

Committee Handbook (2023-2024)

Adopted by the Board 7 July 2023

PURPOSE OF THE HANDBOOK

The purpose of the handbook is to facilitate the work of NACNS (committees, councils, and task forces) through open communication and understanding of the work of each working group (committees, councils, and task forces) to facilitate timely decisions and actions by NACNS.

Process for Handbook Updates

The handbook will be reviewed and updated annually after the annual conference by the Board of Directors. The incoming president will initiate this review and collaborate with the chairs and co-chairs about existing charges and any needed changes to the charges. All changes will be reviewed and finalized by the Board by July of each year.

Other aspects of the handbook will be updated as needed throughout the year to facilitate the work of NACNS (directory and table of contents) throughout the next fiscal year (July – June). All other substantive content will require Board approval (definitions and KPIs).

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DIRECTORY

President, Board Liaisons, Chairs/Co-Chairs, & Staff
(2023-2024)

Executive Leadership

Mitzi M. Saunders, President (president@nacns.org) or 734.355.2792
 Phyllis Whitehead (Past President) (pwhitehead@nacns.org)
 Jennifer Manning (President Elect) (JManning@nacns.org)
 Linda Thurby-Hay (Secretary/Treasurer) (lthurby-hay@nacns.org)

Board of Directors

Rick Bassett (2nd year) (bassettr@slhs.org)
 Susan Dresser (2nd year) (susan-dresser@ouhsc.edu)
 Cherrie Pullium (2nd year) (pullium@tamu.edu)
 Jackie Iseler (1st year) (iselerj@msu.edu)
 Pamela Moss (1st year) (pmoss5@jhmi.edu)
 Amy Shay (1st year) (acshay@iu.edu)

NAME	CHAIR	CO-CHAIR	BOARD LIAISON
COMMITTEES			
AFFILIATE ADVISORY	Marci Mechtel mechtelm@msu.edu	Marcia Cornell marcia.cornell@uhhospitals.org	Susan Dresser
AWARDS	Cynthia Bautista cabbrain@aol.com		Pamela Moss
CENTER FOR IMPLEMENTATION SCIENCE	Jan Fulton jasfulto@iu.edu		
CONFERENCE PLANNING	Mary Nichols-Lawanson MLawanson@mednet.ucla.edu	Sponsorship Sub-Committee: Eric Piasecki eric.piasecki@penncmedicine.upenn.edu	Linda Thurby-Hay
DEI	Coles, Monica D mdcoles@carilionclinic.org	Beckie Kronebusch kronebusch.Beckie@mayo.edu	Susan Dresser
FINANCE	Linda Thurby-Hay lthurby-hay@nacns.org		
GRADUATE	Patricia Tuite	Wendy Hamilton	Jackie Iseler

EDUCATION	ptuite@pitt.edu	wendy.m.hamilton7.mil@mail.mil	
LEG /REG	Elizabeth Duxbury elizabeth.duxbury@rochesterregional.org	Elizabeth Hoxie efhoxie@gmail.com	Rick Bassett
MEMBERSHIP	Kayla Little littlek@ccf.org	Sarah Chilson chilson.sarah@gmail.com	Amy Shay
NEXT GEN	Magdalena Stewart mstewart1@mhc.net		Jackie Iseler
NOMINATING	Faye Ari Inumerables inumeraf@mskcc.org		Phyllis Whitehead
PROF DEVELOPMENT	Julie Linder linderj19@ecu.edu	Continuing Education Sub-Committee: Alisa Jaganjac jaganjaa@mskcc.org	Cherrie Pullium
RESEARCH, EBP, AND SCHOLARSHIP	Marybeth Makic MARYBETH.MAKIC@CUAN.SCHUTZ.EDU	Andie Slivinski andrea.slivinski@hcahealthcare.com	Amy Shay
STUDENT GROUP			President / President Elect
WEBSITE AND LISTSERV	Jessica Camp jcamp@astate.edu	Co-Chair: Yanli Jiang: yjiang@stanfordhealthcare.org Listserv Manager: Lisa Hopp ljhopp@pnw.edu or 219.989.2823	Pamela Moss
COUNCILS			
PAST PRESIDENTS	Jan Powers jan.powers@parkview.com		
CNS PROGRAM DIRECTORS	Lynn Mohr lynn_mohr@rush.edu		
TASK FORCES			
NACNS/CNSI BRANDING			Phyllis Whitehead
PAIN MANAGEMENT			Phyllis Whitehead
STATEMENT			Cherrie Pullium
CLINICAL NURSE SPECIALIST INSTITUTE (CNSI)			
	Maureen Seckel maureenseckel@hotmail.com	Chair-elect: Kathleen Zavotsky	

Virtual Inc Team Members and Contact Information

**All committee, center, and TF chairs should send all Virtual Inc queries to Juliana Gordon at jgordon@virtualinc.com.*

Client Experience

Operations Director: Julie Utano: jutano@virtualinc.com

Program Manager: Juliana Gordon: jgordon@virtualinc.com D: +1.703.234.4144

Member Services

Membership Specialist: Justin Weiss: info@nacns.org

Finance

Financial Analyst: Rhody Downey: rdowney@virtualinc.com

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Events

Events Manager: Kimberly Ryan: kryan@virtualinc.com

Events Specialist: Alissa Bredbenner: abredbenner@virtualinc.com

Events Coordinator: Caroline Tychsen: ctychsen@virtualinc.com

*meetings@nacns.org will reach this full team

Marketing

Marketing Strategy Lead: Mary Kingsley

Marcom Manager: Kelly Mahoney

Marcom Coordinator: Claudia Houde

PR Coordinator: Melissa Bednar: mbednar@virtualinc.com

*nacnscomms@nacns.org will reach this full team

Sales and Sponsorships

Exhibits and Sponsorship Director: Regina Young

Sales and Sponsorships Coordinator: Mika Sonis

*salesgrowth@virtualinc.com will reach this full team

EDGE Staff

Erica Fischer-Carlidge

Megan Hoffman

*edge@nacns.org will reach this full team

DEFINITIONS

Board: The elected Board of directors for NACNS.

Board Liaison (BL): Board member designated by the President to sit on a committee to support committee chairs, complete committee charges, and report to the Board the committee's progress. BLs should host a maximum of 2 committees. See appendix A.

Committee: Composed of NACNS member volunteers who share a similar skill set and desire for the purposes of the designated committee. The Board has the authority to create new committees based upon need, change a committee, or dissolve a committee. Removal of the three standing Committees (Nominating, Leg/Reg, and Finance) would require a vote by membership for a Bylaws change. See appendix B.

Committee Chairs and Co-Chairs: The leaders of the committee who design the agenda, facilitate monthly meetings, engage with the BL and sub-committee if applicable for questions related to the charges, assure a record of meetings and post meeting minutes at the website (community page), and delivers the final report of the committee's work at the annual meeting (conference).

