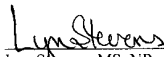




Organizational Manual

Policies and Procedures for
the Association of Nurses in AIDS Care
Effective January 31, 2010

Reviewed, Revised and Approved by the ANAC
Board of Directors on January 31, 2010


Lyn Stevens, MS, NP, ACRN, DPNAP
President

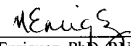

Maithe Enriquez, PhD, RN
Secretary

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ANAC Mission Statement

The Association of Nurses in AIDS Care is a nonprofit professional nursing organization committed to fostering the individual and collective professional development of nurses involved in the delivery of health care to persons infected or affected by the Human Immunodeficiency Virus (HIV) and to promoting the health, welfare, and rights of all HIV-infected persons.

Association Goals

The members of ANAC strive to achieve the mission by:

- Creating an effective network among nurses in HIV/AIDS care;
- Studying, researching, and exchanging information, experiences, and ideas leading to improved care for persons with HIV/AIDS infection;
- Providing leadership to the nursing community in matters related to HIV/AIDS infection;
- Advocating for HIV infected persons;
- Promoting social awareness concerning issues related to HIV/AIDS.

Inherent in this mission is an abiding commitment to the prevention of further HIV infection.

History of ANAC

The Association of Nurses in AIDS Care (ANAC) was founded on September 14, 1987, by twelve professional nurses with varying backgrounds, including administration, education, infection control, oncology, and research, who came together and created ANAC's inaugural organizational structure, bylaws, and mission statement. The founding members were: Joan Blanchfield, Errol Chin-Loy, Michael Damon, Miriam Hawtof, Susan Holman, Janice Jacovini, Jeanne Kalinowski, Nancy McCaslin, Cathy McDermott, Thomas O'Donnell, Phyllis Spechko, Carolyn Sutton-DeBarros, Nancy Thayer, and William Mannion. The first President of the organization was Errol Chin-Loy, followed by: Gayling Gee (1990-1991), James Halloran (1991-1992), Cliff Morrison (1992-1993), Mary Jo Hoyt (1993-1994), Ann Kurth (1994-1995), Richard Ferri (1995-1996), Anne Hughes (1996-1997), Inge Corless (1997-1998), and Connie Highsmith (1998-1999). Because of changes in ANAC's Bylaws, Adele Webb became the first President to serve a two-year term (1999-2001), followed by Lucy Bradley-Springer (2001-2003), F. Patrick Robinson (2003-2005), Christine Balt (2005-2007), Carl Kirton (2007-2009), and Lyn Stevens (2009-2011). ANAC moved to a self-management structure in 2001 and appointed Adele Webb as Interim Executive Director (ED). In 2002, Akron, Ohio was approved to be ANAC's permanent home and later that year, Adele Webb was appointed as ANAC's first permanent ED.

Growth and Development

On May 15, 1988, at a meeting in New York City, the first Board of Directors (BOD) was created and a membership drive began. The BOD launched the first ANAC Annual Conference in Baltimore that same year, and the conference has continued as an annual event since then: Baltimore (1988), Dallas (1989), Seattle (1990), New Orleans (1991), Orlando (1992), Los Angeles (1993), Nashville (1994), Boston (1995), Chicago (1996), Miami Beach (1997), San Antonio (1998), San Diego (1999), San Juan (2000), Minneapolis (2001), San Francisco (2002), New York City (2003), New Orleans (2004), Orlando (2005), Las Vegas (2006), Orlando (2007), Tucson (2008), Jacksonville (2009), and Reno (2010). The Annual Conference has become a leading event for the exchange of cutting-edge and notes-from-the-field information on multiple aspects of HIV care and prevention. The Annual Conference also serves as the venue for ANAC's Awards Ceremony, which recognizes outstanding members of the HIV/AIDS community, and the Celebration of Life, (formerly known as the Robert Martin Memorial), an annual ANAC tradition where attendees join together to remember those who have been lost to the HIV epidemic, and to share and celebrate the victories in this battle. The introduction of ANAC's website in 1997, (formerly, www.anacnet.org), also enhanced global communication and the distribution of information on HIV/AIDS and ANAC activities. ANAC's first Webmaster, Kevin Mallinson, helped create a vision for the website, which continued under the guidance of John Roberts. The ANAC website was chosen in 2000 as a top Internet resource for nurses and was featured in Internet Resources for Nurses (Springer Publishing Company). The ANAC website was redesigned in 2005, and again in 2007 with the launch of www.NursesInAIDSCare.org.

Education

HIV/AIDS education has always been an ANAC priority. In 1989, ANAC established the HIV Nursing Fellowship Awards for ANAC members pursuing advanced education at the masters and doctoral level. The creation of the Associate Member category allowed nursing students to join ANAC. From 1992 to 1994, ANAC held Faculty Development Conferences to help schools of nursing incorporate HIV-related topics into their curricula.

The Faculty Development Conference was reinstated for 2003. An HIV Pathogenesis Workshop was held in 1995 for chapter leaders, and a set of teaching slides on HIV was developed and distributed to all chapters. In 1998 ANAC successfully completed a Continuing Education (CE) Provider application, through the Virginia Nurses Association, allowing ANAC to provide nursing CE credits for ANAC-sponsored programs. In 2000 the first HIV/AIDS Educator Award was presented. Also in 2000, ANAC added a new dimension to educational activities with the introduction of the Distinguished Lecturer Program. This short-lived program highlighted a select group of outstanding, experienced ANAC lecturers who agreed to present a wide variety of HIV-related educational programs at a moderate cost. The inaugural group of ANAC Distinguished Lecturers included Jill Bormann, Lucy Bradley-Springer, Janie Butts, Robert Carroll, Inge Corless, Sheila Davis, Richard Ferri, Donna Gallagher, Don Kurtyka, Patrick Robinson, Hema Santhanam, and Lyn Stevens. Due to lack of utilization, the Distinguished Lecturer Program was disbanded in 2006. Spring of 2004 saw the inception of the ANAC mid-year symposium, which features a different content focus each year. The first symposium (2004) focused on clinical issues, the 2005 mid-year was centered on cutting edge issues in HIV Nursing Research, 2006 highlighted Women and Children, and in 2007, HIV Nursing Research was again the focus. In late 2007 the ANAC Board of Directors decided to end the Midyear Conferences because it was no longer profitable for the organization.

