



OSGNA™

The Scope

GET INVOLVED WITH SGNA!

SGNA 2023-2024 Nominations

Nominations - Now Open!

Please use this form if you are interested in nominating someone, or yourself, for a regional position (President Elect, Secretary, Treasurer, Historian, or Education/Legislation Designee). A description of each role and corresponding expectations is available on the pages that follow.

The deadline for national nominations is November 4th 2022. Please complete this form and e-mail to president@osgna.org

Name: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

City: Click or tap here to enter text. **State:** Click or tap here to enter text. **Zip:** Click or tap here to enter text.

Work Phone: Click or tap here to enter text. **Home/Cell Phone:** Click or tap here to enter text.

Preferred E-mail: Click or tap here to enter text. **Alternate E-mail:** Click or tap here to enter text.

Elected Positions- check the SGNA position that would be of interest to you or your nominee.

- President Elect
- Secretary
- Treasurer
- Historian
- Education/Legislation Designee

Please write 3-5 sentences why you or your nominee would serve well in this position:



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+ **SGNA Leadership Position: President-Elect**

- Making a six-year commitment, the President-Elect serves a two-year term and automatically becomes President upon completion of that term for another term of two years.
- (The President-Elect will assume the Presidency to complete an unexpired term in the event of a vacancy in the office of President.)
- Following the scheduled two-year term as President, this individual serves two years as Immediate Past President.

Eligibility:

- Voting or life member of SGNA;

Responsibilities and Duties of the President:

- The President-Elect serves as an understudy to the President, whose duties are:
- Serve as official representative and spokesperson of the Society; communicating the Society's mission, goals and positions to its various publics;
- Preside at all meetings of the Board and the Society;
- Monitor emerging issues and evaluate the Society's activities in relation to the needs of the members;
- Mentor the President-Elect and other SGNA leaders;
- Write columns for SGNA News and other publications as needed.

Time Commitment: Estimated minimum of 24hrs/year:

- Minimum 8hrs/yr attending quarterly meetings, completing follow-up, and prep for next meeting
- Minimum 12hrs/yr attending set up of annual conference and attendance at annual conference.
- Minimum 4hrs/yr contributing to membership growth, region support, and participation in board activities

General Leadership Characteristics:

- Is committed to and enthusiastic for the mission, goals and strategic plan of the Society;
- Inspires confidence and support among the leaders and motivates others to take constructive action;
- Is fair, open minded and objective; utilizes appropriate information and sound judgment to formulate Board policy and make decisions;
- Is organized and meets timelines;
- Communicates clearly and positively;
- Is effective in public appearances and public speaking;
- Willingly sacrifices spare time, weekends and non-working hours to accomplish the goals of the Society;
- Retires gracefully at the completion of the term of service.
- Willing to travel



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+SGNA Leadership Position: Treasurer

- The Treasurer works closely with the Board and SGNA Headquarters staff in preparing and executing financial policy for the Society.
- The Treasurer is elected to a two-year term.

Eligibility:

- Voting or life member of SGNA;

Responsibilities and Duties of the Treasurer:

- Serves as the financial representative of the Society.
- Assists in the direction of all financial affairs.
- Serves as the Chair of the Budget, Finance and Audit Committee for the term of office.
- Monitors financial activity, investments, income and expenses on a monthly basis in conjunction with SGNA Headquarters staff.
- Advises the Board of Directors regarding investments, reimbursements and the development of financial policy.
- Presents quarterly financial reports to the Board.
- Presents audited financial reports to the membership at the Annual Business Meeting.
- Serves as a resource person for the Board and Regional Societies regarding financial matters of the Society.

Time Commitment: Estimated minimum of 24hrs/year

- Minimum 8hrs/yr attending quarterly meetings, completing follow-up, and prep for next meeting
- Minimum 12hrs/yr attending set up of annual conference and attendance at annual conference.
- Minimum 4hrs/yr contributing to membership growth, region support, and participation in board activities

General Leadership Characteristics:

- Demonstrates sound judgment.
- Supports and monitors the Society's mission and goals.
- Communicates the mission and goals to other publics.
- Inspires confidence, respect, trust and support among peers.
- Collects facts and understands the issues before making decisions.
- Is open-minded and objective.
- Organized and meets timelines.
- Communicates clearly and positively.
- Willing to travel



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+SGNA Leadership Position: Secretary

- A member of the Board of Directors, the Secretary works closely with the Board to record the actions of the Board, maintain its standing rules and the Society's bylaws.
- The Secretary is elected to a two-year term.

