

# ITNS Board of Directors

## President-Elect Position Description

### Qualifications

- Must be an active RN ITNS member in good standing for three consecutive years
- Must have previous ITNS Board experience
- 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
- Ability to attend monthly 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
- Assumes the role of President in accordance with the ITNS bylaws
- 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
- Attend monthly 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 email

### Term

- Three-year term (one year as President-Elect, one year as President, one year as President Emeritus)

# ITNS Board of Directors

## 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
- Ability to attend monthly 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
- 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
- Attend monthly 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 email

### 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.



# ITNS Board of Directors

## Secretary 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
- Ability to attend monthly virtual meetings throughout the year

### Summary of General Duties and Responsibilities

- Serve as a fiduciary of the association
- Participates in collaboration with duly elected officers in the general oversight of the affairs of ITNS
- Produce the minutes of all meetings of the Board of Directors and of the ITNS Annual Meeting
  - Make corrections following board review
- Keeping of the Bylaws 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
- Collaborates with the ITNS Board of Directors to assure board reports are prepared and distributed to the board prior to the meetings and to the membership at the business meeting

### Time Commitment

- Ability to travel to the ITNS Board in-person meeting as well as the ITNS Annual Meeting
- Attend monthly 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 email

### 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

# ITNS Board of Directors

## Director 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
- Ability to attend monthly 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
- 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
- Attend monthly 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.