

**WSGNA**  
**Leader Position**  
**President-Elect; President; Past-President**

Making a three-year commitment, the president-elect serves a one year term and automatically becomes president upon completion of that year or a vacancy in the office of president. Following the year of president, this individual serves as immediate past president.

***Eligibility:***

- Voting member of WSGNA for the past two consecutive years prior to nomination
- Background in management, organizational skills desired
- Familiar with WSGNA bylaws
- Current board member or a prior board member who has served on the board as an elected member within the past 5 years.

***Responsibilities and Duties of  
The President-Elect:***

- Attendance is expected at all meetings of the Regional Society and all Regional Society board meetings
- Shall automatically accede to the presidency when the Regional Society's President's term ends.
- Shall become acting WSGNA President and assume the duties of the office in the event of the President's absence, disability, or resignation.
- Shall serve as an advisory member without vote on WSGNA standing and special committees and shall also perform such duties as may be delegated by the WSGNA President, or the WSGNA Board of Directors.
- Attends the annual fall SGNA Leadership meeting in Chicago.
- Attends the annual SGNA education course and the House of Delegates meetings with the WSGNA President.

***The President:***

- Attendance is expected at all meetings of the Regional Society and all Regional Society board meetings
- Serves as official representative and spokesperson of the regional society
- Presides at all meetings of the Board of Directors and regional society.
- Works closely with the SGNA and the regional board members to manage the affairs of the regional society.
- Mentors president-elect and other WSGNA leaders.
- Serves as an ex-officio member of standing and special committees except for Nominations and Elections.
- Appoints all committee chairs and members for the presidential year (except nominations and elections) with the approval of the Board.

- Submits reports of presidential activities to the Board of Directors at every board meeting.
- Submits an annual report of the regional society to the regional society and SGNA Board of Directors.
- Writes columns for WSGNA Newsletter (Presidential Message).

***The Past President:***

- Attendance is expected at all meetings of the Regional Society and all Regional Society board meetings
- Shall automatically accede to the past presidency when president's term ends.
- Shall become Chair of the scholarship committee for WSGNA and assume the duties of annual review and revision of the scholarship policies and procedures as well as review of candidate applications and notification for scholarship awards.
- Serves as educational liaison to the Board of Directors. This includes collaboration on any educational efforts sanctioned by the Board of Directors. Examples include regional and multi-regional offerings. Shall mentor and communicate with the planning committee members for regional conferences and report progress to the Board of Directors.
- Serves as mentor to the president, providing leadership, support, and counsel as needed.

***Time Commitment:*** May be as much as 4-8 hours a week depending on the business of the regional society. Travel may be 11-14 or more days per year to Regional events, National Educational Conference, multi-regional event, leadership conference, 4-6 business meetings. Timely response to board of director email communications.

***General Leadership Characteristics:***

- Committed to and enthusiastic about the mission statement, goals, and strategic plan of the regional 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.
- Organized and able to meet timelines.
- Communicates clearly, effectively, and positively; is an effective and confident public speaker.
- Communicates effectively with individuals in small groups.

***Travel:***

In both the president and president-elect terms, travel to represent WSGNA before its various publics may include:

- SGNA Annual Course/House of Delegates Meeting (7-8 days)
- Regional Society Spring and Fall Courses with Business Meetings (2-4 days)
- Board of Director Business Meetings (4-6 times a year; one day each time)
- Multi-Regional Educational Conference (3 days)
- Leadership Conference (2 days) for the President-Elect

During the Past-President term, travel to represent WSGNA may include:

- Regional Society Spring and Fall Courses with Business Meetings (2-4 days)
- SGNA and Multi-regional conferences optional
- Board of Director business meetings (4-6 times a year; one day each time)
- Travel to one or two planning committee meetings with the hosts of both the Regional Spring and Fall WSGNA Courses, serving as the liaison to the Board of Directors.

***Reimbursement:***

***President-Elect***

- WSGNA reimburses expenses related to Board of Director meetings (including but not limited to mileage and accommodations based on half of double occupancy room rate).
- Expenses for transportation (airfare, mileage, etc.), hotel (based on half of double occupancy), and early bird registration for the SGNA National Conference/House of Delegates attendance.
- Fall SGNA Leadership Conference in Chicago; mileage and hotel based on double occupancy.
- Regional conferences: hotel based on half of double occupancy and mileage (registration is waived as a board member).
- Multi-Regional: hotel based on half of double occupancy, registration, and mileage.
- Postage, copying/materials, phone.

***President***

- WSGNA reimburses expenses related to Board of Director meetings (including but not limited to mileage and accommodations based on half of double occupancy room rate).
- Expenses for transportation (airfare, mileage, etc.), hotel (based on half of double occupancy), and early bird registration for the SGNA National Conference/House of Delegates attendance.
- Regional conferences: hotel based on half of double occupancy and mileage (registration waived as a board member).
- Multi-Regional conference: hotel based on half of double occupancy, registration, and mileage

- Postage, copying/materials, phone.

### ***Immediate Past-President***

- WSGNA reimburses expenses related to Board of Director meetings (including but not limited to mileage and accommodations based on half of double occupancy room rate).
- Up to \$1000 per calendar year as an educational stipend to include registration, transportation, hotel, and mileage (double occupancy), expenses for attendance at regional, multi-regional, and SGNA national conferences of member's choice.
- In the event that the SGNA annual course is chosen, monies may be distributed prior to the event.
- All monies not used to be kept in the treasury.
- Up to 4 meetings per year (2 for each conference) with planning committees of regional Spring and Fall conferences—mileage and hotel (based on half of double occupancy) if necessary
- Postage, copying/materials, phone
- One year membership renewal as a parting gift from WSGNA in recognition of service and commitment to the organization.

Revised: 1/19/05, 11/01/08

Revisions approved by WSGNA Board of Directors 11/1/08