Professional Development

ANAC has also focused on the professional development of members who practice in a wide variety of HIV/AIDS settings. In 1989 ANAC inaugurated the Achievement Award for Excellence in Clinical Practice, named in memory of Joanne Ruiz, and the Achievement Award for Nursing Leadership in AIDS Care, named in memory of Frank Lamendola. In 1994, the Diversity Task Force recommended that ANAC incorporate respect for member diversity in all ANAC-sponsored activities. This commitment to diversity has been carried forward through numerous initiatives, including the Diversity Student Mentorship Scholarship, initiated in 2004. In 1996 a video entitled "Nursing the Epidemic: The Story of ANAC" was produced to chronicle the experiences and feelings of ANAC members who have been on the front-line of AIDS care since the start of the epidemic. In 2000 ANAC's HIV+ Nurses Committee published +Nurse, the first newsletter of its kind that candidly discusses concerns and issues shared by nurses who are HIV+. In early 2007, the +Nurse newsletter was included in the quarterly issue of ANACdots. In 1998, ANAC inaugurated the Pediatric HIV Nursing Excellence Award (formerly named in memory of Diana, Princess of Wales, and sponsored for many years by ANAC member Charles Curti, LPN). At the 2004 annual conference in New Orleans, two member awards were awarded for the first time: ANAC Spirit of Nursing Award (given to a member whose work embodies the ideals of HIV Nursing) and the ANAC Excellence in HIV Prevention Award, recognizing a member who has excelled in HIV Prevention Nursing. In 2008, the ANAC Awards program was revamped and two additional awards were added: LPN/LVN Distinguished Service Award, and the Frontline Nurse Distinguished Service Award.

Certification and the HIV/AIDS Nursing Certification Board (HANCB)

In 1996, ANAC supported the creation of a separate non-profit corporation, the HIV/AIDS Nursing Certification Board (HANCB). The goals of HANCB include improving the quality of HIV/AIDS nursing care, promoting competency of nurses caring for persons with HIV/AIDS, and recognizing this professional achievement through a certification process. HANCB is responsible for the coordination of the AIDS Certified

Registered Nurse (ACRN) exam and the Advanced AIDS Certified Registered Nurse (AACRN) exam. Nurses who pass the certification exam are entitled to use the credentials ACRN / AACRN for a period of four (4) years, then must recertify by the process prescribed by HANCB.

The first examination was administered in October 1996 at the ANAC conference in Chicago, and in 2000, the initial ACRNs completed the first recertification process. Currently, the ACRN examination is administered twice a year (Spring and Fall) via computer at more than 700 sites in the USA and Canada. Since 2003, the HANCB also administers the AACRN (Advanced ACRN) for Advanced Practice Nurses working with HIV/AIDS in a variety of clinical, research, and academic settings. In 2002, the HANCB moved to a self-managed structure, moved their offices to the ANAC headquarters, and appointed Adele Webb as their first Executive Director. HANCB is governed by a Board of Directors, composed of a President, President-Elect, Secretary, Treasurer and Directors at Large. HANCB Presidents have included: Barbara Rickert (1996-1997), Susan Holman (1997-1998), Deena Schmidt (1998-1999), Felissa Lashley (1999-2000), Richard Ferri (2000-2001), Michael Relf (2001-2003), R. Kevin Mallinson (2003-2005), Gregory Grevera (2005-2007), Robin Hardwicke (2007-2009), and Joe DeSantis (2009-2011).

Research

ANAC has also promoted nursing research to improve the care and quality of life of persons infected and affected by HIV. The ANAC Researcher Recognition Award was inaugurated in 1996. This award is presented to a nurse researcher who has made a significant contribution to research affecting the quality of life and care provided by nurses to individuals living with or affected by HIV. The Graduate Student Poster Competition Award was implemented in 1999 to encourage graduate nursing students to present research studies at the Annual ANAC Conference. In 2000 the first Nursing Research Grant Award to study anemia/fatigue in HIV/AIDS was presented. In 2000 ANAC also presented the first Evidence-Based Practice Conference on HIV symptom management. In 2002, an additional research grant related to co-infection with HCV was given. Also in 2002, ANAC joined with Sigma Theta Tau International to sponsor a special symposium on international HIV nursing research (July, 2003) and to co-sponsor an investigator initiated research grant. 2005 and 2007 saw research as the focus of the ANAC mid-year conference.

Publications

ANACdotes was the organization's quarterly newsletter, which provided timely information on ANAC's many activities. ANAC members who served as Editors of *ANACdotes* are: Adele Webb (1992-1994), Clarissa Ramstead (1994- 1998) and Maithe Enriquez (1998-2002). In 2009, the Board of Directors decided to transition *ANACdotes* from a stand-alone quarterly publication into a weekly email blast sent from the Association to its members.

The publication of ANAC's *Core Curriculum for HIV/AIDS Nursing* (1996) marked a significant milestone for the Association. Kathleen McMahon Casey, Felissa Lashley (Cohen) and Anne Hughes worked with over one hundred ANAC authors to define the body of knowledge relevant to HIV/AIDS nursing practice. Carl Kirton served as the editor of the second edition of the curriculum, with the support of five section editors and dozens of ANAC members as authors that was published in 2003. In 2007, Barbara

Swanson was appointed to serve as the Editor of the Third Edition, which was published in 2009.

The premier issue of the *Journal of the Association of Nurses in AIDS Care* (JANAC) was published in the fall of 1989. JANAC serves as the official journal of the Association of Nurses in AIDS Care. The journal's mission is to support nursing practice, research, education and public policy through the scholarly dissemination of knowledge and practice standards.

ANAC publications have also included monographs on selected clinical topics, and Chapter Chat (published in 1995-1996 for chapter presidents).

Chapters

In 1990 ANAC implemented the mechanism for the creation of local chapters, providing members with resources located in their communities. Local chapters meet on a regular basis to expand education, service, and social contacts for professional HIV caregivers. ANAC now has many chapters, chapters-in-formation and special interest groups throughout the United States. Chapter leaders meet to discuss and share ideas during the Chapter Leadership Meeting at the Annual Conference. The ANAC Chapter Recognition Award, which annually recognizes the outstanding efforts of one of ANAC's chapters in meeting the mission of the organization, was first given in 1999.

