

2.3 – President	Original Date/Revisions:	03/2015; 07/2017; 01/2020; 06/2021; 04/2023
	Policy Group:	Board of Directors
	Next Review:	04/2025
Purpose:	The SPN President serves as the Chief Elected Officer. They represent the best interests of the Society and the best interests of pediatric nursing. They serves in a capacity of personal leadership in the motivation of other Board members, committee Chairs and members, and staff. During their term in office, they direct the affairs of the Society in keeping with the goals and objectives established by the Board of Directors. They shall be the spokesperson for the Society.	
Policy:	The SPN President serves as a member of the Board of Directors and is elected by the membership as stated in the bylaws.	
Guidelines:		
1. Serves as the Chief Elected Officer of the Society, presides at all meetings of the Board of Directors, and has oversight of all agenda materials. 2. Communicates activities of the Society to members of the Board of Directors, committee Chairpersons, and association members. 3. Coordinates publication of organizational goals and objectives annually. 4. Reviews and ensures compliance of policies and procedures and takes necessary action when non-compliance is recognized. 5. Responsible for the general strategic correspondences of the organization. 6. Coordinates function of the Board of Directors, journal/newsletter editors, committee Chairpersons, task force Chairpersons, all contracted services, and management staff. 7. Upholds and monitors outcome of the Board of Directors decisions. 8. Along with the Secretary, reviews minutes of the Board of Directors and other meetings held by the Society prior to general distribution. 9. Coordinates negotiations between SPN and any other agencies as appropriate (including the management company). 10. Responsible for conducting the Annual Business Meeting. 11. Serves as ex-officio member or advisor to all committees unless otherwise specified by the Bylaws or delegated to other Board Members. 12. With Executive Committee approval: a. Appoints Chairperson and members of special task forces and subcommittees of SPN. b. Appoints Board Liaisons for all committees, task forces and other groups/individuals as needed. c. Creates and/or dissolves committees in accordance with the Bylaws.		

- d. Signs, executes, and monitors all contracts as needed.
 - e. May cancel any activity when situation and advice warrant.
- 13. Delegates responsibilities when appropriate.
- 14. Together with the Board, evaluates current governmental, societal, economic, and practice trends and needs of the Society with respect to impact on growth, organizational structure, level of volunteerism, general nursing issues and changing outside influences.
- 15. Together with the Board, evaluates and determines long-range planning, leadership conference, and/or annual strategic planning needs.
- 16. Maintains ongoing communication with the Pediatric Nurses Certification Board and the Journal of Pediatric Nursing.
- 17. Works in conjunction with the Executive Director on the day-to-day activities as needed.
- 18. Contributes “President’s Message” to the SPN newsletter and JPN as required.
- 19. Reviews Organizational Chart annually with Executive Director and President-Elect.
- 20. Mentors the President-Elect to ensure a smooth transition.
- 21. Serves on the Executive Finance and Executive Committees.
- 22. Facilitates Organizational Priorities review at each in person Board meeting to evaluate progress toward strategic goals and to evaluate the performance of contracted individuals, volunteer leaders, and the leadership team members (Management and Board).
- 23. Presents year-end report during the Annual Business Meeting focusing on the organization’s accomplishments toward strategic plan goals.
- 24. Annual Conference:
 - a. Prepares Welcome presentation for the Annual Conference.
 - b. Works with Executive Director to organize onsite one-on-one meetings as needed.
- 25. Attends meetings as the official SPN representative. President may assign a designee to attend meetings, if appropriate. Meeting attendance is determined by the annual budget and may include, but not limited to, meetings held by the following:
 - a. American Nurses Association (ANA)
 - b. NAPNAP
 - c. JPN Editorial Meetings
 - d. National Student Nurses Association (NSNA)

e. Nursing Organizations Alliance (NOA)

f. Other representative travel as deemed appropriate by the Board to meet or further the goals of the Society.