Key Performance Indicators (KPIs): The leading indicator(s) that show(s) if the charge is being met or a need to change the charge. Every charge requires a KPI. Not all KPIs are numeric. Non-numeric KPIs could be the completion of a project or assignment. KPIs are reviewed often and score or dashboards should be created by committees to monitor progress. KPIs may be adjusted based off prior year's data. KPIs are the end of year deliverables to the Board and members and at the annual NACNS meeting.

LTMs (Last 12 Months): The lag measures - indicator of success, inconsistencies, or loss and determined by the Board.

NACNS Goals: Goals set forth in the strategic plan to guide the work of NACNS committees and task forces and includes strategies to achieve each goal. The organization should build its work around these goals and strategies. Each committee charge must align with a goal/strategy(s).

Overarching Goal(s): A futuristic goal(s) that show(s) the evolution of NACNS

Standing Charges: Action statements considered to be the work of the committee and carried forth year-to-year to establish continuity and efficiency in committee activities. Additional specific charges with a short time frame may be periodically assigned by the President/Board based on immediate needs.

Sub-Group: Sub-groups are formed by committee chairs when certain charges or tasks are divided among small groups of committee members. These sub-groups meet outside of the regular scheduled committee meeting. Such meetings are the responsibility of the committee members to arrange.

Sub-Committee: A committee that resides within a committee for the purposes of completing special tasks. Only the President and/or Board may designate sub-committees to an existing committee. The additional work of a sub-committee must be balanced with available resources and the additional workload imposed on staff.

STRATEGIC PLAN

(2023-2028)

Statement of Purpose, Mission, and Vision

Purpose: NACNS serves as the national authority on clinical nurse specialists' (CNS) practice, education, and research regardless of specialty. NACNS strives to increase the global visibility and influence of CNSs as Advanced Practice Registered Nurses (APRNs). NACNS provides a forum for CNSs to advance nursing knowledge and clinical inquiry, share resources, and discuss current issues to improve healthcare outcomes.

Mission: To advocate and advance the unique expertise and value the CNS contributes to health care through policy, collaboration, and professional development.

Vision: Every CNS is an APRN with full scope of practice and a transformative innovator leading improvement in health care environments resulting in optimal health outcomes.

NACNS Core Values

These core values direct the fundamental work of NACNS and how it will conduct itself as it works to achieve our strategic goals and mission.

Authentic Communication: We respect and promote discussion from multiple perspectives before solutions are considered. This begins with truthfully describing the issues on the table and allowing viewpoints from all members of the board so decisions are finalized after multiple possibilities have been entertained and examined.

Diversity, Equity, & Inclusion: We encourage diversity of thought and inclusion/participation of all CNSs in the work of NACNS.

Strategic Thinking: NACNS is committed to collective decision making based on the best available evidence, the voices of our members, and the health care needs today and in the future.

Teamwork: NACNS is committed to working together to achieve our mission and vision.

Trust: We have a mutual understanding of our commitment to the work of NACNS, which is exemplified through leadership, professionalism, integrity, respect, and confidentiality.

Goal 1: NACNS shows the value of the CNS as an APRN.	Strategy 1: Promote patient care outcomes resulting from CNS intervention. Strategy 2: Support CNSs in improving the health of the populations they serve through research, implementation science, and EBP opportunities. Strategy 3: Increase funding options for CNS innovation.
Goal 2: NACNS embraces full practice authority (FPA) for all CNSs.	Strategy 1: Create and provide resources for affiliates and members for a pathway to attaining FPA within their state. Strategy 2: Develop and disseminate position statements, white papers, and publications to support FPA for all CNSs. Strategy 3: Engage and prepare members to represent CNS interests in legislative and regulatory affairs and activities. Strategy 4: Collaborate with other APRNs and stakeholders to gain FPA and improve innovations in health care delivery

<p>Goal 3: NACNS provides support to individual CNSs, programs preparing CNSs, and entities employing CNSs.</p>	<p>Strategy 1: Support members professional needs and development.</p> <p>Strategy 2: Function as a consultant to CNS programs and others considering starting or revising a program.</p> <p>Strategy 3: Promote enrollment in CNS programs.</p> <p>Strategy 4: Publish an updated document describing CNS practice and education every 5 years (2024, 2029.).</p>
<p>Goal 4: NACNS achieves and maintains organizational excellence, sustainability, and member satisfaction through professional and shared governance.</p>	<p>Strategy 1: Employ best practices that retain current members and increase NACNS membership to attract CNS students and all CNSs.</p> <p>Strategy 2: Implement policies, procedures, and processes for timely, thoughtful, and effective shared decision-making.</p> <p>Strategy 3: Engage in cost-effective, value-driven practices for fiscal sustainability and growth of NACNS.</p> <p>Strategy 4: Employ practices to recruit more nurses to become CNSs.</p>

Adopted by the Board of Directors 2 June 2023.

KEY PERFORMANCE INDICATORS

LAST 12 MONTHS (LTMS)

(TBD)

E.D.G.E

Educate, Develop, Grow, and Elevate (NACNS On-Line Learning Management System)

Launched in July 2022, NACNS has an online learning platform for CNSs by CNSs. EDGE contains free and paid content for the professional development geared toward CNSs across specialties and settings. **This platform is a major NACNS investment and should be incorporated as part of all the work we do.** All Board and Committee members must consider how their work supports and promotes the EDGE learning platform.

Suggestions for incorporating EDGE are as follows:

1. At every meeting, make sure EDGE is mentioned and discussed relative to using it to promote the work of the committee.
2. Consider putting non-CE content on EDGE to drive members to the site (recorded content, short presentations, videos, etc.).
3. Establish a routine of archiving content on EDGE every year ie., conference recordings, President's speeches, keynotes, annual business meeting, etc.
4. Develop CE content in collaboration with the Professional Development and Continuing Education Committees.
5. Make EDGE a standing agenda item at all Board meetings.
6. Professional Development and Continuing Education Committees have the strongest role in the EDGE platform and are the primary consultants regarding content and the strategic plan.

Overall, EDGE will follow a strategic vision designed by the Board.

COMMITTEES

(GOALS & CHARGES)

Affiliate Advisory Committee

Overarching Goals: 70% of states will have NACNS affiliates / representation or an increase of 10 affiliates by 2030 (50 x 70% = 35)

*2022 Census = CNSs present in 45 states

26 affiliates (March 2023); 21 affiliates (Feb 2021)

NACNS Goals	Standing Charges	KPIs
4(1, 4)	Support the development of New Affiliates <ul style="list-style-type: none"> • Serve as consultant / resource for new Affiliates - Use of Affiliate Toolkit - New Affiliate Checklist - New Affiliate Application 	<ul style="list-style-type: none"> • 1-2 new Affiliates / year • Follow up with a plan within one month of consult regarding development of new Affiliate
3(1)	Support the ongoing growth and development of established Affiliates through communication and collaboration. <ul style="list-style-type: none"> • Between NACNS, AAC, and Affiliates • Facilitate affiliate networking <ul style="list-style-type: none"> - Membership - CNS student involvement --- Engagement - Marketing - Social Media 	<ul style="list-style-type: none"> • 50% of each Affiliates' members are members of NACNS • Growth in CNS student affiliate memberships • Affiliate Presidents Calls - Every other month with AAC chairs <ul style="list-style-type: none"> - NACNS President join quarterly call • Annual Affiliate / AAC meeting at national NACNS Conference

	<ul style="list-style-type: none"> - Leg/Reg activities - Promote Affiliate activities and conferences - Housing of Affiliate documents 	
4(3)	<p>Affiliate Annual Reports</p> <ul style="list-style-type: none"> · Report submission period 	Synthesize data from annual Affiliate Reports and report out at annual Affiliate / AAC meeting at national NACNS Conference - Share best practice
4(1)	Reviews and updates website content specific to the committee annually.	Content is current and up to date.
4(2)	Post minutes of meetings on a routine basis at the community page. See appendix F.	Minutes posted 90% of the time

*A standing charge(s) that has been met may be replaced by new charge(s) as recommended by the Committee and approved by the Board.

