

G.O.N.L.



G.O.N.L. DISTRICT BOARD NOMINATION FORM OFFICE OF PRESIDENT-ELECT – PRESIDENT – IMMEDIATE PAST PRESIDENT (three-year term)

I hereby nominate _____ (please print) as a candidate for the office of GONL President-Elect. As the person nominating this candidate to serve on the GONL Board of Directors, please provide a brief summary of the leadership qualities and added value that this individual would bring to the Georgia Organization of Nurse Leaders.

GONL Member nominating this candidate to serve on the Board of Directors

Signature: _____ Date: _____

General Requirements & Duties of all Officers:

- Nominee is active with current personal membership of GONL in good standing for at least 12 months (“In good standing” is defined as meeting all requirements for membership including dues payment.)
- Nominee is active with current personal membership of GONL at the district level
- Nominee has attended a minimum of 75% of scheduled district meetings during the year prior to the nominating period
- Nominee has administrative support from his/her hospital to serve
- Nominee has informed Hospital CEO of the expected time commitment
- Nominee pledges to support the overall purpose and objective of GHA as well as the society
- Nominee regularly refers to and always adheres to the GONL society and GHA Bylaws
- When necessary, nominee develops jointly with GHA (or submits to GHA for approval) policy statements or position papers on matters in your area of expertise that are affecting hospitals in Georgia
- Nominee refrains from adopting or advocating policies or positions in opposition to those adopted/advocated by GHA
- Nominee submits to membership services of GHA all agendas, minutes of all board and committee meetings, general society correspondence, correspondence with other GHA staff, and specific goals of its governing board to ensure communication amongst all parties
- Nominee promotes the GHA political action committee

- Nominee promotes membership into the GONL Society

Specific Duties of Executive Office of President-Elect (year one):

- In absence of president, preside over board meetings
- Serve as program chairperson (see full description below), unless the president makes a separate appointment
- Assist in setting of goals and objectives
- Assist in committee appointments if necessary
- Develop a leadership succession/mentoring program
- Purchase gift for outgoing president (optional)
- Other duties as specified by the society

Specific Duties of Executive Office of President (year two):

- Set up goals and objectives for the year with aid of other board members
- Prepare an agenda & preside over all meetings (include board meetings) of the society
- Advise GHA promptly on the schedule (date/place) of all board meetings
- Appoint the chairpersons and members of committees as necessary
- Advise GHA of changes in board members, district reps, and committee chairs
- Serve as a society liaison to GHA
- Possess familiarity of GHA policies, services, and society bylaws
- Keep society members apprised of important GHA issues
- Send letter to board member hospital CEOs in regards to board/committee appointments
- Consolidate & send "Friday Mail" information to the newsletter chairman for distribution to membership
- Orientate board members on the policies, procedures, goals & objectives of both society and GHA
- Keep board members on task and schedule with job duties
- Participate in (or appoint a substitute) all meetings called by GHA president, as well as councils and committees when requested
- Welcome new members to society & encourage participation in committees
- Submit articles regularly to the newsletter chairman
- Present the president's report/ recap of the year at the annual meeting
- Serve on the Nominating Committee
- Attend the president's honor recognition ceremony at the GHA Annual Membership Meeting. (The GSHC President is traditionally asked to present the invocation as well)
- Assists with society marketing efforts for the GHA Annual Membership Meeting
- Serve as ex-officio member on all committees
- Act as official spokesperson of society
- Represent society at national meetings when applicable
- Conduct board orientation (ask each member to sign off on his/her duties)
- Find board replacements when vacancies occur (works with nominating chair in this task)
- Conduct transition meeting with successor
- Purchase gift for outgoing board members (optional)
- Other duties specified by the society

Specific Duties of Immediate Past President (year three):

