

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

### Officers/Board of Directors

**President.** The President shall be the chief executive officer, and shall in general supervise and control the affairs, of the Chapter. The President may sign, with the Secretary or any other proper officer of the Chapter authorized by the Chapter Board of Directors, any deeds, mortgages, contracts, or other instruments which the Chapter is authorized to enter into pursuant to the WOCN policy and which the Chapter Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Chapter Board of Directors, by law, or by the WOCN Society to some other officer or agent of the WOCN Society or the Chapter. The President shall preside at all meetings of the Chapter and the Chapter Board of Directors; except as otherwise provided in these Operating Guidelines, shall, with the approval of the Chapter Board, appoint the chair of all committees and, in consultation with the chair, make all committee appointments; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Chapter Board of Directors. This is a two year term.

**President-Elect.** The President-Elect shall, in the absence of the President, preside at all meetings of the Chapter and the Chapter Board of Directors; shall automatically succeed to the office of President at the end of the presiding President's term; and shall perform all duties incident to the office of President-Elect and such other duties as may be prescribed by the President or by the Chapter Board of Directors. This is a two year term.

**Secretary.** The Secretary shall keep or cause to be kept the minutes of the meetings of the Chapter Board of Directors in one or more books provided for that purpose; shall see that all notices are duly given in accordance with the provisions of these Operating Guidelines or as required by law; shall be custodian of the Chapter records; shall keep or cause to be kept an accurate roster of the membership; and shall in general perform all duties incident to the office of Secretary and such other duties assigned by the President or by the Chapter Board of Directors. This is a two year term, renewable for one additional consecutive two year term (four years total).

**Treasurer.** The Treasurer shall be responsible for all funds and assets of the Chapter; shall receive and give receipts for monies due and payable to the Chapter from any sources whatsoever, and shall deposit all such monies in the name of the Chapter in such banks, trust companies, or other depositories as shall be selected in accordance with these Operating Guidelines and WOCN policy; shall submit financial reports to the WOCN Society, to the Chapter Board of Directors at its regular meetings and to the Chapter membership at its Annual Meeting; and shall in general perform all the duties incident to the office of Treasurer and such other duties assigned by the President or by the Chapter Board of Directors. This is a two year term, renewable for one additional consecutive two year term (four years total).

**Director at Large 1 - Communications Director** – Responsibilities include;

- Information oversight on the [www.wocn.org/mid-atlantic-chapter](http://www.wocn.org/mid-atlantic-chapter) web page.
- Solicit from membership appropriate content for upload onto website.
- Ensure information on website is pertinent and updated.
- Act as point of contact between the Board, membership, and the webmaster.
- This is a two year term, renewable for one additional consecutive two year term (four years total).

**Director at Large 2 – Marketing/Fundraising Director** – Responsibilities include;

- Coordinate and execute fundraising activities for the Chapter.
- Collaborate with the Conference Chair in the planning of fundraising events at the annual MAC conference.
- This is a two year term, renewable for one additional consecutive two year term (four years total).

**Director at Large 3 – Open/Optional**

- This is a two year term, renewable for one additional consecutive two year term (four years total).

## 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/Operational 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