



# Roles and Responsibilities

## Leadership Committee Members

### Summary

The Leadership Committee is a standing Committee of the Connecticut Nurses' Association (CNA.) According to the CNA bylaws, the Leadership Committee shall develop members in organizational leadership roles and organizational positions across the span of their careers, mentor members to assume organizational board and officer and committee positions at all levels of the organization.

### Membership

The Leadership Committee shall consist of five (5) elected members

- Even years, 3 members elected
- Odd years, 2 members elected

### Duties

The Committee assumes the duties specified in the bylaws as well as other duties as the Board may determine.

1. The committee shall select nominees and prepare the ballot from those who have submitted their qualifications and written consent to serve if elected.
  - a. The ballot will be sent to the Board of Directors at least 45 days prior to a scheduled election.

Election Schedule

    - Even years, President-elect, Treasurer
    - Odd years, Vice President, Treasurer, Membership Assembly Representative
  - b. The ballot shall be published at least 30 days prior to the Annual Business Meeting.
  - c. The Leadership Committee members shall not be eligible for any elected CNA office of the current ballot, but may be eligible for the position of ANA Membership Assembly Representative
2. Committee shall run the annual Awards nominations and selections
  - a. Request for Nominations April – June
  - b. Review and selection of winners – July/August
  - c. Slate of award winners presented to the board for Approval August
  - d. Make calls to winners and nominators
  - e. Work with designated CNA staff to coordinate communications
3. Each standing committee is responsible for electing a chair from among their membership, who becomes a member of the CNA Board of Directors. Vacancies in the chair shall be filled within 30 days.
4. Each standing committee shall present a report to the business meetings of the Board of Directors and an annual report to the membership at the annual business meeting.
5. Each committee prepares, reviews and makes recommendations regarding policies corresponding to its area of responsibility for Board of Directors approval

### Term of Service

- two (2) years