



President 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 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. Establishes an effective and collaborative working relationship with the Chief Executive Officer consulting on Society activities and progress on a regular basis
2. Leads the strategic planning process and priority setting for ONS
3. Facilitates the development of each officer and Director-at-Large, a cohesive, goal-oriented relationship between the Board, and the Chief Executive Officer
4. Is an official spokesperson for the Society and acts as a voice 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
5. Serves as the official ONS representative to organizations in the nursing and cancer care community

6. Oversees the annual evaluation of the Chief Executive Officer
7. Mentors the President-elect and actively facilitates the President-elect's transition to President
8. Works collaboratively with the CEO to prepare the agenda and presides or appoints an appropriate designee at all ONS Board meetings and monthly Board conference calls. Presides at the annual Congress, including conducting the Business Meeting and the Town Meeting, July Leadership Meeting, and presides at Institutes of Learning and APN meeting
9. Facilitates operational activities of the Board (i.e., conference calls, mail, and meeting preparation)
10. Prepares the agenda and presides at the meeting when ONS has responsibility for these meetings. Attends the Presidents' Council meetings and conference calls
11. Authors President's or Board's messages for various official publications as scheduled
12. Serves as an ex-officio member of the ONS Foundation, Oncology Nursing Certification Corporation, ONSEdge, and the Strategic Sponsor Summit President. The President may appoint an ONS Board member to serve in this capacity in his/her place
13. Identifies the topic of the President's Grant, and develops strategies for the two year implementation during the term as President and/or Past President
14. Performs other duties customarily pertaining to the office of the President or as directed by the Board such as preparation of the President's column in *ONS Connect*, speaking engagements, special committees, guest columns, and media requests.
15. Functions as a member of the Executive Committee for rapid decision-making

Position Term

Five years- 1 year President-Elect; 2 years President; 2 years Immediate Past President

Time Commitment

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

Approximate breakdown of time spent:

Activity	Average	Range
<i>Board Meetings</i> (included in Board Activity time above)	20 days/year	5 meetings, approximately 4 days each, including weekends
<i>Board Conference Calls</i> (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 5/02; 3/03; 6/03, 4/04; 8/05; 9/05; 9/08