

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

Qualifications:

Two year term not to exceed two consecutive terms, if possible. Terms will rotate according to SDONE membership year with 50% turnover yearly of District Chairs. Selection process will be determined by the Districts, (i.e., volunteer, election, etc.). Other District offices shall be at the discretion of the District. The District Chairs are considered full members of the Board with responsibilities for attendance at meetings, voting and committee assignments.

Duties and Responsibilities:

1. Supervise SDONE activities of the District and represent the District at the SDONE Board level.
2. Facilitate the discussion and implementation of the SDONE goals at the District level.
3. Submit written reports of District activities to the SDONE President for the general business meetings, the Public Relations Chairperson for the newsletter and the web site coordinator.
4. Provide oral reports as requested at the Board meetings and the annual General Business meeting.
5. Establish an annual District meeting schedule. Preside over District meetings with meetings to be held three (3) times a year.
6. Review membership changes at the District meetings.
7. Send new members a welcome card with web site address, contact information for district chair and dates of future meetings.
8. Submit requests to SDONE board for approval of funds from SDONE for District activities. It shall be the responsibility of the District Chair to submit the request for these funds to the SDONE treasurer.

Effective: September 1995

Reviewed: September 1996
January 2002

Revised: July 1997
April 2000
June 2003
May 2005
July 2009
September 2012