VOLUNTEER OPPORTUNITIES

Suzanne Prevost, Chair
2013-2015 STTI Leadership Succession Committee
Presentation Objectives

After viewing this presentation, participants will be able to:

1. Identify the STTI elected leadership positions open for nomination on the 2015 ballot.

2. Describe the purpose, roles and responsibilities of the:
   - STTI Board of Directors (officer and non-officer positions)
   - STTI Regional Chapters Coordinating Committee
   - STTI Governance Committee
   - STTI Leadership Succession Committee

3. Determine the time commitment required to serve in a specific elected leadership position for STTI.

4. Describe the process individuals should follow to be considered for placement on the 2015 STTI ballot.
5. Identify the qualities desired of candidates to fill elected leadership positions at STTI.

6. Describe the kinds of questions candidates will be asked during the interview process.

7. Differentiate between myths and truths associated with the election process.

8. Consider using the “Ten Ways to Prepare For Elected Leadership Roles” to generate the confidence and experience needed to effectively serve in elected STTI leadership positions.
2013-2015 Leadership Succession Committee

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Purpose:
The purpose of the Leadership Succession Committee is to prepare a diverse biennial ballot reflective of the membership and to develop members in organizational leadership roles.

Membership:
The Leadership Succession Committee shall consist of ten (10) elected members. (2 members from previous committee, 3 members for a 4 year term and 3 members for 2 year term)

*Leadership Succession Committee members are ineligible for any elected office on the ballot prepared by the committee.*
Roles and Responsibilities of the Leadership Succession Committee:

- Develop members in leadership roles, select nominees and prepare the biennial ballot.
- Educate members about elected leadership opportunities.
- Mentor members to assume elected leadership positions.
- Prepare membership materials for nominations.
- Assess expertise and skill level of individuals nominated for office.
- Select nominees and prepare the biennial ballot.
- Review and amend campaign procedures and monitor campaign implementation at convention.
- Act as a resource during delegate and convention briefings.
Time Commitment:
Leadership Succession Committee
(2-4 year commitment)

Meetings are held via phone conferences:
12 mtgs./biennium - approximately 1 ½ hours each.

Largest time commitment is in the 12 months preceding the biennial convention - to review the nominations and conduct interviews.
Leadership Positions Open for the 2015 STTI Ballot

- President Elect
- Vice President
- Secretary
- Treasurer
- Directors-At-Large (2)
- RCCC Chair

- Governance Committee – 7
  - 2 from previous biennium, 2 for four year term, 3 for two year term
- Leadership Succession Committee – 10
  - 2 from previous biennium, 3 for four year term, 5 for two year term
- Regional Chapters Coordinators - 20
The Board of Directors manages the business and corporate affairs of the society. The board oversees the society, Honor Society subsidiaries, its committees, advisory councils and task forces.

The Board of Directors is composed of the President, President-Elect, Vice President, Secretary, Treasurer, five directors, and the Chair of the Regional Chapters Coordinating Committee.
Roles and Responsibilities of President-Elect

(Two year term)

- Becomes STTI President next biennium.
- Learns the work of the president.
- Represents president and society as needed.
- Serves as a member of the Executive Committee, Corporate Audit and Accountability Committee.
- Meets all responsibilities of the Board of Directors.
Roles and Responsibilities of Vice President

(Two year term)

- Performs the duties of the president’s in his/her absence. In the event of the president vacating office during the term, the vice president shall succeed into the presidency until the House of Delegates meets.

- Serves as a member of the Executive Committee.

- Meets all responsibilities of the Board of Directors.
Roles and Responsibilities of Secretary

(Two year term)

- Serves as the corporate secretary for the society.
- Serves as a member of the Executive Committee.
- Ensures maintenance and accuracy of corporate minutes.
- Establishes a quorum at House of Delegates.
- Files reports to the membership on behalf of the Board.
- Acts as chair of Resolutions Advisory Council and presents resolutions to House of Delegates.
- Prepares official record of House of Delegates.
- Follows up on official communication of House actions.
- Meets all responsibilities of the Board of Directors
Roles and Responsibilities of Treasurer

(Four year term)

- Serves as key resource in matters of finance.
- Reviews and monitors utilization of STTI’s financial resources.
- Assumes corporate role in advising the Board regarding finance.
- Provides oversight and recommendations for specialized areas of finance.
- Reviews financial statements with the Board of Directors.
- Recommends budget approvals, budget amendments and financial policy to the Board of Directors.
- Presents the biennial budget and financial report to the House of Delegates.
- Serves as a member of the Executive Committee and chairs the Corporate Audit and Accountability Committee.
- Meets all responsibilities of the Board of Directors.
Roles and Responsibilities of Director-at-Large

