

OAAPN Officer Nominations

Eligibility

- *Active regular members in OAAPN*
- *Trustees hold office beginning the first day of January of election year for two years*
- *Regular Board of Trustees meetings will occur three (3) times per year. A trustee member in good standing, must attend two (2) of the three (3) meetings, fewer than (2) at the discretion of the Executive Board.*

Nomination Process

- *OAAPN members are encouraged to nominate themselves for consideration as candidates for OAAPN Board of Trustees*
- *All incumbent officers eligible to re-run must submit forms and complete the full nomination process*

Application

To apply for consideration as a candidate for the OAAPN Board of Trustees Ballot, please complete the online nomination form and forward it with a picture (if available) by deadline.

President Elect (3 year commitment)

1. Serves as Nominations Chair
2. Serves as a member of the Executive Committee
3. Serves on the Statewide Meeting Committee
4. Serve as President 2nd year and Past-President 3rd year (see below)

President

The President shall be the principal executive officer of the Corporation and shall, in general, supervise and control all of the business and affairs of the Corporation. The President shall preside at all meetings of the members and of the Board of Trustees. Unless a regular member thereof, the President shall be an ex—officio member of all committees created by resolution of the Board of Trustees or these regulations. The President may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Trustees, any deeds, mortgages, bonds, contracts, or other instruments that the Board of Trustees have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Trustees or by these regulations or by statute to some other officer or agent of the Corporation. The President shall perform or delegate the following duties:

1. Provide Board of Trustee group leadership
2. Prepare all meeting agendas
3. Chair all trustees, executive and other organizational meetings
4. Review the financial ledger of the Corporation at the end of the Treasurer's term of office and/or yearly.
5. Delegate group function/business as deemed necessary
6. Prepare the President's report for each meeting, each newsletter, and at the end of the President's term of office.
7. Attend and represent, or appoint another person to represent this Corporation at community, professional and political activities as deemed necessary.
8. Keep all officers and appointees informed of Corporation activities.
In general, the President shall perform all the duties incident to the office of President and such other duties as may be assigned to him/her by the Board of Trustees.

Past- President

1. Serves as chair of the Statewide Meeting committee
2. Serves as chair of the finance committee
3. Serves as member of the Executive committee
4. Conducts meetings of the Board of Trustees when the President is absent.
5. Gives advice and counsel to the current President,

Secretary (2 year commitment)

The Secretary shall perform the following duties:

1. Enter the minutes of the meetings of the members and of the Board of Trustees in one or more books provided for that purpose.
2. See that all notices are duly given in accordance with the Code of Operating Regulations or as required by law.
3. Be custodian of the corporate records and of the seal of the Corporation.
4. Where applicable, see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these regulations.
5. Have access to all members' database information.
6. Secure facilities and food for Board of Trustees meetings, excluding the annual retreat.
7. Maintain a list of upcoming meetings and notify the Board of Trustees of times and location.
8. File all documents, legal and otherwise, pertaining to the business of the Corporation.
9. Serves as member of the Executive Committee

In general, the Secretary shall perform all the duties incident to the office of Secretary and such other duties as may be assigned to him/her by the President or by the Board of Trustees.

Treasurer (2 year commitment)

If required by the Board of Trustees, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board of Trustees shall determine. The Treasurer shall perform the following duties:

1. Have charge and custody of and be responsible for all funds and securities of the Corporation.
2. Serve as a member of the Finance Committee
3. Oversee financial duties of the Business Administrator
4. Ensure financial ledger is complete and that annual tax returns are filed.
5. Report quarterly to the Finance Committee and to the Board of Trustees on financial status of the Corporation.
6. Serves as members of Executive Committee

In general, the Treasurer shall perform all the duties incident to the office of Treasurer and such other duties as may be assigned to him/her by the President(s) or by the Board of Trustees.

Reimbursement Chair (2 year commitment)

1. Assemble and review relevant information dealing with direct reimbursement and compensation of advanced practice nurses.
2. Make reports and recommendations to the Board of Trustees and members regarding reimbursement relevant information at a minimum of four times a year.
3. Network with other organizations and/or parties interested in the same reimbursement issues.

4. Advocate for legislation, regulation and/or policies, both state and national, that mandate insurance companies to include APNs as credentialed providers and to reimburse APNs on par with physicians.
5. Write and publish the Reimbursement Guidelines for APNs in the State of Ohio, revising and updating as necessary, approximately every 2 years.
6. Communicate with membership through the reimbursement column in the quarterly OAAPN Challenge newsletter.
7. Provide requested information and assistance to OAAPN members upon request via phone, email or in-person consult.
8. Update the reimbursement section of the OAAPN website on a regular basis.

Communications Chair (2 year commitment)

1. Supervise the OAAPN website and the website coordinator.
2. Supervise the OAAPN newsletter (The Challenge) and the newsletter editor.
3. Create, review or revise materials intended for the public and professional community through a various means of media.
4. Create, review or revise press releases for the media
5. When possible, serve as spokesperson, or arrange for spokesperson for newsworthy Advanced Practice Nurse issues

Legislative Chair (2 year commitment)

1. Assemble and review relevant information dealing with state and national laws and current legislation concerning advanced practice nurses.
2. Make reports and recommendations to the Board of Trustees and members regarding corporate activities in these areas.
3. Network with other organizations and/or parties interested in the same issues.
4. Implement legislative concepts.
5. Proceed in introduction and monitoring new legislation thru the Ohio Legislative process to develop legislation that impacts on improved APN practice opportunities in Ohio.
6. Monitor the OAAPN PAC and select APN friendly legislators to donate to and from the PAC fund.
7. Implement "APN DAY AT THE STATEHOUSE" every 2 years

Education - Continuing Education Co-Chair (2 year commitment)

1. Insure Continuing Education Provider Unit process is followed
2. Assist with regional and other OAAPN contact hour applications as needed
3. Insure summation evaluations of individual educational activities are completed and retained for six years
4. Serve on State Wide Planning Committee

Education - University Liaison Co-Chair (2 year commitment)

1. Establish collaborative relationships with Universities in endeavors of interest to Advance Practice nurses.
2. Coordinate with representatives of universities on issues pertinent to advanced practice nurses across Ohio
3. Maintain/update Directors/coordinator's of Advanced Practice Nurse's programs across Ohio
4. Coordinate the Abstract Presentations for the Statewide Meeting.
5. Supervise ad-hoc Scholarship and Awards Committee

Regional Coordinator (2 year commitment)

- Coordinate and plan regional meetings at least four times a year.