

**SOUTH DAKOTA ORGANIZATION OF NURSE EXECUTIVES (SDONE)
JOB DESCRIPTION
PRESIDENT**

Qualifications:

The President shall be elected from the SDONE membership. The term served shall be one year as President-Elect, a two-year term as President, and a one-year term as Past President rotating on the even years. The President shall be a member of the Board and shall attend all Board meetings. The President shall be a member of the American Organization of Nurse Executives.

Goal:

The President shall be the Chief Executive Officer of the Organization and shall serve as Chairperson of the Board. It shall be the President's duty to supervise the activities of the Organization and to present a report at the annual meetings; a copy of which shall be kept in the permanent files of the Organization.

Duties and Responsibilities:

1. Responsible for coordinating date, time and place for all Board meetings.
2. Responsible for preparing and sending out the agenda for the Board of Director meetings. Meetings are held at a minimum of four (4) times a year. Special meetings may be called as deemed necessary by President and the Board.
3. Responsible for preparing agenda for the General Business meeting held at the Fall Convention.
4. Responsible for initiating the review, revision, and development of the Organization's goals annually. This will be in accordance with the Organization's fiscal year.
5. Represents SDONE at other state professional nursing organization conventions as well as any other meetings deemed necessary.
6. Prepares an annual written report to SDAH of SDONE's year's activities for the Fall Convention.
7. Responsible for keeping SDAH informed of bylaw changes and any other pertinent information.
8. Responsible for correspondence with AONE.
9. Responsible for new board member orientation.
10. Responsible for orientation of new SDONE members at the Annual Fall SDAH meeting.
11. Maintains regular communication with District Chairpersons.

12. Promotes Nurse Leadership Award, including notifying membership of nominations, receiving/reviewing nominations from districts, submitting nominations to Board and ensures notification of SDAHO of results

Reviewed: September 1989
 September 1995
 January 2002
 September 2012

Revised: March 1992
 February 1993
 September 1996
 July 1997
 April 2000
 June 2003
 July 2009