



## President-Elect Position Description

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### 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

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## Qualifications

1. Has been a voting ONS member for no less than five years immediately prior to assuming office
2. Demonstrates:
  - a. Ability to articulate the vision, mission, values, positions, activities and priority concerns of the ONS
  - b. Involvement in oncology nursing consistent with the vision and mission of the ONS
  - c. Knowledge of current issues and trends in nursing practice, education, research, healthcare administration, or health policy related to oncology nursing care
  - d. Effective leadership within ONS or other appropriate organization
  - e. Organizational and strong collaborative skills
3. Possesses strategic planning skills to enable ONS to maximize its' diverse membership needs and measurably impact cancer care
4. Shows knowledge and skill in financial management. Requirement for Treasurer, President-Elect, and President

5. Projects a dynamic image of nursing
6. Communicates effectively orally, in writing and electronically
7. Conducts self in a professional and ethical manner
8. Shows evidence of the ability to effectively conduct meetings and facilitate group process through previous leadership within ONS or any other appropriate organization
9. Negotiates work absences with employer to fulfill the obligations of the position

## **ONS Board Member Responsibilities**

1. Attends/participates in:
  - a. Seven to eight Board conference calls (usually scheduled every month, for 1-3 hours)
  - b. Four regularly scheduled, face-to-face Board meetings per year plus a Board meeting at Congress
  - c. Annual Business meeting. Performs special assignments at Congress & IOL as needed
  - d. Mentorship/Leadership Weekend for ONS chapter and national leaders
  - e. Attends other conferences and meeting of nursing or cancer care communities on behalf of ONS as assigned by the President as requested and able
2. Contributes to the development of the strategic planning, monitoring, and priority setting for ONS
3. Exercises fiduciary responsibility, actively participating in the ONS budget process (budget development, review, and evaluation of expenditures, revenue, and investments)
4. Hires, negotiates contract for, and conducts annual performance appraisal of the Chief Executive Officer.
5. Participates in the assessment of ONS staffing needs, approves staff compensation ranges and benefits, and participates in the development of ONS volunteer policies

6. Fosters active visionary thinking, membership input, trend analysis and identification of strategic issues, systematic planning, prioritization and evaluation that leads to the transformation of cancer care
7. Acts as a role model for ONS members by articulating and upholding ONS mission, vision, and values and serves as a voice for ONS when requested
8. Keeps abreast of ONS activities and reviews all materials for Board discussion prior to meetings and conference calls
9. Assists and monitors the development and implementation of mechanisms to track ONS Board activities and time commitments and develops/ revises Board position descriptions, including role expectations, and commitments
10. Acts as a voice for the Society through effective communication, dialogue and deliberation with members of the Board, general members, external groups, and members of the general public around issues that promote the Society's vision, mission and strategic plan
11. Collaborates with other Board members in the defining, developing and/or revising ONS' position statements and background documents on significant issues
12. Facilitates ONS cultural competence, creating opportunities for inclusiveness and recruitment and retention of a culturally diverse membership and leadership
13. Identifies issues and strategically advocates for the oncology professional and patients with cancer through legislative, educational, financial and grass-roots efforts
14. Models and actively promotes ethical decision-making and practices of the Society
15. Participates in creating collaboration and mutual goal attainment among the Oncology Nursing Society (ONS); Oncology Nursing Certification Corporation; ONSEdge; and ONS Foundation
16. Promotes and facilitates strategic collaborative relationships with key external organizations and represents ONS at various national and international nursing, cancer, and healthcare-related organizational meetings

17. May serve as Board liaison to the ONCC, ONSEdge, ONS Foundation, and/or may serve as liaison to another organization (e.g., American Cancer Society, American College of Surgeons), as determined by the President and CEO
18. Completes assignments in a timely manner

## **Evaluation Criteria**

1. Participates in annual Board appraisal and post meeting evaluations
2. Completes annual self evaluation related to board work and effectiveness.

## **Role Specific**

1. Performs the duties of the President in his/her absence and other duties as determined by the President or Board
2. Assumes role of President at the end of one-year President-elect term or immediately in the event of a vacancy in the office of the President
3. Works closely with the President to coordinate the work of the organization in order to assume leadership and to provide continuity in transition to President
4. Attends nursing or cancer care community meetings in preparation to serve as official representative of ONS during presidency
5. Attends organizational meetings as ONS representative per request of President
6. Facilitates, with President, the annual Board orientation process
7. Functions as a member of the Executive Committee for rapid decision-making
8. Makes board liaison assignments for upcoming Presidential term in collaboration with the CEO.

## Position Term

The President-Elect serves a one-year term prior to succeeding to the office of President.

## Time Commitment

TIME COMMITMENT WILL INCLUDE WEEKDAYS AND WEEKENDS  
AND MAY INCLUDE HOLIDAYS.

### ***Approximate breakdown of time spent:***

<b>Activity</b>	<b>Average</b>	<b>Range</b>
<b><i>Board Meetings</i></b> (included in Board Activity time above)	20 days/year	5 meetings, approximately 4 days each, including weekends
<b><i>Board Conference Calls</i></b> (included in Board Activity time above)	14 hours/year	7 calls, approximately 2 hours each

Each Board member's workload/time commitment varies from one another and from year to year depending on additional assignments and personal work patterns. These assignments include, but are not limited to: liaisons to other groups within ONS, task forces, and Capitol Hill visits.

Each Board member is responsible for keeping abreast of ONS activities and reviewing all materials for Board discussion prior to meetings and conference calls

The ONS Board invites interested candidates to contact them personally to better understand these commitments on a more individual level.

Revised 10/92; 3/94; 8/95; 4/96; 2/97; 10/97; 2/98; 1/99; 9/99; 7/00; 8/00; 3/01; 3/03; 6/03; 4/04; 8/05; 9/05; 8/07; 9/08