

Willingness to Serve Form Addendum

Realities of the Volunteer Positions

Updated January 2020

CHAPTER AND AFFILIATE TEAM (CAT)

- Includes recommendation of methods to strengthen and promote chapter growth.
- Assesses chapter viability. Considers conversion from chapter to affiliate, if chapter requirements cannot be met.
- Serve as a resource to chapter presidents and/or chapter leaders regarding membership, revenue opportunities, and educational activities; encourage attendance at Congress, or other NAON events as directed by the NAON Executive Board.
- Serves as consultant for the Chapter requesting inactive status or dissolution processes.
- Maintain contact with chapter leaders in assigned region at least three times annually.
- Identifies chapter members with leadership potential and encourages completion of a Willingness to Serve form. Encourages members to contact the LSC Committee via the National Office or NAON website.
- Requires about 2-3 hours a month.
- Includes conference calls monthly, except December (holiday) and May (Congress).
- May be expected to attend Congress and assist at booth.
- Tenure: Appointed for a two (2) year term with a maximum of two (2) terms, unless extended with Executive Board approval.

NAON EDUCATION COMMITTEE (NEC)

- Work on the development of educational content for NAON's annual Congress and other live conferences.
- Members review podium presentation proposals, and assist with presenter issues.
- Members revise current and develop new educational products and activities based on identified needs of orthopaedic nurses and other health care providers.
- May be asked to write an article for the NAON News.
- Minimum of a Bachelor's degree in nursing, Master's degree preferred
- Requires an average of 5-8 hours a month
- Includes several conference calls.
- Attendance at annual Congress is expected but not mandatory. NEC members who wish to plan Congress (Congress Unit) are required to attend Congress.
- Tenure: Members serve a two (2)-year term; maximum length of consecutive service is four (4) years.

NAON RESEARCH COMMITTEE

- Encourage development of orthopaedic nursing research.
- Evaluate and assess research proposals for use in orthopaedic nursing practice.
- Develop, implement, and evaluate ways for enhancing orthopedic nursing practice and research.
- Collaboration with AIM in identifying practice experts for resource review /development.
- May be asked to write articles for the NAON News.
- Minimum of a Baccalaureate degree in nursing, with Master's degree, DNP or PhD preferred. Candidate with some experience with research is also preferred.
- Time commitment of 4-6 hours a month.
- Includes conference calls.

- Attendance at the annual Congress is encouraged, but not required.
- Tenure: Members serve a two (2)-year term; maximum length of service is four (4) years.

CONGRESS LOCAL AFFAIRS TASK FORCE

- Serve as the ambassadors of the host city
- Members must live in the region where the Annual Congress is to be held.
- May coordinate local charity or cause for attendees to donate to
- May be asked to write an article for the NAON News/onsite materials
- Staff the local affairs booth/table at Congress, assist in answering questions about the host city, possible goody bags for attendees with items relative to the area.
- Requires 2-4 hours a month
- Includes conference calls
- Members are expected act as local contacts for requests to mayor, local convention and visitor's bureau, assistance in contracting local events, additional requests as needed.
- Tenure: Members serve a one (1)-year term based on Congress location.

LEADERSHIP SEARCH COMMITTEE (LSC)

- Responsible for identification of active NAON members who possess the intellectual and behavioral competencies to serve in elected leadership positions.
- Screening and development of candidates into elected positions in the organization, assisting in navigating the election process.
- Responsible for the presentation of the ballot to the Executive Board each fall.
- May be asked to write an article for the NAON News.
- Meet and interview potential candidates at Congress.
- Staff the joint LSC/AIM booth in the Joint Connection at Congress.
- Time commitment of 6-8 hours a month.
- Includes conference calls
- Elected position; Executive Board approved

AIM (ACQUIRING INTERESTED MEMBERS) COMMITTEE

- Meet and screen members at Congress for potential roles in committees.
- Staff the joint LSC/AIM booth in the Joint Connection at Congress.
- Time commitment of 4-5 hours at Congress. No monthly commitment.

ONJ AUTHOR

- Submits a high quality article(s) for publication in the Orthopedic Nurse Journal
- Work closely with the editorial staff and follows the recommendations of the reviewers to improve the manuscript for publication
- The entire publication process may take several months from the time the manuscript is submitted, reviewed, revised and published.
- Collaboration with the editor and reviewer in working on the manuscript.

ONJ EDITORIAL BOARD

- Assisting the journal's editor in the production of bi-monthly publications of NAON's Orthopedic Journal.
- May include the preparation, writing, and editing of manuscripts to improve readability for publication
- Baccalaureate in Nursing required; Master's degree preferred
- Strong customer service skills with excellent interpersonal and problem solving abilities.
- Current knowledge of nursing practice, standards, and current trends
- Works with authors as assigned to prepare review and to enhance manuscripts for publication as requested by editor.
- Strong writing and organizational skills
- Flexible schedules
- Efficiency in time management capabilities including timely response to authors and editorial staff
- Competence with manuscript review, editing, and publishing.

ONJ REVIEWER

- Review manuscripts for accuracy in content, subject matter, readability
- Provide comments to the author within the reviewer guideline of 3 weeks from receipt for revision suggestions
- Strong writing and organizational skills
- Time commitment of 2- 3 hours a month depending on the manuscripts
- Working knowledge of nursing practice, standards, and current trends
- Minimum of a Bachelor's degree in nursing, Master's degree preferred

NAON PRODUCTIONS AUTHOR

- Share knowledge and expertise in given subject in preparation for sale or distribution, such as the clinical practice guidelines, practice points, and teaching manuals.
- Familiarity with subject in order to present the most current content and evidence based practice
- Minimum of Bachelor's in nursing, Master's degree preferred
- Work closely with the director of education to ensure that the product meets guidelines and appropriate format
- Ability to manage time and work within an established time frame
- Strong writing and organizational skills
- Time commitment varies depending on project. The author is expected to consider joining a project team after careful consideration of personal and professional obligations, and not overcommit.

NAON PRODUCTIONS REVIEWER

- Review manuscripts for accuracy in content, subject matter, readability
- Working knowledge of nursing practice, standards, and current trends.
- Objectively review manuscripts, content, offer suggestions for the author.
- Work closely with the director of education to ensure that the product meets guidelines and appropriate format
- Time commitment varies depending on project
- Familiarity with Word document program

ADVANCING THE CAREER OF ORTHOPAEDIC RN'S (ACORN) COMMITTEE

- Focuses on awareness and new ways to target and attract nurses early in their career and/or at the student level.
- Implements activities (i.e. webinars, website resources, mentorships, online education, events, etc...) to engage and attract new nurses.
- Members must be within 5 years of initial licensure.

- Time commitment of 2-8 hours a month
- Includes participating in monthly conference calls and through e-mail as needed.
- Submits stories for NAON News.
- Acts as a focus group when needed for the NAON Executive Board.