



ONS Board Position Descriptions

Mission

The mission of the Oncology Nursing Society is to advance 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

Innovation—Advocacy—Excellence

Qualifications for ONS Board Members

1. Demonstrates:
 - a. Ability to articulate the vision, mission, values, positions, activities, and priority concerns of ONS
 - b. Involvement in oncology nursing consistent with the vision and mission of 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 any other appropriate organization
 - e. Strong organizational and collaborative skills
2. Possesses strategic planning skills to enable ONS to meet its diverse membership needs and measurably impact cancer care
3. Knowledge and skill in financial management
4. Projects a dynamic image of nursing in representing ONS
5. Communicates effectively orally and in writing

6. Shows evidence of the ability to effectively conduct meetings and facilitate group process through previous leadership within ONS or any other appropriate organization
7. Negotiates work absences with employer to fulfill the obligations of the position

Responsibilities of ONS Board Directors

1. Contributes to the development of the strategic planning, monitoring, and priority setting for ONS
2. Exercises fiduciary responsibility, actively participating in the ONS budget process (budget development, review, and evaluation of expenditures, revenue, and investments)
3. Hires, negotiates contract for, and conducts annual performance appraisal of the Chief Executive Officer (CEO)
4. 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
5. Keeps abreast of ONS activities and reviews all materials for Board discussion prior to meetings and conference calls
6. Assists and monitors the development and implementation of mechanisms to track ONS Board activities and time commitments, and develops or revises Board position descriptions, including role expectations and commitments
7. 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
8. Collaborates with other Board members in defining, developing, and/or revising ONS's position statements and background documents on significant issues
9. Facilitates ONS's cultural competence, creating opportunities for inclusiveness, recruitment, and retention of a culturally diverse membership and leadership

10. Identifies issues and strategically advocates for oncology professionals and patients with cancer through legislative, educational, financial, and grass\roots efforts
11. Participates in creating collaboration and mutual goal attainment among ONS, the Oncology Nursing Certification Corporation, and the ONS Foundation
12. 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, which may include serving as a liaison to another organization as needed
13. Maintains oversight of the ONS Bylaws
14. Ensures legal compliance with local, state, and federal laws

For additional information on the qualifications for the ONS Board of Directors please see the [ONS Bylaws](#).

Responsibilities of the ONS President

1. Establishes an effective and collaborative working relationship with the CEO, consulting on Society activities and progress
2. Leads the Board in the strategic planning process and priority setting for ONS
3. Facilitates the development of each officer and Director-at-Large, through a cohesive, goal-oriented relationship between the Board and the CEO
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 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 CEO

7. Mentors the President designee and actively facilitates the President designee 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 July Leadership Meeting. Presides over the President's Council meetings and conference calls.
9. Authors President's or Board's messages for various official publications as scheduled
10. Functions as a member of the Executive Committee for rapid decision-making
11. Performs other duties customarily pertaining to the office of the President or as directed by the Board

Responsibilities of the Treasurer

1. Oversees, in partnership with the Chief Financial Officer (CFO), the Board of Directors' financial processes, including providing the Board of Directors with monthly Treasurer Reports, based on financial information provided by the CFO
2. Chairs the budget review components of Board of Directors meeting(s) and the Board of Directors' budget
3. Collaborates with the CEO, Chief Operating Officer, and CFO on the budget proposal for the upcoming fiscal year
4. Makes recommendations concerning revenues and expenditures to meet budget parameters approved by the Board, submitting adjustments to the Board for approval
5. Oversees the ONS investments along with the Board of Directors, the CEO, financial advisors, and the CFO to attain targeted return at acceptable risk
6. Serves as the ONS representative to the Audit Committee and collaborates with the CFO to understand the annual audit and IRS reports
7. Serves as Chair of the Finance Committee at a minimum of one meeting per year as well as conference calls as needed

8. Responsible for providing guidance to the Board of Directors and project teams regarding fiscal matters
9. Functions as a member of the Executive Committee for rapid decision-making

Responsibilities of the Secretary

1. Meeting minutes
 - a. Keeps accurate records of Society and Board actions
 - b. Proofreads and edits Board meeting minutes with the assistance of the National Office Executive Assistant, who acts as recorder, the CEO, 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. Collaborates with the National Office staff to ensure timely distribution of Board meeting minutes
 - i. Board Members, CEO, attorney, and parliamentarian
 - d. Prepares highlights of Board meetings and action items for ONS
2. Oversees and/or prepares official correspondence, in coordination with ONS staff, as directed by the Board
3. Functions as a communication focal point between the Board and the membership
4. Functions as a member of the Executive Committee for rapid decision-making
5. Performs special assignments at Congress. Records minutes at the Annual Business meeting and documents key issues.

Evaluation Criteria

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

Position Term

Three years.

Time Commitment

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

Approximate breakdown of time spent:

Activity	Average	Range
Board Meetings (included in Board Activity time above)	16-20 days/year	4-5 mandatory meetings, approximately 4 days each, possibly including weekends
Board Conference Calls (included in Board Activity time above)	14-18 hours/year	7-9 mandatory calls, approximately 2 hours each
Other meetings as necessary		This will vary depending on individual assignments, which may include Capitol Hill visits, task force/workgroups within ONS, and liaisons to other organizations.

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; 9/05;8/07; 9/08; 12/13; 2/14; 1/17