Eligibility:

- Voting or life member of SGNA;

Responsibilities and Duties of the Treasurer:

- Serve as a resource to Board members and Regional Societies regarding standing rules and bylaws;
- Support and monitor the Society's mission, goals and positions; communicate the Society's mission, goals and positions to its various publics;
- Evaluate the Society's activities in relation to the needs of the members;
- Identify information required to make sound decisions on Society policies, programs and activities;
- Read and respond to all Board correspondence as necessary in a timely manner;
- Attend all meetings of the Society;
- Write articles for SGNA News as needed and requested;

Time Commitment: Estimated minimum of 24hrs/year

- Minimum 8hrs/yr attending quarterly meetings, completing follow-up, and prep for next meeting
- Minimum 12hrs/yr attending set up of annual conference and attendance at annual conference.
- Minimum 4hrs/yr contributing to membership growth, region support, and participation in board activities

General Leadership Characteristics:

- Is committed to and enthusiastic for the mission, goals and strategic plan of the Society;
- Inspires confidence and support among the leaders and motivates others to take constructive actions;
- Is fair, open minded and objective and utilizes appropriate information and sound judgment to formulate Board policy and make decisions;
- Is organized and meets timelines;
- Communicates clearly and positively;
- Willingly sacrifices spare time, weekends and non-working hours to accomplish the goals of the Society.
- Willing to travel



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+ **SGNA Leadership Position: Historian**

- A member of the Board of Directors, the Historian works closely with the Board to record the actions of the Board, maintain its standing rules and the Society's bylaws.
- The Historian is elected to a two-year term.

Eligibility:

- Voting or life member of SGNA

Responsibilities and Duties of the Historian:

- Serve as a resource to Board members and Regional Societies regarding standing rules and bylaws;
- Support and monitor the Society's mission, goals and positions; communicate the Society's mission, goals and positions to its various publics;
- Evaluate the Society's activities in relation to the needs of the members;
- Manage and produce society's website, newsletters, and photographs
- Attend all meetings of the Society;
- Write articles for SGNA News as needed and requested;
- **Maintain and to continue to collect and curate files, photographs and any other important documents from current and past OSGNA events.**
- Compile a record of the council's activities for the benefit of current and future members

Time Commitment: Estimated minimum of 24hrs/year

- Minimum 8hrs/yr attending quarterly meetings, completing follow-up, and prep for next meeting
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General Leadership Characteristics:

- Is committed to and enthusiastic for the mission, goals and strategic plan of the Society;
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- Is fair, open minded and objective and utilizes appropriate information and sound judgment to formulate Board policy and make decisions;
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+ **SGNA Leadership Position: Education/Legislation Designee**

- A member of the Board of Directors, the Education/Legislation Designee works closely with the Board and SGNA Headquarters staff to maintain its standing rules and the Society's bylaws.
- Understands and identifies with SGNA programs, projects and operations through a strong background in participation in offices/committees/task forces at the regional and/or national level; familiarity with SGNA Board's policies and procedures; participation in SGNA's educational and legislation directives
- This is an elected to a two-year term.

Eligibility:

- Voting or life member of SGNA;

Responsibilities and Duties of the Historian:

- Serve as a resource to Board members and Regional Societies regarding standing rules and bylaws;
- Support and monitor the Society's mission, goals and positions; communicate the Society's mission, goals and positions to its various publics;
- Evaluate the Society's activities in relation to the needs of the members;
- Explores information required to make sound decisions on Society policies, programs and activities;
- Reads and responds to all Board correspondence as necessary in a timely manner
- Attend all meetings of the Society;
- Write articles for SGNA News as needed and requested;

Time Commitment: Estimated minimum of 24hrs/year

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