26. Assumes responsibilities as designated in Policy 2:1.

2.7 – Role of Secretary	Original Date/Revisions	09/2013; 03/2015; 07/2017; 01/2020; 06/2021; 04/2023
	Policy Group:	Board of Directors
	Next Review:	04/2025
Purpose:	Define the role of the SPN Secretary.	
Policy:	The SPN Secretary serves as a member of the Board of Directors and is elected by the membership as stated in the bylaws.	
Guidelines:		
1. Assures accurate recording of the minutes and meeting summary of all Board of Director (BOD) meetings, Annual Business Meeting and conference calls. 2. Calls roll at the Board meetings and during conference calls to document a quorum. 3. Serves as a member of the Executive Finance and Executive Committees. 4. Serves as Board Liaison to the SPN e-News Editor. 5. When requested, assists the President in preparing agendas for the Board meetings. 6. Advises the Board of proper parliamentary procedure in accordance with <i>Robert’s Rules of Order</i>, when needed. 7. Reviews and works with the National Office to ensure all policies are kept up to date and reviewed on a set schedule. Serves as Chairperson of the Bylaws and Policies task force, when applicable. 8. Serves as liaison to <i>Journal of Pediatric Nursing</i> editors (clinical and column editors) and: a. Contributes in the solicitation of articles, as needed. b. Maintains the JPN Editorial calendar. Sends out quarterly updates to the calendar. 9. Completes other duties as assigned by the President and Board. 10. Assumes responsibilities as designated in Policy 2.1.		

2.8 – Role of Director	Original Date/Revisions:	09/2013; 03/2015; 07/2017; 01/2020; 06/2021; 04/2023
	Policy Group:	Board of Directors
	Next Revision:	04/2025
Purpose:	Describe the role of the Director.	
Policy:	SPN Directors serve on the Board of Directors and are appointed by the membership, per the Bylaws.	
Guidelines:		
Board of Directors: • The SPN Board shall be comprised of five director positions who are elected by the membership per policy 6.0 and SPN Bylaws. ○ One Director position shall represent members who serve at the pediatric nursing bedside and will be called the Clinical Director. ○ One Director position shall represent members who are new to the profession with less than five years of experience and shall be called the Emerging Professional Director. ○ The remaining three director positions shall represent the diverse population of SPN membership and demonstrate SPN leadership Competencies.		
Responsibilities of the Directors: 1. Completes duties as assigned by the President and Board of Directors. 2. Assumes responsibilities as designated in Policy 2.1.		

3.6 – Nominating Committee

Original Review: 11/2014; 11/2016; 04/2019; 6/2021; 04/2023

Policy Group: **Committees**

Next Review: 04/2025

Purpose: To recruit and prepare a ballot of appropriate candidates for ratification by the Board of Directors and to encourage and foster leadership development.

Policy: Identifies roles and responsibilities of the committee.

Guidelines:

Qualifications

Both Chairperson and committee members shall be appointed in accordance with the Bylaws (as listed below).

A. Chairperson

- The immediate past President will serve as Chair of the Nominating Committee.

B. Committee Members

- Meet requirements in outline in bylaws.
- May not serve as an officer or member of the Board.
- Elected by the membership.

Responsibilities

A. Chairperson

1. Reviews Willingness to Serve forms for elected position or membership on the Nominating Committee.
2. Coordinates verification of current membership and credentials of all candidates.
3. Coordinates scheduling of ballot conference call with members and staff.
4. Submits slate of candidates with a short portfolio on each to the Board of Directors for ratification prior to distribution to the membership.
5. Notifies President, candidates, and Nominating Committee members of election results within 72 hours of notification of ballot tabulation by the National Office.
6. Facilitates orientation of new committee members.
7. Maintains minutes of all committee meetings and ensures that copies are sent to the SPN National Office.

B. Members

1. May use the Willingness to Serve form and other networking opportunities to identify and recruit potential candidates for elective offices.
2. Review all candidates thoroughly and provide a recommendation for the election slate.
3. Complete other duties as assigned.

C. Committee Work Year Schedule

1. Yearly appointment begins at the start of the Annual Conference and ends at the start of the next Annual Conference.
2. January – April: Collect Willingness to Serve forms, potentially interview future candidates at the Annual Conference through information conversations, and also recruit candidates onsite.
3. May – June: Call for Leadership opens in May and closes in June. Candidates state interest to the Nominating Committee through one-on-one interviews with all potential candidates prior to sending them the candidate packet.
4. If necessary, Nominating Committee may extend Call for Leadership into July.
5. July and August: Nominating Committee members complete scoring ~~teet~~on each potential candidate and submit to National Office for blinded scoring summary. A conference call is held to review the blinded summary and to finalize the ballot.
6. September to October: Ballot is submitted to the Board of Directors as an agenda item for ratification at the Fall Board of Directors Meeting.
7. November: Annual elections are run through the National Office.

Structure and Tenure

The Nominating Committee shall consist of four members, three of whom are elected (1 odd year and 2 even years). Nominating Committee members shall serve no more than two consecutive two-year terms, unless Board approved. The Immediate Past President shall serve one, two-year term.