ORGANIZATION OF NURSE LEADERS OF NEW JERSEY

POLICY: Committee Expectations and Leadership Roles

This policy supersedes the committee policy established in January 2012.

There may be other committees convened in accordance with the bylaws.

**ONL NJ Committees and purpose:**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>1. Finance</td>
<td>To ensure financial viability by committing to explore innovative sources of revenue and connecting them to the financial imperatives and strategic initiatives of each committee.</td>
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<td>2. Education</td>
<td>To develop educational programs for current and future nurse leaders that support ONL NJ strategic initiatives.</td>
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<td>3. Research</td>
<td>To assess, develop, implement and evaluate evidence based strategies that support ONL NJ’s five initiatives.</td>
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<td>4. Advocacy</td>
<td>To influence and have a measurable impact on healthcare policy in New Jersey.</td>
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<tr>
<td>5. Marketing/Public Relations/ Membership</td>
<td>To develop and execute a comprehensive marketing plan for ONL NJ to accomplish the strategic initiatives. To focus on increasing membership and engagement across the healthcare continuum.</td>
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<td>6. Mentorship</td>
<td>To facilitate career development for personal and professional growth for all ONL NJ members across the healthcare continuum.</td>
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<td>7. Informatics</td>
<td>To provide a forum for sharing best practices and managing information technology in healthcare.</td>
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**Committee Structure**

Committee leaders are appointed by the Executive Committee of the Board of Trustees.

Each committee is assigned two co-chairpersons and one Board liaison, unless one of the chairpersons is a Director of the Board.
Guiding principle:

For the strength of the organization, we should provide opportunity for engaged members to be leaders within ONL NJ. Consistent with the ONL NJ mentoring philosophy, the committee co-chairs should look to their committee members to identify their successors.

Guidelines:
- Term limit for committee co-chairs is two years consistent with strategic planning cycle.
- Alternate chairpersons such that an experienced co-chair has one year working with a new co-chair to mentor them as they transition into the role. Co-chairs begin their terms in alternating years.

Board Liaison

The Board liaison is a current member of the Board of Directors. The liaison is responsible to ensure that the committee’s goals and objectives are aligned with the strategic plan.

Role:
- Provide leadership and support to the committee co-chairs to meet the annual goals and objectives.
- If the committee has questions for the Board’s approval or consideration, the Board liaison brings them to the Board and then provides timely feedback to the committee.
- The liaison will bring any concerns regarding the performance of the committee chair to the Board for their consideration.
- In collaboration with the co-chairs, reports committee progress to the Board.

Chairpersons

Role:
- Establish the goals of the committee with the members in January to present to the Board for review at their first meeting.
- Post the committee goals at each meeting, and document in the minutes the progress toward the goals.
- Work with the executive director in preparing agenda and setting time frames.
- Facilitate meetings and encourage participation among all members.
- Monitor that all committee members are actively participating in the work of the committee and bring any concerns to the attention of the liaison and executive director.
- Review participation and attendance with the executive director and liaison and send attendance letters as needed.

Committee Members

Expectations:
- Members must attend at least 50% of meetings.
- In-person attendance is always recommended, but attendance requirements can be fulfilled by conference call or other electronic means.
Committees should meet 6 times per year as per the bylaws. At least two of those meetings should allow for in-person attendance. The other four meetings may be scheduled as conference calls. Additional meetings may be added at the discretion of the committee co-chairs, and the format of those meetings—in-person or conference call—may also be determined by the committee co-chairs.

New members are expected to review and become familiar with the attendance policy and agree to actively work with the committee.

Approved: March 5, 2012
Revised: May 11, 2015

Patricia Steingall, RN, MS, NE-BC

Revised: June 29, 2017

Maria Brennan, DNP, RN, CPHQ