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Developing Future Leaders to Plan Your Chapter's Legacy

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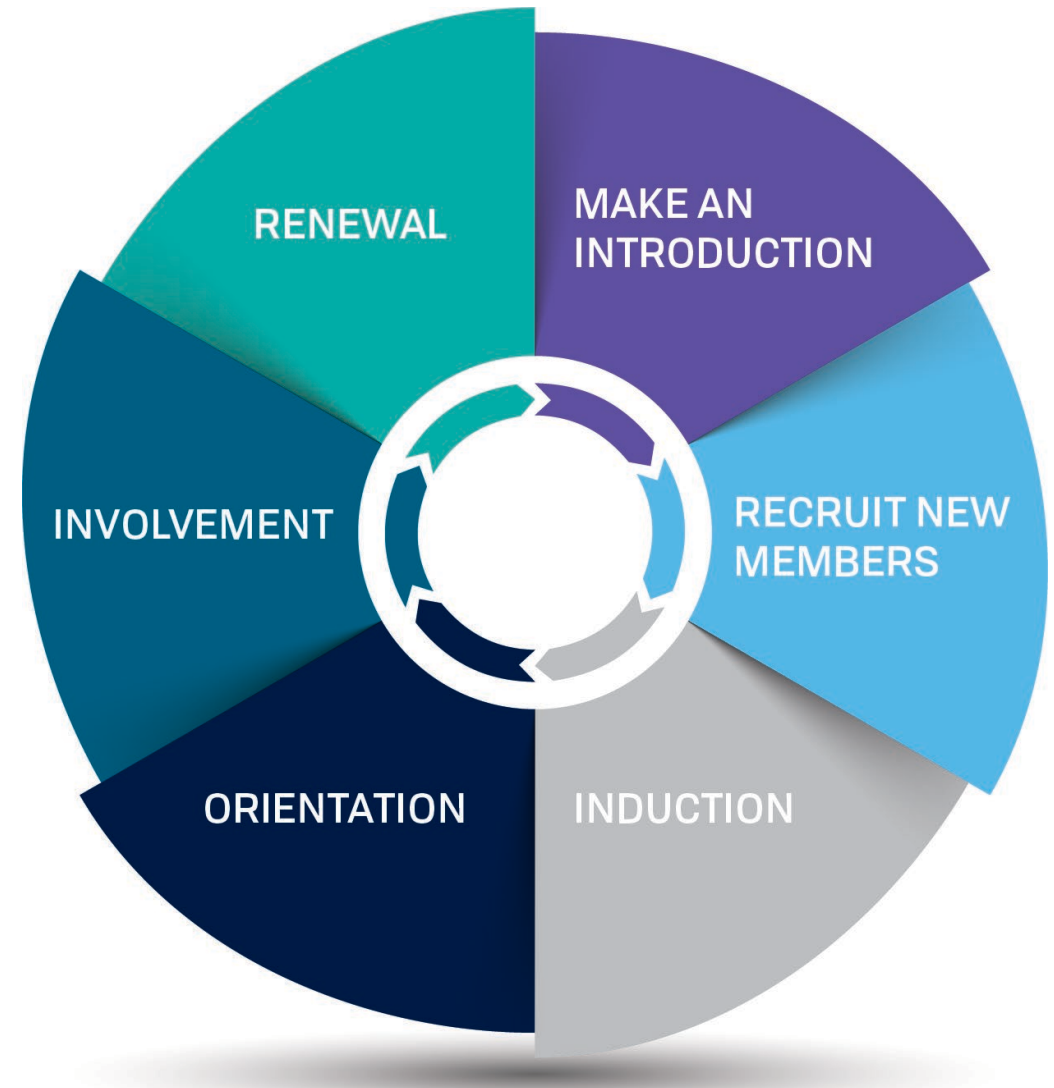
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Faculty Disclosure