International

Since 1988, ANAC has grown from the 12 founding members to a membership of over 2000 persons from around the world. ANAC has established collaborative relationships with HIV/AIDS nursing organizations in Canada, Europe, Japan, Asia, Australia/New Zealand, and Cuba. ANAC has worked with many of these organizations on programs associated with the International World AIDS Conference, beginning with a booth at the 1989 International Conference and including nursing meetings and/or satellite conferences in San Francisco (1990), Amsterdam (1992), Berlin (1993), Yokohama (1994), Vancouver (1996), Geneva (1998), Durban (2000), Barcelona (2002), Bangkok (2004), Toronto (2006), and Mexico City (2008). While in Toronto, ANAC sponsored the first-ever nursing CE for IAS attendees and will continue to sponsor CE in Mexico City (2008). As a direct result of ANAC's continued visibility and support, Adele Webb, ANAC's Executive Director was invited to sit on the 2008 IAS Conference Planning Committee, the first such honor for a nurse. Meetings in Geneva with members from other associations of nurses in AIDS care resulted in the development of the International Network of HIV/AIDS Nursing Associations (INHANA); however, the group was not sustained. An International Specialty Committee was formed in 2001 to address issues of international HIV nursing, and currently counts more than 50 active members who are engaged in a dynamic range of activities, ranging from policy to clinical training support. In 2005, the committee was renamed the "Global HIV Nursing Specialty Committee," in order to underscore the connectedness of HIV nurses worldwide.

Planning

In 1990 ANAC created a strategic plan that streamlined the organizational structure and established operational goals. The 1994 five-year strategic plan, included four strategic goals: 1) to promote growth and expansion of membership; 2) to increase educational offerings by the Association; 3) to establish ANAC as a national voice in HIV policy and health care issues; and 4) to develop an effective organizational structure with sound fiscal management. The strategic plan is revised annually and has evolved into a living

document to reflect organizational priorities, external factors influencing HIV/AIDS and the health care system, and volunteer, staff, and financial resources. The ANAC committee structure was substantially revised in 2002 to better clarify the purpose and function of the various ANAC organizational units. In 2004, with ANAC's transition to a self-management structure completed, the BOD revisited the strategic plan, and identified a set of five core values to guide the organization: knowledge, advocacy, diversity, support, and collaboration. In order to clearly define the organizations direction, this same BOD adopted the following statement as the ANAC core purpose: "To advance expertise and excellence in nurses engaged in any dimension of HIV disease and to ensure that nursing expertise is recognized and incorporated in decisions affecting the HIV community." In 2002, ANAC became a founding member of the Nursing Organization Alliance (The Alliance) to collaborate with other nursing organizations and to help establish and enhance ANAC as a national voice in HIV health policy and health care issues.

The Future: ANAC in the 21st Century

In 2000 the ANAC Board of Directors created a new strategic plan, looking toward the future needs of the Association. The strategic plan reflects organizational changes congruent with changes in the HIV epidemic. The objectives of the plan are as bold, creative and dynamic as ANAC's diverse membership, and include establishing ANAC not only as "the voice" of HIV/AIDS nursing, but also as the international nursing leader for issues surrounding HIV disease; ANAC will become an essential HIV/AIDS resource for all nurses, and ANAC's website and publications will be the mechanism for global communication between and among nurses who care for the millions of persons around the world affected by HIV. In the new millennium, ANAC will continue to grow and thrive, but the Association will never forget the founding principles and mission of ANAC: to foster the professional development of nurses involved in the health care of those infected and affected by HIV, and to promote the health, welfare and rights of all HIV-infected persons.

Categories of ANAC Membership

Active members are licensed registered professional nurses or licensed practical or vocational nurses or the international equivalent.

Associate members are students enrolled full-time in an accredited school of nursing (proof of enrollment required).

Affiliate members are persons affiliated with the health care industry who support the goals of the Association but do not meet the requirements for another category of membership.

Disabled members may include HIV+ nurses or nurses otherwise disabled. The membership fee for this category is the same as the Associate member category.

Electronic Memberships are available only to international nurses residing and working in a low or lower middle-income country, as classified by the World Bank.

Corporate members shall be organizations/corporations/individuals interested in supporting ANAC's mission.

Categories of ANAC Corporate Membership

Benefactor: \$10,000+

Benefits include:

- A premium exhibit booth space at annual conference that includes two free registrations for personnel
- Subscription to the Journal of the Association of Nurses in AIDS Care (JANAC)
- First Option for conference and programmatic sponsorships
- 25% discounted rate for use of the ANAC membership list
- Company logo to appear on ANAC's website for duration of membership
- Recognition on all donor lists (e.g. annual report)

Supporter: \$5,000 to \$9,999

Benefits include:

- 50% discounted fee for exhibit booth space at annual conference that includes two free registrations for personnel
- Subscription to the Journal of the Association of Nurses in AIDS Care (JANAC)
- Preferred opportunities for conference and programmatic sponsorships
- 15% discounted rate for use of the ANAC membership list
- Company logo to appear on ANAC's website for duration of membership
- Recognition on all donor lists (e.g. annual report)

Contributor: \$2,500 to \$4,900

Benefits include:

- Subscription to the Journal of the Association of Nurses in AIDS Care (JANAC)
- Opportunities for conference and programmatic sponsorships
- 10% discounted rate for use of the ANAC membership list
- Recognition of your support to be listed on ANAC's website for duration of membership
- Recognition on all donor lists (e.g. annual report)

Corporate annual fund contributions of under \$2,500 are encouraged. All annual fund contributors will be listed in ANAC's annual report and donor listings in all print materials.

ANAC's Organizational Structure

The Executive Director

ANAC employs a full-time Executive Director (ED) who serves as ANAC's Chief Executive Officer.

