International Leadership Opportunities

Leadership Succession Committee
Chair: Gwen Sherwood, PhD, RN, FAAN, ANEF
Presentation Objectives

Present purpose, time commitment, roles, and responsibilities of the Sigma elected leadership positions open for nomination on the 2019 ballot.

Describe the process and mentoring available for nomination to the 2019 Sigma ballot.

Examine the desired qualifications for candidates, tips for preparing for convention, and the election procedures.

Clarify election procedures, myths and realities about nomination, and suggestions for preparing for leadership roles.
2017-2019 Leadership Succession Committee (LSC)

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The LSC is looking for the next ballot nominees committed to Leadership, Scholarship and Service.

“If your actions inspire others to dream more, learn more, and become more, you are a leader.”

- John Quincy Adams
<table>
<thead>
<tr>
<th>Position</th>
<th>Term of Service</th>
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</thead>
<tbody>
<tr>
<td>President-Elect</td>
<td>Two year term of service</td>
</tr>
<tr>
<td>Vice President</td>
<td>Two year term of service</td>
</tr>
<tr>
<td>Treasurer (stagger with Secretary, 2021)</td>
<td>Four year term of service</td>
</tr>
<tr>
<td>Directors-at-Large: Elect three</td>
<td>Four year term of service</td>
</tr>
<tr>
<td>Regional Chapter Coordinating Chair</td>
<td>Two year term of service</td>
</tr>
<tr>
<td>Leadership Succession Committee</td>
<td>Four for two years; three for four years</td>
</tr>
<tr>
<td>Governance Committee</td>
<td>Three for two years; Two for four years</td>
</tr>
<tr>
<td>Regional Chapters Coordinating Committee: Africa, Asia, Europe, Latin America/Caribbean, Middle East, Oceania, and 15 North America Regions</td>
<td>Two year term of service</td>
</tr>
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</table>
We are seeking active, experienced, service-ready Sigma members to lead the organization for the next biennium.

• Do you know....
  • Characteristics for Elected Leaders
  • Description and composition of Board of Directors
  • Roles and Responsibilities for Elected Leadership Positions
  • Myths and Realities for Serving
  • Tips to Prepare for Leadership

2017-2019 Presidential Call to Action
What is your response?
**What are characteristics and skills for our elected leaders?**

- Demonstrate understanding of Sigma’s mission, values and priorities.
- Conduct, facilitate and participate in diverse groups effectively.
- Demonstrate verbal and written ability to be a spokesperson and ambassador.
- Demonstrate problem-solving and policy governance experience.
- Have experience in fiscal oversight to critique investment and audit decisions.
- Have time to meet obligations of office.
- Participate in and pursue philanthropy to benefit Sigma.
- Work cooperatively with CEO, Board of Directors, and other constituents.
- Communicate in fluent spoken and written English.
Who makes up the Board of Directors?

<table>
<thead>
<tr>
<th>Board Position</th>
<th>Executive Committee</th>
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</thead>
<tbody>
<tr>
<td>President, Chair</td>
<td>X</td>
</tr>
<tr>
<td>President-Elect</td>
<td>X</td>
</tr>
<tr>
<td>Vice President</td>
<td>X</td>
</tr>
<tr>
<td>Treasurer</td>
<td>X</td>
</tr>
<tr>
<td>Secretary</td>
<td>X</td>
</tr>
<tr>
<td>Five Directors-at-Large</td>
<td></td>
</tr>
<tr>
<td>Regional Chapter Coordinating Committee Chair</td>
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</table>
Sigma Board of Directors

Purpose:
- Manage Sigma business and corporate affairs. Oversees the Society, its subsidiaries, committees, advisory councils, and task forces.

Roles and Responsibilities:
- Serve on Board committees and as a liaison to other committees, advisory councils, and task forces.
- Represents Sigma at conferences, chapter events, inductions, chapter chartering, etc. as needed.
- All Board of Directors are expected to participate in about five onsite meetings in Indianapolis, a meeting before convention, several conference calls, and two-three hours prep time for meetings/calls.
Board of Directors Roles and Responsibilities

President-Elect:

• Learns the role of the President to become President in the next biennium.
• Represents Sigma and the President as needed.

Vice President:

• Performs the duties of the President in his/her absence. If the President vacates the office during the term, the Vice President succeeds to the presidency until the House of Delegates meets.
Secretary:

• Ensures the maintenance and accuracy of meeting minutes.
• Files reports to the membership on behalf of the Board of Directors.
• Chairs the Resolutions Advisory Council and presents resolutions to the House.
• For the House of Delegates: Establishes quorum, presents resolutions, prepares official HOD record, and follows up with official communication.