- Faculty Name: Katherine Rogers
 - Conflicts of Interest: None
 - Employer: Sigma Theta Tau International
 - Sponsorship/Commercial Support: None
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 - Conflicts of Interest: None
 - Employer: Sigma Theta Tau International
 - Sponsorship/Commercial Support: None

Lifecycle Concept

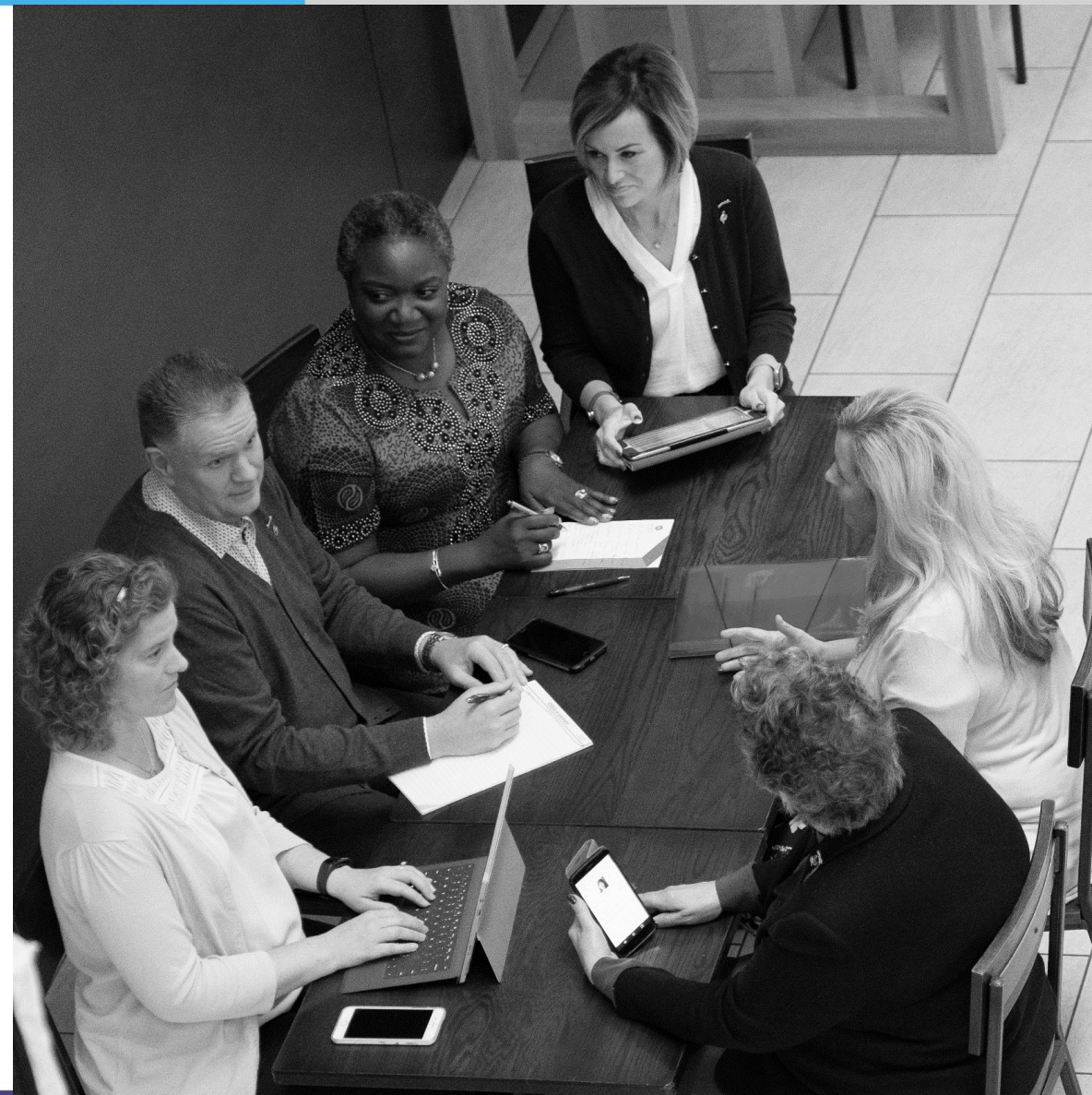


1. Strategies for recruiting leaders
2. Planning thoughtful transitioning and training
3. Evaluating and recognizing the work done

