



Nominating Committee Position Description

Mission

The mission of the Oncology Nursing Society is to promote excellence in oncology nursing and quality cancer care.

Vision

The vision of the Oncology Nursing Society is to lead the transformation of cancer care.

Values

Integrity—Innovation—Stewardship—Advocacy—Excellence—Inclusiveness

Qualifications:

1. Has been a voting ONS member for no less than five consecutive years immediately prior to assuming office.
2. Shows evidence of previous leadership within ONS or any other appropriate organization.
3. Demonstrates involvement in oncology nursing consistent with the vision and mission of ONS.
4. Possesses a developed peer network with other oncology nurses and ONS members at state, local, or national levels.
5. Demonstrates knowledge of current issues and trends in oncology nursing practice, education, research, health-care administration, and health policy related to oncology care.
6. Articulates the vision, mission, values, positions, activities and priorities concerns of ONS.
7. Projects a dynamic image of oncology nursing in representing ONS.
8. Demonstrates an ability to provide effective leadership.
9. Communicates effectively orally, and in writing.
10. Demonstrates networking skills.
11. Conducts self in a professional and ethical manner.
12. Demonstrates understanding of roles and responsibilities of elected leadership.
13. Employs critical thinking.
14. Demonstrates group process skills.
15. Demonstrates basic computer skills.

Responsibilities:

1. Attends/participates in Nominating Committee activities.
2. Articulates the mission, vision, and values of the ONS.
3. Facilitates ONS cultural competence, creating opportunities for inclusiveness, and recruitment and retention of a diverse membership and leadership.
4. Fosters visionary thinking, membership input, trend analysis and identification of strategic issues, systematic planning, prioritization and evaluation that leads to the transformation of cancer care.
5. Identifies issues and strategically advocates for the oncology professional and cancer patients through legislative, educational, financial, and grass-roots efforts.
6. Models and actively promotes ethical decision-making practices of the Society.
7. Maintains confidentiality pertaining to the work of the Nominating Committee.
8. Assesses leadership needs of the Society in conjunction with the ONS Board of Directors.
9. Establishes a qualified slate of candidates for the offices to be filled (ONS Board of Directors, Nominating Committee, and SIGs).
10. Oversees the election process.
11. Informs ONS membership about voter issues through all ONS publications.
12. Establishes and uniformly enforces the policies and procedures governing the nomination and election process and informs membership when appropriate.
13. Facilitates candidate recruitment throughout the year.
14. Participates in review and revision of application criteria.
15. Participates in the review of candidate applications.
16. Collaborates with ONS Board of Directors on issues of significance to the Society.
17. Creating collaboration and mutual goal attainment among the Oncology Nursing Society (ONS), Oncology Nursing Certification Corporation, ONSEdge and ONS Foundation.
18. Assesses needs of potential leaders and guides them toward leadership and Mentorship opportunities as appropriate.
19. Seeks information about trends (internal and external) regarding the nomination process.
20. Seeks means of encouraging voting; enhance visibility of candidate's message.
21. Supports SIG succession planning.

Time Commitment

TIME COMMITMENT FOR MEETINGS AND TRAVEL WILL INCLUDE WEEKDAYS AND WEEKENDS AND MAY INCLUDE HOLIDAYS.

Approximate breakdown of time spent:

<i>Nominating Committee Meetings</i>	8 days/year	4 meetings, approximately 2 days each, including weekends
<i>Nominating Committee Conference Calls</i>	2 hours/year	Approximately 1 call for 2 hours

Nominating Committee Meetings:

Spring Planning Meeting – March
One day prior to Congress – April/May
Mentorship/Leadership Weekend – July
Slate Meeting – September