

AWHONN Armed Forces Leadership Team

The leadership team possesses a proven ability to lead and inspire others to join in a shared vision for the section. The team facilitates the establishment of the mission, purpose, and goals for the section, the section priorities, and policies and expectations of the section. Via effective leadership and sound management of the section, group cohesion will be fostered. In addition, the leadership team will be knowledgeable of professional and military issues that affect the mission, purpose, and activities of the section.

Requires two-year commitment for section chair and secretary/treasurer, and three year commitment for individual section coordinators and membership.

Time commitment: Highly encouraged to participate in January weekend AWHONN Leadership Conference funded by the individual or if available, section funding; commitment to attend National AWHONN convention and Armed Forces Section meeting funded by the section or the individual's facility; 1-2 conference calls per year; and several hours per month reading/responding promptly to emails for section business.

Duties of Section Chair

Preside at section meetings and meetings of the section coordinating team

Serve as chair of the section coordinating team

Coordinate section activities and monitor chapter activities

Provides leadership to enable the section to perform core program and fiscal functions as defined by the Board of Directors

Provides for orientation and recognition of section and chapter leaders

Submits periodic reports on section program and fiscal activity to the AWHONN Board of Directors as requested

Appoints, with section coordinating team approval, other section leaders as necessary to carry out the functions of the section

Oversees section website and listserv

Supervises section level awards program to include Junior Nurse and Advanced Practice Nurse

Coordinates section Awards of Excellence program to include supervising package scoring, submitting nomination letter to AWHONN, and award announcement

Perform all other duties usually associated with the office of Chair

Ensure section compliance with AWHONN requirements and policies

Serve as section Nominating Committee chair in year following term as section chair

Duties of Section Secretary-Treasurer

Assist the section chair

Preside at section meetings and meetings of the section coordinating team

Ensure meetings are conducted according to Robert's Rules and keep meeting minutes

Manage section funds, including funds from chapters/section activities

Prepare annual section operating budgets for Finance Committee review and Board of Directors approval

Establish an efficient record-keeping system that allows for orderly retention and quick retrieval of information, and ensures transfer of records to new leaders when they assume office

Submit financial reports to headquarters as required

Assists Section Chair with oversight of section website and listserv

Supports Section Chair with section Awards of Excellence program to include package scoring, writing/submitting nomination letter to AWHONN, and award announcement

Provide regular budget updates to section website and listserv

Perform all other customary duties of the office and other duties as assigned

Ensures section compliance with AWHONN requirements and policies.

Serve as member of section Nominating Committee in year following term as secretary-treasurer

Duties of Army, Navy and Air Force Section Coordinator

Assist the Section Chair and Secretary Treasurer

Preside at section meetings

Provide support to service specific chapters and assists with chapter development

Assists Membership Coordinator with maintenance of active membership list and active chapter list for each service.

Support service specific activities such as chapter meetings

Coordinate service specific Junior Nurse of the Year awards program to include supervising package scoring and award announcement

Acts as liason to Section Chair and Secretary-Treasurer for Awards of Excellence

Provide regular service specific updates to section website and listserv

Act as co-chair with Section Chair for annual meeting (rotating yearly position between Navy, Air Force and Army)

Ensures section compliance with AWHONN requirements and policies.

Perform all other customary duties of the office and other duties as assigned