1. Strategies for Recruiting Leaders

Start with the goals in mind

- Chapter Mission and Vision
- Strategic Plan
- Identify Needs



Leadership Succession Committee

- Bylaws required committee
- Expected to continuously develop members in leadership roles

ARTICLE VI. MEETINGS

Section 1. Regular Meetings

This chapter shall have at least one business meeting and will sponsor at least two events or programs that support the purposes and goals of the Society each year. The annual business meeting, where officers and committees present written annual reports to the membership, may be held in conjunction with an event or program.

Section 2. Special Meetings

Special meetings may be called by the president or upon request of six (6) members of the chapter.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. Membership

The members of the Board of Directors of this chapter shall consist of the elected officers and one or more elected directors (optional). The elected members of the Board of Directors are the voting members.

Section 2. Focus

The elected members of the Board of Directors have the authority and responsibility to manage the chapter consistent with these bylaws and in an appropriate legal manner.

Section 3. Functions

- Carry forward the Society's objectives.
- Manage the business and fiscal affairs of the chapter.
- Monitor the income and disbursement of funds.
- Make policies for its own actions and the actions of its committees.
- Appoint chairs of elected committees and appoint members and chairs of non-elected committees.
- Oversee elected committees, board advisory councils and board task forces.
- Supervise and manage the committees and publications.
- Act as a liaison between the chapter and school.
- Assure appropriate eligibility process for selection of candidates for membership.
- Assure that the chapter fulfills the requirements of the Society.

Section 4. Meetings

The Board of Directors of this chapter shall meet as necessary to conduct the business between meetings of the general membership.

Section 5. Removing a Board of Director Member from Office

A member of the board of directors who demonstrates behavior, as determined by the Board of Directors, that is not consistent with the mission, values or expectations of the honor society may be removed by a three fourths (3/4) vote of the remaining members of the board, provided that notice of the intent to take such action is given to all board members at least 30 days in advance of the regular or special meeting at which the motion to remove is introduced. Such board member shall have the right to be present and to speak on his/her behalf, but shall not be allowed to be present

during deliberation nor to vote. Voting shall be by ballot, which may be delivered electronically if a face-to-face meeting is not possible.

ARTICLE VIII. OFFICERS

Section 1. Titles

- The officers of this chapter shall be: president, president-elect (optional), vice president (at-Large chapters may have one vice president representing each school), secretary, treasurer, and counselor (at-Large chapters shall have one or more counselors from each school).
- The president, with the approval of the Board of Directors, when appropriate, shall appoint such other persons as may be necessary to conduct the business of the chapter.

Section 2. Vacancies

The vice president fills the vacancy of president (at-Large chapters shall designate a vice president to fill such vacancies); other offices are filled by appointment of the Board of Directors until the next election.

Section 3. Duties

The duties of the chapter officers shall be as follows:

- The president shall be the executive officer and shall administer all business of the Society as provided for by the bylaws. The president serves as chief representative of the chapter in inter-chapter activities, and shall be an ex-officio member of all committees except Leadership Succession Committee. [\(information available\)](#)
- The president-elect (optional) shall succeed into the presidency at the end of the term of office and shall promote the purposes of the Society. [\(information available\)](#)
- The vice president shall perform the duties of the president in the president's absence. (In an at-Large chapter a designated vice president shall perform these duties.) [\(information available\)](#)
- The secretary shall prepare and distribute meeting minutes and correspondence. [\(information available\)](#)
- The treasurer shall be the custodian of the funds of this chapter and may be bonded in an amount equal to three-fourths of the worth of the chapter. The treasurer shall propose a budget to the board. [\(information available\)](#)
- A counselor shall be a member of the faculty at the institution of higher education where the chapter is located; with the exception of counselors in Alumni chapters who oversee Nurse Leader inductions and who are not required to be faculty. The counselor may serve as chairperson of the Governance Committee. [\(information available\)](#)
- Each officer shall submit a report at each Board of Directors meeting and to members at the annual business meeting, and assist in preparing the chapter reports for submission to Sigma Theta Tau International Headquarters.