Awards Committee

Overarching Goal: Awards reflect superior level accomplishments across the CNS competencies

NACNS Goals	Standing Charges	KPIs
3(1)	Review and revise award categories for alignment with CNS core competencies	Awards matched with core competencies Submit an abstract and present at the next annual conference
4(2)	Recommend revisions/retirement of current awards or development of new awards to recognize unique contributions of the CNS	Recommendations delivered to the Board as needed
4(2)	Review candidate nominations for eligibility and appropriateness for various NACNS awards to additionally include the Advanced Practice Provider Award (national candidate from NACNS).	Provide recommendations to the Board
4(2)	Select award recipients from the pool of appropriate nominations	Provide recommendations to the Board
4(1)	Reviews and updates website content specific to the committee annually.	Content is current and up to date.
4(2)	Post minutes of meetings on a routine basis at the community page. See appendix F.	Minutes posted 90% of the time
4(2)	Presents an update at Annual Meeting yearly	Presents at conference meeting

*A standing charge(s) that has been met may be replaced by new charge(s) as recommended by the Committee and approved by the Board.

Center for Implementation Science

Vision: Establish CNSs as implementation science experts within the healthcare system.

Mission: Empower CNSs as leaders in implementation science for the improvement of healthcare delivery and health outcomes.

Aims/Goals of the Center:

1. Increase implementation science expertise among CNSs.
2. Support education and professional development of CNSs in implementation science
3. Provide leadership for advancing CNSs as implementation science experts in healthcare settings.
4. Work collaboratively with the FULD institute over the 3-year contract.
5. Evaluate the Center's impact in 3-years.

Organizational Structure of the Center:

The Center will be a separate operating entity under NACNS and accountable to the NACNS Board of Directors.

The center will be led by a leadership team consisting of a chairperson and two members. The leadership team will be responsible for developing, implementing, and evaluating strategies and associated activities to achieve the Center's aims. The chairperson and team members will be NACNS members with demonstrated leadership abilities to work independently, collaboratively, and creatively.

The leadership team will be appointed by the NACNS Board for a term of 3years with reappointment up to 2 terms (6 years). Functionally, the Center's leadership team would report to the board of directors through the chairperson in the same manner as NACNS committees.

Conference Planning Committee

Overarching Goal: Conference KPIs met each year with opportunities explored to increase revenue and attendance.

NACNS Goals	Standing Charges	KPIs
3(1)	Implement strategies to increase overall attendance at the conference in collaboration with Virtual Event Planners.	<p>Increase attendance by 10-15% over prior year (more CNSs, other APRNs, RNs interested in the role).</p> <p>Up to 3 speakers allowed</p>
4(3)	Implement strategies to increase sponsorship (subcommittee)	Increase sponsorship by 10%
3(1) 4(2)	<p>Use prior conference data to construct a strategic plan that addresses both positive and negative feedback</p> <ul style="list-style-type: none"> • One group collating data for grouping speakers • One group placing speakers in rooms • One group for posters both students and practicing CNS <p>Process: Chair & Co-chair will review the speaker scores; Grouping speakers - Create areas for Speaker topics based on the speakers selected in order to be grouped- Chair/co-chair to assist; Placing Speakers in selected rooms- Place the speakers in the grouped rooms- Chair/co-chair to assist; Poster reviewer- Will have a group of posters to review & score</p> <ul style="list-style-type: none"> • Opening Ceremony/Keynote- Work with Chair/co-chair and board liaison with ideas for Keynote speaker and opening ceremony activities- such as bead contest, or wear the most colorful hat, president's choice of activity 	<p>Implement strategic plan as noted in the charge using prior conference data to drive decision making</p> <p>Ensure diverse keynotes, speakers, and posters for all events that matches the needs of all members and the vision of NACNS.</p>

	<ul style="list-style-type: none"> · Closing Ceremony/ Keynote- Work with Chair/co-chair and board liaison with ideas for Keynote speaker and closing ceremony activities- such as who visited the most vendors and president's · Fun Committee – activities, etc.- Work with area chamber of commerce to gather fun activities, can include places to eat for the CNSs 	
4(3)	Explore feasibility of a Gala with CNSI	Report findings to Board
4(2)	Implement abstract to poster process (see Appendix E)	Process met and timely completion of poster reviews and award selections
4(2)	Implement Moderator Role process	90% positive feedback on moderator role from attendees Increase use of CNS Students as moderators for sessions
3(1) 4(1)	Ensure space for committees (booth or podium) at the Annual Conference.	50% of committees will have exhibit booths or present at podium
4(2)	Post minutes of meetings on a routine basis at the community page. See appendix F.	Minutes posted 90% of the time
4(2)	Presents an update at Annual Meeting yearly	Presents at conference meeting

*80% of CNS programs are represented at poster session; 25 CEs in pharmacology spread across the conference, and 1/3 of offerings in each sphere (3 tracks) and across all populations, CNS education, leg/reg, research, etc.

A standing charge(s) that has been met may be replaced by new charge(s) as recommended by the Committee and approved by the Board.

Diversity, Equity, and Inclusion Committee

Overarching Goal: NACNS fulfills its commitment to being an inclusive, diverse, and equitable organization

Board Liaison: Susan Dresser

NACNS Goals	Standing Charges	KPIs
4(1)	Develop a process with NomCom and/or Membership to review the current nominating process and make suggestions for soliciting more diverse applicants.	More diversity in membership, board and nominating elected members.
3(1)	(2023-2024) Monitor the number/type of other nursing organizations the DEI Committee interacts with and impact from that interaction.	From 0 to 7 contacts per year and a report to Board/annual membership meeting on impact. Submit an abstract and present at the next annual conference
4(1)	Create, maintain, and review regularly DEI Committee profile and Orientation Packet for members.	Every new member is oriented and has the handbook.
4(1)	Integrate DEI strategies within NACNS governance structure and sustainability by ensuring all new NACNS members receive DEI education.	Position Statement by June 2023 Roadmap by September 2023 Develop process and structure plan for education.
4(1)	Maintain accessible website for the DEI Committee	Reviewed annually
4(2)	Post meeting minutes. See appendix F.	Minutes posted 90% of time
4(2)	Presents an update at Annual Meeting yearly	Presents at conference meeting

*A standing charge(s) that has been met may be replaced by new charge(s) as recommended by the Committee and approved by the Board.