Treasurer:

• Chairs Corporate Audit and Accountability Committee.
• Reviews and monitors utilization of Sigma financial resources.
• Reviews financial statements with Board of Directors.
• Advises Board regarding finances, budget approvals, budget amendments, and financial policy.
• Presents biennial budget and finance report to the House of Delegates.
Director-at-Large (5)

- Provides expertise in policy governance.
- Deliberates issues before the Board and exercises and engages in decision making beneficial to the whole of Sigma.

Prepares for and actively participates in Board meetings, phone calls, as committee liaisons, and biennial convention.

2017-2019 Sigma Board of Directors
Chairs the Regional Chapter Coordinating Committee, leads conference calls focused on regional trends and best practices, and supports RCCC vision and goals.

Provides leadership to support, enhance, and advance the development of regional leaders and chapters.

Works with each Regional Coordinator to establish regional priorities, programs and strategic planning to set future directions.

Works cooperatively with Sigma staff to plan RCCC conference call agendas, monitor and evaluate chapter health and make recommendations to the Board as appropriate.

Serves as chair of judging committees for awards as needed.
Will you be our next Regional Chapters Coordinating Committee Chair (RCCC)?

Are you an active experienced chapter leader for at least five years? Have you developed understanding of chapter operations and development? Do you have a successful record leading committees and strategic planning? Do you have skills in working collaboratively with a diverse group of leaders?

Primary Responsibilities of the RCCC Chair

- Foster development of chapter health by working with Regional Coordinators.
- Report to and serve as a voting member of the Board of Directors.
- Serve as liaison between the Board, Sigma staff and RCCC members.
Expectations for All Board Members:

- Prepare, attend and participate in Board meetings and conference calls.

- Participate in Sigma conferences, biennial convention, and other programs.

- Work with Sigma’s Chief Executive Officer to achieve the aims of the organization.

- Serve as appointed to Board committees, subcommittees, advisory councils, and task forces.

- Serve as representative and/or liaison of the Board as assigned.

- Support majority decisions.

- Respect interest of all people served by the organization.

- Maintain confidentiality of sensitive information.
Non-Board Leadership Positions

Three standing committees

- Leadership Succession Committee (ten members)
- Governance Committee (seven members)
- Regional Chapters Coordinating Committee (twenty-two members: one Chair and twenty-one Global Regions:
  - Africa
  - Asia
  - Europe
  - Latin America/Caribbean
  - Middle East
  - Oceania
  - 1-15 North America Regions
Regional Chapters Coordinating Committee (Regional Coordinators)

Provide leadership that establishes and maintains networks for communication and sharing among their regional chapters and committee members.

Report to RCCC Chair and serve as vital and effective member on the Regional Chapters Coordinating Committee (RCCC).

Provide an aggregate voice to developments within the Sigma chapters within their region.

Enact strategic plan to achieve biennial goals for their respective region.
Expectations for Regional Coordinators

Support individual chapters according to region needs and circumstance.

Work collaboratively with Sigma headquarters staff.

Attend orientation meeting in Indianapolis in January 2020.

Participate in leadership or research conferences and other related events in designated region.

Attend Biennial Convention, including House of Delegates sessions.
Governance Committee

Oversees bylaws, chapter development and eligibility issues.

Proposes bylaws changes.

Oversees issues of member and chapter eligibility.

Reviews submitted chapter bylaws each biennium to assure compliance.

<table>
<thead>
<tr>
<th>Seven members:</th>
<th>Two from previous committee</th>
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<tbody>
<tr>
<td>Two serve four year term</td>
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<tr>
<td>Three serve two year term</td>
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Leadership Succession Committee

Purpose:
• To prepare a diverse biennial ballot reflective of the membership and to develop members in organizational leadership roles.

Membership: ten (10) elected members
• Three members from previous committee,
• Three members for a four-year term, and
• Four members for two-year term

*Leadership Succession Committee members are ineligible for any elected office on the ballot prepared by the committee.*
<table>
<thead>
<tr>
<th><strong>Leadership Succession Committee</strong></th>
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<tbody>
<tr>
<td>Develops members in leadership roles, selects nominees and prepares the biennial ballot.</td>
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<tr>
<td>Educates members about elected leadership opportunities.</td>
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<td>Mentors members to assume elected leadership positions.</td>
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<td>Prepares membership materials for nominations.</td>
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<tr>
<td>Assesses expertise and skill level of individuals nominated for office.</td>
</tr>
<tr>
<td>Selects nominees and prepare the biennial ballot.</td>
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<tr>
<td>Reviews, amends and monitors campaign procedures and events at convention.</td>
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<tr>
<td>Serves as a resource during delegate and convention briefings.</td>
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# Time Commitment for Non-Board Elected Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Membership</th>
<th>Conference Calls per Biennium</th>
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</thead>
<tbody>
<tr>
<td>Regional Chapters Coordinating Committee</td>
<td>Two years, can be re-elected for an additional term</td>
<td>RCCC calls plus quarterly calls with chapter leaders, and as needed</td>
</tr>
<tr>
<td>Governance Committee</td>
<td>Seven members serve two or four year staggered terms</td>
<td>About 18 calls (60-90 minute) plus subcommittees to examine eligibility criteria and bylaws review, etc.</td>
</tr>
<tr>
<td>Leadership Succession Committee</td>
<td>Ten members serve two year and four year staggered terms</td>
<td>About 15 conference calls (60-90 minute), more intensity in the second year to finalize ballot</td>
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</table>
Follows through on assignments and meets timelines.

