



NACNS Board Members – Elected Position

Purpose: A Board member is elected and/or appointed according to bylaws to manage the affairs of the association. It is the duty of each board member to engage in efforts that promote the mission and goals of the organization. Each board member is expected to be aware of the national issues impacting CNS regulation and education and be ready to participate on a policy formation level with other board members to promote the NACNS mission and goals. The NACNS bylaws refer to the individual board members as Directors-at-Large. The duties in this document are applicable to all board members positions, including all elected offices.

Duties: It shall be the duty of the board member to:

- Regularly attend board meetings and other related meetings. Board members are expected to attend two face-to-face board meetings per year, and participate in monthly Board meetings and assigned committee phone calls.
- Make a serious commitment to participate actively in committee work and serve as the board liaison to assigned committees and/or task forces.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Board members are asked to review and understand NACNS financial statements and otherwise help the board fulfill its fiduciary responsibilities.
- Stay informed about board matters, prepare well for meetings, and prepare thoughtful reviews and comments on minutes and reports.
- Get to know other board members and build a collegial working relationship that contributes to consensus
- Participate in the committee's annual evaluation and planning efforts.
- Serve as an active participant in the board's annual evaluation and planning efforts.
- Be familiar with legal documents (articles, by-laws, IRS letters, etc.) and able to note applicability during meetings.
- Board members are expected to responsibly represent NACNS to their respective health care facilities, schools of nursing, and communities and to advocate for NACNS mission, programs, and services as appropriate.
- Adhere to the board's ethics policy.
- Must maintain RN and APRN license if required by the secretary/treasurer's state in good standing.
- Board members are expected to play an active role in securing the financial resources necessary for NACNS to achieve its mission. For example, Board members are expected

to leverage personal relationships and connections to help the staff identify and solicit potential funders, as well as directly invest in NACNS' work by making a personal contribution each year. (Upon formation of the 501c3.)

Time Commitment: In addition to the face-to-face board meetings, in general the director provides approximately 3 hours of service per month.

Term of Office: Board members are elected to serve two-year terms and three directors will be elected each year. In the event of a resignation or inability to fulfill the duties of the position, a successor shall be appointed by the board of directors to serve the remainder of the term. This appointment shall not contribute to the 2-year term limit.

Role Prerequisites:

- Prior to running for office, must be a full NACNS member for at least one calendar year and must maintain current NACNS membership.
- Experience as a volunteer with NACNS.
- Hold an active state license as a registered nurse.
- Familiarity with the NACNS Mission and Goals.
- Experience with the operation of a volunteer board of directors is preferred.
- Have willingness and ability to contribute to NACNS fiscal resources through personal donations and potential funding contacts.

Nominating Committee Purpose and Duties

Purpose: The Nominating Committee shall be responsible for the identification of future leaders who are elected to serve the association. This committee is charged with the identification of well-qualified candidates from a carefully planned process designed to obtain influential, knowledgeable, and representative leadership from the organization.

Time Commitment: Varies with committee work (e.g., ballot development, interviewing candidates), is approximately 1-2 hours/week – somewhat heavier in summer/fall and lighter in winter.

Duties: The Nominating Committee will:

- Identify, recruit, and nominate persons to serve as members and officers of the board,
- Secure the consent to serve documents from the individual,
- Work with the staff to prepare the ballot, and send it to the Board of Directors at least two months prior to the scheduled election.
- Ensure the ballot is sent to the members at least one month in advance of the scheduled election.
- Provide careful consideration to the needs of the organization.

- Consider candidate attributes, such as professional experience, leadership experience, and diversity (cultural, practice, and geographic), to maximize the Board's effectiveness in serving the needs of all members
- Present a suitable candidate(s) for appointment by the Board to fill a vacancy if requested.

Eligible contacts will be contacted for an interview.

1 – 2-hours a week

Monthly Board of
Director meeting, 2
hours

Face-to-Face Board
of Director meeting (2
times/year)

Serve as Liaison for a
Committee,
participate in monthly
committee meeting,
~1 hour/month