Finance Committee (DRAFT – TBD)

NACNS Goals	Standing Charges	KPIs
4(2,3)	Maintain a reserve fund covering six (6) months of expenses supporting short-term organizational operations (industry standard)	\$360,000 in Merrill Lynch reserve fund by June 30, 2024 Maintain 6-month reserve at all times
4(2,3)	Develop the annual budget in collaboration with management company that supports long-term financial growth	Revenue goal of additional \$95,000 to support salaried positions needed for NACNS to meet its 2030 goals
4(2,3)	Pursue alternative revenue streams to diversify portfolio	Increase net revenue by \$100,000 yearly
4(2,3)	Review trended data to derive best practices for dispersing funds for the conference and other major expenditures ie., conference attendance, etc.	Minutes reflect data from prior years to derive at decisions.
4(3)	Review ROIs forms (see appendix D) for all monetary requests outside the approved budget.	ROIs reviewed within a month of receipt and forwarded to the BODs for review.
4(2)	Presents an update at Annual Meeting yearly	Presents at conference meeting

*A standing charge(s) that has been met may be replaced by new charge(s) as recommended by the Committee and approved by the Board.

Graduate Education Committee

Overarching Goals: Function as a consultant on CNS education and curricular development and evaluation.

Board Liaison: Jackie Iseler

NACNS Goals	Standing Charges	KPIs
4(4)	Provide a yearly report of trends/patterns in CNS student enrollment & CNS programs with a strategic plan to address enrollment issues – social media campaign	Makes recommendations to the board – yearly report
3(2)	Serve as consultant/resource regarding issues and trends affecting academics (with particular interest in growing pediatric and neonatal programs)	Timely follow up with a plan within 1 month of consult
4(3)	**Update the website identifying current CNS programs every 2 years	CNS program directory is up to date every 2 years.
3(3)	Assess needs of program directors/coordinators and implement supportive interventions (with a focus on pediatric and neonatal programs)	Develop one outreach project per year
3(3)	Participate in the annual launching of the Katie Brush scholarships and selection process.	Selection from a diverse pool of applicants.
4(3) 4(4)	Review current trends in APRN education and report to Board any new initiatives and strategies.	Makes recommendations to the board – yearly report
4(1)	Reviews and updates website content specific to the committee annually.	Content is current and up to date.
4(2)	Post minutes of meetings on a routine basis at the community page. See appendix F.	Minutes posted 90% of the time
4(2)	Presents an update at Annual Meeting yearly	Presents at conference meeting

*See CNS Student Enrollment Data Appendix G

**Separate sections: on-site, hybrid, or 100% OL options (MSN, DNP, program populations, and post-graduate certificate options)

-23 states with CNS programs (4/6/23)

A standing charge(s) that has been met may be replaced by new charge(s) as recommended by the Committee and approved by the Board.

Legislative / Regulatory Committee

Overarching Goal: Meet KPIs on a yearly basis

Board Liaison: Rick Bassett

NACNS Goals	Standing Charges	KPIs
2(3)	Identify barriers, movement by CNSs, and best practices in negotiating policy at the health care system level	Create a report and share with the Board Craft 1 leg/reg column per year
2(4)	Attend Nursing Communities Coalition (NCC) meetings and sign onto letters as appropriate (see algorithm – Appendix C)	-Annual report to Board -Immediate report to BL of leg/reg notifications needing an NACNS response
2(1,2)	Promote the interests of NACNS in title protection, full practice authority, NPIs, and implement strategic plan to change OEWS classification of CNSs from RN to APRN.	Provide strategies to members in advance of the OEWS classification review of RN to APRN Increase numbers of CNSs with NPIs by 10% each year*
2(2)	Craft, update, and assess utilization and impact of position statements related to CNS practice and leg/reg efforts	Craft APRN Compact and Title Protection Position Statements Identify utilization and impact of position statements – present at conference
2(3)	Increase awareness of the value of legislative and regulatory impacts on CNS practice	Publish 1-2 columns in the CNS journal Present at conference
4(1)	Reviews and updates website content specific to the committee annually.	Content is current and up to date.
4(2)	Post minutes of meetings on a routine basis at community page. See appendix F.	Minutes posted 100% of the time
4(2)	Presents an update at Annual Meeting yearly	Presents at conference meeting

*10,000 CNSs with NPIs (Sept/Oct 2020); 2022 = 12,569

Subject to Annual Review/Updates by the Board

A standing charge(s) that has been met may be replaced by new charge(s) as recommended by the Committee and approved by the Board.

Membership Committee

Overarching Goals: Double membership to 4000 members by 2030

Board Liaison: Amy Shay

NACNS Goals	Standing Charges	KPIs
4(1)	Employ a variety of strategies to increase membership and maintain a dashboard to assess level of impact of strategies. Includes consultation work with Virtual Membership Specialist quarterly.	Increase total number of members by 10% (200) annually Submit an abstract and present at the next annual conference
4(1)	Employ a variety of strategies to retain members.	Retain 85% of full NACNS members monthly
4(3)	Collect analytics on membership to target social media initiatives (Instagram, TikTok, etc.).	As part of publication below and refer information to Next Gen Committee
4(1)	*Craft a manuscript: NACNS 2023 Membership Survey Continuous Improvement Project	Submit for publication in 2024 in our CNS journal.
4(1)	Reviews and updates website content specific to the committee annually.	Content is current and up to date.
4(2)	Post minutes of meetings on a routine basis at the community page. See appendix F.	Minutes posted 90% of the time
4(2)	Presents an update at Annual Meeting yearly	Presents at conference meeting

Membership (2020) = 1378; (2021) = 1835; June 2022 = 1820; May 2023 = XXXX

*A synthesis of data on our members would be beneficial to understanding what drives membership in NACNS and how we can grow membership with new initiatives based off this project.

A standing charge(s) that has been met may be replaced by new charge(s) as recommended by the Committee and approved by the Board.

Next Gen Committee

Overarching Goals: Raise public awareness of the CNS role; increase CNS enrollment by 1000 students by 2030; and visits to NACNS website

Board Liaison: Jackie Iseler

NACNS Goals	Standing Charges	KPIs
3(3) 4(4)	Employ a variety of creative strategies to raise public awareness of the CNS role using Instagram, TikTok, etc.	Implement 2-3 videos monthly and storytelling on Instagram with monthly updates. Submit an abstract and present at the next annual conference
4(2)	Implement a strategic plan to and determine analytics to measure success.	Present plan to the Board.
4(2)	Collect analytics to measure success	Report to Board.
4(2)	Consult quarterly with Virtual Marketing Team to assess services and efficiencies.	Branding is consistent.
3(1) 3(3) 4(4)	Provide education to NACNS members on use of and promotion of social media sites	50% of NACNS members promoting social media sites
4(2)	Post minutes of meetings on a routine basis at the community page. See appendix F.	Minutes posted 90% of the time
4(2)	Presents an update at Annual Meeting yearly	Presents at conference meeting

*A standing charge(s) that has been met may be replaced by new charge(s) as recommended by the Committee and approved by the Board.

