

Is Leadership in STTI in Your Future? A Dialogue with the Leadership Succession Committee (LSC)

Tuesday, 10 November 2015

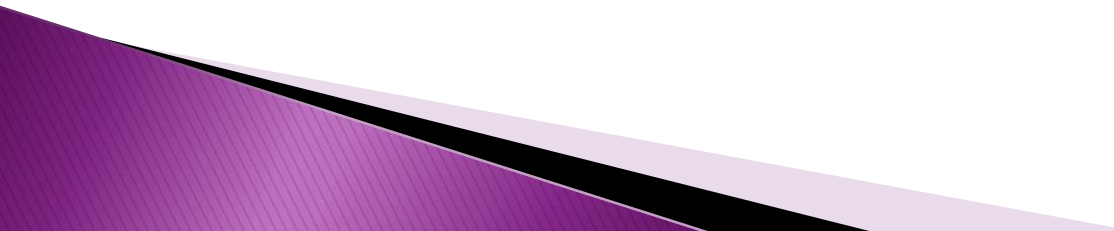


Presentation Objectives

After this presentation, participants will be able to:

- 1. Identify the leadership opportunities within STTI across all levels of the organization.**
 - * Chapter, Regional, International**
- 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 STTI ballot.**

Presentation Objectives

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. 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.
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STTI needs leaders. If not you, who?

Suzanne Prevost, Past STTI President/Chair LSC

- ▶ “Organizations are just a name and a shell without their member-based leaders. Leadership succession is vital to STTI. The definition of succession is the right, act, or process by which one person succeeds to the office, rank, estate, or the like of another. I personally love the fact that this definition is related to the word succeed, which can mean “to come after and take the place of, as in an office or estate” as well as “to achieve the desired outcome.” It’s no accident, then, that “succession” includes the word “success.”



Suzanne Prevost

Succession Planning

- ▶ It is a process whereby an organization ensures that members are recruited and developed to fill each key role within an organization.
- ▶ Through the succession planning process, you recruit engaged members, develop their knowledge, skills and abilities and prepare them for the advancement or promotion into more challenging roles.
- ▶ Actively pursuing succession planning ensures that members are constantly developed to fill each role needed. As your organization grows, your succession planning guarantees that you have members on hand ready and waiting to fill new roles.

Succession Planning

- ▶ The only way to reduce the effect of lost leadership is through strong succession planning program that identifies and fosters the next generation of leaders through mentoring and training so they are ready to assume the duties when the time arrives.

Leadership Succession Committee

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.

Elected Leadership Positions

- President Elect
- Vice President
- Secretary
- Treasurer
- Directors-At-Large (3)
- RCCC Chair
- Governance Committee
- Leadership Succession Committee
- Regional Chapters Coordinators

STTI Board of Directors



Purpose:

- ▶ Provides strategic oversight for the business of STTI and subsidiaries
 - STTI Foundation
 - Building Corporation
 - Nursing Knowledge International
 - As well as - committees, advisory councils and task forces.
- ▶ Composition: President, President-Elect, Vice President, Secretary, Treasurer, 5 directors, and RCCC Chair

Roles and Responsibilities of President-Elect

(Two year term)

- Our President-in-Training
- Assumes presidency at end of term
- Represents president and society as needed.
- Serves on BOD, Executive Committee, Corporate Audit and Accountability Committee
- What experiences and characteristics do you think we are looking for in our PE candidates?

Roles and Responsibilities of Vice President

(Two year term)

- Performs the duties of the president's in his/her absence.
- If the president should vacate the office mid-term, VP assumes presidency until the HOD meets.
- Serves as a member of the Executive Committee.

Roles and Responsibilities of Secretary

(Two year term)

- Serves on Executive Committee.
- Ensures accuracy of corporate minutes.
- Establishes a quorum at House of Delegates.
- Files reports to the membership on behalf of the Board.
- Chairs Resolutions Advisory Council and presents resolutions.
- Communicates House actions and prepares record of HOD
- How does this differ from the role of chapter secretary?

Roles and Responsibilities of Treasurer

(Four year term)

- Reviews and monitors STTI's financial resources.
- Advises the Board on financial issues.
- Reviews corporate financial statements with the Board.
- Recommends budget approvals, amendments and financial policies to the Board.
- Presents the budget and financial report to the HOD.
- Chairs the Corporate Audit and Accountability Committee.
- Serves on Executive Committee.

Roles and Responsibilities of Director-at-Large

(Four year term)

- Provide strategic insight for policy governance and decision making on behalf of the society.



General Responsibilities for All Board Members

- Prepare, attend, and participate in board meetings
- Participate in STTI conferences, convention, conference calls and other programs
- Focus on STTI mission rather than personal goals
- Complete assignments and meet timelines
- Work with the society's CEO
- Represent the board on committees and task forces
- Support majority decisions
- Respect and represent – all STTI members

General Responsibilities for All Board Members:

- Refrain from using position for personal advantage or advantage of friends and supporters.
- Objectively make decisions, on the basis of issues affecting the society and nursing (Sees the big picture).
- Identify internal and external forces that affect the society
- Behave in an ethical manner.
- Maintain confidentiality



Time Commitment: Board of Directors

Meetings per Biennium:

5 - two and half day meetings usually in Indianapolis

1-day meeting at convention

Phone conferences:

3 orientation calls after convention

Phone conferences throughout the biennium

Committee Work:

Each board member serves on 2 or more committees

Preparation:

2-3 hours to prepare for each meeting.

Other Opportunities:

May represent STTI at US or international events

Speaking: at STTI chapter 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.



Time Commitment: Governance Committee

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.

Potential questions to candidates

- ▶ Not sure if we want to share these?? I thought these questions were to see how the candidate thinks on their feet.
- ▶ I can remove objective #6 if that is the case.

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



Process of Nominee Selection and Biennial Ballot Preparation

- ▶ Names of potential candidates submitted via e-mail to Bobbi Arnold.
- ▶ All names submitted will be reviewed and considered by the Leadership Succession Committee.
 - Applications will be accepted until December.
 - The Leadership Succession Committee reviews applications January.
 - The interview process will start February – April.
 - The ballot will be presented to the STTI Board of Directors in June.
 - Candidate notification will go out by mid June.

Questions and Answers