- The terms of employment and duties of the ED are stipulated in a contract that is to be executed by the first day of employment.
- The primary function of the ED is to direct the operations of the ANAC in a manner that fulfills both its mission and strategic plan.
- The ED functions in a visible ANAC leadership position, thus, he or she represents ANAC in multiple activities and to various internal and external entities.
- The ED reports directly to the Board of Directors.
- All ANAC staff report directly to the ED.
- The ED receives an annual performance appraisal no later than the end of June of each year. The usual format is both a verbal and written evaluation. The ED has the opportunity to respond to the performance appraisal. In the event of a serious disconnect between the President's performance appraisal and the ED's self-evaluation both parties can request a closed session of the Board of Directors for discussion of the issues.
 - The result of the performance appraisal will be used in determining if a merit increase in salary is warranted and, if warranted, the amount of the increase. The merit increase will become effective on the first day of the next fiscal year.
 - The President prepares the performance appraisal based on material solicited from:
 - The Board of Directors
 - Committee Chairs and Editors
 - The President in consultation with the Treasurer decides the merit increase, if any.
 - The ED's performance will be evaluated in the following areas:
 - Administration
 - Program development and delivery
 - Human resource management
 - Community and public relations
 - Financial management
 - Legal compliance
 - Fundraising
 - Relationship with and support to/for the Board of Directors

The Board of Directors & Nominating Committee

Elections

General elections shall be held annually to fill positions on the ANAC Board of Directors and Nominating Committee for terms that shall commence and expire in the years stated at the annual meeting.

All offices are held for two-year terms unless otherwise specified in the ANAC Bylaws. Elections for the office of Treasurer, three Directors-at-Large and three Nominating Committee members are held in even years. The President-elect, Secretary, three Directors-at-Large and two Nominations Committee members are elected in odd years as set forth in the Bylaws.

Nominees to the ANAC the Board of Directors, and Nominating Committee must be current Active or Disabled Members in good standing and must meet criteria as specified in the ANAC Bylaws.

Members of the Board of Directors must be able to attend scheduled Board meetings. All members elected to ANAC office are expected to participate in ANAC activities including fundraising and discharge their responsibilities as outlined.

The Nominating Committee is responsible for soliciting nominees from the general membership to run for anticipated ANAC office vacancies. The purpose of the Nominating Committee is to insure the integrity of the election process and to achieve a balanced regional and practice representation on ANAC's Board of Directors and Nominating Committee. The committee is expected to adhere to all agreed upon timelines in order to insure a smooth nominations and elections process.

- All nominees for national office shall have their ANAC service verified to assure the voting members that the nominee is a current and active member of and leader in the Association. All other qualifications that the nominee lists on the submitted biosketch shall be considered the accurate and truthful disclosure of a professional and an ANAC member.
- Formal electioneering and campaigning by candidates for elected positions in ANAC is not permitted.
- The "Call for Nominations" for the year shall be included in a weekly email blast or as a separate mailing as deemed necessary.
- Nominations can be made by any member of ANAC (all membership categories). Self-nomination is permitted.
- The completed "Call for Nominations" form must be postmarked or electronically date stamped by the established deadline. Late nominations shall not be forwarded to the Nominating Committee for consideration.
- All nominees must complete all intent-to-seek office documents, including a biosketch along with a personal statement of 500 words or less and a photo to accompany the ballot. All documents and photos must be submitted electronically via email to the assigned National Office staff member by the established deadline.

- Nominating Committee members shall evaluate and recommend nominees using a committee-designed Candidate Evaluation Form. The committee tallies the scores on the Evaluation Forms and establishes the slate of nominees. The Nominating Committee shall identify at least one candidate for each vacant position.
- ANAC staff shall prepare official ballots and eligible voting members will be notified of the process to vote no later than one hundred twenty (120) days prior to the date of the annual ANAC Business Meeting.
- Members may choose not to vote for all offices or to vote for less than maximum allowed. If a member votes for more than the number allowed for any given office then the vote is not counted for that office, but the votes for other offices are considered valid.
- The deadline for voting is no later than seventy-five (75) days prior to the date of the annual ANAC Business Meeting.
- Election is by plurality vote, that is, the candidate with the most votes is elected. In cases where more than one individual is elected to office, the candidates with the first, second, etc. most votes wins.
- ANAC staff shall send the notification of election results letter to each candidate by certified return receipt mail.

The results of the elections are announced at the annual ANAC Business Meeting, and via an email blast. New officers are installed during the Annual Conference Meeting, and take office at the close of the Annual Conference

Primary Board of Directors Functions

- Ensuring that ANAC secures and maintains adequate resources for operations;
- Ensuring effective organizational planning;
- Ensuring that resources are utilized appropriately;
- Maintaining an organizational structure responsive to members' needs;
- Identifying relevant professional issues for introduction to the membership, committees, and/or the Board of Directors;
- Understanding and effectively articulating the mission of the Association to potential sources of funding or other support, including fund raising;
- Fulfilling the mission of ANAC and its strategic plan;
- Collaborating with and evaluating the Executive Director
- Carrying out other assigned responsibilities as delegated by the President or Board of Directors.
- Specific policies and procedures are approved by the Board of Directors to ensure operational effectiveness in carrying out ANAC's mission. The Board of Directors receives recommendations from ANAC committees as well as input from the general membership regarding policies, procedures, resource utilization, and Association activities. It is the responsibility of the Board of Directors to review all proposed actions in light of ANAC's overall mission and the impact, fiscal and otherwise, of any proposed action.

Board Composition

ANAC is governed by a Board of Directors consisting of four officers (President, President-elect, Secretary and Treasurer) and six Directors-at-Large. The Board is responsible and accountable to the membership of the organization.

The **President** is the Executive Officer of the Association. The President's duties include:

- Call for and preside at meetings of the Board of Directors and the Association Membership
- Implement decisions of the Board of Directors
- Represent ANAC within and outside the Association or designate an alternate to do so
- Make such executive decisions as are necessary to carry out Association business as specified in the bylaws, ANAC policy or as directed by the Board.
- The President is responsible to maintain oversight of all ANAC operations.

The **President-elect** assists the President, using the term of office to plan for the time when he or she assumes the Presidency. The President-elect assumes the duties of the President in his/her absence. The role of President-elect is critical in assuring smooth transition and continuity in Association operations.

