the Society events
- Serve as a representative to other organization(s), when appointed.

### **Leadership, Governance and Oversight Responsibilities**

- Serve as a trusted advisor to the chief staff executive and management staff as they develop and implement the WOCN Society strategic plan.
- Review outcomes and metrics created by the WOCN Society for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Review agenda and supporting materials prior to board and committee meetings.
- Approve the WOCN Society's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Contribute to an annual performance evaluation of the chief staff executive.
- Assist the chief staff executive and board president in identifying and recruiting other Board Members, ensuring the WOCN Society's commitment to a diverse board that reflects the communities the WOCN Society serves.
- Partner with the chief staff executive and other board members to ensure that board resolutions are carried out.
- Represent the WOCN Society to stakeholders; acting as an ambassador for the organization.
- As designated liaisons to committees or special projects, Board members will remain fully aware of committee or special projects' activities, changes and recommendations

by contacting their respective committee chairs at least quarterly. Liaisons will be copied on all correspondence related to the committee.

**Fundraising Responsibilities**

Fundraising efforts by the WOCN Society Board Members are defined as consistently working to raise awareness of and advocate for the mission, vision, and strategic goals of the WOCN Society. Board members are expected to be the face of the Society at the WOCN-related functions (nationally and locally), and in their daily practice to continue the growth and initiatives of the organization.