

## MAR Board/Committee Role Descriptions

### Officers/Board of Directors

**President.** The President shall be the chief executive officer, and shall in general supervise and control the affairs, of the Region/Affiliate. The President may sign, with the Secretary or any other proper officer of the Region/Affiliate authorized by the Region/Affiliate Board of Directors, any deeds, mortgages, contracts, or other instruments which the Region/Affiliate is authorized to enter into pursuant to the WOCN policy and which the Region/Affiliate Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Region/Affiliate Board of Directors, by law, or by the WOCN Society to some other officer or agent of the WOCN Society or the Region/Affiliate. The President shall preside at all meetings of the Region/Affiliate and the Region/Affiliate Board of Directors; except as otherwise provided in these Operating Guidelines, shall, with the approval of the Region/Affiliate Board, appoint the chair of all committees and, in consultation with the chair, make all committee appointments; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Region/Affiliate Board of Directors. This is a two year term.

**President-Elect.** The President-Elect shall, in the absence of the President, preside at all meetings of the Region/Affiliate and the Region/Affiliate Board of Directors; shall automatically succeed to the office of President at the end of the presiding President's term; and shall perform all duties incident to the office of President-Elect and such other duties as may be prescribed by the President or by the Region/Affiliate Board of Directors. This is a two year term.

**Secretary.** The Secretary shall keep or cause to be kept the minutes of the meetings of the Region/Affiliate Board of Directors in one or more books provided for that purpose; shall see that all notices are duly given in accordance with the provisions of these Operating Guidelines or as required by law; shall be custodian of the Region/Affiliate records; shall keep or cause to be kept an accurate roster of the membership; and shall in general perform all duties incident to the office of Secretary and such other duties assigned by the President or by the Region/Affiliate Board of Directors. This is a two year term, renewable for one additional consecutive two year term (four years total).

**Treasurer.** The Treasurer shall be responsible for all funds and assets of the Region/Affiliate; shall receive and give receipts for monies due and payable to the Region/Affiliate from any sources whatsoever, and shall deposit all such monies in the name of the Region/Affiliate in such banks, trust companies, or other depositories as shall be selected in accordance with these Operating Guidelines and WOCN policy; shall submit financial reports to the WOCN Society, to the Region/Affiliate Board of Directors at its regular meetings and to the Region/Affiliate membership at its Annual Meeting; and shall in general perform all the duties incident to the office of Treasurer and such other duties assigned by the President or by the Region/Affiliate Board of Directors. This is a two year term, renewable for one additional consecutive two year term (four years total).

**Director at Large 1 - Communications Director** – Responsibilities include;

- Information oversight on the [www.marwocn.org](http://www.marwocn.org) web page
- Solicit from membership appropriate content for upload onto website.
- Ensure information on website is pertinent and updated.
- Act as point of contact between the Board, membership and the webmaster.
- This is a two year term, renewable for one additional consecutive two year term (four years total).

**Director at Large 2 – Marketing/Fundraising Director** – Responsibilities include;

- Coordinate and execute fundraising activities for the Region.
- Collaborate with the Conference Chair in the planning of fundraising events at the annual MAR conference.
- This is a two year term, renewable for one additional consecutive two year term (four years total).

**Director at Large 3 – Open/Optional**

- This is a two year term, renewable for one additional consecutive two year term (four years total).

## Committees

The MAR Officers/Board of Directors may designate one or more Committees/Chairs to carry out the work of the Region.

- Members in good standing are appointed by the Officers/Board of Directors to a Committee and will serve a term of 2 years, renewable for up to 5 consecutive terms (10 years total), provided the Committee chair and MAR Board are in agreement for continuation.
- All Committee chairs are expected to be active participants in Board meetings via conference call and in person.
- Committee Chairs do not have voting privileges at the Board level.
- Committee chairs will provide a written report of activity to the MAR President prior to the annual business meeting at the annual MAR conference, and as requested.

**Bylaws Chair** – Responsibilities include;

- Thorough review of the WOCN Association Bylaws/Operational Guidelines annually, periodically and as necessary to ensure the Region is in compliance with Bylaws set forth.
- At the request of the MAR Board, review Bylaws/Operational Guidelines for clarity and function.
- Communicate with the WOCN Association Executive Director and report back to Officers any and all concerns and resolutions related to the interpretation of the Bylaws/Operational Guidelines.
- Coordinate proposed changes to Bylaws with all associated parties – National WOCN, MAR Board and greater MAR membership, as appropriate.
- Administer Oath of Office for incoming Officers.

**Nominations Chair** – Responsibilities include;

- Solicit nominees for Officer/Director and Committee Chair positions.
- Coordinate election process through collaboration with the Communications Chair and the Webmaster
- Compute election results
- Announce election results
- Coordinate gift distribution for outgoing Board/Committee Chairs

**Conference/Continuing Education Chair** – Responsibilities include;

- Coordinate and promote pertinent educational offerings at annual conference based on feedback from the greater MAR membership
- Collaborate with Conference Planner to ensure the seamless operation of the MAR conference
- Work in collaboration with the Treasurer to ensure the financial and budgetary interests of the Region.

**Legislative/Public Policy Chair** – Responsibilities include;

- Remain abreast of legislative issues and topics related to WOC Nursing
- Inform the Board and greater MAR membership of pertinent legislative issues and calls to action.
- Collaborate with Communications Chair to ensure legislative issues are advertised on the website.

**Membership Chair** – Responsibilities include;

- Maintain accurate membership records for the Region
- Review monthly membership analytics sent by National WOCN
- Send welcome packets to new members

Clarified and approved for posting on 3/27/2017 (Lisa Owens/Heather Martinek)

Reviewed with no changes, March 2021, Joan Sullivan, President