

Information for Elected Positions



AMERICAN ACADEMY OF AMBULATORY CARE NURSING

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**VOLUNTEER OPPORTUNITIES FORMS INDICATING YOUR
INTEREST IN RUNNING FOR NATIONAL OFFICE MUST BE
COMPLETED AND RECEIVED BY THE NOMINATING COMMITTEE
NO LATER THAN MAY 31.**

Thank you for your interest in running for an elected position. The purpose of this pamphlet is to inform you of the qualifications and expectations of individuals who hold a national office in AAACN. Please feel free to contact any member of the Nominating Committee if you have further questions:

2013-2014 Nominating Committee

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NOMINATING COMMITTEE

This Nominating Committee is an elected position. It consists of 3 members, a board liaison, and the Immediate Past President as chair. Due to the integral role this committee plays in selecting the future leadership of AAACN, active participation by members is expected and required. Inactive members will be asked to step down from the committee. Selection of candidates is made during the 3 months following the conference.

Committee member responsibilities are:

- ◆Identifies, solicits, and nominates current AAACN members as candidates to run for each elected office.
- ◆Initiates solicitation of candidates for the following year's ballot prior to transferring responsibilities to the new committee at the conference.
- ◆Oversees the annual and any special election processes
- ◆Reviews the annual Awards and Scholarship applications and selects the award recipients.
- ◆Serving on this committee is a **two year commitment**.

Qualifications include:

Active member of AAACN with broad organizational experience, e.g. served on SIGs, committees, task forces, etc. to provide committee members with a general knowledge of the members who are active within the association. Qualified candidates will have the skills to be able to identify leadership qualities in individuals, and be willing to encourage and motivate people to run for office. Committee members must also ensure candidates are qualified and understand the time commitments for each office.

Committee members are expected to attend the conference for a face-to-face meeting which kicks off the work of the committee for the year. Other activities take place via conference call and e-mail.

Time commitments for Nominating Committee positions generally include a total of 8 hours: 4 hours per month-twice a year. On occasion, additional time may be required for special projects.

DIRECTOR

There are 5 Directors serving on the Board of Directors who oversee the business and fiscal management of AAACN. They also provide strategic direction and active leadership for AAACN. A director position involves a three-year term.

Candidates for director will:

- Occupy a leadership role in ambulatory nursing.
- Have been an active member of AAACN for two (2) years preceding the election
- Have a record of participation in AAACN leadership activities, e.g. SIGs, committees, task forces, etc.
- Have attended at least two (2) recent annual conferences.
- Possess good organizational and communication skills.
- Have the ability to meet all director role responsibilities, including attendance at meetings, for the duration of their term.

Time commitments include:

- Preparation for (several hours of reading) and attending two board meetings per term. A 1½ day board meeting is held immediately prior to the annual conference, and one 3-day meeting is held in the Fall at the AAACN National Office in New Jersey,
- Participating in ten monthly, one and one half hour conference calls per **year held during business hours**;
- Attendance at the annual conference and all associated activities,
- Serving as the board liaison to one or more committees or SIGs; and providing leadership for other activities as delegated by the President of AAACN.

Time estimates do not include travel time.

DIRECTOR (continued)

Approximately an additional 6-10 hours per month may be spent on specific board assignments such as, responding to email, reviewing articles, writing charters, performing liaison duties, participating on conference calls, in discussions, and decision making.

Treasurer and Secretary are chosen from the Directors. Each of these roles requires, on average, an additional 1-2 hours per month.

The Treasurer, during budget development process, spends an additional 1-2 hours to review the budget with the Executive Director.

The Secretary reviews minutes which requires, on average, an additional 1 hour per month.

PRESIDENT-ELECT

The president provides the overall leadership for AAACN, and represents the organization to external groups. This role requires a **three year commitment** (one year as President Elect, one year as President, and one year as Immediate Past President).

Qualifications include:

- a. An Active member for two (2) years preceding the election.
- b. Must be a current voting member of Board of Directors or have served on the Board prior to nomination.
- c. Demonstrated leadership in AAACN activities at the national level.
- d. Organizational and leadership skills.
- e. Ability to make time and work commitment to complete Board activities and attend meetings for duration of term.

Time commitments for the president-elect and past-president are essentially the same as the board of directors. During the presidential year, a commitment of **4-8 hours/week** may be required. There are two additional meetings to attend: Nursing Organizations Alliance (NOA) and the ASAE CEO Symposium. These require travel and are generally 2 days in addition to travel time.

The President-Elect and President receive an honorarium.

IF YOU DECIDE TO RUN FOR OFFICE

Notify a member of the Nominating Committee or complete and submit a Volunteer Opportunities form available on the AAACN web site (www.aaacn.org), or at the annual conference. You will be asked to submit a letter of interest, CV/resume, and Volunteer Opportunities form to the committee **by May 31**.

Once confirmed for the ballot, candidates must submit a 250 word or less candidate statement, complete a template indicating AAACN and professional activities, and submit a photo **by August 1**. The information you submit will be contained in the online ballot sent to all members with voting privileges. The ballot is conducted online and opens **November 1** annually. Votes are due **December 6** annually.

Candidates are notified of their win/loss via phone call from the Chair of the Nominating Committee after the results are in. Election results are announced in the January/February issue of *ViewPoint*.



BENEFITS OF SERVING

- Advancement of ambulatory care nursing
- Personal and professional growth
- Open to an array of resources/partnerships/collaborations
- Camaraderie
- Networking

Challenges of Serving

- Learning curve for position
- Time management
(personal and professional)
- Activities may come in spurts, especially in preparation for the AAACN annual conference



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