



## Secretary 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. Shows evidence of previous leadership within ONS or any other appropriate organization
3. 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, and health policy related to oncology nursing care
  - d. Ability to provide effective leadership
  - e. Organizational and strong collaborative skills

4. Shows evidence of the ability to effectively conduct meetings and facilitate group process
5. Projects a dynamic image of nursing in representing ONS
6. Communicates effectively orally, written and electronically
7. Conducts self in a professional and ethical manner
8. Financial management skills preferred. Requirement for Treasurer
9. Possesses strategic planning skills to enable ONS to maximize its' diverse membership needs and measurably impact cancer care
10. 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
  - c. Board meeting at Congress
  - d. Annual Business meeting. Performs special assignments at Congress & IOL as needed
  - e. Mentorship/Leadership Weekend for ONS chapter and national leaders
2. Keeps abreast of ONS activities and reviews all materials for Board discussion prior to meetings and conference calls
3. 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, commitments and compensations
4. Actively participates in the strategic planning and priority setting for ONS
5. Acts as a role model for ONS members by upholding ONS mission, vision, and values and serves as a voice for ONS when requested

6. 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
7. Articulates to internal and external audiences, the vision, mission, and values of the ONS
8. Collaborates with other Board members in the defining, development and/or revision of Society positions and backgrounds on significant issues
9. Exercises fiduciary responsibility, actively participating in the ONS budget process, including budget development, review, and evaluation of expenditures, revenue, and investments
10. Facilitates ONS cultural competence, creating opportunities for inclusiveness and recruitment and retention of a culturally diverse membership and leadership
11. 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
12. Identifies issues and strategically advocates for the oncology professional and patients with cancer through legislative, educational, financial and grass-roots efforts
13. In collaboration with the Chief Executive Officer and other Board members, actively participates in the assessment of ONS staffing needs, approves staff compensation ranges and benefits, and participates in the development of ONS volunteer policies
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. May serve as a liaison to external organizations as determined by the Board
19. Performs special assignments at request of President, Board, or Chief Executive Officer as they arise, (e.g., writing articles, researching and/or evaluating topics of organizational importance to the Society)
20. Attends meetings, representing ONS as requested and able

## **Evaluation Criteria**

1. Participates in annual Board appraisal, monthly post meeting evaluations, and the evaluation of the Chief Executive Officer
2. Completes annual self evaluation that addresses the Boards' effectiveness.

## **Role Specific**

1. Responsible for:
  - a. Keeping accurate records of Society and Board actions
  - b. Proofreading and editing Board meeting minutes with the assistance of the National Office Executive Assistant, who acts as recorder, the Chief Executive Officer, and the President. If the National Office Executive Assistant is unavailable during part of or entire meetings of the Board, the Board Secretary is responsible for preparing minutes
  - c. Collaborating with the National Office staff to ensure timely distribution of Board meeting minutes
    - Board Members, Chief Executive Office, attorney, and parliamentarian
  - d. Preparing highlights of Board meeting and action items for ONS Connect
  - e. Work with National Office Executive Assistant to develop annual report for the ONS Board

2. Oversees and/or prepares official correspondence, in coordination with ONS staff, as directed by the Board
3. Responds to selected correspondence, as determined by the President, Board and Society
4. Functions as communication focal point between the Board and the membership
5. Functions as a member of the Executive Committee for rapid decision-making
6. Performs special assignments at Congress. Records minutes at Annual Business meeting and key issues highlighted during the Issues Panel and Town Hall meeting

**Position Term**

Three years

**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. 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; 2/03; 6/03; 4/04; 8/05; 9/05