Objectively makes decisions based on organizational purpose, mission and interests (not one’s own) and evaluates issues affecting the society and nursing (sees the big picture).

Considers driving and restraining forces that affect Sigma’s future.

Refrains from using elected service for personal benefit or to benefit others.

Adheres to ethical standards.

Maintains confidentiality.
What are you waiting for?

• Exploring myths versus facts about running for office.
<table>
<thead>
<tr>
<th>MYTH</th>
<th>FACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. It is too time-consuming and expensive to be on the ballot.</td>
<td>Strict guidelines help manage the time involved in running for office. Candidates are expected to write a brief statement about themselves for the Delegate newsletter, prepare a poster for the convention (a flyer is optional), and participate in scheduled “Meet the Candidates” events. Some chapters help defray candidate travel and poster costs for convention. If you are elected, Sigma covers any travel costs required for meetings (only Board of Directors and Chairs of elected Committees).</td>
</tr>
<tr>
<td>2. It is too time-consuming and expensive to serve in a regional or international Sigma leadership position.</td>
<td>Time expectations vary according to the position. Sigma provides various technologies to promote convenient communication between organizational leaders. If elected, Sigma typically covers costs for required face to face meetings, such as orientation for chairs of standing Committees and Regional Coordinators. Travel costs for Board of Directors is paid by Sigma.</td>
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### MYTH vs FACT

<table>
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<tr>
<td>3. Only people with doctorates can run for elected leadership positions at Sigma.</td>
<td>The major qualification is active membership in Sigma. There is no requirement to hold a graduate degree to run for a Sigma elected office.</td>
</tr>
<tr>
<td>4. Only “academics” are desired in leadership positions.</td>
<td>The strength of Sigma is deepened by the diversity of the nursing workforce. The long-term health and sustainability of the organization depends on its ability to hear the voice of every nurse. More than 50% of members worldwide hold staff nurse positions.</td>
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<tr>
<td>MYTH</td>
<td>FACTS</td>
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<tr>
<td>5. Anyone on the ballot who was not elected for an international Sigma office is not allowed to run again.</td>
<td>The willingness to serve at this high level is valued. Many individuals who were not elected have agreed to run again, many more than once before being elected.</td>
</tr>
<tr>
<td>6. I am not eligible to run for a Sigma office because I do not have endorsement from my chapter.</td>
<td>Chapter endorsement is not required to run for Sigma office. Many nominees seek chapter endorsement to strengthen their position and many receive financial support from one or more chapters.</td>
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<tr>
<td>MYTH</td>
<td>FACTS</td>
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<tr>
<td>7. Only “seasoned” nurses are desired in leadership positions.</td>
<td>The strength of Sigma depends on its ability to meet the needs of nurses throughout the career span. Having a ballot that represents all stages of nursing helps ensure the sustainability of Sigma by developing new generations of nurse leaders.</td>
</tr>
<tr>
<td>8. Only nurses from the U.S. are allowed to hold leadership positions.</td>
<td>As a global organization, it is imperative that we encourage international participation and diverse perspectives. Sigma encourages active members from all countries to consider nomination for elected leadership positions and to seek assistance from the LSC to learn more about the process.</td>
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</tbody>
</table>
Lead Locally: Invite friends to chapter meetings; volunteer to lead a project

Show Up and Raise Your Hand: Be fully engaged, contribute, demonstrate initiative

Find a Mentor, Be a Mentor: Build relationships for the journey

Engage to Connect: Build a network that will go places

Appreciate Excellence: Hard work is a gift, recognition follows

Pack for the Journey: Define personal/organizational goals, get started
Next Steps: We need you to help prepare the Ballot!

We invite everyone to submit names of potential candidates via e-mail to Bobbi Arnold at bobbi@sigmanursing.org by 30 November 2018.

All names submitted will be reviewed and considered by the LSC to submit an application.

Those meeting eligibility criteria will be interviewed by a member of the LSC.

Using all data, LSC members will select candidates for the ballot and submit to the Board of Directors by June 2019.

Candidates are then notified of their place on the ballot and provided information on preparation for the convention and election.
What information can we provide? Questions?

If you would like to be considered for an elected position or talk with a member of the Leadership Succession Committee, please go to the following link: