2020 Elected Position Job Descriptions

Secretary:
The Secretary, a member of the Board of Directors, is responsible for ensuring that records of meetings of the Fellowship and the Board of Directors are maintained and that members are notified of the annual business meeting and any special business meetings. The Secretary serves a term of two years. The Secretary:

- Serves on the Executive Committee.
- Keeps at the principal office of the Academy Academy of Nursing (Academy) the original or a copy of the bylaws as amended or otherwise altered to date.
- Takes responsibility for the accuracy of minutes taken by staff at all Board meetings. The Secretary records all Executive Committee minutes and transmits them to the office in advance of the next meeting. Minutes record meeting date, time, location, type, attendance, and proceedings.
- Ensures that all notices are duly given in accordance with the provisions of the bylaws.
- Is the custodian of the records and duly executed documents of the Academy, as authorized by law or the provisions of the bylaws.
- Performs all duties incident to the office of the secretary and such other duties as may be required by law, by the Articles of Incorporation, or by bylaws, or which may be assigned to him or her from time to time by the President or Board of Directors.

Board of Directors:
The Board of Directors, the administrative body of the Academy, manages the affairs of the Academy and performs all acts that are necessary to fulfill functions required or permitted by the Articles of Incorporation and the Bylaws.

The Board of Directors decides on questions of policy, provides strategic direction, receives reports of committees, and approves or disapproves their recommendations. The Board of Directors also provides advice and approval or disapproval in regard to committee and chairperson appointments.

The Board of Directors meets monthly either in-person or via electronic means. There are three in-person meetings per year held in Washington, D.C., each approximately 2 days long, as follows:

1. February: Focus on strategic planning
2. June: Focus on strategic orientation, signature initiatives, program award selections, and policy conference planning
3. October: Focus on financial planning and approval of the budget, annual accomplishments, appointment of committee members, and new Board orientation.

In addition, members of the Executive Committee (President, President-elect, Treasurer, and Secretary) are required to participate in monthly one-hour conference calls.

The Board of Directors may remove from office any director who fails to attend more than two consecutive meetings by a two-thirds vote of the Board of Directors.

Members serve for a term of two years; fellows may not serve more than three consecutive terms on the Board or more than two consecutive terms in the same office.
**Individual Board Member and Officer Responsibilities:**

- Follow conflict of interest, ethics, and confidentiality policies.
- Attend all board and committee meetings and functions, such as special events.
- Assist the board in carrying out its fiduciary responsibilities, ensuring adequate financial resources are raised and financial oversight is provided.
- Be informed about and advocate for the organization's mission, signature initiatives, policies, and programs.
- Review agenda and supporting documents prior to board and committee meetings and be fully present at each meeting.
- Serve on, or act as liaison to, committees and expert panels and take on special assignments.
- Make a personal financial contribution, at the President’s Circle level ($1,000) or above, to the organization and participate in securing sources of revenue for the organization.
- Build external relationships with individuals and organizations; while understanding that board members do not serve as a spokesperson for the Academy.
- Suggest possible nominees to the Board of Directors who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the field of nursing.
- Demonstrate good stewardship of Academy resources including staff time.

**Fellow Selection Committee:**
The Fellow Selection Committee reviews and selects candidates for admission as Regular Fellows. The members of the committee are responsible for disseminating information to potential candidates and sponsors regarding procedures and qualifications. The Fellow Selection Committee reviews applications and selects new Fellows in accordance with Article III, Section 3(a) of the bylaws. The committee also reviews application forms, selection criteria, and selection procedures and recommends changes to the Board of Directors. As stated in Article VI, section 3(e) "Members of the Fellow Selection Committee may not sponsor candidates for Fellowship during their terms of office". The majority of the committee’s work takes place February-April via electronic communication and conference calls. Fellow Selection Committee members are required to attend a three-day in person meeting in Washington, D.C., traditionally held the last week of April, to review applications and select Fellows. Members serve for a term of three-years. Fellow Selection Committee members may serve no more than two consecutive terms.

**Nominating Committee:**
The Nominating Committee is a critical resource in identifying and recruiting members for the Board of Directors, the Ethics Committee, the Nominating Committee, and the Fellow Selection Committee and in cultivating officers for the Board. It is the Nominating Committee’s responsibility to ensure that it is considering a diverse pool of highly qualified, candidates and that there is a full slate for all positions on the ballot. The Nominating Committee receives input from the Immediate Past-President regarding the current goals and priorities for the Academy Board. The majority of the committee’s work takes place January-May via electronic communication and conference calls. Members serve for a term of two-years. No member of the Nominating Committee may stand for elective office during his or her term on the committee.
**Ethics Committee:**
The Ethics Committee conducts fact finding in response to a reported ethical infraction by a Fellow, including reviewing evidence of the infraction and the response from the accused Fellow; and making a report to the President regarding the infraction for further action. Members serve terms of three-years. Two members are elected. The Board of Directors shall select the committee’s chair from among the committee’s members. Members may not serve on the committee for more than two consecutive terms. The Ethics Committee is convened only when necessary.