

## **Leadership Development Committee Position Description**

### **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 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 Leadership Development 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 Leadership Development 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.
10. Oversees the election process.
11. Informs ONS membership about voter issues through 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, and ONS Foundation.
18. Assesses needs of potential leaders and guides them toward leadership and mentorship opportunities as appropriate.
19. Develops leadership development initiatives and a database of potential ONS Board candidates to support the organizational succession planning needs. The database includes documentation of coaching recommendations and engagement in leadership development activities.
20. Seeks information about trends (internal and external) regarding the nomination process.
21. Seeks means of encouraging voting; enhance visibility of candidate's message.
22. Presents nationally and locally to promote leadership development and education supporting governance level leadership.

### **Time Commitment**

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

Approximate breakdown of time spent:

Leadership Development Committee Meetings - 4 meetings, approximately 1 day each, including weekends

Leadership Development Committee Conference Calls - Approximately 3 calls for 3 hours each

Work between meetings and conference calls include networking and potential development of programs, products, and/or services. This time is in addition to the time listed above.

Leadership Development Committee Meetings:

Spring Planning Meeting – March

One day prior to Congress – April/May

Leadership Weekend – July

Slating Meeting – September

Revised 2/97; 7/97; 10/97; 2/98; 1/99; 9/99; 8/00; 3/01; 8/01; 3/03; 4/04; 8/05; 9/05; 8/07; 9/08; 9/09;  
4/16