

American Association of Occupational Health Nurses

Board Duties

The duties of the Board of Directors shall be to:

- Ensure that the organization is both effective and prudent in accomplishing organizational goals;
- Authorize the formation of chapters and decide all membership appeals;
- Establish geographic boundaries of regions;
- Approve geographic boundaries of chapters;
- Establish mandatory bylaws requirements for chapters;
- Determine the time and place of AAOHN and Board of Directors meetings;
- Set membership dues

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Roles

The AAOHN President:

- Represents the best interests of the association and the best interests of occupational health and environmental health nursing.
- Leads and motivates other Board members, committee chairs, members, and staff.
- Directs the affairs of the association in keeping with the goals and objectives established by the Board of Directors.

Within the limits of the bylaws, the President's primary functions are as follows:

- Presides at all meetings of the Board of Directors and Annual Business Meeting.
- Serves as spokesperson for the association in correspondence and in any other forms of communication.
- Serves as ex-officio member of all committees except the Leadership Succession Committee.
- Serves as ex-officio member of the Foundation Board of Trustees.
- Leads communication between AAOHN and the AAOHN Foundation regarding confirmation of trustee appointments, updates to Foundation bylaws, and changes to Foundation scholarships and grants as related to membership to AAOHN.
- Assigns liaison roles to members of the Board of Directors for Member committees.
- Appoints Board committees.
- Communicates at least quarterly with the Board and committee chairs either directly or through the board liaisons to keep them abreast of association activities.
- In collaboration with the AAOHN Foundation Chair, recommends Board of Directors to the Foundation Board of Trustees.
- Identifies the organizational goals and objectives in collaboration with the Board.
- Communicates with the membership through the *AAOHN Member Digest*.
- Oversees the preparation, presentation to the board, and implementation of the budget in collaboration with the Stewardship Committee and Executive Director.
- Monitors the financial status of the association by actively participating in all meetings regarding the association's financial business
- Provides direction to the Board by preparing and presenting ideas, problems, solutions, or issues of organizational interest for consideration.
- Facilitates the development and implementation of a strategic plan to prioritize the activities of the Board of Directors.
- Serves as AAOHN's representative in negotiations with the AAOHN management company.
- Delegates responsibility as necessary.
- Evaluates current trends and needs of AAOHN in respect to growth, organizational structure, level of volunteerism, and informs the Board.
- Works closely with the President-Elect to ensure an effective orientation and smooth transition into the presidency.
- Oversees preparation of the agenda for all Board meetings and the Annual Business Meeting.
- Prepares a report on the status of AAOHN for the Annual Business Meeting.
- Facilitates achievement of goals through ongoing coordination with the Board and staff.

The AAOHN President-Elect serves as a member of the Board of Directors.

Within the limits of the bylaws, the President-Elect's primary functions are as follows:

- Accepts responsibilities and assignments as delegated by the President.
- Works closely with the President.
- Orients to the position of President.
- Develops and prepares goals for upcoming term as President and reviews with President.
- Establishes contact with the National Office staff for the operation of the association.
- Recognizes and advises of changing outside influences which may affect the decisions of the Board.
- Develops a thorough understanding of the bylaws and policies of the association and *Robert's Rules of Order*, Newly Revised.
- Serves as a liaison to committees and taskforces as assigned by the Board President.
- Participates in the development and implementation of the strategic plan.
- Contributes articles to newsletter as requested.
- Serves as chair of the Stewardship Committee.
- Serves as a member of the Governance Committee.

The AAOHN Secretary serves as a member of the Board of Directors. Within the limits of the bylaws, the Secretary's primary functions are as follows:

- Reviews for accuracy the minutes of all business meetings and special meetings of the Board of Directors, including conference calls, recorded by staff.
- Calls roll at the board meetings and during conference calls to document a quorum.
- Advises the Board of proper parliamentary procedure in accordance with *Robert's Rules of Order*.
- Accepts responsibilities and assignments as delegated by the President.
- Serves as a liaison to committees and taskforces as assigned by the Board President.
- Participates in the development and implementation of the strategic plan.
- Contributes articles to newsletter as required.
- Updates and maintains historical documentation of society
- Participates in bylaw and policy reviews
- Completes other duties as assigned.
- Calls role and reads standing rules at the Annual Business Meeting of membership, ensuring an official record of the meeting is made.
- Ensures that Annual Business Meeting minutes are approved by the Board of Directors and distributed to membership.
- Serves as a member of the Governance Committee.

AAOHN Directors serve on the Board of Directors. Within the limits of the bylaws, Directors perform the following functions:

- Assume responsibilities delegated by the President and/or Board including membership on Board Committees.
- Serve as liaisons between assigned member Committees and the Board.
- Participate in the development and implementation of the strategic plan.
- Contribute articles to newsletter as required.
- Complete other duties as assigned.

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Conflict of Interest

Board members have an ethical and fiduciary relationship to the association. The business of the association requires that Board members discharge their responsibility in good faith and with a high degree of diligence to ensure the sound management of AAOHN. Board members shall not take advantage of their positions or their personal knowledge obtained through business with the association for personal gain.

Each Board member must:

- Receive no compensation for services rendered as an officer, director, or committee member of the association.
- Disclose possible conflicts of interest as a matter of record prior to the association entering any formal relationship or taking official action.
- Execute AAOHN Conflict of Interest Form, **Appendix B**, annually and adhere to policies and procedures contained therein.