

Bermuda Nurses Association Nomination form for Executive Committee 2012 - 2013



I _____ agree to stand for election for the position indicated below. I have read the description of this role and understand that if elected I will be required to attend meetings at a minimum of a monthly basis. I also understand that failure to do so on three or more occasions would result in my being replaced by the Executive Committee.

Signed _____

Date _____

Nominated by _____

Seconded by _____

Position to stand for

President 1st Vice President

2nd vice President Treasurer

Recording Secretary Corresponding Secretary

*Member at Large (x5)

Also sitting on the committee as an officer will be the Nurse of the year. *The Nurse Intern representative is a member at large and is an elected position. The Ex-Officio is also considered a member at large.

I wish to stand for election for the aforementioned position because

Please enclose a short bio and a picture for publication on the slate.

Please see page 2 for submission details

**Please return nomination form to Synda Perry no later than
24th December 2012. Electronic submission is preferred to
scook@northrock.bm . Paper submissions may be sent to**

Synda Perry

Bermuda Nurses Association

PO Box 1466

Hamilton HM FX

Bermuda

***Submissions that have not been both nominated and seconded
will not be considered valid.***

Duties of the Officers

a) President

1. Shall preside at all meetings of the Association and Executive Committee.
2. Be ex-officio member of all committees.
3. Generally supervise and direct the work of the Association, it's Officers and Committees, and perform all duties incidental to the office.
4. Shall sign and execute jointly with the Treasurer all contracts entered into by the Association as well as documents, which, by law, require their joint signature.

b) 1st Vice President

1. In the absence of the President, the 1st Vice President shall assume all responsibility and duties otherwise performed by the President.
2. The 1st Vice President shall be a member of the Professional Development Committee.
3. The 1st Vice President shall be ready to perform any duties that the President shall, from time to time, delegate.

c) 2nd Vice President

1. The 2nd Vice President shall assist the President and 1st Vice President in the discharge of their duties, and shall assume the duties of the President or the 1st Vice President in their absence.
2. The 2nd Vice President shall be a member of the Committee on Public Relations.
3. The 2nd Vice President shall be ready to perform any duties that the President shall, from time to time, delegate to her.

d) Recording Secretary

1. Shall keep a correct record of proceedings of all meetings of the Association and of the Executive Committee.
2. Shall keep a record of names and addresses of all members of the Association.
3. Shall prepare the Annual Report and within one month of the Annual General Meeting deliver to her successor all books pertaining to this office.

e) **Corresponding Secretary**

1. Shall deal with the Association's correspondence.
2. Shall send out notices to members informing them of meetings at least seven (7) days in advance, (with the exception of the AGM for which members will receive thirty days notice) stating time, date, place and business of such meetings.

f) **Treasurer**

1. The Treasurer shall collect all dues, subscriptions and moneys due to the Association.
2. Shall pay all debts of the Association as authorized by the Executive Committee.
3. Shall keep a correct record of all receipts and disbursements of the Association and pay only such accounts as are countersigned by the President.
4. Shall receive and deposit funds in bank designated the by Association.
5. Shall make at the Annual General Meeting a full report of the receipts and expenditure and, within one month of the Annual General Meeting, deliver to her successor all books pertaining to this office.

g) **Members-at-Large**

1. Participates as a member of the Executive Committee attending monthly meetings and special meetings, as scheduled.
2. Represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.
3. Conducts projects to further the goals of the organization or to develop services for the membership. Serves as chair of any ad hoc committee formed to develop these projects.

h) **Nurse Intern Liaison**

1. The nurse needs to be an active member of the BNA and a nurse intern at the time of election.
2. Shall act as an advocate for Nurse Interns.
3. Shall advocate and liaise with student nurses from Bermuda.

4. Shall participate or have a representative from their group participate in sub-committees as required by the BNA Byelaws.