- Chair the Nominating Committee and present a slate of officers to the board
- Serve as historian of the society
- Review bylaws
- Support the current president as needed
- Assemble materials necessary for national honors awards
- Maintain a current listing of past presidents and submit any updated contact information to GHA
- Send out communications to previous past presidents and keep them updated as to society events
- Work with the awards chairperson to determine eligible candidates

Specific Duties as Program Chairman (year one):

Pre-conference:

- Follow guidelines/timelines set forth in the "Planning an Annual Meeting" spreadsheet
- Develop annual educational plan that coincides with the president's goals & objectives
- Research, select & confirm speakers for annual meeting and any other educational program. (Remember, all Speaker/Entertainment contracts must be signed by GHA.)
- Establish agenda for annual meeting and other educational programs.
- Obtain entertainment options (if applicable) and submit to board for approval
- Send out save the date notices to memberships as early as possible
- Submits calendar of events to national organizations for their publications
- Communicate to membership all deadlines (hotel reservation, registration, etc.)
- Complete and remit speaker information form to GHA at least 6 weeks prior to conference.
- Establish marketing plan for increased attendance.
- Work with GHA liaison to obtain additional educational credits other than GHA CEUs.
- Obtain speaker objectives, bios, and session descriptions and send to GHA liaison.
- Send final version of conference brochure to GHA liaison for distribution to membership and posting to website at least 8 weeks prior to meeting.
- Notifies all retired past presidents and honorary/charter members of events
- Regularly updates board on status of program
- Works with membership chair to incorporate a calling campaign regarding the annual meeting
- Writes articles for the newsletter pertaining to any/all educational events
- Submit to GHA all speaker fees at least four weeks in advance. (Generally, societies obtain speakers with fees which are not more than \$500 plus travel expenses. However, a speaker may be obtained for a higher fee if the society's registration fee can cover the amount and the board approves of such speaker. The society traditionally provides room, meals, travel expenses, and incidentals for the speaker if needed. Only if the speaker is scheduled to speak for more than one day will additional expenses be covered, unless otherwise agreed upon by society board).
- Remind speakers that they are responsible for making their own travel arrangements to the conference location. The Society will reimburse them for such expenses after the conference.
- Submits speaker recommendations to GHA for GHA Annual Membership Meeting.
- Works with GHA to define ways meetings can be more eco-friendly.

During Conference:

- Introduce speakers (or delegate responsibility to other board members) at meetings
- Act as an onsite contact for the speakers at meetings.
- Call speaker when arrives at conference and welcome them (inquire as to lunch/dinner plans)
- Set up a time to check A/V with speaker (GHA rep will assist)
- Remind speaker of time/location of presentation
- Ask if transportation is needed to/from airport
- Ask speaker if comfortable with hotel accommodations
- Hand honorarium or gift to speaker at the conclusion of their session.

Post Conference:

- Sends out thank you notes to all speakers after conference.
- Writes articles for the newsletter pertaining to any/all educational events
- Remind speaker to complete the expense report and submit to GHA within one month of the meeting.
- Send evaluation results to speaker (if requested by them)

Specific Duties as Nominating Committee Chairman (year three):

- Leads succession planning for society board
- Sends out "Call for Nominations" to entire membership at least 60 days prior to annual meeting
- Prepare ballot (biographical sketch on candidates optional) and submit to the society secretary & board of directors 30 days prior to annual meeting.
- Keeps record of board alternates in case of future vacancies
- Receive ballots and communicate results to board prior to conference.

- Perform the installation of officers at the annual conference.
 - Makes sure new board roster is posted online (use website change request form)
 - Destroy ballots after results compiled.
-

I certify that I have read, understand, comply with, and pledge to abide by the above requirements and duties outlined for the executive office of GONL President-Elect (year one), President (year two), and Immediate Past President (year three).

Nominee Signature: _____ **Date:** _____

District President Signature: _____ **Date:** _____

This form due via email attachment to Mary Anderson at Mary.Anderson@hma.com by October 1, 2009.

Please attach a professional photograph and short bio to be used for the voting ballot.