Understanding Positions

- Required positions
- Optional positions

President				
President-Elect (Optional)	Vice President	Treasurer	Counselor	Secretary

Besides Presidents-Elect, all board positions are required.

These positions must be elected by ballot.

These positions are voting leaders, referred to as officers in the bylaws.

Elections occur annually. Length of term for officers is 24 months.

Additional Leaders

Other positions and committees:

- Archivist
- Director
- Research Committee
- Awards Committee
- Philanthropy Committee
- Finance Committee

Examples:

- Membership Involvement Committee
 - Membership Chair
 - Membership Ambassador
- Communications and Publicity Committee
 - Publicity Chair
 - Newsletter Editor
 - Webmaster

Additional Leaders

Leadership Interns

- An opportunity for members to work closely with the board/Networking
- Could be project based and quick
- Great way to get to know members who are your future leaders

Sigma Theta Tau International Gamma Chapter

Leadership Intern Program

Are you a born leader? Do you ever wish you could be more of a leader than a follower? Would you like to be mentored by other leaders in the nursing profession? If you answered "yes" to any of the questions, then the Leadership Intern Program might be for you!

The Leadership Intern Program provides one member the opportunity to work closely with the leaders of the Gamma Chapter of Sigma Theta Tau International. As a Leadership Intern you will function as a leader-in-training within the organization.

You will receive various benefits for your service including:

- ◆ Payment for the Gamma membership
- ◆ Ability to network with nurse leaders
- ◆ Leadership skill development
- ◆ Great resume builder
- ◆ Payment to attend Leadership Academy or Biennial Conference

You will be responsible for carrying out important duties for the health and vitality of the chapter including:

- ◆ Work on a project with a Chapter officer. The project will be mutually determined by the intern and the Chapter officer.
- ◆ Assist with membership involvement initiatives
- ◆ Attend/support board meetings
- ◆ Other duties as designated

Eligibility Criteria:

- ◆ Active membership in Sigma Theta Tau, Gamma Chapter.
- ◆ Interest in leadership development.
- ◆ Potential for and willingness to serve as a leader within the Chapter or at the regional level.
- ◆ Completion of leadership application.

Make a difference! Be a Leadership Intern! Apply today!

For more information, contact Jimmy Reyes by e-mail, jimmy-reyes@uiowa.edu

Clear definitions

- Roles and responsibilities need to be clearly defined.
 - Include skills needed for success
 - Include what a person will learn
- Common responsibilities for all officers
 - Participate
 - Report
 - Plan for Transition



Strong Call to Action

- Communication Plan
 - Consider all channels
 - Make it exciting to hear about
 - Talk about incentives
 - Give plenty of notice (and details!)

Leadership offers an opportunity to make a difference in someone's life, no matter what the project.

– *Bill Owens*

2. Planning Thoughtful Transitions and Trainings

Leadership Development

- Short-Term Opportunities for Interest
- Next Steps
 - i.e.
 - Committee Member
 - Committee Chair
 - Board Member
- Representation of Entire Chapter




Mentoring

- Formal
 - Programs and processes that exist for the purpose of creating mentoring relationships
- Informal
 - Relationships develop without the aid of a program or process



Volunteer Commitment

- Pride in chapter
- Consent to Serve Form



Sigma Theta Tau International
Honor Society of Nursing
Developing Chapter Leader
Consent Form

I understand that I am being appointed to the board of the developing chapter at (insert institution of higher education/practice setting) for the office/committee of (insert position/committee title), and I will accept the position and fulfill the responsibilities of this office/committee.

