

## **OPHA Nursing Section**

### **Responsibilities and Election of Officers**

#### **Nursing Section Chair**

- Chair

Term: 2 year.

Responsibilities: The Chair shall be the chief executive officer of the Nursing Section. The Chair will preside over all meetings of the Section membership and at all meetings of the Nursing Section Executive Committee. The Chair shall prepare the agenda for the Section and Executive Committee meetings and give notice of Section meetings to the membership. The Chair shall facilitate the on-going development and support of section priorities and the formation of committees to accomplish the goals for the year. The Chair assures that the use of Section funds supports the priorities and goals of the Section and can sign checks on behalf of the Section.

- Vice Chair

Term: 2 year.

Responsibilities: The Vice Chair shall serve in the Nursing Section Executive Committee and assume and perform the duties of the Chair if absent or if the Chair is not able to perform the Chair's responsibilities, if necessary. The Vice Chair will convene the Nursing Section Nominating Committee and serve on the Committee.

#### **Section Representative to the OPHA Board**

Term: 3 years. Next election October 2024 at Annual Section Meeting

The Section Representative shall attend all OPHA Board meetings as a voting member representing the interests of the Nursing Section. The Section Representative shall be a member of the Nursing Section Executive Committee and act as a liaison between the Executive Committee and the OPHA Board. Communication with the Executive Committee regarding OPHA Board matters is expected to be timely and current for effective participation of the Section in Board matters. The Representative will submit a

summary of the Board meeting to the Executive Committee after each meeting. If the Section Representative is unable to attend an OPHA Board meeting, another Section member may attend, but will not be allowed to vote.

### **Secretary/Treasurer**

Term: 2 years. Next election October 2022 at Annual Section Meeting

Responsibilities: The Secretary/Treasurer shall keep minutes and records of the general membership and Executive Committee meetings, and other official business of the Nursing Section. Ensure the minutes and other relevant documents are distributed in a timely fashion. Perform other duties as may be assigned by the Chair.

Additionally, the Secretary/Treasurer shall work with the OPHA Treasurer shall facilitate the development of an annual budget for the section in consultation with the OPHA Nursing Section Executive Board and the OPHA Treasurer to submit to the OPHA Board annually. The Secretary/Treasurer will present the annual budget as the Treasurer's report at the Section's Annual meeting.. Disbursement of funds is made by the Treasurer upon receiving approval from the Section Chair and/or Executive Committee. Records shall be maintained in a manner consistent with Association records and accounting policies established by the Board of Directors. Perform other duties as may be assigned by the Chair.

### **Executive Committee**

The Executive Committee shall consist of the officers of the Section: Chair, Vice Chair, Secretary/Treasurer, and two At Large members along with the Nursing Section Representative to the OPHA Board. The Executive Committee shall meet regularly between Section meetings to ensure the Nursing Section supports the Purposes and mission of OPHA as defined in the bylaws and to develop and implement an annual work plan for the Section. The Executive Committee shall assist the Chair to appoint Chairs for the Standing Section Committees annually, and ensure that Section members are appointed to serve on the OPHA Membership, Bylaws, Annual Conference, Membership and the Health Policy, Advocacy and other OPHA Board committees.

### **Election of Officers**

Elections shall be conducted annually at the Section's Annual meeting. Any OPHA member in good-standing who is a nurse is eligible to be nominated to a position in the Section. The Chair, Vice Chair and Secretary/Treasurer are elected every two years and the At Large members are elected annually. The Board Representative to OPHA is  
Section Officer Responsibilities and Elections\_RM revisions\_CG Draft\_220616.doc; revised draft RM 220616

elected every three years. Officers shall hold their position until their successors are elected, subject to prior resignation, removal or death.

A Section Officer may be nominated and re-elected to additional consecutive terms, except OPHA Board Representative who may serve only two consecutive terms.

Any vacancy occurring during the interim between annual elections shall be filled by the Executive Committee for the remainder of the current term of office.