G.O.N.L.



G.O.N.L. DISTRICT BOARD NOMINATION FORM OFFICE OF VICE-PRESIDENT

I hereby nominate _____ (please print) as a candidate for the office of GONL Vice-President. As the person nominating this candidate to serve on the GONL Board of Directors, please provide a brief summary of the leadership qualities and added value that this individual would bring to the Georgia Organization of Nurse Leaders.

GONL Member nominating this candidate to serve on the Board of Directors

Signature: _____ Date: _____

General Requirements & Duties of all Officers:

- Nominee is active with current personal membership of GONL in good standing for at least 12 months ("In good standing" is defined as meeting all requirements for membership including dues payment.)
- Nominee is active with current personal membership of GONL at the district level
- Nominee has attended a minimum of 75% of scheduled district meetings during the year prior to the nominating period
- Nominee has administrative support from his/her hospital to serve
- Nominee has informed Hospital CEO of the expected time commitment
- Nominee pledges to support the overall purpose and objective of GHA as well as the society
- Nominee regularly refers to and always adheres to the GONL society and GHA Bylaws
- When necessary, nominee develops jointly with GHA (or submits to GHA for approval) policy statements or position papers on matters in your area of expertise that are affecting hospitals in Georgia
- Nominee refrains from adopting or advocating policies or positions in opposition to those adopted/advocated by GHA
- Nominee submits to membership services of GHA all agendas, minutes of all board and committee meetings, general society correspondence, correspondence with other GHA staff, and specific goals of its governing board to ensure communication amongst all parties
- Nominee promotes the GHA political action committee
- Nominee promotes membership into the GONL Society

I certify that I have read, understand, comply with, and pledge to abide by the above requirements and duties outlined for the executive office of GONL Vice President.

Nominee Signature: _____ Date: _____

District President Signature: _____ Date: _____

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Please attach a professional photograph and short bio to be used for the voting ballot.

G.O.N.L.



G.O.N.L. DISTRICT BOARD NOMINATION FORM OFFICE OF PRESIDENT-ELECT – PRESIDENT – IMMEDIATE PAST PRESIDENT (three-year term)

I hereby nominate _____ (please print) as a candidate for the office of GONL President-Elect. As the person nominating this candidate to serve on the GONL Board of Directors, please provide a brief summary of the leadership qualities and added value that this individual would bring to the Georgia Organization of Nurse Leaders.

GONL Member nominating this candidate to serve on the Board of Directors

Signature: _____ Date: _____

General Requirements & Duties of all Officers:

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- Nominee promotes the GHA political action committee

- Nominee promotes membership into the GONL Society

Specific Duties of Executive Office of President-Elect (year one):

- In absence of president, preside over board meetings
- Serve as program chairperson (see full description below), unless the president makes a separate appointment
- Assist in setting of goals and objectives
- Assist in committee appointments if necessary
- Develop a leadership succession/mentoring program
- Purchase gift for outgoing president (optional)
- Other duties as specified by the society

Specific Duties of Executive Office of President (year two):

- Set up goals and objectives for the year with aid of other board members
- Prepare an agenda & preside over all meetings (include board meetings) of the society
- Advise GHA promptly on the schedule (date/place) of all board meetings
- Appoint the chairpersons and members of committees as necessary
- Advise GHA of changes in board members, district reps, and committee chairs
- Serve as a society liaison to GHA
- Possess familiarity of GHA policies, services, and society bylaws
- Keep society members apprised of important GHA issues
- Send letter to board member hospital CEOs in regards to board/committee appointments
- Consolidate & send "Friday Mail" information to the newsletter chairman for distribution to membership
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- Keep board members on task and schedule with job duties
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- Welcome new members to society & encourage participation in committees
- Submit articles regularly to the newsletter chairman
- Present the president's report/ recap of the year at the annual meeting
- Serve on the Nominating Committee
- Attend the president's honor recognition ceremony at the GHA Annual Membership Meeting. (The GSHC President is traditionally asked to present the invocation as well)
- Assists with society marketing efforts for the GHA Annual Membership Meeting
- Serve as ex-officio member on all committees
- Act as official spokesperson of society
- Represent society at national meetings when applicable
- Conduct board orientation (ask each member to sign off on his/her duties)
- Find board replacements when vacancies occur (works with nominating chair in this task)
- Conduct transition meeting with successor
- Purchase gift for outgoing board members (optional)
- Other duties specified by the society

