

Southwestern Pennsylvania
Organization of
NURSE LEADERS



Board Position Descriptions

If you have any questions, please contact the SWPONL office at swponlassist@gmail.com or 412-344-1414.

All Officers and At-Large Board of Directors

Attend quarterly board meetings or send a written report in advance to Regional Affiliate Chair-elect

Regional Affiliate Chair-elect (previously "President-Elect" title; one [1] position available)

Reports to the Chair

Serves a total of three years: one-year as Regional Affiliate Chair-elect, then succeeds to Chair for one year, then succeeds to Past-Chair for one year

Summary of Essential Job Functions

- Perform all duties and assume all responsibilities of the Chair in the absence or incapacity of the Chair
- Direct the Board of Director's strategic long-range planning activity
- Chair the Committee on Bylaws
- Approve the Annual Budget and financial planning

Secretary/Treasurer

Reports to the Chair

Serves a two year term

Summary of Essential Job Functions

- manages the finances and financial records of SWPONL and may permit an outside accountant to maintain the records under the Secretary/Treasurer's purview;
- perform duties as may be ordered by the Board of Directors.;
- assists with the preparation and submits an Annual Budget for review by the Board of Directors.;
- manage the funds of the Organization as prescribed by the Board of Directors.;
- serves as the designated Parliamentarian.

Director-at-Large

Reports to the Chair

Serves a three-year term

Summary of Essential Job Functions

- Carry on the business of the organization
- Establish rules and procedures for the Board and organizations
- Approve reports, resolutions or actions of officers and commissions
- Approve the annual budget
- Review and revise long-range planning activities