The **Treasurer** is responsible for evaluating the financial health and financial growth of the organization. In this role, the Treasurer collaborates with the Executive Director who manages the day-to-day financial operations of the organization. As Chair of the Finance Committee, the Treasurer reviews and recommends to the Board and the membership an annual operating budget. In specific, the Treasurer:

- Oversees financial operations, ensures accurate records are maintained, recommends fiscal policies and procedures, and maintains oversight of all ANAC accounts.
- Reviews the monthly financial reports and queries the Executive Director regarding any expenditure that appears over budget, or unusual, to be sure budget projections are reasonable.
- Reviews the audit to determine changes that may need Board action, such as cash reserves contributions/decisions.
- Reviews the ANAC investment policy to determine, annually, whether the current policy fits with ANAC goals.
- Reviews the assets quarterly to track the relationship between the investment policy and the overall return on investments, recommending changes to the Board.
- Holds Finance Committee meetings especially around financial policy issues or recommendations that need to go to the Board.
- Prepares and presents/publishes an annual financial report for the Annual Business Meeting and provides financial updates via an email blast.
- Reviews the annual budget prepared by the Executive Director and provides feedback prior to Board approval.
- Collaborates with the Executive Director to evaluate the financial health and growth of the organization to include new opportunities and future directions.
- Reviews the report of the auditor.
-

The **Secretary** is responsible for producing and distributing accurate minutes of all Board meetings within one month of the date of the meeting, and for maintaining accurate and complete records of other meetings. The Secretary reports highlights of the Board meetings in *the weekly email blasts*, and assists with archiving Association minutes and documents. The Secretary also reviews and updates the Association Management Manual on a bi-annual basis and presents substantive revisions to the Board of Directors for approval.

The six **Directors-at-Large** function as vital sources of information and communication between ANAC and external entities, as well as between the Board of Directors, ANAC Committees, Task Forces, Editorial Boards, and the general membership. While no Director may speak for the Association without the express direction of the Board, each Director may be called upon to represent Association positions in a variety of settings. It is essential that the Director maintain a clear understanding of ANAC's mission, goals and objectives as outlined in the Association strategic plan, and be familiar with Association policy, procedure and established positions on issues.

Board of Directors and Staff Compensation for External Projects

It is the policy of ANAC that Board and Staff members shall not receive honoraria for external projects when their participation is based solely on their position within ANAC. In the event an honoraria is given for the person's involvement, that honoraria will be made payable to ANAC. If an ANAC Board or Staff member is asked by another organization to represent ANAC by giving a presentation or testimony, or by consulting on the development of a program, all travel related expenses shall be billed to the requesting organization.

ANAC Board and Staff members may be approached by a corporation to participate in a project (such as a satellite presentation at the Annual Conference) related to that person's area of expertise (and not their ANAC affiliation); in this situation that person is free to accept an honoraria and such action is not construed as a conflict of interest with his/her ANAC fiduciary responsibility.

Board Meetings

Schedules

The first Board meeting of the year is held immediately after the Annual Conference. In addition to the Conference Board meeting, there are generally three in-person or conference call meetings per year. Attendance at all Board meetings is critical. Absences, when absolutely necessary, must be coordinated with and approved by the President. Regular Board meetings are usually two days in length. The entire Board of Directors, along with ANAC staff as appropriate, meet all day Saturday, and Sunday morning.

Format

- The President is responsible for providing Board members with a proposed agenda in advance of the Board meeting.
- Board reports need to be submitted to the office four (4) weeks prior to the meeting to allow for reproduction and distribution, generally, two (2) weeks prior to the date of the meeting, to all Board members for review prior to the Board meeting.
- Planning and preparation for meetings is of paramount importance. Board members are expected to review all reports and come to the meeting prepared to offer appropriate comments, questions or suggestions. Motions for consideration at a Board meeting should, whenever possible, be submitted in advance to the President.
- Board meetings are governed by the rules of parliamentary procedure as outlined in "Robert's Rules of Order;" consensus format may be utilized by agreement, with formal voting for all motions/matters with fiscal and/or policy impact.
- Meetings are conducted according to a proposed agenda; approval of the proposed agenda is the first order of business at a meeting. Agendas may vary after this, but shall generally include the following items for routine meetings:
 - President's report: reviews communications and the President's activities.
 - Treasurer's report: provides a recap of ANAC's fiscal status
 - President-elect report: addresses activities of the President-elect
 - Secretary's report: announces e-mail Board votes conducted since the last Board meeting, and presents revisions/additions to ANAC's Association Management Manual
 - Committee, Task Force, and Editorial Board reports: presented by the appropriate Board liaison, reports on their respective activities since the last Board meeting as applicable.
 - Executive Director's report: includes items of concern to overall operations and management
- Telephone conference call meetings may be held in place of in-person meetings to reduce travel expenditures. The same rules of order apply for a conference call meeting. Minutes of conference calls are maintained in the usual manner.

Electronic Voting

There may be occasions in which the ANAC Board of Directors finds it necessary to conduct business in between the normally scheduled quarterly face-to-face Board of Directors meetings. In order to facilitate for the orderly process of any business requiring approval of the Board of Directors, e-voting may occur via the Board of Director's Discussion Group on the ANAC Website.

- Any member of the ANAC Board of Directors may initiate the e-mail voting process. The member must work in collaboration with the Secretary.
- The ANAC Secretary automatically "seconds" the motion. In the event that the Secretary initiates the e-voting process, the Secretary will obtain a "second" from another member of the ANAC Board of Directors. (Note: The automatic "second" will allow for discussion to occur immediately)
- The Secretary will set the deadline date and time (including time zone) for discussion (no less than five [5] business days from the original notice date). Discussion will end immediately on the date and time.
- Any and all discussion on the motion is to occur on the Board of Director's Discussion Group. No vote is to be discussed during the discussion period.
- Once the deadline for discussion has passed, the Secretary will set the deadline date and time (including time zone) for voting (no less than five [5] business days after the close of discussion.
- The ANAC Board of Directors shall have the responsibility of casting their vote within five [5] business days after the call for the vote. Members will once again cast all votes on the Board of Director's Discussion Group.
- Once the five [5] business day deadline for voting has been reached (or once all members of the Board of Directors have voted, whichever occurs first), the ANAC Secretary will:
 - Summarize the discussion points if necessary.
 - Tally the votes and include them on the Board of Director's Discussion Group.
- The completed e-vote will be added into the ANAC Secretary's Report at the next regularly scheduled Board of Directors meeting.
- A quorum of the ANAC Board of Directors must occur for the vote to be valid. If there is no quorum, the vote is void. The initiating member will need to establish a new time frame and a new Discussion Group topic must be created.
- Subjects acceptable for e-voting include but are not limited to: meeting minutes, position statements, sign-on letters, Amicus briefs, something for a board meeting that needed minor revisions before final vote (that had been fully discussed at the meeting and cannot wait until the next meeting).
- Subjects not acceptable for e-voting include but are not limited to: annual Executive Director review and evaluation, salary issues, and personnel matters.

