



International Leadership Opportunities

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Presentation Objectives

Identify the Sigma elected leadership positions open for nomination on the 2019 ballot.

Describe the purpose, roles and responsibilities of the:

- Sigma Board of Directors (officer and non-officer positions)
- Sigma Regional Chapters Coordinating Committee
- Sigma Governance Committee
- Sigma Leadership Succession Committee

Present the time commitment required to serve in a specific elected leadership position for Sigma.

Describe the process individuals should follow to be considered for placement on the 2019 Sigma Ballot.

Presentation Objectives

Identify the qualities desired of candidates to fill elected leadership positions at Sigma.

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

Differentiate between myths and truths associated with the election process.

Consider using the *“Ten Ways to Prepare For Elected Leadership Roles”* to generate the confidence and experience needed to effectively serve in elected Sigma leadership positions.

2017-2019 Leadership Succession Committee



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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.
(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.

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:

About 12 mtgs./biennium - approximately 1 ½ hours each.

More time commitment comes in the 12 months preceding the biennial convention - to review the nominations and conduct interviews.

Sigma Board of Directors

Purpose:

- 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 Director-at-Large
 - Chair of the Regional Chapters Coordinating Committee



Roles and Responsibilities of President-Elect

(Two year term)

Becomes Sigma President next biennium.

Learns the work of the president.

Represents the 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 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

(Four year term)- position not open until 2021

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.

Chairs the 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 Sigma'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 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 provides expertise in policy governance, deliberates issues before the Board, and exercises and engages in decision making on behalf of the society.



ROLES AND RESPONSIBILITIES OF REGIONAL CHAPTER COORDINATING COMMITTEE CHAIR

(2-year term; voting member of the board of directors and 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 Sigma Board of Directors and works in conjunction with Sigma 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, focusing 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 Sigma program and chapter development are preferred.

Ability to lead committees and proven success with strategic planning preferred.

General Responsibilities for All Board Members:

Prepares, attends and participates in board meetings.

Participates in Sigma conferences, biennial convention, conference calls and other programs.

Works with the society's Chief Executive Officer to achieve the aims of the organization.

Serves as appointed to board committees, subcommittees advisory councils and task forces.

Serves 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:

Follows through on assignments and meets timelines.

Objectively makes decisions on the basis of issues affecting the society and nursing (see the big picture).

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

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

Behaves in an ethical manner.

Maintains confidentiality.



Time Commitment: Board of Directors

Number of Meetings Biennially:

Face-to-face:

About 5 two and a half day meetings in Indianapolis

One-day meeting prior to convention

Phone conferences:

Three orientation calls

About 12 additional phone conferences throughout the biennium

Committee Work:

Each board member serves on 1 or more board committees, and serves as liaison to committees, advisory councils and task forces.

Preparation:

Two - three hours to review materials for each meeting.

Other Opportunities:

May be called upon to represent Sigma at conferences or, speak for Sigma chapter inductions and charter events.

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.



Governance Committee Time Commitment:

Approximate Time Commitment:

- Meetings are held via phone conference
- About 18 meetings/biennium – approximately 1 ½ hours each.
- Includes Task force work assignment to subcommittees that examine eligibility criteria and bylaws review, etc.

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 Sigma headquarters staff.

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

Enact strategic plan to achieve biennial goals for a designated region.



Time Commitment: Regional Chapters Coordinating Committee

Time spent supporting individual chapters varies by region and circumstance.

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.



Sigma Leadership Candidate Qualifications

Active membership and sustained involvement in the society (> five years preferred).

Evidence of previous leadership service in Sigma Theta Tau International and other organizations including non-nursing organizations .

Demonstrates understanding and knowledge of society mission, vision, values and priorities.

Effectively conducts, facilitates and participates in groups.

Demonstrates ability to act as spokesperson/ambassador both verbally and in writing.

Sigma Leadership 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.

Fluent in spoken and written English.

MYTH vs FACT

MYTH

FACTS

Only people with doctorates can run for elected leadership positions at Sigma.

Anyone with credentials qualifying them for Sigma membership is eligible to run for all Sigma elected positions.

If you were not elected for an international Sigma office (such as president or board member), you are not permitted to run again.

The willingness to serve at this high level is valued. Individuals have run and lost several times before being elected to board positions.

MYTH vs FACT

MYTH

FACTS

One must “work their way up” in an organization like Sigma to run for office.

Most elected leaders have gradually assumed higher levels of responsibility in Sigma 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 Sigma leadership position.

Sigma 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 and campaign only at designated events.

MYTH vs FACT

MYTH

FACTS

It is too time-consuming to serve in a regional or international Sigma leadership position.

Positions vary with expected time commitments and most are quite manageable with time management skills. Expectations of the various leadership positions can be obtained from a member of Sigma's Leadership Succession Committee or by contacting Bobbi Arnold at bobbi@stti.iupui.edu.

It is too expensive to run for a regional or international Sigma leadership position.

Sigma 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.

MYTH vs FACT

MYTH

FACTS

<p>It is expensive to serve in a regional or international Sigma leadership position.</p>	<p>Sigma provides various technologies to promote convenient and inexpensive communication between organizational leaders. When face to face meetings are required, expenses are typically covered by Sigma.</p>
<p>Only “academics” are desired in leadership positions.</p>	<p>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.</p>

MYTH vs FACT

MYTH

FACTS

Only “seasoned” nurses are desired in leadership positions.

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

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

Sigma invites and encourages active members outside the U.S. to consider nomination for elected leadership positions. We encourage international participation as well as diverse perspectives.

MYTH vs FACT

MYTH

FACTS

I am ineligible to run for an elected leadership position at Sigma because I served as a Leadership Succession Committee member last (or previous) biennium.

Only currently serving Leadership Succession Committee members are ineligible to run for elected office for the 2019 ballot.

I'm ineligible to run for an Sigma office because I have not obtained endorsement from my chapter.

Chapter endorsement is not required to run for Sigma office. Many nominees seek chapter endorsement to strengthen their position. Chapter endorsement may facilitate obtaining financial support from a chapter.

10 WAYS TO PREPARE FOR ELECTED LEADERSHIP

Lead Locally: Invite friends to chapter meetings or lead a project

Radar for Readiness: Use your radar to look for leadership opportunities

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

Chop Wood and Carry Water: Do the work, pay dues

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



10 WAYS TO PREPARE FOR ELECTED LEADERSHIP

Engage to Connect: Build a network that will go places

Attend and Be Admired: Nurses admire Sigma leaders – locally and internationally

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

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

Arrive at Destination – Map in Hand: Goal achieved, still planning for continued travel



Next Steps: Preparing the Ballot

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

All names submitted will be reviewed and considered by the Leadership Succession Committee for submitting an application.

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

LSC members will select the slate of candidates for the ballot and submit names 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

Q&A

You have

Questions

We have

Answers





THANK YOU

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/why-stti/about-stti/stti-leadership-succession>