

# ITNS Board of Directors

## Secretary/Treasurer Description

### Qualifications

- Must be an active RN ITNS member in good standing for three consecutive years
- Must present a documented history of volunteerism in ITNS and/or other professional associations.
- Ability to travel to the ITNS Board in-person meeting as well as the ITNS Annual Meeting (Sept 8 – 12, 2021 in Portland, OR)
- Ability to attend virtual meetings throughout the year

### Summary of General Duties and Responsibilities

- Serves as a fiduciary of the association
- Participates in collaboration with duly elected officers in the general oversight of the affairs of ITNS
- Serves as the Board liaison to ITNS Committee(s), task forces, or workgroups at the appointment of the ITNS President
  - Ensures that committee's actions are consistent with ITNS's mission and strategic plan
  - Acts as committee, task force, or workgroup's advocate to the ITNS Board of Directors
- Participates in the orientation of newly elected ITNS Board members
- Collaborates with the international office to assure the board reports are prepared and distributed to the board prior to the meetings and to the membership at the business meeting.
- Reviews fiscal reports sent from the national office by the Executive Director and collaborates with the Executive Director in development of association budget.
- Performs other duties as assigned by the Board

### Time Commitment

- Ability to travel to the ITNS Board in-person meeting as well as the ITNS Annual Meeting (Sept 8 – 12, 2021 in Portland, OR)
- Attend up to four virtual board meetings throughout the year
- Additional time commitments may vary based on assignments and responsibilities.
- Ability to promptly respond to Board electronic correspondence via ITNS Central

### Term

- Two-year term with an option to renew for one additional term.

- If an eligible incumbent wishes to serve a second term, he or she must reapply through the ITNS nominations process.