



Lead Organization Responsibilities

(Excerpt from NEXus Policies and Procedures Manual)

5. Lead Organization

The NEXus Executive Committee shall approve one (1) NEXus member institution or external agency, such as the Western Institute of Nursing, to serve as the Lead Organization.

a. *Term*

- i. The term of the Lead Organization shall be five (5) years with satisfactory annual performance reviews.
- ii. Except for the first term, the term shall begin at the beginning of the fiscal year.
- iii. The appointment of the Lead Organization may be renewed by the Executive Committee.

b. *Selection*

- i. Request for proposal
- ii. Member institutions or external organizations interested in serving as the Lead Organization shall submit an application to the Chair of the Executive Committee by August 1 in the year prior to the beginning of a new five year term.
- iii. The application shall consist of a plan for:
 1. staff (e.g., Chief Executive Officer, clerical, webmaster, accountant);
 2. financial budget based on total resources available as stated in the Request for Proposal;
 3. office space availability;
 4. computers and web access availability;
 5. the vita or profile of the individual who will serve as Chief Executive Officer; and
 6. other pertinent information that would enhance the ability to perform functions of the NEXus project.
- iv. The officers of the Executive Committee (Chair, Vice Chair, Secretary, and Treasurer) will appoint a committee of three (3) NEXus Executive Committee members to review the applications and make a recommendation to the full Executive Committee at the Annual Meeting. The first term of the Lead Organization may be recommended and approved electronically by the Executive Committee. The Executive Committee will vote to approve the Lead Organization with a majority vote required for selection of the Lead Organization.

c. *Responsibilities of the Lead Organization:*

Note: Although the Lead Organization has oversight over the following and assumes responsibility for these tasks, the following roles shall be specifically determined based on annual budget, and should be shared among NEXus institutions to capitalize on institutional strengths within NEXus and to minimize the cost of central operations. The Lead Organization will employ the Chief Executive Officer.

i. Oversight of Financial Management

1. Collect and expend NEXus funds according to Executive Committee directives;

2. Provide semi-annual statements of income, expenditure, and assets to the NEXus Executive Committee in a form appropriate for audit;
 3. Collaborate with the Treasurer to develop an annual spending plan;
 4. Arrange Treasurer's annual review and recommendation of agreed upon price distribution.
- ii. Manage NEXus Operations
1. Records Repository: Archive NEXus records including minutes, program reports, financial reports, bylaws and inter-institutional agreements.
 2. Develop and maintain NEXus calendar and alert participants to upcoming deadlines.
 3. Assist the Chair in the preparation of the annual NEXus report of accomplishments.
 4. Submit an annual report of Lead Organization accomplishments, including a financial report and budget for next fiscal year, to the Executive Committee.
 5. Maintain a complete collection of publications, presentations, videos, promotional materials and other historic documents about NEXus and its development.
 6. Facilitate and/or coordinate proposal development for external funds.
- iii. Coordinate NEXus Communications
1. Maintain database of names and contact information for Executive Committee members, institutional members, Campus Staff Coordinators, Campus Faculty Coordinators and other relevant institutional administrators.
 2. Coordinate e-mail communications for Executive Committee members and other functional teams (e.g., registrars, graduate deans, financial officers, continuing education directors)
 3. Make arrangements for conference calls as requested by NEXus participants, including Campus Staff Coordinators and Campus Faculty Coordinators.
- iv. Support NEXus governance
1. Maintain written and electronic NEXus documents, such as meeting minutes, and incorporate amendments and other changes approved by the Executive Committee. Post these documents on the NEXus website.
 2. Update and provide current copies of the Bylaws, Policies and Procedures Manual, and other NEXus core documents for use by NEXus members.
 3. Prepare and distribute all notices of meetings either in writing or electronically as directed by the NEXus Executive Committee Chair.
 4. Prepare minutes for review by the Executive Committee Secretary or committee chairs, and distribute copies of the minutes of all meetings to each member of the Executive Committee or respective committee within thirty (30) days following the meeting.
 5. Arrange annual meeting, including site logistics, agenda and meeting document).
 6. Support planning initiatives of the Executive Committee by analyzing data, reviewing relevant publications, and recommending changes in programs, practices, and policies.
 7. Analyze university tuition on an annual basis and provide a summary of findings to the Treasurer and Executive Committee
- v. Support Campus Staff Coordinators, Campus Faculty Coordinators and other institutional participants
1. Coordinate and maintain course catalog website;
 2. Train new Campus Staff Coordinators and Campus Faculty Coordinators;
 3. Support NEXus program initiatives;
 4. Maintain and update enrollment databases for courses and programs;

5. Collect data and compile an annual summary of academic program participant data;
 6. Ensure that programs implement assessment plans and submit annual reports;
 7. Collaborate with programs as directed by the Executive Committee; and Coach faculty interested in developing inter-institutional programs.
- vi. Coordinate marketing efforts for NEXus
1. Maintain and upgrade the NEXus website(s).
 - a. Maintain active links to NEXus Academic Collaborators and NEXus Academic Affiliates.
 - b. Work with program administrative liaisons to keep program information on the website(s) current.
 - c. Work with Campus Staff Coordinators to keep the course catalog information current.
 2. Facilitate marketing campaigns for NEXus programs, including a NEXus program brochure distributed to professional associations and their members, strategically placed ads in professional journals and newsletters, e-mail notices to national listservs, and interest articles distributed to journals and newsletters.
 3. Apply for recognition awards for the work of NEXus members, as appropriate.
- vii. Coordinate evaluation efforts for NEXus.
- viii. Assume other responsibilities as requested by the NEXus Executive Committee and the program administrative liaisons.