Minutes

Board meeting minutes are recorded using an action-oriented format by the Secretary, who is responsible for typing and emailing the minutes to all Board members for review no later than four weeks following the date of the meeting. The Secretary will initiate the e-vote process for the approval of Board minutes. Such minutes shall be labeled "Draft." Board members should review the "draft" minutes and provide revisions to the Secretary and members of the Board during the e-vote discussion period. The Secretary shall integrate changes as appropriate. Results of the email vote shall be announced and recorded in the minutes of the next Board meeting. Once the minutes are approved, the label on the minutes is changed from "Draft" to "Final." Approved minutes are emailed to ANAC staff for distribution to Committee Chairs, Editors and Chapter Presidents. The Secretary prepares and submits a synopsis of the Board meeting to the National Office staff for inclusion into the weekly email blasts. Closed meeting minutes are not distributed outside of the Board and the Executive Director.

Board of Directors Travel Reimbursement

Board Meetings

- All travel must be budgeted and/or approved in advance by the President, Treasurer, or Executive Director. The reimbursement form must be forwarded to the ANAC office within thirty (30) days of travel completion. The reimbursement form is subsequently reviewed and approved by the Executive Director. Requestors should keep a copy of their reimbursement request for their records.
- Original receipts are required to comply with auditing and legal purposes. Expense forms submitted without receipts shall be returned without reimbursement.
- Approved fares may be reimbursed prior to travel with appropriate receipt.
- All receipts should be original and stapled to the form. Receipts are required for airfare, railroad, limousine, taxi, parking, meals, etc. Original individual hotel bills are considered receipts for all expenditures listed therein. Extraordinary expenses should be explained in writing. For payment of one-half of double hotel rooms, indicate name of other person sharing room.
- Expense reports must be submitted within 30 days of the completion of the travel.
- **Reimbursement rates:**
 - Lodging—at the lowest available rate for the meeting days only unless otherwise approved.
 - Meals—not to exceed the government per diem rate
 - Transportation should be booked through ANAC's travel agent.
 - Airfare: roundtrip at the lowest fare available (booked at least 21 days in advance and at the lowest possible rate not to exceed \$625 without permission from the ED). Extenuating circumstances must be discussed with the Executive Director and/or the President or Treasurer of ANAC.
 - Public transportation: at tourist or economy rates only
 - Auto: Current IRS allowed rate plus tolls and parking only if total expense is less than airfare.
 - Shuttle to and from airport: at cost
 - Taxi/limo: only when absolutely necessary
 - Other costs: including all miscellaneous business expenses at cost. Expenses such as laundry, personal entertainment and personal phone calls, are not reimbursable.

Annual Conference

- Complimentary registration shall be provided to all current and incoming Board members.
- ANAC shall reimburse roundtrip air transportation (per the Travel Reimbursement Policy found herein) to the Annual Conference for all current and incoming Board members.
- ANAC shall reimburse three (3) hotel nights for current and incoming Board members.

ANAC Board Liaisons to Committees

To conduct the business of ANAC and to promote the exchange of ideas relevant to HIV nursing, ANAC functions under a linear organizational structure. The major structural units of the organization include the Board of Directors, Chapters, Committees, Task Forces, and the *JANAC* Editorial Board. An ANAC Board liaison is assigned to support the work of each of these organizational units and to provide information from the Board to each unit.

Board Liaison Responsibilities include:

- Administrative
 - Assist with development of projects/activities and evaluation of activities
 - Attend committee meetings/conference calls
 - Facilitate committee work through:
 - ANAC Office
 - Other ANAC committees
 - Utilization of ANAC communications mechanisms, publications
 - Advise Chair(s) of ANAC's strategic plan, annual work plan, Bylaws, and policies and procedures
 - Assist Chair(s) to insure that committee goals are consistent with ANAC's strategic and annual work plans and operations
- Fiscal
 - Describe committee's fiscal needs to Executive Director and Treasurer at time of budget development but no later than April 30th of each year.
 - Review committee financial reports with Chair(s) and, if necessary, assist with reconciling budget variance
- Board Communication
 - Communicate all ANAC Board charges, directions, and other relevant information to Committee Chair(s) in a timely fashion
 - Report committee's activities to the Board
 - Make recommendations regarding Committee Chair-elect appointments

Conflict of Interest

Conflict of interest is defined to be, but is not limited to, activities that are in opposition to, detract from, or in some manner could become detrimental to the Association as described in the Bylaws, policies and procedures.

No individual has the authority to act on behalf of ANAC except as such authority is outlined in the Bylaws or approved by the Board of Directors, the President, or the Executive Director.

No individual is authorized to use the Association's name or logo or any terminology implying Association sponsorship or endorsement without prior approval of the Board of Directors, the President, or the Executive Director.

Elected officials or committee members acting on behalf of ANAC shall not take part in any decision or action of the Association in which they have a financial interest unless such participation is authorized by the Board of Directors after full disclosure of the facts.

Duality of interest or possible conflict of interest on the part of any elected official or committee member shall be fully disclosed to the Association prior to entering into any formal relationship with any said person, group or organization.

Signed Conflict of Interest Statements shall be obtained annually from all incoming Board members, Editors and Committee Chairs and Co-chairs. If possible, this should be done prior to the Annual Meeting.