N.E.X.T. CNSs

(Novice to EXpert Transformational CNSs)

Background/Rationale: NACNS needs more members to fulfill its mission and vision. Approximately 1K CNS students are routinely in CNS programs across the country. They are committed, engaged, and want to be in the CNS role. NACNS has the potential to recruit all of these students and get them in as members now for the future. We need to engage our students and develop them as leaders, meet their professional needs, and build loyalty to NACNS for a sustainable future. This is the Next Generation. Also, we can save at conference using 8-10 students for assistance rather than a paid Virtual employee.

Purpose: This student group would create diversification in thought for the organization (highlighting the needs of students and novice CNSs), create opportunities for leadership development through mentorship and nurturance, and address transition to practice issues.

Membership: Those members (student or transition to practice) would automatically be enrolled in this group and remain until regular member status.

Actions of this Group:

- Facilitated by a CNS student appointed by the Board of Directors.
- Meets monthly and uses Robert's Rules of Order. Students serving across committees would have time on meeting agendas to discuss their committee's activities.
- The Board Liaison provides guest speakers periodically to discuss topics of interest for students with Q & A.

Possible topics: professional growth of recently graduated CNSs, creating a professional network, interventions to prevent implicit bias and outcomes related to DEI, establishing preceptors and mentors in organizations, assessing transition to practice competency, addressing imposter phenomenon, creating a standardized approach to CNS orientation, getting credentials and privileged, billing for CNSs, non-traditional roles, etc.

- Presents at annual conference a "students" report.
- Participates as volunteers at conference (merchandise booths, registration, moderators, etc.), or other service related activities at the discretion of the Board.
- Collaborates with the CNS Program Directors Council.

Nominating Committee

Overarching goal: Elevate applicant pool 10% from last year and increase in diversity.*

Board Liaison: Phyllis Whitehead

NACNS Goals	Standing Charges	KPIs
4(2)	Implement timeline for election process (See Appendix J)	Timeline goals met
4(1)	Recruit diverse applicants for BOD and officers.	Increase pool from different geographical areas.
4(1)	Use a variety of strategies including social media to increase the applicant pool.	Increase the number of applicants by 10% for the BOD and officers Submit an abstract and present at the next annual conference Implement a Nominating Webinar – "Why run for Office?"
4(1)	Use a variety of strategies to engage members to vote.	Increase the number of voting members by 10%
4(1)	Reviews and updates website content specific to the committee annually.	Content is current and up to date.
4(2)	Post minutes of meetings on a routine basis at the community page. See appendix F.	Minutes posted 100% of the time
4(2)	Presents an update at Annual Meeting yearly	Presents at conference meeting

*A standing charge(s) that has been met may be replaced by new charge(s) as recommended by the Committee and approved by the Board.

Professional Development and Practice Committee & Continuing Education (Sub-Committee)**

(Works in Collaboration with EDGE Staff)

Overarching Goals: Maintain an organized and engaging EDGE learning platform with new and innovative learning options and live webinars throughout each year to support the development and learning needs of all CNSs. Meet 90% FON recommendations by 2030.

Board Liaison: Cherrie Pullium

NACNS Goals	Standing Charges	KPIs
3(1) 4(1)	Prof Dev: Conduct a learning needs assessment every 3 years to develop a strategic plan for learning activities (4 key topic areas)	Report to Board - Fall 2023 EDGE: 2023-2024 Topics: 1) Hazardous Drugs and Treatments 2) Cardio-Pulmonary Conditions 3) Diabetes Management and New Treatments 4) Advances in Pain Management
3(1) 4(1)	EDGE/CEC: Select and bundle (topics) from recorded conference presentations for EDGE in an organized manner to enhance member engagement.	Initiate Summer 2023 and monthly Conference recordings plan delivered to Virtual for uploading. Create a mini virtual coordinated campus of choices on EDGE with a marketing campaign
4(3)	Determine the feasibility of NACNS CE provider status	ON HOLD
4(2,3)	Prof Dev/CEC: Develop and implement (PILOT) a standard operating procedure (SOP) and strategic plan* for the development, delivery, and evaluation of practice and continuing education activities. SOP (how to proceed with CEs, consistency in content, video review, presenters of content, etc.	Report final SOP and Strategic plan to Board by Deadline: Feb 2024

	Implement plan and SOP (begin 2023 with conference videos)	
3(1) 4(1)	Prof/CEC: Produce CE webinars on emerging topics of interest to CNSs (inclusive of all populations and spheres)	15 CE presentations/year Begin Fall 2023
3(1)	CEC: Provide oversight and support for volunteer on-line course instructors, implement application process, and applicant selection for all continuing education activities	Produce specific guidelines and best practice how to implement OL learning for members – Fall 2024
3(1) 4(1)	Prof Dev: Create development for CNSs related to the NACNS Future of Nursing (FON) report (CEs and clinical resources) and other identified practice needs.	2024-2025 – Crosswalk table of NACNS FON recommendations with learning activities Implement 2025-2030
3(1,4) 4(1)	Revise plan for AG-CNS Certification Course	On HOLD until strategic plan plan in place **20% (25) of AG-CNS student NACNS members with 10% increase each year (once course begins)
4(1,3)	EDGE/CEC: Collaborate with Virtual on marketing campaign to highlight monthly webinar and/or conference video options, etc.	Quarterly marketing focus on EDGE in collaboration with Virtual Marketing Team
4(2)	CEC: Reviews participant evaluation data and makes changes to EDGE content annually based on feedback.	Content is current, up to date, and using participant feedback for change. Yearly and reflected in minutes.
4(2)	Post minutes of meetings on a routine basis at the community page. See appendix F.	Minutes posted 90% of the time
4(2)	Presents an update at Annual Meeting yearly	Presents at conference meeting

*Use Board of Director Strategic Plan (Pilot) from June 2023

**300 student members currently (March 31, 2023)

***PDC delegates all applicable charges to the Continuing Education Committee

Research, EBP, and Scholarship Committee

Works in collaboration with CNS Institute (CNSI)

Overarching Goal: Meet KPIs on a yearly basis.

Board Liaison: Amy Shay

NACNS Goals	Standing Charges	KPIs
1(1,2)	Develop the CNS Census Survey and synthesize results every 4 years (2022, 2026, 2030....)	Report to Board 1 st deliverable analysis of 2022 survey by Feb 2024
1(2)	Develop, review, and evaluate research priorities for NACNS every 4 years.	Launch call for studies*
1(2)	Evaluate and update research, reports, and EBP resources for members on the NACNS website, toolkits, etc. 2023 Charge – Update “CNS Quality Outcomes Paper: Impact of the Clinical Nurse Specialist Role on the Costs and Quality of Health Care” December 2013 - Document on Website	Report to Board on plans Sent to the Board by December 2023
1(1) 3(1)	Implement and evaluate the mentor: mentee publication process	Year 1 (2023-2024): Refine/advertise process of mentee/mentor matching Year 2 (2024/2025): 3-6 submissions for publication
1(2)	Implement process of review of studies that request member engagement/participation.	Create a finalized process for member and non-member review of Research Proposals. Design and create algorithms for research study review, posting, costs, etc. Review 2-6 or more annually
4(3)	Review and update website content specific to the committee annually.	Content is current and up to date.

