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**GUIDE TO THE  
APPOINTMENTS PROCESS  
FOR  
THE AMERICAN NURSES ASSOCIATION  
BOARD OF DIRECTORS  
Fall 2005 - Spring 2006**

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### **SECTION THREE APPLICANT KIT**

The Committee on Appointments suggests that Constituent Member Associations, the Individual Member Division, the Congress on Nursing Practice & Economics, and ANA organizational affiliates forward an applicant kit to individuals identified for appointment consideration. This kit would assist appointees with the completion of the application, and should include the following:

- ◆ Information for Nominees
- ◆ General Expectations of Elected and Appointed Officials
- ◆ Most Frequently Asked Questions About the Appointment Process

## **INFORMATION FOR NOMINEES FOR APPOINTMENT**

### Committee on Appointments Meetings and Nominee Notification

The Committee on Appointments meets three times a year at the March, June, and December ANA Board of Directors' meetings and forwards its recommendations immediately to the board. Following the Board of Directors' appointment decisions, nominees are notified in writing regarding the status of their nomination. Every effort is made to notify nominees within two weeks of the meeting.

### Travel Policy for ANA Appointed and Elected Officials

In accordance with policies established by the Board of Directors, ANA:

- 1) pays the cost of travel, hotel room, and a per diem for ANA elected and appointed officials, (with the exception of the ICN representative) while attending meetings or conducting other authorized official business of the association. Funds may be advanced upon request on forms provided by the association. Reimbursement is made upon submission of vouchers with supporting data.
- 2) provides travel insurance coverage for those traveling on ANA business.

### Representation on Committees

In selecting qualified individuals for committee membership, the Committee on Appointments and the Board of Directors also give strong consideration to achieving balanced representation of staff nurses, minorities and geographic regions.

### General Expectations of Appointed Officials

Officials will be expected to attend meetings and conference calls as scheduled. Prior to each meeting, an additional day of preparation will be needed to study the agenda and supporting materials. Between meetings, members will review mailings and respond to any items requiring action. Members may be asked by their chairperson to accept individual or sub-committee responsibilities, or to represent the structural unit by attending meetings of other units to present reports.

### Conflict of Interest Statement

The Conflict of Interest Disclosure Statement must be completed by all ANA nominees for appointment. Significant Financial Interests (SFI) which may reasonably appear to affect or be affected by the project must be disclosed. If an SFI is acknowledged on the Conflict of Interest Disclosure Statement, a Financial Interest Disclosure form must be completed for each business entity in which an SFI exists.

The ANA Board of Directors will determine at its sole discretion whether a disclosed financial interest is a significant financial interest that appears to lead to a Conflict of Interest. If not, the decision will be noted and the Financial Interest Disclosure form will be retained within the ANA files. If necessary, additional further review will be initiated according to the ANA policy. Similarly, the ANA Board of Directors will determine if a disclosed significant professional benefit appears to lead to a Conflict of Interest. Appointment decisions are within the ANA Board of Directors' sole discretion.

## FREQUENTLY ASKED QUESTIONS ABOUT THE PROCESS FOR APPOINTMENTS

1. *Who receives the calls for nominations for appointments?*

This manual constitutes a "call for nominations" for the annual cycle of appointments, running from June to June of each year. It is mailed in September of each year to all Constituent Member Association presidents and executive directors, the Congress on Nursing Practice & Economics, and ANA organizational affiliates.

2. *Who may nominate for appointment?*

All CMAs and the IMD are entitled to submit names of nominees for appointive positions without limit to the number of nominations they may submit. CMAs or the IMD may be requested to forward a nomination originating from the Congress or an Organizational Affiliate. If they choose not to do so, they are encouraged to communicate the reasons to the appropriate originator of the nomination.

The chairperson of the Congress on Nursing Practice & Economics is encouraged to propose qualified individuals for appointive positions by forwarding a letter of recommendation, including rationale in support of the nominee, to the appropriate CMA or the IMD. The organizational affiliates are entitled to submit nominations for appointive positions and should also do so by forwarding a letter to the CMA or IMD.

AOMs are entitled to submit names for appointment to the Congress on Nursing Practice & Economics.

Consumers and non-nursing organizations are entitled to submit nominations for appointment to the American Nurses Credentialing Center and the American Nurses Foundation and should do so by forwarding a letter to ANA. Staff will notify the CMA and request their endorsement of the nominee.

Nominations for appointment to the ANA Congress on Nursing Practice and Economics, the ANF Board of Trustees, and the ANCC Board of Directors may be submitted DIRECTLY to the Committee on Appointments by certain groups as noted below.

<b>Nominations For....</b>	<b>May Be Submitted Directly By....</b>
Congress on Nursing Practice and Economics	Congress Organizational Affiliates AOMs
ANCC Board	Non-Nurse/Consumer Groups (consumer seat only)
ANF Board	Non-Nurse/Consumer Groups (consumer seat only)

3. *What forms are required to submit a nomination?*

All nominations must contain the following materials:

- a. Nomination for Appointment form (one of the following):
  - CMA/IMD Nominating Form (signed by CMA/IMD President)
  - Structural Unit/Organizational Affiliate Nominating Form
  - Non-Nurse Nominating Form

\*Note: For nominations submitted by a source other than the individual's CMA, a verification form will be sent to the CMA by ANA staff.

- a. Appropriate Biographical Data Form completed according to the instructions and signed by nominee. Only information on this form will be considered. No attachments will be accepted (i.e., no curriculum vitae, resumes, publications, lists).
- c. Conflict of Interest Statement

Optional materials include:

A letter of support written by the nominating body;

4. *May a candidate for election also be nominated for appointment?*

Yes. A candidate for election to the Congress on Nursing Practice & Economics may also be submitted by an authorized body for appointment. Appropriate nomination forms MUST be filled out and submitted for review by the designated deadline for all nominations. **NOTE:** Individuals may not serve in an elected and appointed position at the same time.

5. *Do endorsements from several constituent members strengthen the likelihood of appointment?*

Endorsement by more than one CMA would indicate broader support in the nomination process.

6. *Is it helpful to discuss a nominee for appointment with a member of the Committee on Appointments?*

Lobbying of a committee member is not encouraged. If a member of the committee thinks more information is needed for clarification, the nominee will be contacted.

7. *How is the chairperson selected? Does the fact that a member is elected or appointed affect his or her eligibility for chairperson?*

The ANA Board of Directors appoints the following chairpersons: Congress on Nursing Practice & Economics, Nursing Information Data Set Evaluation Center Committee, Committee on Bylaws, the Reference Committee, the president of the

American Nurses Credentialing Center and the Center for Ethics & Human Rights Advisory Board. The board is often guided in its decision making by recommendations from current committee members. At its March 2000 meeting, the Committee on Appointments recommended that some committees (i.e., awards committees, delegate credentials committee) be empowered to select their own chairpersons.

8. *Are there requirements about meeting attendance?*

Absence from two consecutive meetings shall be cause for declaring a vacancy in the position. Such vacancy shall be determined by a majority of the Board of Directors.

9. *Once appointed to a committee, what is the expectation that the appointed member will always represent the constituent member(s) that supported the nomination?*

It is expected that the individual will use their expert judgment for the benefit of the entire organization.

10. *May I send my nomination materials by fax?*

Yes, faxed materials will be accepted in order to meet the submission deadline. However, it is the sender's responsibility to phone ANA offices to verify receipt. Additionally, as faxed materials are frequently difficult to read and reproduce, a hard copy must also be submitted. Typed materials are preferred, but legible, handwritten forms will be accepted.