ANAC Committees

Standing Committees (Bylaws and Resolutions, Finance, and Nominating)

- **Purpose:** To fulfill the mandates of the bylaws and to ensure the efficient and ethical conduct of financial management, nominations, and bylaw amendments. A member may serve on only one standing committee or regular committee at a time. The only exception is for members of the Nominating committee who can serve on one other standing or regular committee.
- **Budget:** Based on nature of the activities. Approved by the Board in consultation with the Executive Director and Treasurer.
- **Structure and Appointment:** Committee chairs are appointed by the President and approved by the Board of Directors.
 - The Chair-elect is recommended by the President or President-elect (based on who shall be the President at the time the individual assumes the chair) in consultation with the chair and approved by the Board.
 - The Chair-elect is a one (1)-year term and chair is a two (2)-year term. In the event of a resignation of the chair, the chair-elect assumes the position and a new chair-elect is chosen in the same manner as above.
 - Committee members [minimum six (6), maximum eight (8)] are appointed via the Consent to Serve process for a two (2)-year term. The committee is required to hold a meeting during the annual conference and conduct business via conference calls or e-mail throughout the year as needed.
- **Board Liaisons:** The President assigns a Board liaison to the Committee. The Executive Director assigns a staff member to be the committee's primary contact with the national office. The Committee is required to hold a meeting during the annual conference. The work of the committee is thereafter managed through conference calls and electronic communications.
- **Reporting:** Quarterly reports to the Board and annual committee reports are made available to the membership approximately four weeks after review at quarterly Board meetings. Annual reports are submitted to the membership at the annual meeting.
- **Specific Circumstances**
 - **Finance:** The membership of the Finance Committee includes: the ANAC Treasurer (who serves as the committee chair), the ANAC President, two members of the Board as recommended by the Treasurer and appointed by the President, and two members from the general membership of ANAC as selected by the Treasurer. The Executive Director is the committee's primary contact with the national office and is also on the committee, along with the Director of Development. The Treasurer determines the frequency and format of meetings based on need.
 - **Nominating:** The five (5) members of the Committee are elected by the membership during the regular elections for a two (2)-year term as set forth by the Bylaws. The Chair-elect is the individual in the first year of his or her term who garnered the highest number of votes. The Chair-elect assumes the chair in the second year of his or her term. In the event of a resignation of the chair, the Chair-elect assumes the position. In the event of a resignation of the Chair-elect, the individual

with the next highest number of votes in the year that the Chair-elect was elected becomes the Chair-elect. In the event of any resignation to the committee, the vacancy shall be filled by the chair's appointment, pending approval of such appointment by the President and the Executive Director. The President assigns a Board liaison to the Committee. The liaison should be a member of the Board who is not eligible for nomination to a Board position in the year he or she serves as liaison.

Regular Committees (Awards, Chapters, Conference, Public Policy and Advocacy, and Research)

- **Purpose:** To address the operational needs of the Association in relation to permanent and ongoing tasks of the Association.
- **Budget:** Based on nature of the activities. Approved by the Board in consultation with the Executive Director and Treasurer.
- **Structure and Appointment:** The Chair is appointed by the President and approved by the Board of Directors.
 - The Chair-elect is recommended by the President or President-elect (based on who shall be the President at the time the individual assumes the chair) in consultation with the chair and approved by the Board.
 - The Chair-elect is a one (1)-year term and chair is a two (2)-year term (except Conference, which is a one-year chair term). In the event of a resignation of the chair, the Chair-elect assumes the position and a new Chair-elect is chosen in the same manner as above.
 - Committee members [minimum six (6), maximum eight (8)] are appointed via the Consent to Serve process, usually for a two (2)-year term. However, there may be circumstances in which members are appointed for a one (1) year term. The Committee is required to hold a meeting during the annual conference and conduct business via conference calls or e-mail throughout the year as needed. A member may serve on only one standing committee or regular committee at a time. The only exception is for members of the Nominating Committee who can serve on one other standing or regular committee.
- **Board Liaisons:** The President assigns a Board liaison to the Committee. The Executive Director assigns a staff member to be the committee's primary contact with the national office. The Committee is required to hold a meeting during the annual conference. The work of the committee is thereafter managed through conference calls and electronic communications.
- **Reporting:** Quarterly reports to the Board and annual committee reports are made available to the membership approximately four weeks after review at quarterly Board meetings. Annual reports are submitted to the membership at the annual meeting.

Specialty Committees (Diversity, HIV Positive Nurses, Global HIV Nursing, and Palliative Care)

- **Purpose:** Specialty committees are developed to provide a forum for a group of members who share a common interest in an area related to the fulfillment of the Association's mission and to provide a means of networking to address issues relevant to the group. Specialty Committees are developed by the proposal to the Board from members or groups with specific project or program goals. These goals must be consistent with the core ideology of ANAC's strategic plan.
- **Budget:** No specific annual budget. Proposals requiring financial resources may be submitted to the Executive Director through the Board Liaison for approval.
- **Structure:** A group of two (2) or more members (any membership category) can petition the board for recognition as a specialty committee. Board approves formation of the committee. There is no limit to the number of members on a Specialty Committee, providing the committee is productive and accomplishing mission and goals. Group chooses a chair (by consensus) that is approved by the Board. Group may self-dissolve, with notice to the Board, at any time.
- **Board Liaisons:** The President assigns a Board liaison to the Committee. The Executive Director assigns a staff member to be the committee's primary contact with the national office. The Committee is encouraged to hold a meeting during the annual conference. The work of the committee is thereafter managed through conference calls and electronic communications.
- **Reporting:** Minimum of an annual report is required. The Board of Directors may determine more frequent reporting.

Responsibility of Committee Chair/Chair-Elect

Administrative

- Review committee goals and objectives, ANAC's strategic plan, annual work plan, Bylaws, and organizational policies and procedures before committee meeting at the Annual Conference
- Design/implement committee's activities/projects to be consistent with committee's goals and objectives and committee budget before committee meeting at the Annual Conference
- Establish calendar of committee meetings/conference calls no later than December 1 for the following year
- Prepare meeting agendas and oversee distribution of most recent meeting minutes prior to next conference call/meeting; submit approved minutes to ANAC office within 10 days of the call/meeting
- Convene all committee meetings/conference calls at least quarterly
- Assign tasks to committee members, with clear and appropriate deadlines
- Monitor/evaluate progress and outcome of work activities throughout the year
- Prepare quarterly reports for Board and submit to the ANAC office by the stated deadline
- Prepare annual committee report for presentation at Annual Business Meeting to the ANAC office by the stated deadline
- Mentor Chair-elect by including him/her on all correspondence
- Develop, review and revise website content related to the committee and submit to the ANAC office no later than December 1 for the following year
- Must be a voting ANAC member

Fiscal

- Consult with ANAC Executive Director regarding committee budget development. Budget requests for following year due in to National Office by April 30.
- Monitor financial reports against annual committee budget, and, if necessary, describe any budget variance
- Submit reimbursement requests to ANAC staff within 30 days
- Committee Chairs and Editors receive a 50 percent (50%) reduction in the conference registration fee, and are expected to hold a Committee or Editorial Board meeting during the conference. Committee Chairs and Editors may also be asked to attend leadership activities, as directed by the President.

