

The Sigma Mu Phi At Large Chapter Succession Committee is seeking members who would be willing to serve in one of the following positions for the 2 year terms that would start July 1, 2021. Below is a job description for each of the positions. Your willingness to serve provides an opportunity to network with colleagues in service to the chapter and contribute to your profession. All elected positions are members of the board that provide direction for the chapter.

Attached is a consent to serve which acknowledges the nominee's placement on the ballot. Completion of this form will initiate the placement of nominees on the formal ballot to be disseminated to the membership in April. Please send the completed Consent to Serve to nballard@kennesaw.edu.

Nancy Ballard,
Chair Leadership Succession Committee

Nominations for the following positions

- **President**

- Act as the executive officer and administrator of all business of the chapter as stated in the bylaws.
- Serve as chief representative of the chapter in inter-chapter activities.
- Ensure chapter participation in the biennial convention House of Delegates and other business brought forth before the House of Delegates during the term.
- Prepare a calendar and agenda for all Board of Directors and general membership meetings with assistance as needed from the secretary.
- Finalize the committee appointments recommended by the Board of Directors for all committees, advisory councils or task forces.
- Delegate responsibilities not otherwise handled by the chapter bylaws to the chapter officers or committees.
- Communicate the business, projects and activities of the Board of Directors to the membership.
- Ensure at least one business meeting and at least two programs or events that support the purposes and goals of the honor society are held during each fiscal year.
- Arrange an orientation meeting, following the annual membership meeting, for all newly installed officers and committee chairs. The purpose is to facilitate the transfer of duties and responsibilities and to formulate the goals of the chapter for the coming year.
- Ensure all reports are submitted to headquarters in a timely manner. Reports include: chapter annual report, verification of fees report (when applicable) and the chapter officer/committee chair report.
- Meet with the head of the nursing program at the beginning of the school year to get the chapter's meetings on the school's master calendar.
- Talk with the heads of major service agencies in the community and ask to get the chapter meeting dates on the agency's master calendars.
- Develop and maintain policies and procedures related to the position of president. Submit modifications or new policies and procedures to the board of directors for approval.
- Plan for officer transition.
- Serves as an ex-officio member of all committees except the Leadership Succession Committee

- **Secretary**

- Record and write the minutes for each Board of Directors and business meeting.
- Distribute minutes to all members of the Board of Directors.
- Keep an official record book of the minutes of all Board of Directors and business meetings to present to the succeeding secretary.
- Prepare an annual report to the chapter membership.
- Submit the list of new officers to headquarters within two weeks of officer elections and provide headquarters with updates as they occur.
- Order all stationery, forms and mailing labels for the chapter.
- Type and mail chapter correspondence.
- Send membership invitations to all elected candidates, in cooperation with the Governance Committee.
- Serve on committees as needed.

- **Governance Chair**

- Oversee chapter membership eligibility issues
- Lead the bylaws amendment process by considering, reviewing, editing and/or correlating amendments as suggested or appropriate
- Update the chapter's bylaws to comply with changes made to the international bylaws by utilizing the chapter bylaws template created and updated by STTI headquarters (updated template is typically available in January of even-numbered years)

- **Leadership Succession Chair**

- Develop members in organizational leadership roles across the span of their careers
- Mentor members to assume positions at all levels of the organization
- Oversee the selection of members who can provide the necessary leadership to achieve chapter goals and to meet the needs of members
- Manage the preparation, distribution and tallying of election ballots
- Notify all candidates (elected and non-elected) of the election results
- Note: Those serving on the Leadership Succession Committee are not permitted to be on the slate of candidates for officer or committee positions

- **VP Academic-**

- Perform the duties of the president in the president's absence. *In an at-Large chapter a designated vice president shall perform these duties.*
- Be chair of committees, as needed.
- Succeed into the office of president and serve until the next election in the event that the president vacates his/her officer during the two-year term.
- Prepare an annual report to the chapter membership regarding the vice-president's responsibilities and activities.
- Oversee the planning of chapter programs in collaboration with VP Practice -ensuring that at least two programs or events that support the honor society's purposes and goals are held each year.