

VOLUNTEER LEADERSHIP OPPORTUNITIES



Sigma Theta Tau International
Honor Society of Nursing®

***IF YOUR ACTIONS INSPIRE OTHERS
TO DREAM MORE, LEARN MORE,
DO MORE AND BECOME MORE,
YOU ARE A LEADER — JOHN QUINCY ADAMS***

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GENERAL QUALIFICATIONS

Individuals who hold these positions must be active members. Ideally, these members would have been actively involved in the honor society and have previous leadership service in STTI and in other organizations including non-nursing groups. Candidates are required to:

- Demonstrate an understanding of and knowledge of the honor society mission, values, and initiative priorities.
- Effectively conduct, facilitate, and participate in groups.
- Demonstrate the ability to act as spokesperson/ambassador, both verbally and in writing.
- Demonstrate problem-solving and policy-governance experience.
- Have experience in fiscal oversight, such as planning and critiquing investments, financial statements, and audits.
- Have time to fulfill the obligations of the office.
- Be willing to actively demonstrate and pursue philanthropy on behalf of the honor society.
- Work cooperatively with the chief executive officer and board of directors.

PRESIDENT-ELECT

This officer serves a two-year term. The president-elect assumes the presidency at the end of his or her term. This individual is required to:

- Learn the work of the president.
- Represent the president and STTI as needed.
- Serve as a member of the Executive Committee and the Corporate Audit and Accountability Committee.

VICE PRESIDENT

This officer serves a two-year term. The vice president performs the duties of the president in his or her absence. In the event that the president vacates office during his or her term, the vice president assumes the presidency until the House of Delegates meets. This individual also serves as a member of the Executive Committee.

SECRETARY

This officer serves a four-year term. The secretary serves as the corporate secretary for the honor society and fulfills all duties authorized by the STTI board of directors. This individual is required to:

- Serve as a member of the Executive Committee.
- Ensure the maintenance and accuracy of corporate meeting minutes.
- Establish a quorum at the House of Delegates.
- File reports to the membership on behalf of the STTI board of directors.
- Act as chair of the Resolutions Advisory Council and present resolutions to the House of Delegates.
- Prepare the official record of the House of Delegates.
- Follow up on official communications of the House of Delegates actions.

DIRECTORS-AT-LARGE

This board member serves a four-year term. The directors provide expertise in policy, governance, deliberate issues before the board, and exercise and engage in decision making that is beneficial to the whole of the honor society. These individuals are required to:

- Prepare adequately for, attend, and participate in board meetings.
- Participate in conferences, the biennial convention, telephone conference calls, and other programs.
- Serve as appointed to various board committees, subcommittees, and task forces.
- Serve as representatives and/or liaisons of the board as appropriate.
- Support majority decisions.
- Respect the interest of all people STTI serves.
- Keep certain information confidential.
- Focus on the mission of the honor society.
- Consider driving and restraining forces that affect the honor society's future.

REGIONAL CHAPTERS COORDINATING COMMITTEE (RCCC) CHAIR

This board member serves a two-year term. The RCCC chair provides leadership that enhances and advances the development of regional leaders in fulfilling the purpose of the honor society and serves as a voting member of the STTI board of directors. The chair works in conjunction with honor society professional staff and serves as a liaison between the STTI board of directors, honor society professional staff, and RCCC members. It is preferred that the chair has knowledge and leadership experience in STTI and in program and chapter development. He or she must be able to lead committees and should have proven success with strategic planning. This individual is required to:

- Consult honor society professional staff in preparing the agenda for each RCCC meeting.

- Lead RCCC conference calls and ensure that they focus on identifying regional trends, best practices in supporting chapter leaders, and strategic thinking.
- Work with each regional coordinator to establish regional priorities for his or her region.
- Confer with each regional coordinator about regional programs and future directions.
- Serve as chair of judging committees for awards as necessary.
- Submit a written report to the STTI board of directors prior to each meeting.
- Attend STTI board of directors meetings.
- In partnership with honor society professional staff, monitor and evaluate chapter activities and progress and make recommendations to the STTI board of directors as appropriate.

GOVERNANCE COMMITTEE

This office serves two- and four-year terms. There are seven committee members: two from the previous committee, two who serve a four-year term, and three who serve a two-year term. The Governance Committee oversees bylaws and eligibility issues. This group is required to:

- Make recommendations for bylaws changes.
- Oversee issues of member and chapter eligibility.
- Evaluate chapter and charter amendment applications.
- Act as a resource for STTI on matters including bylaws and eligibility governance.

LEADERSHIP SUCCESSION COMMITTEE (LSC)

This office serves two- and four-year terms. There are 10 committee members: three from the previous committee, three who serve a four-year term, and four who serve a two-year term. The LSC develops members in leadership roles, selects nominees, and prepares the biennial ballot. This group is required to:

- Educate members in and about organizational leadership roles.
- Mentor members to assume organizational board of directors and officer positions at all levels of the organization.
- Prepare membership materials for nominations.
- Review and amend campaign procedures and monitor campaigns.
- Act as a resource during delegate and convention briefings.

REGIONAL COORDINATORS (RCs)

The RC serves a two-year term. RCs provide leadership that establishes and maintains networks for communication and sharing among chapters and regional committee members. These individuals serve as members of the RCCC, reporting to the RCCC chair, RCCC members, and the regional committee, and they collaborate with STTI headquarters staff. These individuals are required to:

- Serve as representatives of STTI. This includes acting as a liaison between STTI and chapters and members.
- Facilitate regional connections and collaboration. This includes hosting four to six regional chapter leader calls, webinars, or both each biennium and utilizing the regional officer connect workgroup on The Circle.
- Work with the regional committee. This includes recruiting and leading a regional committee.
- Provide chapter assistance with the development of strategic plans.

LSC CONTACT INFORMATION

LSC members are available to meet with individuals or chapters who want to discuss opportunities for serving as a volunteer leader in the honor society. Contact lsc@stti.org for additional information