4(2)	Post minutes of meetings on a routine basis at the community page. See appendix F.	Minutes posted 90% of the time
4(2)	Presents an update at Annual Meeting yearly	Presents at conference meeting

*Consider NACNS FON report as part of plan.

Website and Listserv Committee

Overarching Goal: 90% of content is up to date*

Board Liaison: Pamela Moss

NACNS Goals	Standing Charges	KPIs
4(1)	Annual or biannual assessment of web content (outside the realm of committee pages) for accuracy and if needed, make recommendations to Virtual Inc. or the Finance Committee (if there are added costs to make changes).	Content is current with recent changes made by the Board of Directors.
4(2)	Assess analytic reports from Virtual on the use of sites on our website to make decisions about adding, deleting of changing content and especially content dated > 5 years.	Develop a strategic plan and make recommendations to the Board.
4(2)	Review best practices in web design and periodically transform the website with current events, information, and webinar offerings to enhance viewer interest and engagement (in consultation with Virtual Inc).	Content is current and updated on a quarterly basis. Present at conference – podium or booth – exciting skill for all to learn.
4(1)	Encourage NACNS member participation in the community group platform and moderate special interest group postings.	Bi-weekly posts by committee members to enhance engagement – 3 groups in 2023-2024.
4(1)	Explore the benefits of highlighting a NACNS member, committee work, or CNS news articles on a regularly timed basis.	Present strategic plan to the board to include costs for web changes.
4(3)	Conduct a yearly audit of resources for free and members only (including EDGE). Suggestions for member only content and a process.	Provide recommendations to the Board
3(1) 4(1)	**Complete two reviews with listserv moderator annually to determine the use of the listserv and issues.	Report to Board
4(2)	Post minutes of meetings on a routine basis at the community page. See appendix F.	Minutes posted 90% of the time
4(2)	Presents an update at Annual Meeting yearly	Presents at conference meeting

*Within 5 years

**Dr. Lisa Hopp: ljhopp@pnw.edu or 219.989.2823

ADVISORY COUNCILS TO THE BOARD

Past President Advisory Council

Facilitator (2023-2024): Jan Powers

Purpose: To advise the Board on important matters related to NACNS and CNS role as determined by the Board.

Definition

A group of individuals (Past Presidents) who gather and deliberate to form an opinion on issues that impact NACNS or CNS role as requested by the Board. The council has a facilitator & community page at the NACNS website and communicate directly with the President.

Policy

- A. The council is facilitated by the out-going Past President who arranges meeting times, moderates' gatherings of the council, and reports back to the President as needed.
- B. The council may work collaboratively with a NACNS committee or taskforce.
- C. The council's primary purpose is to advise the Board on matters at the request of the Board.
- D. The council may work independently on a project(s) they feel would benefit NACNS.
- E. The council may request time on a Board meeting agenda to bring forth work a proposal for NACNS.

Program Director Advisory Council

Facilitator (2023-2024): Lynn Mohr

Purpose: To advise the Board on important matters related to CNS education.

Definition

A group of individuals (CNS Program Directors) who gather and deliberate to form an opinion on issues that impact CNS education as requested by the Board. The council has a facilitator & community page at the NACNS website and communicate directly with the President.

Policy

- A. The council is facilitated by a program director volunteer who arranges meeting times, moderates' gatherings of the council, a report back to the President as needed.
- B. The council may work collaboratively with a committee or taskforce.
- C. The council's primary purpose is to advise the Board on matters at the request of the Board.
- D. The council may work independently on a project(s) they feel would benefit NACNS.
- E. The council may request time on the Board meeting agenda to bring forth work or a proposal for NACNS.

TASK FORCES

- **NACNS Statement TF:** Started in 2022, this TF has the responsibility of updating the scope of practice statement of the CNS role.
- **NACNS/CNSI:** Initiated by the Board in January 2022 to explore multi-facet strategies to promote **CNS visibility and value.**
- **Pain Management:** Started in May 2023, this TF has the responsibility to review and revise the NACNS 2018 Opioid Position Papers

QUESTIONS AND ANSWERS

1. How do I get important information to the Board?

Answer: Your Board Liaison

2. What Does Board Approval by Memo Mean?

Answer: Once the Board approves of a proposal (memo – see appendix), then the committee or group that developed the proposal must partner with the management company (Virtual) to develop the plan and any marketing needs. It is the originator of the memo's responsibility to supervise, champion, and guide the new initiative forward.

3. Are there funds for each committee to spend on committee activities?

Answer: Yes! If the yearly NACNS budget allows, then a small amount of money will be made available to each committee or taskforce to spend during the fiscal budget (July-June). It is suggested that members are creative in their use of their funds. Often times, but now required, funds are used at the annual conference in a creative way.

4. Our committee needs to speak to a team member from Virtual. What is the process?

Answer: You would first communicate your need to the Operations Manager (Juliana Gordon: jgordon@virtualinc.com) and then she will connect you to the appropriate person.

5. We would like to change the website. What is the process?

Answer: All changes to the website must be approved by the Board and additionally the Finance Committee (if there is a cost for the change). It is important to make sure the website changes are needed and the site is impactful as all changes are a charge to NACNS (time for Virtual to implement or outsourcing to a website company). Requests to website changes are through the [online intake form](#).

APPENDICES

(Pertinent Policies and Procedures for the Work of Committees)

Appendix A: Board Liaison Role Policy

Purpose

To outline the expectations and requirements for Board of director committee liaison

A member of the Board (Director) is assigned to each committee and serves as a Board liaison. In this role, the Director provides support to the committee Chair and committee members to carry out the President's charges.

Support to committee Chair and committee members include:

- Direct support to the Chair through mentoring and coaching aimed to guide the Chair in leading the committee. This is dependent on committee Chair's experience and developmental needs.
- Guidance to the committee around engaging and accomplishing the President's charges, projects, and tasks.
- Inform Chair and committee on their specific contribution to the overall strategy and tactics that support NACNS mission and goals.
- Attend each meeting. The Director provides executive presence and representation on behalf of the Board. Should the Director be unable to attend a committee meeting, the Director will request the President-elect to attend in their absence.
- Hold committee accountable for deliverables.

The Board liaison is responsible to keep the President-elect informed of committee progress through routine monthly communication (verbal or written). The Board liaison reports on committee progress to the Board at least quarterly.

Reporting includes:

- Committee membership: volunteer concerns, resignations, or other issues related to volunteer needs.
- Progress towards committee charges, updates on projects, tasks.
- Recommendation on immediate and long term needs to accomplish deliverables and support NACNS mission and goals.

