



## 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** (2 to be elected, 2-year term)

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

## Position Descriptions

### President-Elect

The President-Elect is responsible for supporting the President in fulfilling the Academy's mission and vision. The President-Elect serves a term of two years as a member on the Board of Directors. The President-elect shall become President at the adjournment of the annual business meeting two years following their election.

The President-Elect:

- Understands the responsibilities of the President and is able to perform these duties in the President's absence or at the President's discretion.
- Serves as an Academy official representative or spokesperson at the direction of the President.
- Carries out special assignments as requested by the President.
- Serves on the Executive Committee.
- Serves as a member of the Finance Committee.

### 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. The Treasurer serves a term of two years.

The Treasurer:

- Oversees the proper custody and management of the Academy funds and securities with general concurrence of the Board of Directors.
- Manages, with the Finance Committee, the Board's review of and action related to financial policies.
- Works with the chief executive to ensure that appropriate financial reports are made available to the Board.
- Presents the annual budget to the Board for approval.
- Serves on the Executive Committee.

## 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 eight to ten times a year. There are three 1-2 day long meetings annually, which are typically held in February, June, and October.

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

The remaining meetings are held virtually and last 1-2 hours during regular business hours of the Academy (9:00am-5:00pm ET). Academy Board meetings are scheduled at least one year in advance. It is expected that all Board Members attend all Academy Board meetings and adhere to the organization's Policy on Attendance and Diligence of Board of Directors.

In addition, members of the Executive Committee 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 [Article V, Section 10 of the Academy's bylaws]. 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 the 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.
- Complete an annual Board self-evaluation and periodical evaluations related to Board operations.
- Review the Academy's 990s tax forms in advance of submission for accuracy.

### **Fellow Selection Committee**

The Fellow Selection Committee reviews and selects candidates for admission as Regular Fellows in accordance with Article III, Section 3(a) of the Academy's bylaws. By partnering as dyads, committee members independently and collectively review the applications submitted for Fellowship.

The committee also reviews application forms, selection criteria, and selection procedures to recommend changes to the Board of Directors. As stated in Article VII, section 4(f) "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, each year of their term, an orientation, an unconscious bias training, and a 2-3-day meeting traditionally held in late April/early May (virtually or in-person) to review applications and select Fellows. Members serve for a term of two-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, as Chair, 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 virtual meetings. 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.