

BOARD OF DIRECTORS POSITION DESCRIPTIONS

Position	Responsibilities	Eligibility	Application Process
President	<ul style="list-style-type: none"> • Represents the Council as and when required to do so by the board of directors. • Calls meetings by teleconference or in person to facilitate the business of the Council, not less than four times per year. • Preside at all board meetings of the Council and preserve order. • Assist the secretary in preparing agenda items for all meetings. • Act as a leader and professional role model to members and the board. • Make statements to the media on behalf of the Council on international issues. • Assist in the development and publication of position statements on neonatal issues. • Present a report at the annual general meeting of the Council. • Sign and countersign, as the case may be, all instruments to which the president's signature is requisite. • Upon the confirmation of the minutes, sign the minutes. • Entitled to one vote, or in the case of an equality of votes, a second vote • Serve on subcommittees of the Council as required. 	<ul style="list-style-type: none"> • Financial member of COINN (Individual member or member of an affiliated association). • Must have prior national committee/board experience and have served on the COINN board for a period of at least 12 months. • Member in good standing. • Demonstrated leadership ability at National level. • Capacity to meet obligations and time commitments for the duration of the term of office(minimum one year). 	<ul style="list-style-type: none"> • This position will be open to appointment from members of the board after serving in office for a period of 1 year in the capacity as a non-office holder. • Nominee to complete a nomination form for office holder director to the COINN board form signed by the applicant and nominated by and seconded by members of the serving board; and address the candidate question/s.
Vice President	<ul style="list-style-type: none"> • Attend all meetings and teleconferences. • Perform the duties of the President in the absence of the President. • Preside at any meeting in the absence of the President. • Perform the duties of the Treasurer in the absence of the Treasurer. 	<ul style="list-style-type: none"> • Financial member of COINN (Individual member or member of an affiliated association). • Must have prior board experience or have served on the COINN board for a 	<ul style="list-style-type: none"> • This position will be open to appointment from members of the board after serving in office for a period of 1 year in the capacity as a non-office holder.

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	<ul style="list-style-type: none"> Serve on subcommittees of the Council as required. 	<p>period of at least 12 months.</p> <ul style="list-style-type: none"> Member in good standing. Demonstrated leadership ability at National level. Capacity to meet obligations and time commitments for the duration of the term of office (minimum one year). 	<ul style="list-style-type: none"> Nominee to complete a nomination form for office holder director to the COINN board form signed by the applicant and nominated by and seconded by members of the serving board; and address the candidate question/s.
Secretary	<ul style="list-style-type: none"> Principal administrative officer of the Council and as such must keep minutes of: <ol style="list-style-type: none"> all appointments of office-bearers and non-executive directors of the board, and the names of members of the board present at a board meeting or a general meeting, and all proceedings at board meetings and general meetings (ensuring minutes are signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting). Arrange meetings of the board and membership in consultation with the President. Attend all board meetings Conduct the Council correspondence. 	<ul style="list-style-type: none"> Financial member of COINN (Individual member or member of an affiliated association). Must have prior board experience or have served on the COINN board for a period of at least 12 months. Member in good standing. Capacity to meet obligations and time commitments for the duration of the term of office (minimum one year). 	<ul style="list-style-type: none"> This position will be open to appointment from members of the board after serving in office for a period of 1 year in the capacity as a non-office holder. Nominee to complete a nomination form for office holder director to the COINN board form signed by the applicant and nominated by and seconded by members of the serving board; and address the candidate question/s.
Treasurer	<ul style="list-style-type: none"> Principal financial administrator and as such must ensure: <ol style="list-style-type: none"> that all money due to the Council is collected and received and that all payments authorised by the Council are made, and 	<ul style="list-style-type: none"> Financial member of COINN (Individual member or member of an affiliated association). 	<ul style="list-style-type: none"> This position will be open to appointment from members of the board after serving in office for a period of 1 year

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	<p>(b) that correct books and accounts are kept showing the financial affairs of the Council, including full details of all receipts and expenditure connected with activities of the Council.</p> <ul style="list-style-type: none"> • Attend each board meeting and provide a written report of the current financial status of the Council. • Manage bank accounts and investment accounts, providing recommendations to the national executive on such investment accounts. • Prepare and submit a statement of receipts and expenditure to an auditor annually. • Prepare and submit a statement approved by the auditor to the Annual General Meeting. • Prepare and advise the board on a projected budget for the next year at the committee meeting immediately preceding the AGM. 	<ul style="list-style-type: none"> • Must have prior board experience or have served on the COINN board for a period of at least 12 months. • Member in good standing. • Capacity to meet obligations and time commitments for the duration of the term of office (minimum one year). 	<p>in the capacity as a non-office holder.</p> <ul style="list-style-type: none"> • Nominee to complete a nomination form for office holder director to the COINN board form signed by the applicant and nominated by and seconded by members of the serving board; and address the candidate question/s.
<p>Non-office holding Directors</p>	<ul style="list-style-type: none"> • Attend all meetings and teleconferences. • Assist in the development and publication of position statements on neonatal issues. • They do not necessarily represent the voice of the national association in which they might be a member. Represent the voice of neonatal nurses and healthcare workers caring for newborns at an international level. • Anticipate good communication COINN messages directly with association • Advocate for COINN 	<ul style="list-style-type: none"> • Financial member of COINN (Individual member or member of an affiliated association). • Experience of sitting on national association executive • Preferred to have prior board experience. • Member in good standing. • Capacity to meet obligations and time commitments for the duration of the term of office (minimum one year). 	<ul style="list-style-type: none"> • Nominee to complete a nomination form for office holder director to the COINN board form signed by the applicant and nominated by and seconded by members of the serving board; and address the candidate question/s.

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<p>Chief Executive Officer (CEO)</p>	<ul style="list-style-type: none"> • Responsible for working with the board for strategic planning and to carry out the day to day operations of the Council • Represents the Council as and when required to do so by the board of directors. • Make statements to the media on behalf of the Council on international issues. 	<ul style="list-style-type: none"> • Strategic & business experience • Demonstrated leadership ability at International level • Policy and/or legislative experience • Established International networks • Marketing experience • Capacity to commit to the time required to fulfil the role 	<ul style="list-style-type: none"> • Public call for applications • The position and incumbent will be reviewed by the board annually.
<p>Chief Financial Officer (CFO)</p>	<ul style="list-style-type: none"> • Responsible for working with the board to maintain fiscal health of the Council. • Work strategically with the board for investment and revenue streams 	<ul style="list-style-type: none"> • Financial experience at National or International financial level • Experience with Not for Profits • Experience with working with taxation laws/departments and auditors • Work strategically with the board for investment and revenue streams • Capacity to commit to the time required to fulfil the role 	<ul style="list-style-type: none"> • Public call for applications • The position and incumbent will be reviewed by the board annually.