Appendix B: Expectations for Committee Involvement Contract

Meeting Etiquette

- Please mute yourself unless speaking
- Please be respectful of your fellow committee members; no interrupting, hands raised, respectful voices
- If regular disruptive behavior occurs, Committee leadership will discuss with you one-on-one. If it is not resolved, you will be removed from the Committee.

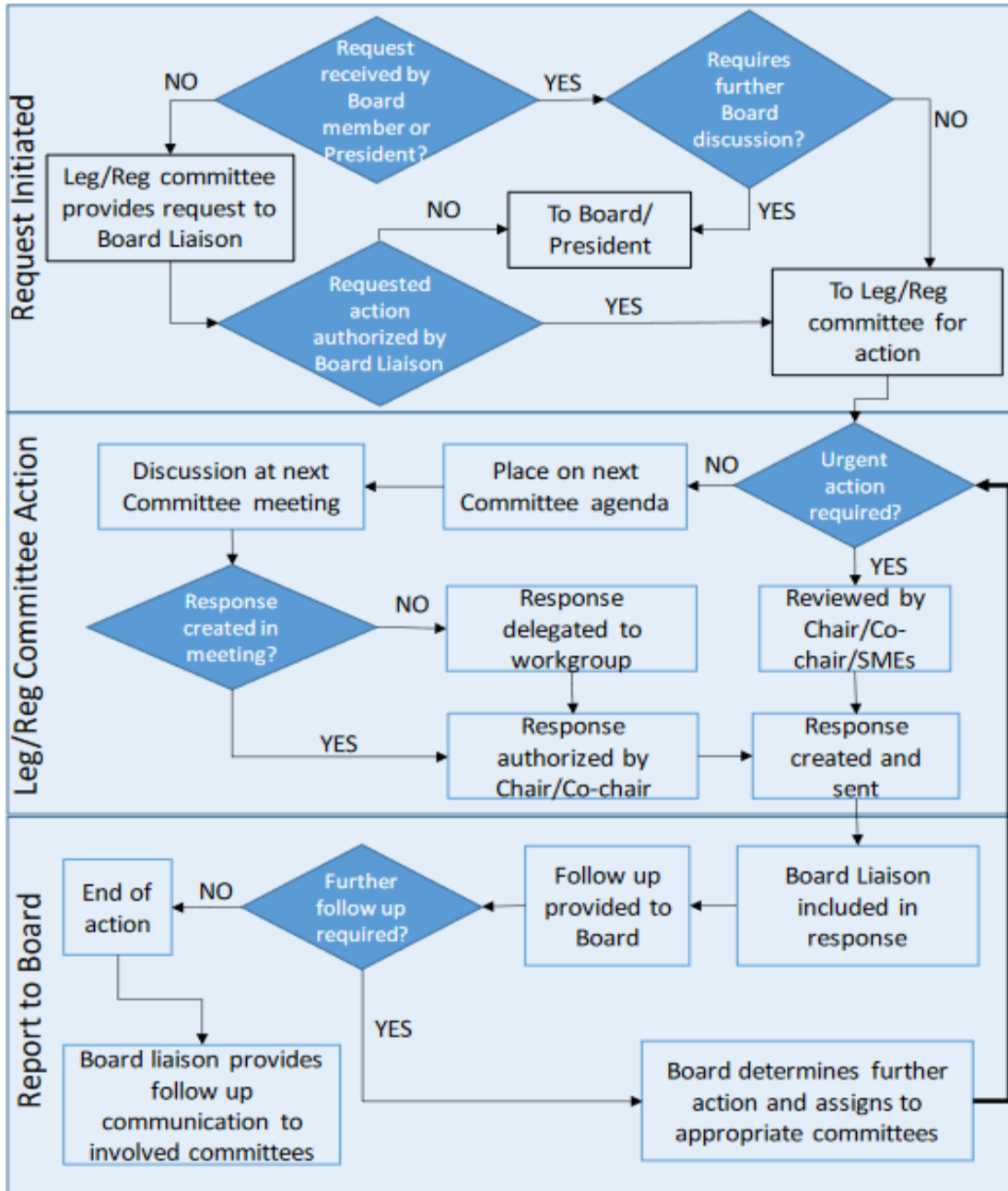
Committee Meeting Involvement

- Please attend as many regular meetings as possible and lend your voice in active participation.
- If you have a conflict and cannot attend a meeting, inform your Committee chair/co-chair. Declining the invitation will not inform them of your absence.
- If you miss two or more meetings in a row, Committee leadership will reach out to discuss the situation and/or a solution.
- If you miss three or more meetings in a row and are unresponsive to email, Committee leaders and the Board Liaison will discuss next steps. A letter will be sent from NACNS leadership to request a response within two weeks. If no response is received, the member will be removed from the Committee.

Have Fun!

Appendix C: Leg/Reg Algorithm for Rapid Response to Legislation

NACNS Leg/Reg Committee Rapid Response Algorithm



RB 6OCT2020

Appendix D: ROI Form

Return on Investment Form

Directions:

- 1) Complete this form for all monetary requests >\$1999.99 (Note: All expenditures, regardless of amount, are approved by the Board)
- 2) Submit form to the Finance Committee for feedback
- 3) After receiving feedback, submit form to Board of Directors for consideration at next scheduled Board meeting

Proposal name: _____

Proposal description:

Identify proposal alignment with NACNS goal:

- Increase awareness of the value and differentiated skills of the CNS
- Enable excellence in the CNS profession by providing high-quality educational resources and programs and fostering the creation of CNS curricula in nursing programs nationwide
- Position the CNS to practice at the top of their scope of practice

Specify all needed resources with costs:

Category	Description	Amount	Qualifying notes
		\$	
Total		\$	

List deliverables (monetary & non-monetary):

Monetary request: \$ _____.

Expected revenue: \$ _____.

Expected completion date: ____/____/____

Finance Committee ROI Evaluation

Directions:

- 1) Complete items 1-5 and submit to the Finance Committee at completion
- 2) The Finance Committee will complete the evaluative summary before submitting to the Board

1. Did the proposal align with identified NACNS goal(s) as intended?

- Yes
- No

2. Were all deliverables achieved?

- Yes
- No
 - If not, why?

3. Did the final outcome come in:

- Under budget?
- On target?
- Over budget?

4. Did the proposal meet revenue expectations?

- Yes
- No
 - If not, why?

5. Was the proposal completed on time?

- Yes
- No
 - If not, why?