Signature: _____

Date: _____

Name and Credentials: _____

Home Address: _____

Home Phone: _____

Business Title: _____

Business Address: _____

Business Phone: _____ Fax Number: _____

Email Address: _____

I prefer that mail be sent to my home office

Please return this form by (insert due date) to:
(insert name, address, phone, fax, email of person collecting form)

Making the Transitions

- Orientation Meeting
- Outgoing officers share resources and lessons learned
- Goal Setting



Thorough Training

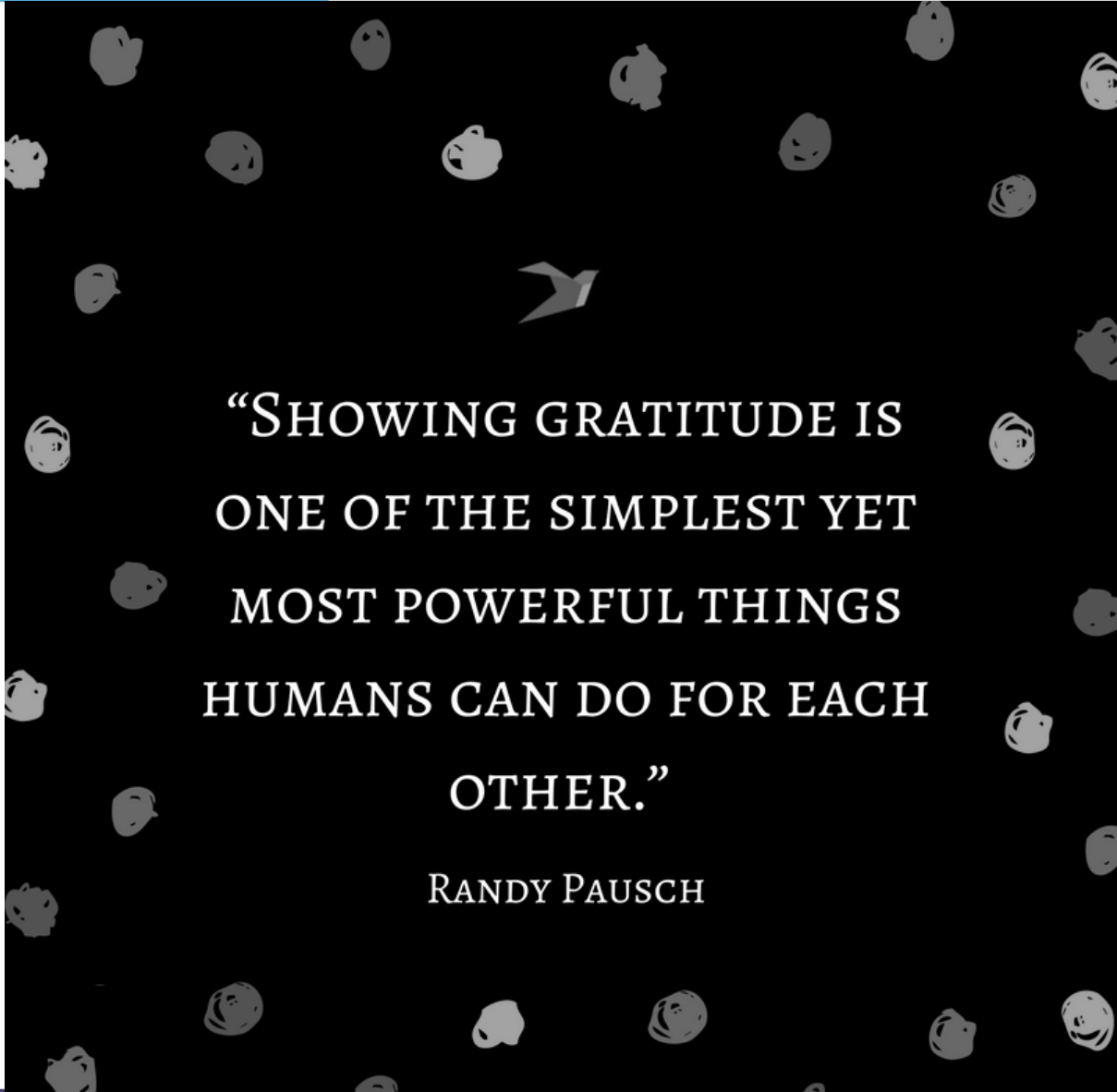
- Resource Education
 - All Chapter Officers Workgroup
 - Leader Lines
 - More!
- Organizational Standards and Expectations
- Group Norms
- Strategic Plan
- Upcoming Activities



