Enhancing Board Leadership for Success

Cathy Catrambone, PhD, RN
STTI Vice President
Objectives

• Gain an understanding of the STTI chapter board structure

• Generate ideas to enrich your board leadership
Chapter Bylaws

I. Name, Key & Seal
II. Purposes
III. Status
IV. Membership
V. Chapter Organization & Responsibilities
VI. Meetings
VII. Board of Directors

VIII. Officers
IX. Elections
X. Committees
XI. Finance
XII. Quorum
XIII. Parliamentary Authority
XIV. Amendments to Bylaws
XV. Dissolution
Standing Committees
- Governance
- Leadership Succession

Optional Leaders
- Archivist
- Awards Chair
- Directors
- Finance Chair
- Publicity / Newsletter Chair
- Research Chair
- Webmaster
Functions of the board

a. Carry forward the Society's objectives.
b. Manage the business and fiscal affairs of the chapter.
c. Monitor the income and disbursement of funds.
d. Make policies for its own actions and the actions of its committees.
e. Appoint chairs of elected committees and members and chairs of non-elected committees.
f. Oversee elected committees, councils and task forces.
g. Supervise and manage the committees and publications.
h. Act as a liaison between the chapter and school.
i. Assure appropriate eligibility process for selection of candidates.
j. Assure that the chapter fulfills the requirements of the Society.
Officer Responsibilities

• Participate in business meetings, chapter activities and communications

• Submit reports at each board meeting related to position-specific functions

• Prepare office for transition at the end each term
Healthy chapter =
maintains bylaws compliance

Thriving chapter =
maintains bylaws compliance & exceeds expectations
Board Meetings – Use Time Wisely

- Reports and Updates: 10%
- Seeking Decisions and Action Items: 40%
- Board-obligated items: 40%
- Strategic discussions: 10%

*Associations Now, January 2011*
Be a Better Board Member

- Do your homework before meetings
- Be an engaged listener and full participant
- Have an open mind
- Challenge yourself and grow as a leader
- Lead change and don’t resist it

Associations Now, January 2011
The Race For Relevance – 5 Radical Changes for Associations (Coever & Beyers 2011)

5 ways for associations to thrive:
• Overhaul governance structure and committee operations
• Empower board members
• Define the membership market
• Overhaul programs & services offered
• Improve technology framework
Panel Presentations

- **Kappa Tau Chapter**
  Ruby Souhan, MS, NP-C

- **Mu Lambda Chapter**
  Diane Witt, PhD, RN, CNP

- **Nu Rho Chapter**
  Jeri Brandt, PhD, RN, CNE
Kappa Tau Chapter
President-Elect position

Presented by:
Ruby Souhan, MS, NP-C
Reflections of Past President Elects

Julie Jones
Ann Laramee
Mu Lambda Chapter
Past Presidents’ Council

Presented by:
Diane Witt, PhD, RN, CNP
• The PPC was established in 2005

• Past chapter Presidents are “lifetime” members of the council
Provides continuity and serves as a resource for the board.
Fundraising

- Serves as the fundraising arm of the chapter.
- Funds are used to support awards and scholarships.
Nu Rho Chapter
Chapter Transition meetings

Presented by:
Jeri Brandt, PhD, RN, CNE
New Officer Orientation

• Scheduled for middle of August
• Uses our newly implemented chapter officer information manual!
• Each outgoing officer meets with the new officer to review duties, reports, and a calendar of events
Examples of Procedure Manual

Vice President Position Qualifications:

• Must be a faculty member at the school they represent
• Be an active member of the chapter
• Consent to serve in the position
• Experience on a committee for continuing education, not required but helpful

• **Position Responsibilities**: A vice president shall perform the duties of the president in the president's absence. In this chapter, the Board of Directors shall designate one of the Vice Presidents to perform these duties. The vice presidents act as the program planning committee. The program planning committee plans educational programs as well as the induction ceremony.
Examples from Calendar

Example of Autumn Calendar of Events and Tips for Implementation

• August  Submit ideas for education sessions to board of directors (BOD)

• September  All VP’s complete planning member continuing education (CE) forms. Submit all components of CE (Objectives, Conflict of Interest forms, etc. Send out “Save the Date” notification for general meeting

• October  BOD meeting. Newsletter is mailed with information on November meeting. Discuss refreshments or none for November meeting
  If a donation will be made to a nonprofit organization for a speaker, seek board approval
Induction Ceremony Planning

• First week of March, begin planning induction ceremony. Secure members to help:
  • Set up and label chairs and on location – need at least 5 people
  • Act as greeter and hand out programs – need at least 2 people
  • Serve cake and punch – 4 people
  • At least 5 people to clean up, restack chairs and put away

• **Supplies:** Determine if napkins, forks, punch cups or plates remain from previous year. Check to see if candles are needed for the ceremony candelabras, check to see if a lighter is in the box and full of lighter fluid.
Questions?