



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

JOB DESCRIPTION: LEADERSHIP DEVELOPMENT COMMITTEE MEMBER

Purpose

According to WOCN Bylaws, Article XI, Section 1.2.a, the purpose of the Leadership Development Committee is to solicit nominations for the Officers (except for the President) and the Directors of the Society, and Leadership Development Committee members to succeed those Officers, Directors and Leadership Development Committee members whose terms shall expire at the conclusion of the next annual meeting.

Composition

1. The Leadership Development Committee shall consist of the chair, four (4) elected members (representing the geographic areas of the WOCN Society).
2. **Appointment and term of service:** The Board of Directors every two years shall appoint the chair of the Leadership Development Committee. Prior to the final year of the chair's term of service, a co-chair should be selected, who will assume the role of committee chair. The co-chair must be recommended by the chair to the president for appointment and approved by the Board of Directors. The remaining committee members shall be elected by the members entitled to vote. Committee members representing the odd-numbered geographic areas* (1 and 3) of the WOCN Society shall be elected in odd-numbered years. Committee members representing even-numbered geographic areas* (2 and 4) shall be elected in even-numbered years.
 - a. Each committee member shall serve a two-year term.
 - b. Committee members may be eligible for re-election to serve a second, consecutive 2-year term, provided no more than two members succeed themselves in any given year.
3. **Eligibility:** Only an individual who shall have been a member of the WOCN Society for two years prior to the time of election shall be eligible for election to the Leadership Development Committee. Members of the Leadership Development Committee are not eligible for elected national office or other national elected positions.
4. See **Section 1.9:** Bylaws Article X for a description of the geographic areas of the Society and Article XI for further information about the requirements for the Leadership Development Committee.

Responsibilities – Chair

1. Serve under direction of and report to the Board of Directors.
2. Complete and sign a conflict-of-interest and confidentiality forms at the beginning of the service year.

3. Oversee the Leadership Development Committee's activities.
4. Attend the Strategic Planning Session, when invited.
5. Attend the Board of Directors' calls/meetings, when invited.
6. When conducting business on behalf of the WOCN Society's Leadership Development Committee, compensation for travel expenses will be provided in accordance with the WOCN Society's policies and procedures for travel and reimbursement (see **Section 1.15**).
7. Submit written reports containing summary of activities to the Board of Directors on as requested basis.
8. Work with appointed WOCN staff to confirm the existence or non-existence of a valid election (in accordance with bylaws) as soon as possible after the conclusion of the voting period.
9. Report the results of the election to the Board of Directors to include:
 - a. Number of eligible voters.
 - b. Percent of response rate.
 - c. Number of votes for each candidate.
10. Upon final confirmation and approval of the election and results by the Board, the Leadership Development Committee chair is authorized to inform the Leadership Development Committee of the results.
11. Notify the candidates of the results within a reasonable time frame following the Board approval, with support of committee members, if/as needed.
12. Maintain the role and responsibilities as a committee member.

Responsibilities – Committee

1. Complete and signs a conflict-of-interest and confidentiality form at the beginning of the service year.
2. Solicit nominations for the officers of the WOCN Society (with the exception of the office of president) and the directors.
3. Review all disclosure statements of candidates and notify the Board of Directors of any actual or questionable conflicts of interest.
4. Review the summary of the current Board's profile information and identifies gaps in representation on the Board.
5. Seek candidates (preferably tri-specialty certified) to fill these gaps to ensure that the Board of Directors represents all disciplines, skill sets, and geographic diversity. Consider previous candidates.
6. Review the potential candidates and develop and submit a slate of qualified candidates to the Board of Directors for final approval.
7. Upon approval by the Board of Directors, National Office staff will disseminate the ballot to all eligible voting members at least 90 days in advance of the WOCN annual conference so that the elected officials can be sworn in at the WOCN annual conference.
8. Ensure that potential candidates are provided with and participate in a standardized process of introducing themselves to the eligible voters.

9. In the event of a tie during an election, a drawing of the lots is the next step. The chair of the Leadership Development Committee assigns a number to each candidate (1-10) and tells one committee member (or staff member) which number was assigned to each candidate. The president picks a number and the one closest would be the candidate.

***Geographic Areas of the WOCN Society**

Area 1 – Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, North America (excluding the United States), and South America.

Area 2 – Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, West Virginia, Wisconsin, and Europe.

Area 3 – Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, Asia, and Oceania.

Area 4 – Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Africa, and Antarctica.