



Position Description

Title: Director of the Board

Mission of WCN: *Assure an adequate, well prepared and diverse nursing workforce for the people of Wisconsin.*

Purpose: As a member of the Board, each Director is responsible for ensuring effective and fiscally sound programs and operations by providing vision, leadership, advice and direction to the Executive Director, staff and volunteers of the organization.

Duties & Responsibilities:

- Understand roles, responsibilities and liabilities of serving on the Board
- Ability to articulate the work and vision of the Wisconsin Center for Nursing
- Maintain knowledge of annual priorities and strategic plans
- Guide and participate in the fundraising efforts of the organization.
- Share expertise, resources and talents to accomplish the mission of the WCN
- Serve as advocate/liaison of the organization to various constituent groups.
- Provide accessibility to Board of Directors, committee members and Executive Director.
- Fulfill commitments within agreed-upon deadlines.
- Hold in confidence any proprietary information given to the Board of Directors.
- Take initiative and provide leadership in accomplishing the mission of the WCN
- Identify individuals for potential membership on the Board and its committees.
- Prepare for each Board meeting by reading material distributed prior to the meeting.
- Attend minimum of 75% of annual Board meetings, with 50% attendance in person.
- Serve on at least one committee and actively participate in the proceedings.
Committees include: Executive (Officers only), Finance, Nominating, Bylaws, Marketing/Communications, Data & Research, Development, Conference Planning, and/or Learning Collaborative groups at state and national levels.

Qualifications:

- Demonstrated expertise and experience in Board member's own professional discipline
- Knowledge of and commitment to the mission and programs of the WCN
- Knowledge and ability to implement Future of Nursing™ Campaign for Action Recommendations.
- Ability to work on a team
- **Adequate time availability**

Guidelines for Serving as Board Director for Wisconsin Center for Nursing

WCN board meets by conference call or in-person a total of four-six times per year. Conference call meetings will be two- three hours in length. In-person meetings will be approximately 4-5 hours in length. Conference line participation is available. In addition, there may conference call meetings for various projects or committees. To assist in calendar planning, board meeting dates are established a year in advance.

- Each board member will be expected to serve on at least one standing committee, goal action team or ad hoc committee.
- A board member will act as the chairperson of all committees and/or action teams with the Executive Director as staff.
- In-person board meetings are commonly held at the Wisconsin Nurses Association Office in Monona WI. (Madison).
- Board members appointed by nursing organizations serve as a representative of their respective organization and expected to communicate about WCN activities to the organization as well as share pertinent information re: the organization to WCN.
- Organizations with members on the board will be expected to support their members in attending meetings.
- Depending on available resources, WCN will make every attempt to support board members with no organizational support for expenses to attend board meetings. The WCN board will request whenever possible, employers support employees who are board members.

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