



Open Positions

Secretary (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

Secretary

The Secretary, a member of the Board of the Directors and Executive Committee, ensures that records of the annual business meeting of the Fellowship and the Board of Directors meetings are maintained with accuracy. The Secretary serves a term of two years. The Secretary:

- Serves on the Executive Committee.
- Keeps at the principal office of the American 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 at all Board meetings.
- The Secretary records all Executive Committee minutes and transmits them to the office to be shared with the full Board of Directors. 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.
- Serves as 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 them from time to time by the President or Board of Directors.
- As a member of the Academy's Board of Directors, the Secretary **may not** sponsor candidates for Fellowship, the Living Legend's designation, Honorary Fellows, or other Academy sponsored awards or programs such as the American Academy of Nursing NAM Fellowship or Distinguished Nurse Scholar in Residence.

Board of Directors

The Board of Directors, the governing 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 provides strategic, fiduciary, and generative direction for the organization's policy, programs, and partnerships. The Board decides on questions of policy, receives reports of committees, and approves or disapproves their recommendations.

The Board of Directors meets either virtually or in-person at least ten times a year. There are three (two-days meetings annually, which are typically held in February, June, and October.)

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, and new Board orientation.

In addition, members of the Executive Committee (Secretary) are required to participate in monthly one-hour conference calls as needed.

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.

Members of the Academy Board **may not** sponsor candidates for Fellowship, the Living Legend's designation, Honorary Fellows, or other Academy sponsored awards or programs such as the American Academy of Nursing NAM Fellowship or Distinguished Nurse Scholar in Residence.

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 two – three-day meeting traditionally held in late April/early May 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 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 March – July 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.