

**Western Institute of Nursing**  
**INFORMATION ABOUT TERMS, ELIGIBILITY**  
**AND DUTIES OF OFFICE FOR 2008 ELECTIONS**

**BOARD OF GOVERNORS:**

**President-Elect**  
**Secretary-Treasurer**  
**Governor Representative of Nursing Education**  
**Governor Representative of Nursing Practice**

**NOMINATING COMMITTEE**

**Position #1**

**BOARD OF GOVERNORS - GENERAL**

The members of the Board of Governors shall be the officers of the organization and shall have all of the powers and duties ordinarily exercised by officers of a non-profit corporation. Members of the Board are also members of the Member Assembly. Duties include fiscal and budget matters, determining the hour and place of the meeting of the Member Assembly, making recommendations to the Member Assembly and performing such other duties as are specified in the Bylaws. Candidates should be aware that the Board is expected to focus on fiscal stability, including increasing/procuring fiscal resources required for WIN's future; strategic plan implementation; and organizational sufficiency over the next four years.

The Board has been meeting in person three times per year, with one meeting held in conjunction with the annual Member Assembly. The Board conducts business by email and phone conference calls as needed. The current Board has scheduled an hour-long phone conference call during selected months between the in person meetings. At the present time, Board members are reimbursed according to current policy for attending meetings of the Board, but not for the meeting associated with the Member Assembly.

WIN is incorporated as a non-profit in the State of Oregon. The Office of the Attorney General publishes a document entitled, "A Guide to Non-Profit Board Service in Oregon." The document identifies the roles of Board members:

- The principal role of the Board is stewardship of the organization. The Board is ultimately responsible for the management of the affairs of the organization. This requires active participation. If members do not have the time to regularly participate, they should not agree to serve on a Board.
- The Board must insure that the organization is operated for a charitable/public purpose. It may not be operated for private benefit.
- One of the most important roles of a Board is to keep the resources and efforts focused on the organization's mission. Therefore, Board members must have an understanding of WIN's programs, people and resources that are available to achieve its goals. As a start, every Board member should be familiar with WIN's Articles of Incorporation and Bylaws.
- The Board is not expected to manage the day-to-day activities of the organization. The Board hires a chief executive officer (Executive Director) and oversees that person's work to ensure that the organization is fulfilling its mission.

WIN will assist new Board members with an orientation to the role, rights and responsibilities of a Board member under Oregon law.

**PRESIDENT-ELECT (ELECT 1)**

TERM OF OFFICE: 4 years (2 years as President-elect followed by 2 years as President).  
ELIGIBILITY: Must be an individual member, and must reside in one of the states designated by the Board of Governors as being in the western region.  
DUTIES: Serves as a member of the Member Assembly and of the Board of Directors.  
Responsible for carrying out the duties of office listed in the WIN Bylaws.  
Becomes President in the event of a vacancy in the office.

**SECRETARY-TREASURER (ELECT 1)**

TERM OF OFFICE: 3 years  
ELIGIBILITY: Must be an individual member, and must reside in one of the states designated by the Board of Governors as being in the western region.  
DUTIES: Serves as a member of the Member Assembly and of the Board of Directors.  
Responsible for carrying out the duties of office listed in the WIN Bylaws.

**GOVERNOR REPRESENTATIVE OF NURSING EDUCATION (ELECT 1)**

TERM OF OFFICE: 3 years  
ELIGIBILITY: Must be an individual member from a nursing education program that is a member agency and must reside in one of the states designated by the Board of Governors as being in the western region.  
DUTIES: Serves as a member of the Member Assembly and of the Board of Directors.  
Responsible for carrying out the duties of office listed in the WIN Bylaws.

**GOVERNOR REPRESENTATIVE OF NURSING PRACTICE (ELECT 1)**

TERM OF OFFICE: 3 years  
ELIGIBILITY: Must be an individual member from a nursing practice organization that is a member agency and must reside in one of the states designated by the Board of Governors as being in the western region.  
DUTIES: Serves as a member of the Member Assembly and of the Board of Directors.  
Responsible for carrying out the duties of office listed in the WIN Bylaws.

**NOMINATING COMMITTEE, POSITION #1**

TERM OF OFFICE: 3 years  
ELIGIBILITY: Must be an individual member.  
DUTIES: Selects candidates for the Board of Governors and the Nominating Committee from among qualified members of the organization. Prepares and presents a slate of candidates to the Member Assembly. Serves as Committee Chair, 2009 – 2010.

**Submit completed Nomination Forms so they are received in the WIN office no later than  
5:00 PM on Monday, December 10, 2007.**

**WIN NOMINATIONS**

FAX: 503-494-3691; or for US Postal or Express Mail Service to:  
Western Institute of Nursing, SN-4N  
3455 SW Veterans Hospital Road  
Portland, OR 97239-2941