Board of Directors

Position Description:
The AWHONN Board of Directors plays a vital leadership role within the Association. By serving on the board, members contribute their knowledge and experience to help lead the nursing profession while growing AWHONN. The Board of Directors provides strategic direction, fiduciary oversight and governance to the association and complements an exceptional organizational staff as well as many committed volunteers.

The governance of AWHONN is vested in the Board of Directors. The board, among other functions:

1) Assures effective leadership and sound management of the Association by establishing strategic direction and engaging in strategic planning;
2) Establishes policies and positions;
3) Oversees all business required to carry out the mission and goals of the association;
4) Sets priorities for core programs and positions, and fiscal functions;
5) Creates advisory panels, standing committees and ad-hoc committees, identifies resources to support the work, defines their duties and scope;
6) Approves the national election slate.

The term of office for directors is three years with the opportunity to run for re-election for a second three-year term. The average monthly time commitment for a director is 3 hours/month.

Responsibilities:

Set AWHONN’s Direction
- Be present and prepared for board meetings (usually 4 meetings per year in person: March (2-days virtual), June (2-days in-person), September (2-hour virtual) and November (2-days in-person)
- Engage in strategic thinking and planning
- Set the organization’s mission and vision for the future
- Establish organizational values
- Ensure alignment of operational or annual plans with the strategic plan and measures progress
- Uphold and champion Board of Directors’ Purpose Statement and works collaboratively with the Chief Executive Officer and the Executive Leadership Team
- Respond to board communications by email or text quickly and professionally
- Understand AWHONN’s programs and services and be educated on association activities
- Advocate for the Mission, Vision, and Strategic Goals of AWHONN in a non-partisan manner, consistent with our nonprofit 501(c)(3) status
- Contribute individually to AWHONN products, projects, collaborative efforts as requested and in accordance with area of experience and expertise
- Board liaison to identified national committee

Provide Oversight and Ensure Necessary Resources
- Hire, manage and evaluate the performance of the Chief Executive Officer (the CEO is the only employee of the board)
- Mentor and cultivate future leadership
• Oversee financial management and ensure adequate financial resources with three (3) directors appointed to serve on the Finance Committee
• Support the financial well-being of the Association, as a steward, donor, solicitor, prospector, advocate, visible attendee, and team builder
• Promote positive public image
• Minimize exposure to risk
• Provide legal and moral oversight
• Ensure the presence of a capable and responsible board
• Provide a personal gift of significance to AWHONN’s Every Woman, Every Baby Fund (charitable gift, tax deductible) and ask others to join in giving. As a member of the board, it is an expectation that AWHONN will be one of the top three charitable organizations you support.

Additional responsibilities for board officer positions are as follows:

**President**
• Presides at all meetings of the board (currently 2 in-person mtgs and 2 virtual mtgs) and national meetings of the members
• Official representative of AWHONN
• Performs all duties usually associated with the office of the president
• Conducts and coordinates with the board the annual 360 performance evaluation of the Chief Executive Officer and recommends compensation and bonus with the support of the Chief of Staff and Human Resources lead
• Creates board meeting agendas with the Chief Executive Officer and Chief of Staff
• Holds board members accountable for attending meetings, participating and online voting
• Orient president-elect to president role
• Serves as Board Liaison to the Convention Program Committee for the convention occurring during the year of presidency
• Typically serves as the Chair of the Development Committee
• Leads bi-weekly Board Executive Leadership Team calls
• Attends bi-weekly President & CEO calls
• At the expiration of one-year term, serves for one (1) year as Chair of the National Nominating Committee as the Immediate Past President
• Responds to media and other requests for AWHONN representatives/participation

**President-Elect**
• Prepares to assume the board chair by observing and learning from current president
• Assumes the duties of the President in the temporary absence of the President, which can include serving as the presiding officer for Board of Directors meetings
• Serves as Board Liaison to the Convention Program Committee for the convention occurring during the year of presidency
• Attends bi-weekly Board Executive Leadership Team calls
• Approves the roster of committee members who will serve during his/her term as President.
• Represents AWHONN at external meetings at the President’s request
• Coordinates orientation for new board members with the current President, Chief Executive Officer and Chief of Staff

**Past President (Ex-Officio)**
• Supports the current president as an advisor
• Serves for one (1) year as Chair of the National Nominating Committee as the Immediate Past President
• Attends bi-weekly Board Executive Leadership Team calls
• Represents AWHONN at external meetings at the President’s request

Secretary-Treasurer
• Records meeting minutes of the Board of Directors and official Association member meetings
• Records board member attendance and confirms quorum at board meetings
• Responsible for and ensures the maintenance of appropriate records of all funds and securities of AWHONN and serves as Chair of the Finance Committee
• Attends bi-weekly Board Executive Leadership Team calls
• Participates in monthly Secretary-Treasurer, CEO and CFO call
• Orients incoming Secretary-Treasurer to role and responsibilities