

AAACN LEADERSHIP SPECIAL INTEREST GROUP (SIG) CHARTER

Goal: To develop and support Ambulatory Care Nurse Leaders

Purpose of the Leadership SIG:

- Promote the leadership role related to Ambulatory Care Nursing consistent with the national practice standards (AAACN standards).
- Foster continuing education specific to leadership, management and administrative issues in the ambulatory arena.
- Develop and support a network for Ambulatory Care Nurses in leadership roles.
- Respond to the changing needs of Leadership SIG members.
- Develop collegial relationships with other professional nursing organizations as well as other SIGS of the AAACN.
- Encourage and mentor publication and presentations within the specialty of Ambulatory Care Nursing.

Vision:

The Leadership SIG is a supportive community that provides for leadership development and mentoring for ambulatory Nurses who are leaders, or aspire to be leaders, The Leadership SIG is a forum for sharing of ideas, forms, policies and procedures, etc. to the fullest extent possible.

Volunteerism: The leaders of the SIG Advisory Board and work group members are volunteers with expressed interest in working with others to promote the purpose, vision and goals of the AAACN Leadership SIG.

Evaluation:

Success of the SIG will be determined by:

- Maintenance of a core group of members to conduct the work of the Leadership SIG
- Evidence of regular communication with SIG members
- Representation of the SIG through Viewpoint, annual conference activities, Community Discussion List, communication and other venues.

Structure:

The Leadership SIG maintains an Advisory Board with a Chair and Chair-elect, Vice Chair(s) and additional appointed members. The AAACN Board of Directors appoints one of the Board members as a SIG liaison to represent SIG interests and needs to the Board.

To maintain consistency and momentum within the leadership structure of the SIG, members who express an interest in becoming Chair will first serve on the Advisory Board for at least one year. After the completion of a one year term, the delegate may advance to Chair-elect. The Chair-elect will apprentice with the Chair to understand the activities, projects and responsibilities of the Chair. The following year the Chair-elect becomes Chair. The current Chair stays on for an additional year as the Vice-Chair; continuing any in-progress projects and providing support to the new leadership. The Vice-Chair may then return to the Advisory Board per their desire. The Leadership SIG Advisory Board seeks to maintain 12 active members.

Chairperson of the Leadership SIG:

- The Chair of the Leadership SIG rotates yearly, but may serve consecutive or multiple terms based on the needs of the SIG.
- The Leadership SIG Chair position is dynamic and focuses on mentorship to promote professional and personal growth among Ambulatory Care Nursing Leaders.
- Roles and Duties of the Leadership SIG Chair:
 - Maintains general leadership/vision for the work activities of the SIG.
 - Establishes annual goals for SIG activities
 - Determines special budgetary needs.

- Assigns leads for special projects.
- Defines networking strategies for SIG members e.g. maintains SIG web page web master assistance, facilitates SIG networking activities at annual conference.
- Monitors the existing SIG Community Discussion list which is a portal for communication among members throughout the year.
- Directs Leadership SIG activities of AAACN during the annual conference, e.g., new member orientation.
- Encourages conference abstract and Viewpoint article submissions.
- Conducts a minimum of four Leadership SIG Advisory Board telephone conferences throughout the year. (Coordinates conference calls and distributes agendas prior to each call,)
- Appoints new members to the Advisory Board in conjunction with other members.
- Maintains a quorum of members from the Advisory Board plus either the Vice-Chair or Chair-Elect of the leadership of the SIG to conduct the business.
- Completes all required AAACN Board Reports on a timely basis.
- Collaborates with the Board Liaison for mentorship, consultation and communication from AAACN Board.
- Automatically becomes the Vice –Chair after tenure as the Chair of the SIG.
- Sends a Welcome Letter to all new members.
- Coordinates the planning of the L-SIG session at the Annual Conference.

Chair-Elect of the Leadership SIG:

- Prepares to serve as chairperson the following year.
- Assists the chairperson with above activities.
- Records minutes for each conference call or designates the task.

Election of the Chairperson of the Leadership SIG:

- The Chair-Elect of the Leadership SIG must have served for at least one year as a member of the Leadership SIG Advisory Board before becoming eligible for the Chair-elect position and assumes the leadership position at the annual meeting
- The Chair-elect serves for one year prior to assuming the Chair.
- Nominations for the Chair-elect may come from the Chair, the current Chair –elect or the Advisory Board and are collected and tallied by the Vice Chair.
- If more than one Advisory Board member expresses interest in the Chair-elect position, an election process will occur within the Advisory Board
- Nominations for the next Leadership SIG Chairperson must be presented to the Advisory Board by October 15th.
- Candidates for the Chair-elect must submit their current CV and a one page proposal to the Chair and all members of the Advisory Board, by November 15th.
- The election is held via a blind survey monkey or anonymous mailing conducted by the Vice–Chair by December 20th.

Vice-chair of the Leadership SIG:

- The Vice-Chair is automatically filled by the previous Chair
- The Vice –Chair position focuses on supporting the current Leadership SIG Chair
- The Vice -Chair:
 - Mentors and supports the general leadership for all the work activities of the Leadership SIG
 - Monitors the existing list-serve, which is a portal for communication among Leadership SIG members throughout the year
 - Encourages the Leadership SIG educational offerings, and the submission of abstracts for the Leadership track sessions for the AAACN annual conference
 - Participates in the SIG activities of AAACN during the annual conference.
 - Assists with selection of new members to the Advisory Board.
 - Automatically becomes a member of the Advisory Board after tenure, if desired.

Leadership SIG Advisory Board:

- This Advisory Board is a supplemental team of Leadership SIG members that support the work of the Chair-elect, Chair and Vice-Chair.
- The Advisory Board is designed to involve new members in the work of the SIG and to provide a balanced approach to projects and work.
- There is no limit to the number of past-chairs that may participate on the Advisory Board
- Each member of the Leadership SIG Advisory Board will sign a “Volunteer Agreement” renewable each year.
- The “Volunteer Agreement” serves as an offer and testament that the Advisory Board member will participate in the activities of the Leadership SIG for the coming year.
- Membership to the Advisory Board does not expire as long as the member continues to be active and supportive of the Leadership SIG each year. (Active is defined as attendance at the annual conference every 3 years and 50% of conference calls).
- New Advisory Board members must demonstrate active participation on the list-serve, Leadership SIG activities, and/or other AAACN initiatives; and are current members of AAACN.
- Participate in the orientation of new Leadership Advisory Board members
- Members of the Advisory Board are presented to the membership at the Leadership SIG meeting held during the AAACN Annual Conference.
- Advisory Board members:
 - Advise, mentor and support the general leadership regarding the work activities of the SIG and AAACN.
 - Assist in monitoring and contribute to the list-serve, which is a portal for communication among Leadership SIG members throughout the year.
 - Participate in the networking activities for the Leadership SIG at the AAACN annual conference.
 - Participate in the SIG activities of AAACN during the annual conference
 - Emeritus Advisory Board members are previous board members that are now retired, but may participate without meeting the expected requirements of other Advisory Board members. They remain on the board until a resignation is tendered.

Ad Hoc Work Groups

- Ad Hoc work groups may be convened based on the needs of the SIG.
- Each Ad Hoc workgroup will contain at least one Advisory Board member for support and direction.
- Members of Ad Hoc work groups are present, past, or potential members of AAACN and are selected by the Chair and/or Board member assigned to lead the workgroup from a cadre of willing volunteers.

Reference:

American Academy of Ambulatory Care Nursing Policy and Procedure [number 7.1]: Special Interest Groups (SIG)

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