Specific Duties of Immediate Past President (year three):

- Chair the Nominating Committee and present a slate of officers to the board
- Serve as historian of the society
- Review bylaws
- Support the current president as needed
- Assemble materials necessary for national honors awards
- Maintain a current listing of past presidents and submit any updated contact information to GHA
- Send out communications to previous past presidents and keep them updated as to society events
- Work with the awards chairperson to determine eligible candidates

Specific Duties as Program Chairman (year one):

Pre-conference:

- Follow guidelines/timelines set forth in the "Planning an Annual Meeting" spreadsheet
- Develop annual educational plan that coincides with the president's goals & objectives
- Research, select & confirm speakers for annual meeting and any other educational program. (Remember, all Speaker/Entertainment contracts must be signed by GHA.)
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- Send final version of conference brochure to GHA liaison for distribution to membership and posting to website at least 8 weeks prior to meeting.
- Notifies all retired past presidents and honorary/charter members of events
- Regularly updates board on status of program
- Works with membership chair to incorporate a calling campaign regarding the annual meeting
- Writes articles for the newsletter pertaining to any/all educational events
- Submit to GHA all speaker fees at least four weeks in advance. (Generally, societies obtain speakers with fees which are not more than \$500 plus travel expenses. However, a speaker may be obtained for a higher fee if the society's registration fee can cover the amount and the board approves of such speaker. The society traditionally provides room, meals, travel expenses, and incidentals for the speaker if needed. Only if the speaker is scheduled to speak for more than one day will additional expenses be covered, unless otherwise agreed upon by society board).
- Remind speakers that they are responsible for making their own travel arrangements to the conference location. The Society will reimburse them for such expenses after the conference.
- Submits speaker recommendations to GHA for GHA Annual Membership Meeting.
- Works with GHA to define ways meetings can be more eco-friendly.

During Conference:

- Introduce speakers (or delegate responsibility to other board members) at meetings
- Act as an onsite contact for the speakers at meetings.
- Call speaker when arrives at conference and welcome them (inquire as to lunch/dinner plans)
- Set up a time to check A/V with speaker (GHA rep will assist)
- Remind speaker of time/location of presentation
- Ask if transportation is needed to/from airport
- Ask speaker if comfortable with hotel accommodations
- Hand honorarium or gift to speaker at the conclusion of their session.

Post Conference:

- Sends out thank you notes to all speakers after conference.
- Writes articles for the newsletter pertaining to any/all educational events
- Remind speaker to complete the expense report and submit to GHA within one month of the meeting.
- Send evaluation results to speaker (if requested by them)

Specific Duties as Nominating Committee Chairman (year three):

- Leads succession planning for society board
- Sends out "Call for Nominations" to entire membership at least 60 days prior to annual meeting
- Prepare ballot (biographical sketch on candidates optional) and submit to the society secretary & board of directors 30 days prior to annual meeting.
- Keeps record of board alternates in case of future vacancies
- Receive ballots and communicate results to board prior to conference.

- Perform the installation of officers at the annual conference.
 - Makes sure new board roster is posted online (use website change request form)
 - Destroy ballots after results compiled.
-

I certify that I have read, understand, comply with, and pledge to abide by the above requirements and duties outlined for the executive office of GONL President-Elect (year one), President (year two), and Immediate Past President (year three).