(Four year term)

- The Director-at-Large provide expertise in policy governance, deliberate issues before the Board, and exercise and engage in decision making on behalf of the society.
General Responsibilities for All Board Members:

- Prepare, attend, and participate in board meetings.
- Participate in society conferences, biennial convention, conference calls and other programs.
- Work with the society’s Chief Executive Officer to achieve the aims of the organization.
- Serve as appointed to various board committees, subcommittees and task forces.
- Serve as representative and/or liaison of the board as assigned.
- Supports majority decisions.
- Respects interest of all people served by the organization.
- Maintains confidentiality of sensitive information.
General Responsibilities for All Board Members:

- Refrain from using board service for personal advantage or advantage of friends and supporters.

- Focus on the mission, vision and strategic directions of Sigma Theta Tau International rather than personal goals.

- Follow through on assignments and meets timelines.

- Objectivity when making decisions, makes them on the basis of developments affecting the society and nursing (is able to see the big picture).

- Considers driving and restraining forces that affect the society’s future.

- Behaves in an ethical manner.
Time Commitment: Board of Directors

Number of Meetings Biennially:
Face-to-face:
5 - two and half day meetings in Indianapolis

One-day meeting prior to convention

Phone conferences:
3 orientation calls within 2 months after convention

Up to 12 additional phone conferences throughout the biennium

Committee Work:
Each board member serves on one or more board committees, and serves as liaison to another committees.

Preparation:
2-3 hours to review materials for each meeting.

Other Opportunities:
May be called upon to represent STTI at US or international conferences/events. Often asked to speak at STTI chapters for inductions and charterings.
Roles and Responsibilities of RCCC Chair

The chair is a voting member of the Board of Directors and is responsible for enhancing and advancing the development of chapters

- Provides leadership that enhances and advances the development of regional leaders
- Chairs the RCCC and supports and implements the vision and goals for the committee.
- Reports to the STTI Board of Directors and works in conjunction with STTI headquarters staff.
  - Serves as liaison between the Board, headquarters staff and RCCC members.
  - Prepares the agenda for RCCC meetings in consultation with headquarters staff.
  - Leads RCCC conference calls, ensuring a focus on regional trends, best practices in supporting chapter leaders, and strategic thinking.
Roles and Responsibilities of Regional Chapter Coordinating Committee Chair

- Works with each RC to establish regional priorities, regional programs, and future directions.
- Serves as chair of judging committees for awards as necessary.
- Submits written report to the Board of Directors prior to each meeting.
- In partnership with staff, monitors and evaluates the activities and progress of chapters and makes recommendations to the Board as appropriate.
- Knowledge and leadership experience in STTI program and chapter development are preferable.
- Ability to lead committees and proven success with strategic planning preferred.
Roles and Responsibilities of Regional Coordinators

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

- Serve as vital and effective members on the Regional Chapters Coordinating Committee (RCCC).

- Report to RCCC chair and collaborate with STTI headquarters staff.

- Give an aggregate voice to developments within the STTI chapters within a designated region.

- Enact strategic plan to achieve biennial goals for a designated region.
Roles and Responsibilities of Regional Coordinators

Areas of Responsibility:

1) *Facilitate regional connections/collaboration*
   - Host four to six regional chapter leader calls/webcasts a biennium
   - Utilize regional officer connect site on The Circle

2) *Work with the regional committee*
   - Recruit and lead a regional committee

3) *Provide chapter assistance with the development of strategic plans*
   - Consult with chapter leaders to educate and assist chapters with strategic planning
Time Commitment:
Regional Chapters Coordinating Committee

- Time spent supporting individual chapters varies by region.

- Attend orientation meeting in Indianapolis in January 2016.

- Attend Leadership Conferences or similar programs in designated region.

- Attend Biennial Convention, including House of Delegates sessions.
Roles and Responsibilities of the Governance Committee:

- Oversee bylaws and eligibility issues.
- Make recommendations for bylaws changes.
- Oversee issues of member and chapter eligibility.
- Act as a resource for the organization on bylaws and eligibility governance.
Approximate Time Commitment:
Meetings are held via phone conference: Approximately 18 meetings/biennium – approximately 1 ½ hours each.

