



WOCN[®] Wound, Ostomy, and
Contenance Nurses Society[®]

JOB DESCRIPTION: DIRECTOR

Position

According to Section 2.5 of the WOCN Policy and Procedures Manual, “directors provide a national perspective to the decision-making process regarding clinical, professional practice, and organizational issues.”

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.

Qualifications

- Member in good standing for at least two years prior to the time of election.
- Current or prior Board or standing committee chair position in a professional society either on a national or local level is required.
- Commitment to WOCN Society demonstrated by a strong history of volunteer service to the Society.
- Hold no other WOCN Society offices, elected or appointed at the same time.
- Comply with the [Code of Conduct and Conflict of Interest Policy](#).
- Professional experience with leadership accomplishments in nursing, health care, government, philanthropy, or the nonprofit sector.
- Possess diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of the WOC nursing community.
- Demonstrate commitment to and passion for WOC nursing, WOC nurses, and, moreover, those served by the specialty.
- Possess a breadth and depth of understanding of WOCN Society's various constituents.
- 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.

Term and Election:

- The WOCN Society's Board Members serve a 2-year term and are able to be re-elected for one additional 2-year term.
- Two Directors elected in even-numbered years.
- Two Directors elected in odd-numbered years.

Responsibilities:

1. Attend the following meetings, and conference calls as scheduled:
 - a. WOCN Board of Directors and Annual Members' Business meetings
 - b. WOCN annual conference
 - c. Strategic Planning Session (SPS)
 - d. Budget meeting
 - e. Other meetings as designated by the president
2. Act as a Board of Directors' liaison to committee(s), as appointed by the president and approved by the Board of Directors.
3. Facilitate communication among all levels of the organization.
4. Participate in, chair task forces or other projects as appointed by the president and approved by the Board of Directors.
5. Notify the president and the chief staff executive if unable to attend regular and/or special meetings of the Board of Directors.
6. Have a presence on WOCN social media platforms; tag posts, like posts, comments, reshare.
7. Actively participate by responding/posting in the online member communities.
8. Register for all Society produced webinars (i.e., WOC Nurse Week).
9. Read weekly edition of WOCNow.
10. Be familiar with the Public Policy and Advocacy hot topics; respond to calls to action (i.e., elections, sign-ons).
11. Use your network to identify potential sponsorship opportunities; support Society-wide fundraising efforts.
12. 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.
13. Talk with potential individuals within your Chapter, place of employment, WOCNext, etc to encourage volunteering.
14. Chapter involvement:
 - a. Serve as designated Board liaison to assigned Chapter(s)
 - b. Attend Chapter Board meetings with a WOCN update
 - c. Attend Chapter conference meetings with a WOCN update
 - d. Conduct Society presentation when applicable
 - e. Participate in Chapter Communities by reviewing/responding to posts and bringing back necessary information to Board/staff
15. 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.
16. Publications:
 - a. Be familiar with content and new releases

- b. Work with the Clinical Editor to identify topics of mutual interest
 - c. Contribute to “The View From Here” in *JWOCN*
17. WOCNext:
- a. Serve as conference buddy
 - b. Participate in the Society events
18. Serve as a representative to other organization(s), when appointed.
19. Other duties as assigned by the president.

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.