



Open Positions

President-Elect (1 to be elected, 2-year term)

Treasurer (1 to be elected, 2-year term)

Board Members (3 to be elected, 2-year term)

Fellow Selection Committee (4 to be elected, 3-year term)

Nominating Committee (3 to be elected, 2-year term)

Position Descriptions

President-Elect

The President-Elect, a member of the Board of Directors, is responsible for supporting the President in fulfilling the Academy's mission and vision. The President-Elect serves a term of two years.

The President-Elect:

- Understands the responsibilities of the President and be able to perform these duties in the President's absence or at the President's discretion.
- Serves on the Executive Committee.
- Serves as an Academy official representative or spokesperson at the direction of the President.
- Carries out special assignments as requested by the President.
- Serves as a member of the Finance Committee.
- President-Elect moves into the President role after their 2-year term as President-Elect.

Treasurer

The Treasurer, a member of the Board of the Directors and Chair of the Academy's Finance Committee, is responsible for monitoring the fiscal affairs of the Academy and reporting on the Academy's financial condition to the Fellowship and Board of Directors in accordance with established accounting best practices. The Treasurer serves a term of two years.

The Treasurer:

- Serves on the Executive Committee.
- Ensures that the organization has adequate operational reserves and leads discussions for financial opportunities.
- Ensures the organization is not subject to unnecessary financial risk.
- Manage, with the finance committee, the Board's review of and action related to the Board's financial responsibilities.
- Work with the chief executive to ensure that appropriate financial reports are made available to the Board on a timely basis.
- Present the annual budget to the Board for approval.

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 virtually or in-person. There are three, longer-format (two-days) meetings annually, which are typically held in February, June, and October. Prior to the COVID-19 pandemic, those longer-format meetings were held in Washington, D.C.

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, health care, and health policy.
- 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 meeting 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.