Nominee Signature: _____ **Date:** _____

District President Signature: _____ **Date:** _____

This form due via email attachment to Mary Anderson at Mary.Anderson@hma.com by October 1, 2009.

Please attach a professional photograph and short bio to be used for the voting ballot.

G.O.N.L.



G.O.N.L. DISTRICT BOARD NOMINATION FORM OFFICE OF PARLIAMENTARIAN

I hereby nominate _____ (please print) as a candidate for the office of GONL Parliamentarian. As the person nominating this candidate to serve on the GONL Board of Directors, please provide a brief summary of the leadership qualities and added value that this individual would bring to the Georgia Organization of Nurse Leaders.

GONL Member nominating this candidate to serve on the Board of Directors

Signature: _____ Date: _____

General Requirements & Duties of all Officers:

- Nominee is active with current personal membership of GONL in good standing for at least 12 months ("In good standing" is defined as meeting all requirements for membership including dues payment.)
- Nominee is active with current personal membership of GONL at the district level
- Nominee has attended a minimum of 75% of scheduled district meetings during the year prior to the nominating period
- Nominee has administrative support from his/her hospital to serve
- Nominee has informed Hospital CEO of the expected time commitment
- Nominee pledges to support the overall purpose and objective of GHA as well as the society
- Nominee regularly refers to and always adheres to the GONL society and GHA Bylaws
- When necessary, nominee develops jointly with GHA (or submits to GHA for approval) policy statements or position papers on matters in your area of expertise that are affecting hospitals in Georgia
- Nominee refrains from adopting or advocating policies or positions in opposition to those adopted/advocated by GHA
- Nominee submits to membership services of GHA all agendas, minutes of all board and committee meetings, general society correspondence, correspondence with other GHA staff, and specific goals of its governing board to ensure communication amongst all parties
- Nominee promotes the GHA political action committee
- Nominee promotes membership into the GONL Society

***Specific Duties of Executive Office of Parliamentarian
and
Bylaws Committee Chairperson:***

- Serve as chairperson of the Bylaws Committee
- Ensure society is adhering to bylaws
- Perform annual review of bylaws and propose revisions/amendments to GONL board
- Keep updates of policies and procedures
- Ensure that districts are adhering to society bylaws (as applicable)
- Send current bylaws and/or policies and procedures to members (as needed)

I certify that I have read, understand, comply with, and pledge to abide by the above requirements and duties outlined for the executive office of GONL Parliamentarian.

Nominee Signature: _____ **Date:** _____

District President Signature: _____ **Date:** _____

***This form due via email attachment to Mary Anderson at
Mary.Anderson@hma.com by October 1, 2009.***

Please attach a professional photograph and short bio to be used for the voting ballot.

G.O.N.L.



G.O.N.L. DISTRICT BOARD NOMINATION FORM OFFICE OF MEMBER-AT-LARGE

I hereby nominate _____ (please print) as a candidate for the office of GONL Member-at-Large. As the person nominating this candidate to serve on the GONL Board of Directors, please provide a brief summary of the leadership qualities and added value that this individual would bring to the Georgia Organization of Nurse Leaders.

GONL Member nominating this candidate to serve on the Board of Directors

Signature: _____ Date: _____

General Requirements & Duties of all Officers:

- Nominee is active with current personal membership of GONL in good standing for at least 12 months ("In good standing" is defined as meeting all requirements for membership including dues payment.)
- Nominee is active with current personal membership of GONL at the district level
- Nominee has attended a minimum of 75% of scheduled district meetings during the year prior to the nominating period
- Nominee has administrative support from his/her hospital to serve
- Nominee has informed Hospital CEO of the expected time commitment
- Nominee pledges to support the overall purpose and objective of GHA as well as the society
- Nominee regularly refers to and always adheres to the GONL society and GHA Bylaws
- When necessary, nominee develops jointly with GHA (or submits to GHA for approval) policy statements or position papers on matters in your area of expertise that are affecting hospitals in Georgia
- Nominee refrains from adopting or advocating policies or positions in opposition to those adopted/advocated by GHA
- Nominee submits to membership services of GHA all agendas, minutes of all board and committee meetings, general society correspondence, correspondence with other GHA staff, and specific goals of its governing board to ensure communication amongst all parties
- Nominee promotes the GHA political action committee
- Nominee promotes membership into the GONL Society