3. Evaluating and Recognizing the Work Done

Saying Thanks

- From Sigma
- Coming in, going out, and in between!
- Private and public
- Gifts



“SHOWING GRATITUDE IS
ONE OF THE SIMPLEST YET
MOST POWERFUL THINGS
HUMANS CAN DO FOR EACH
OTHER.”

RANDY PAUSCH

Evaluating

- Reporting
 - Quantitative
 - Qualitative
- Work Accomplished



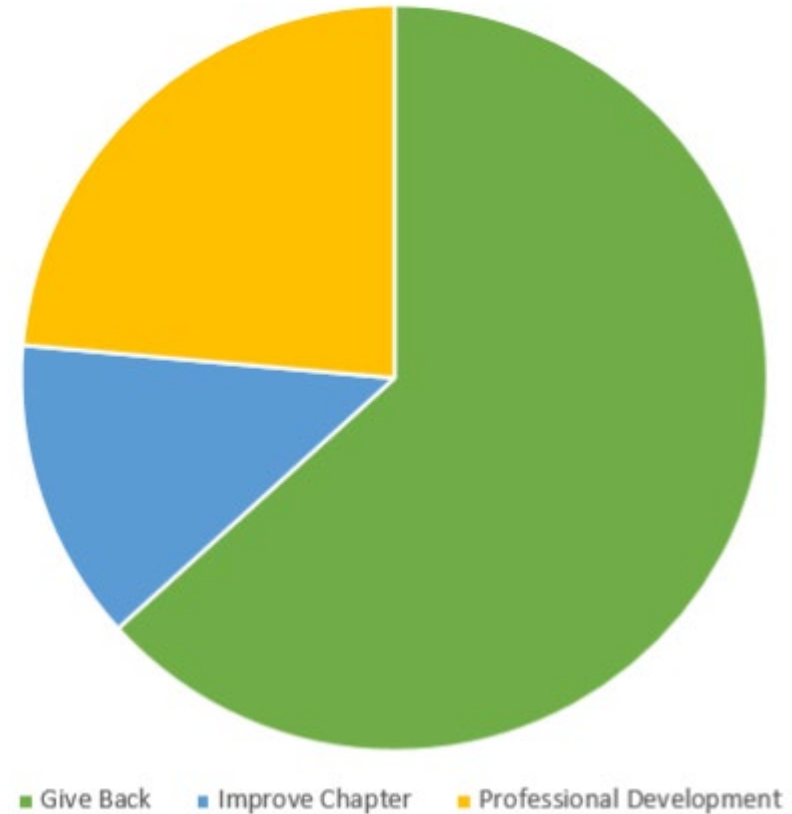
Surveying


- General Surveys
- Leadership Experience
 - Did they feel prepared
 - Did they feel equipped
 - Did they feel supported
 - Did they feel accomplished



Why do they serve?

- Chapter Leader Survey Responses
- Your Response
- Your Chapter Leader's Responses





Thanks for all the work
you do to build
your chapter's legacy.

 Sigma Theta Tau International
Honor Society of Nursing
Tau Alpha Chapter

Love
Courage
Honor
sigmanursing.org

Become a
nurse leader.

Stand out after
graduation.

**Sigma**
GLOBAL NURSING
EXCELLENCE

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