Task force work includes assignment to subcommittees that examine eligibility criteria and bylaws review, etc.
International Candidate Qualifications

- Active membership and involvement in the society (> five years preferred).
- Evidence of previous leadership service in Sigma Theta Tau International and other organizations including non-nursing organizations.
- Demonstrated understanding and knowledge of society mission, values and priorities.
- Effectiveness in conducting, facilitating and participating in groups.
- Demonstrated ability to act as spokesperson/ambassador both verbally and in writing.
International Candidate Qualifications

- Demonstrated problem solving and governance experience.
- Experience in fiscal oversight, such as planning and critiquing investments, financial statements and audits.
- Time to fulfill obligations of office.
- Willingness to actively demonstrate and pursue philanthropy on behalf of the society.
- Able to place organizational purpose, mission and interests above own.
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<td>Only people with doctorates can run for elected leadership positions at STTI.</td>
<td>Anyone with credentials qualifying them for STTI membership is eligible to run for all STTI elected positions.</td>
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<td>If you lost a bid for an international STTI office (such as president or board member), you are not permitted to run again.</td>
<td>The willingness to serve at this high level is valued. Individuals have run and lost several times before being elected to board positions.</td>
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One must “work their way up” in an organization like STTI to run for office.

Most of our leaders have gradually assumed higher levels of responsibility in STTI by serving in chapter, regional and international level positions. However, some elected international leaders have been selected by virtue of leadership experiences in other organizations.

It is too time-consuming to campaign for a regional or international STTI leadership position.

STTI has strict campaign procedures in place that limit the scope of campaigning. Nominees are interviewed via phone and are expected to be in attendance at the Biennial Convention for campaigning only at specific events.
### Myths and Facts

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<td>It is too time-consuming to serve in a regional or international STTI leadership position.</td>
<td>Positions vary in terms of their time commitments. However, many elected positions are quite manageable. Expectations of the various leadership positions can be obtained from a member of STTI’s Leadership Succession Committee or by contacting Bobbi Arnold at <a href="mailto:bobbi@stti.iupui.edu">bobbi@stti.iupui.edu</a>.</td>
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<tr>
<td>It is too expensive to run for a regional or international STTI leadership position.</td>
<td>STTI has strict campaign procedures. A poster and campaign brochures are the only items that are permitted. Freebies, gifts, or other handouts are forbidden. Moreover, many nominees receive campaign assistance from their chapters.</td>
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<td>It is expensive to serve in a regional or international STTI leadership position.</td>
<td>STTI provides various technologies to promote convenient and inexpensive communication between organizational leaders. When face to face meetings are required, expenses are typically covered by STTI.</td>
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<td>Only “academics” are desired in leadership positions.</td>
<td>The strength of STTI depends on 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.</td>
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Only “seasoned” nurses are desired in leadership positions.

The strength of STTI depends on its ability to meet the needs of nurses throughout the career span. How better to ensure the sustainability of STTI than to begin to groom a new generation of nurse leaders.

Only nurses from the U.S. are desired in leadership positions.

Not only does STTI invite all active members outside of the U.S. to consider running for elected leadership positions, we encourage international participation as well as diverse perspectives.
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<td>I am ineligible to run for an elected leadership position at STTI because I served as a Leadership Succession Committee member last (or previous) biennium.</td>
<td>Only currently serving Leadership Succession Committee members are ineligible to run for elected office for the 2015 ballot.</td>
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<td>I'm ineligible to run for an STTI office because I have not obtained endorsement from my chapter.</td>
<td>Chapter endorsement is not required to run for STTI office. However, many nominees seek chapter endorsement as a means of strengthening their position. In addition, gaining chapter endorsement may facilitate the process of obtaining financial support from a chapter.</td>
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10 Ways to Prepare for Elected Leadership

1. **Lead Locally**
   Invite friends to chapter meetings or lead a project

2. **Radar for Readiness**
   Use your radar to look for leadership opportunities

3. **Find a Mentor, Be a Mentor**
   Build relationships for the journey

4. **Chop Wood and Carry Water**
   Do the work, pay dues

5. **Show Up and Raise Your Hand**
   Be fully engaged, contribute, demonstrate initiative
10 Ways to Prepare for Elected Leadership

6. Engage to Connect
   Build a network that will go places

7. Attend and Be Admired
   Nurses admire STTI leaders – locally and internationally

8. Appreciate Excellence
   Hard work is a gift to the profession, recognition follows

9. Pack for the Journey
   Define personal/organizational goals, get started

10. Arrive at Destination – Map in Hand
    Goal achieved, still planning for continued travel
Names of potential candidates may be submitted via e-mail to Bobbi Arnold at bobbi@stti.iupui.edu by 30 November 2014.

All names submitted will be reviewed and considered by the Leadership Succession Committee.

LSC members will select the slate of candidates for the ballot and submit names to the Board of Directors by June 2015.
Questions and Answers
Thank you for participating.

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:

http://www.nursingsociety.org/aboutus/Pages/LSC_committee.aspx