Specific Duties of Executive Office of Member-at-Large:

- Serve as chairperson of any of the following committees as assigned by the GONL President:
 - o Legislative Committee
 - o Membership Committee
 - o Sponsorship Committee
 - o Awards/Scholarship Committee
 - o Education and Standards Committee
 - o Communication Committee / Newsletter Editor
- A member at large may also serve as the *co-chair* of the Program Committee and/or any other committee as assigned by the President.
- NOTE: A detailed description of the chairperson responsibilities for each aforementioned committee is available upon request.

I certify that I have read, understand, comply with, and pledge to abide by the above requirements and duties outlined for the executive office of GONL Member-at-Large.

Nominee Signature: _____ **Date:** _____

District President Signature: _____ **Date:** _____

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G.O.N.L.



G.O.N.L. DISTRICT BOARD NOMINATION FORM OFFICE OF SECRETARY

I hereby nominate _____ (please print) as a candidate for the office of GONL Secretary. As the person nominating this candidate to serve on the GONL Board of Directors, please provide a brief summary of the leadership qualities and added value that this individual would bring to the Georgia Organization of Nurse Leaders.

GONL Member nominating this candidate to serve on the Board of Directors

Signature: _____ Date: _____

General Requirements & Duties of all Officers:

- Nominee is active with current personal membership of GONL in good standing for at least 12 months ("In good standing" is defined as meeting all requirements for membership including dues payment.)
- Nominee is active with current personal membership of GONL at the district level
- Nominee has attended a minimum of 75% of scheduled district meetings during the year prior to the nominating period
- Nominee has administrative support from his/her hospital to serve
- Nominee has informed Hospital CEO of the expected time commitment
- Nominee pledges to support the overall purpose and objective of GHA as well as the society
- Nominee regularly refers to and always adheres to the GONL society and GHA Bylaws
- When necessary, nominee develops jointly with GHA (or submits to GHA for approval) policy statements or position papers on matters in your area of expertise that are affecting hospitals in Georgia
- Nominee refrains from adopting or advocating policies or positions in opposition to those adopted/advocated by GHA
- Nominee submits to membership services of GHA all agendas, minutes of all board and committee meetings, general society correspondence, correspondence with other GHA staff, and specific goals of its governing board to ensure communication amongst all parties
- Nominee promotes the GHA political action committee
- Nominee promotes membership into the GONL Society

Specific Duties of Executive Office of Secretary:

- Send out board agenda and meeting notices/reminders to all board members.
- Prepare minutes of all board meetings and send to all board members.
- Send minutes to GHA (after board approves) for posting to website
- Keep record of all meeting minutes for year and pass along to incoming secretary at end of term.
- Attend all board meetings or make arrangements for someone to take minutes in your absence.
- Notify GHA of expected attendance at board meetings two days in advance if catering required.
- Assist the president or other board members in administrative matters when necessary
- Submit notices of all meetings (board, annual, etc.) to GHA for posting to website
- Send slate of officers to GHA and newsletter chairman for distribution to membership.
- Send updated slate of officers to any national affiliations (if applicable)
- Send out proclamations
- Send out periodic correspondences to membership in regards to board activities.
- Send condolences and congratulations correspondences to membership.
- Send out bylaws amendment notifications when needed.
- Other duties as specified by the society.
- Note, the secretary often advances to the president-elect Position.*

I certify that I have read, understand, comply with, and pledge to abide by the above requirements and duties outlined for the executive office of GONL Secretary.

Nominee Signature: _____ **Date:** _____

District President Signature: _____ **Date:** _____

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