

ABOUT THE Nurses Foundation of Wisconsin, Inc BOARD OF DIRECTORS

The Board of Directors is the governing body of the Foundation that exercises corporate responsibility and the fiduciary duties of NFW. It is made up of four officers (President, Vice President, Secretary, and Treasurer) and one up to five directors (One is a WNA Board member, and one is a WNA Education, Practice/Quality and Research Council member). The NFW Board shall meet two times per year for business meetings.

NFW BOARD OF DIRECTORS – Vice President

Role: Collaborates closely with the NFW President in leading the Nurses Foundation of Wisconsin. The President-Elect serves as an officer on the NFW Board of Directors and serves as Chair in the absence of the President.

Qualifications:

1. Member of WNA.
2. Will complete full term of office.
3. Demonstrate adherence to NFW's purposes and goals.
4. Experience as a group leader with skills in group process, problem solving, policy formation, conflict management, working with the media; knowledge of foundation function.

Responsible To: NFW Board of Directors.

Term of Office: Is elected in even numbered years by the Board at its annual meeting for a two (2) year term as Vice President. No officer shall serve more than four successive terms in the same office.

Responsibilities:

1. Assumes duties as delegated by the President.
2. Serves as member of the Executive Committee.
3. Represent NFW at designated meetings.
4. Participates in Board deliberations and seeks additional information as needed.
5. Review and signs Statement of NFW Board Member Conflict of Interest annually.

Basic Function: The Vice President primary responsibility is to support and work closely with the President in advancing the goals and purposes of the Foundation.

Time Commitment:

1. Attends all meetings of the Board of Directors and Executive Committee, approximately 6 meetings per year, 2 to 4 hours per meeting.
2. Review and be knowledgeable of all board related materials prior to board meeting, usually requires one hour.
3. Member of NFW committee, task force, and ad hoc meetings, approximately six per year at one hour each.
4. Meeting format may fluctuate between in-person and virtual.

NFW BOARD OF DIRECTORS - Treasurer

Role: Demonstrate adherence to NFW's purposes and goals and is representative of the general attitude and values of the Foundation. Willing to complete full term of office and actively participate in Executive Committee, Board of Directors, and other meetings as requested. Have interest and commitment to learning NFW budget policies and procedures and other financial aspects of importance to the Foundation.

Role: The Treasurer provides leadership for the Nurses Foundation of Wisconsin as a member of the Board of Directors, specifically regarding financial implications of endeavors designed to meet the needs of the foundation.

Qualifications:

1. Member of WNA.
2. Support of NFW's purposes and goals as a representative of the Foundation.
3. Willing to complete full term of office and actively participate in Executive Committee, Board of Directors, and other meetings as requested.
4. Interest and commitment to learning NFW budget policies and procedures and other financial aspects of importance to the Foundation.

Responsible To: NFW Board of Directors.

Term of Office: Is elected in odd numbered years by the Board at its annual meeting for a two (2) year term as Vice President. No officer shall serve more than four successive terms in the same office.

Basic Function: The Treasurer, in consultation with the President, Executive Director, and the contracted accounting firm representative, shall be responsible for monitoring the fiscal affairs of the Foundation. Treasurer shall provide reports and interpretation of the Foundation's budget and financial condition to the Board of Directors.

Responsibilities:

1. Collaborates with the Executive Director, contracted accounting firm representative, and President to develop fiscal year operating budget, monitors and report on status of budget at every Board of Directors meeting, makes recommendations regarding resource investments and provides regular review of NFW policies and procedures that include a fiscal impact.
2. Assures annual filing of reports to the IRS and Wisconsin Department of Financial Institutions, in collaboration with the Executive Director.
3. Assures renewal of annual raffle license with the Wisconsin Department of Administration, Division of Gaming.
4. Prepares for Board meetings by reading materials provided and requests additional information when indicated.
5. Participates in Board deliberations and seeks additional information as needed.
6. Review and signs Statement of NFW Board Member Conflict of Interest annually.

Time Commitment:

1. Attends all meetings of the Board of Directors and Executive Committee, approximately 6 meetings per year, 2 to 4 hours per meeting.

2. Review and be knowledgeable of all board related materials prior to board meeting, usually requires one hour.
3. Member of NFW committee, task force, and ad hoc meetings, approximately six per year at one hour each.
4. Collaborate in meetings with Executive Director, contracted accounting firm representative, and President in annual budget preparation.
5. Meeting format may fluctuate between in-person and virtual.

NFW BOARD OF DIRECTORS –Director-at-large

Role: The individual Board Member serves as a director of the NFW Board of Directors. An individual running for this position may be a community member or a registered nurse who is a member of the WNA. Two members are appointed by the WNA Board of Directors (Tri-Council representative and WNA Board representative). Three members are elected by the NFW Board.

Responsible To: NFW Board of Directors.

Term of Office: The Tri-Council representative and the WNA Board of Directors representative is appointed by the WNA Board annually. One of the Directors is elected in the even numbered years, for a staggered 3-year term, and two are elected in the odd numbered years, for a staggered 2-year term.

The Board of Directors may alter the term to accommodate a rotation of Board members.

Responsibilities:

1. Attends regularly scheduled Board of Directors meetings and special meetings as called by the President.
2. Serves as a director-at-large and performs the duties as outlined in the NFW Bylaws.
3. Prepares for Board meetings by reading materials provided and requests additional information when indicated.
4. Participates in Board deliberations and seeks additional information as needed.
5. Review and signs Statement of NFW Board Member Conflict of Interest annually.
6. The Tri-Council representative acts as a liaison to the WNA Board providing updates to and from for the ongoing work of the NFW and Tri-Council.
7. The WNA Board representative acts as a liaison to the WNA Board providing updates to and from for the ongoing work of the NFW and Tri-Council.

Time Commitment:

1. Attends all meetings of the Board of Directors and Executive Committee, approximately 6 meetings per year, 2 to 4 hours per meeting.
2. Review and be knowledgeable of all board related materials prior to board meeting, usually requires one hour.
3. Attends committee meetings, task force meetings, and or ad hoc meetings as assigned, approximately six per year at one hour each.
4. Meeting format may fluctuate between in-person and virtual.