

## MNA-District 5

### OPEN POSITIONS – 2018

The MNA-District 5 is seeking nominations from all the Registered Nurses in Prince Georges and Montgomery counties for following positions:

- Board of Directors (2)
- President
- President-elect
- Secretary
- Programs Committee Chair

Serving on the MNA-District 5 provides a unique opportunity to interact with other nursing professionals and promote scholarship, advocacy and professional advancement for our constituents. The newly elected officers and directors of DNA 5 will assume their duties immediately following their election. For more information about the MNA-District 5 please refer to our website at [www.md5nurse.com](http://www.md5nurse.com) You can nominate yourself or someone else by **February 28<sup>th</sup> 2018**. Please submit nominations to Carol Holness at [carolj17@verizon.net](mailto:carolj17@verizon.net)

Please use the following format with your nomination:

Name:

Position Desired:

Contact Information: (email or cell)

Brief Biography: (work history, education, current position etc.)

### **Description of Position Responsibilities**

**Board of Directors:** (Two positions for a two-year term)

#### ***Responsibilities***

- a. Exercise the corporate responsibility and fiduciary duties of DNA 5 consistent with applicable provisions of law.
- b. Provide for implementation of actions and directives of the membership within prescribed statutory responsibilities.
- c. Establish policies and provide for the transaction of business and coordination of DNA 5 activities in the interim between annual membership meetings.
- d. Provide for the adoption of financial policies, adoption of the budget for DNA 5, and an annual financial review of books and records. A statement of the current and complete financial status of the DNA 5 will be provided to the membership annually and to MNA.

- e. Establish committees as necessary to implement its functions.
- f. Make appointments and fill vacancies as necessary and as provided for in these Bylaws.
- g. Provide for DNA 5 representation at meetings of voluntary organizations, public or governmental agencies upon request and as deemed appropriate.
- h. Determine the date, registration fee, and location of the annual District 5 membership meeting.
- i. Assume such duties as may be prescribed elsewhere in DNA 5 Bylaws and by the membership.

**The following positions are for a two-year term**

**President:**

*Responsibilities*

- a. Serve as chairperson of the Board of Directors.
- b. Be the principle representative of the DNA and serve as its spokesperson on policy and position established by the Board of Directors.
- c. Preside at all meetings of DNA 5.
- d. Serve as ex-officio member of all committees except the Committee on Nominations.
- e. Annually appoint committee chairpersons with the approval of the Board of Directors.
- f. Attend meetings of the district Presidents of the MNA.
- g. Prepare the Annual District Report for the MNA.

**President-elect: (one-year term)**

*Responsibilities*

- a. Assume all duties of the president in the absence of the president.
- b. Become president for the remainder of the president's unexpired term in the event that a vacancy occurs in the office of the president

**Secretary:**

*Responsibilities:*

- 1) Keep minutes of all meetings of this DNA and the Board of Directors.
- 2) Conduct general correspondence of this DNA and the Board of Directors.
- 3) Provide for the maintenance of all DNA meeting minutes and related documents in a place/manner accessible to DNA Board members.

**Committee on Programs:**

***Responsibilities:***

- a. Plan and implement programs for DNA 5.
- b. Collaboratively arrange programs with other DNA's or agencies.
- c. Assist, as needed, with the MNA Annual Membership Meeting.
- d. Coordinate annual Nurses Week activities.