Evaluative summary (including corrective strategies, if necessary)

Date submitted to the Board: _/_/

Approved by Finance Committee May 26, 2022

Approved by Board June 24, 2022

Appendix E: Abstract to Poster Process and Moderator Role

Proposed Timeline for Abstract – Poster Process and Moderator Role

Call for abstracts Beginning of July-second week- October

Date	Action	Follow up Date	Completion date	Person Accountable
Second Week July- till second week in October	Send out announcement for abstract & posters	Second week in October final extension till 4 th week in October	Last week in October close submission	Kimberly Ryan-Virtual, Assistance with chair & co-chair planning committee
First week in August	Send out a call to CNSs review abstracts. Each person will review at least 5 abstracts, not -including student posters	September send out a second call for review	Last week in September	Kimberly Ryan-Virtual, Assistance with chair & co-chair planning committee
Last week in October till third Week in November May need to adjust time	Review submissions and posters for selections	Last week in November to first week in December	First week in December	Chair and co-chair- But have the planning committee review-w/ CNS volunteers
First week in October till November?? May need to adjust this time	Send out call for student poster abstract	First week in November till first week in December final call for posters	First week December	Kimberly Ryan-Virtual, Assistance with chair & co-chair planning committee
First week December until third week December	Student Poster Abstract Review	May have to see what dates should be placed??	Third week in December	Chair and co-chair- But have the planning committee review- CNS volunteer

Second week in January	Call for Moderators & Selected students up load posters until second week in February (virtual)	End of January	Second week in February	Kimberly Ryan-Virtual, Assistance with chair & co-chair planning committee
Second Week February	Moderator zoom?? (Just a thought so they are prepared when they get to the conference) Multiple sessions Student poster judging ** (virtual).		End of February	Planning committee
Should be done by last week in February				

Appendix F: Posting Minutes or Documents to Community Page

Adding a Group File Library as a Group Administrator (Committee Chair):

Step 1: From any page within the group, navigate to Group Admin Options > File Library. From the resulting "File Library" page, select "Add a New Collection."

Step 2: Provide a name and description for the file collection and select "Submit."

Step 3: Once the file collection has been created, the collection name, along with two "Edit" and "Manage Files" icons should be displayed. Select the "Manage Files" icon next to the new collection name to be taken to the "File Library." After arriving on the "File Library" page, select "Add a New Item," which sits above the file library listing.

Step 4: Provide a name for the file about to be uploaded, along with an answer for the "Protected?" variable. Next, select "Browse..." for the "File to Upload" field, and select the file that you wish to upload from your PC or Mac. After providing a description for the file, select "I agree" to the upload agreement and select "Submit." NOTE: Files added to file libraries can ONLY be protected at the time of upload. If an administrator wishes to make a file protected at a later date, the file will need to be deleted and re-added to the file library. Group Admins must be a Member of the Group as well as the Group admin to see Protected files in a file library.

Step 5: After adding files to the file library, navigate to Group Admin Options > Custom Pages > Add a New Custom Page. From this "Add a New Custom Page" area, scroll to the "File Collections" area and select the specific "Group File Collection" from the list that should be added to this custom page. Proceed to add content, select "Submit" and the file library will now be hosted on this new custom page.

Appendix G: CNS Student Enrollment Data (Historical Data)

CNS Student Enrollment

Year (AACN Data)	# of CNS Programs	# of Programs with Specialty Exams	# of Students - masters	# of Students - DNP	# of Students Post-grad	# of graduates same year
2012	155	18	2,557			821
Consensus Model Goes in Effect						
2018; 2019	87 Total (68 MSN; 58 Post; 37 DNP)	3 (67 AG CNS; 12 Peds; 4 Neonatal) Post Grad = 46; 8; 4	875; 800	?	?	317; 305
*2022	64 or 59 (loss of 5 in 2021-2022)	3	660 (-128 from 2021 or 16% decline)	205 (+0.8)	69	296 MSN 63 DNP (+1.2)

*934 CNS students in 2022

American Association of Colleges of Nursing (AACN). Data on Clinical Nurse Specialist Program Enrollment: 2012; 2018; 2019; 2022.

Appendix H: Exemplar of Plan for a Committee Charge Developed by the Committee

NOTE: The standing charges are year-to-year until the Board updates them. The committees have the prerogative to create plans for meeting the charges each year in collaboration with their Board Liaison. [Here is an example of how the Affiliate Committee designed their work for the year off one charge. See column 3 \(action items\).](#) Each committee should do this in July/August and establish timelines and deliverables to the board before the Annual meeting in March. The 4th column “Updates” is helpful at monthly meetings to keep members on track and for meeting minutes.

Affiliate Advisory Committee

Standing Charges	KPIs	AAC Action Items	Updates
Support the development of New Affiliates <ul style="list-style-type: none"> • Serve as consultant / resource for new Affiliates <ul style="list-style-type: none"> - Use of Affiliate Toolkit - New Affiliate Checklist - New Affiliate Application 	<ul style="list-style-type: none"> • 1-2 new Affiliates / year • Follow up with a plan within one month of consult regarding development of new Affiliate 	<ul style="list-style-type: none"> • Identify states without Affiliate • Collaborate with Leg/Reg committee to identify states in need of developing an Affiliate • Engage CNSs in states without an Affiliate regarding interest in starting an Affiliate • Request Media push out about Toolkit • Finalize and “publish” / disseminate New Affiliate Checklist 	

Appendix I: Memo Template

NACNS Board Policy

Use of Memorandum (Memo) to Request Time at a Board of Director Meeting

Purpose:

The purpose of this policy is to define the process for any member of NACNS to request time at a Board of Director (BOD) meeting.

Goal:

The goal of this policy is to ensure a fair and formal process of review by the President and Executive Committee, if needed, on all topics submitted as it is the duty of the President to set the agenda for BOD meetings and prioritize competing needs of the organization.

Definitions:

Memorandum: A memo is a written statement that either provides or requests information. The parts of the memo are as follows:

Part 1: HEADER

TO: provide the names and titles of everyone who will receive your memo

FROM: provide your complete name and title

DATE: provide the complete and accurate date – don't forget to include the year

SUBJECT: provide a brief, yet specific description of what the memo is about

Part 2: MESSAGE

Introduction – explain the purpose

Body – addresses the information required

Conclusion – (Summary and possible recommendations)

Plan: To secure time on a BOD meeting, a member must submit the above parts of a memo via email communication to the President at president@nacns.org. The President will follow up with all requests within 3 days of receipt of a memo.

Appendix J. Timeline for Nominations of Elected Officers

July Webinar: Nom Com representatives will conduct a webinar (**second week of July**). We will pre-record a webinar that will be pushed out/published for NACNS members to view.

- Aim is to provide an overview of the positions that will be vacant and available
- Doing this earlier will provide us time to circulate the webinar to each of the affiliate and encourage members to volunteer/apply

July - August "Call for Nomination": Following the webinar

August (2nd week) to September Interview Process: Nominating Committee interview process for 3 to 4 weeks. Final list handed to the Board by September 8th

September (3rd and 4th week of Sept) Election: Election Time

- Request ballot approval by Board (Weekly BOD Update) between September 8th to September 18th
- During this timeframe:
 - A short video will be requested from the candidate answering 3 simple questions. What is the estimated cost to compile a 60-90 second video from each applicant? Would like to post this on the website and on LinkedIn if possible.
 - Possible QR code for voting

October 2023: Election results to ensure the President has time to notify the candidates of the election results prior to the Holidays.

November/December 2023: Election results shared with Membership