Communication

- Communicate regularly with Board liaison at least quarterly; submit required reports in timely fashion
- Communicate action items for Board consideration via Board liaison/quarterly report as needed
- Communicate budget requests and rationale to the Executive Director and board liaison by the April 30th deadline.
- Collaborate with other ANAC Committee Chairs and Editors as indicated
- Communicate with ANAC staff as appropriate regarding administrative issues
- Utilize the weekly email blasts and the ANAC website to inform ANAC membership of committee activities, submit articles by stated deadline
- Make recommendations regarding Chair-elect to President-elect/Board liaison
- Communicate with ANAC staff regarding Web content
- Communicate written recommendations for additions/changes of committee-related content in the Association Management Manual to the Board liaison, for submission to the Board of Directors for review and approval

Conflict of Interest

- Conflict of interest is defined to be, but is not limited to, activities that are in opposition to, detract from, or in some manner could become detrimental to the Association as described in the Bylaws, policies and procedures.
- No individual has the authority to act on behalf of ANAC except as such authority is outlined in the Bylaws or approved by the Board of Directors, the President, or the Executive Director.
- No individual is authorized to use the Association's name or logo or any terminology implying Association sponsorship or endorsement without prior approval of the Board of Directors, the President, or the Executive Director.
- Elected officials or committee members acting on behalf of ANAC shall not take part in any decision or action of the Association in which they have a financial interest unless the Board authorizes such participation after full disclosure of the facts.
- Duality of interest or possible conflict of interest on the part of any elected official or committee member shall be fully disclosed to the Association prior to entering into any formal relationship with any said person, group or organization.
- Signed Conflict of Interest Statements shall be obtained from all incoming Board members, Editors and Committee Chairs and Co-chairs. If possible, this should be done prior to the Annual Meeting.

Committee Membership

Committee members shall be Active, Disabled, Associate, or Affiliate members of the Association. Committee membership is voluntary and no compensation is awarded for this service to the Association. For the sake of continuity of committee operations, no more than one half of the committee members shall be newly appointed each year.

The work year begins at the conclusion of the Annual Business Meeting and ends at the committee meeting at the next Annual Conference. Each committee is expected to meet at the Annual Conference and each committee member is strongly encouraged to attend this meeting to facilitate the work of the committee. Additional meetings or conference calls are held as resources permit and as required to complete work.

All members wishing to serve on a committee shall submit a completed Consent to Serve form, which can be downloaded from the ANAC website during the open submission period beginning April 1 and ending June 30. All members applying to serve on an Association committee, whether or not selected to serve, will be notified prior to the Annual Conference. The Board of Directors will approve Committee Chairs.

Primary considerations in the selection of committee members include the availability, expertise, and willingness of the applicant to assist the committee in fulfilling its goals and objectives. Committee membership shall reflect the diverse interests and expertise of the membership, and shall take into consideration geographic representation as well. Vacancies throughout the year will be filled by appointment.

Each committee shall keep submit Quarterly Reports to the National Office which is distributed to the Board of Directors at their quarterly meetings. Each committee shall also submit an Annual Report to the National Office, which is distributed to ANAC members at the Annual Conference.

Each committee shall have a Board liaison assigned to facilitate and to support the work of the group. The Board liaison shall attend group meetings and participate in conference calls.

Consistent unexcused absence from meetings or conference calls, nonparticipation, negligence, intentional misrepresentation of facts, or other activity potentially injurious to ANAC shall constitute reason for dismissal from a committee. A replacement may be appointed to complete the work year at the discretion of the Chair.

A member may serve on only one standing committee or regular committee at a time. The only exception is for members of the Nominating committee who can serve on one other standing or regular committee. A member may serve on as many specialty committees as s/he may competently execute the duties thereof, contingent upon the membership limitations (if any) established by the specialty committee chair.

Task Forces

- **Purpose:** A Task Force is developed by the Board in order to complete specific tasks in fulfillment of the mission of the organization, in response to tasks or directives that are adopted through the resolution process, or to assist with specific programs that would enhance the mission, vision, and goals of ANAC. Development of a Task Force can occur through request of individual ANAC members presented to the Board or by Board identification of a specific need. The number of members on a task force may vary. Leadership of a Task Force is appointed or approved by the Board. The number and type of task forces varies according to need.
- **Budget:** Based on nature of the activities. Approved by the Board in consultation with the Executive Director and Treasurer.
- **Structure/Appointment:** Determined by the Board based on the nature of the activities. The President assigns a Board liaison to each task force.
- **Reporting:** Determined by the Board based on the nature of the activities.

ANAC Chapters

Chartered Chapters:

Groups of ten (10) or more ANAC members (in a locale) may petition for a chapter charter. Charters shall be approved and awarded by the Board of Directors. Chapters shall fulfill the purposes of the Association at the local level. The structure, functions and reporting activities of chapters shall be consistent with the Bylaws, policies, and procedures of the Association (Article VIII, Section I, ANAC Bylaws) and to the Chapters Handbook.

Chapters-in-Formation/Special Interest Groups

Purpose: To provide a forum for members who are organizing to become new chapters

Budget: No annual budget.

Structure: Locally organized and self-sustained.

ANAC National Office and Staff

ANAC's national office is located at 3538 Ridgewood Road, Akron, Ohio 44333-3122. The ANAC national office can be contacted via phone 1-800-260-6780 or (330) 670-0101; email anac@anacnet.org; or fax: 330-670-0109.

The organizational hierarchy is as follows:

The Executive Director (ED) - reports to the Board of Directors and is responsible for directing all administrative and management activities of ANAC. The ED collaborates with Board members in order to achieve the mission, strategic plan, and the annual objectives of the organization. The ED facilitates optimum interaction between staff, members, and volunteers and is an ex-officio member of the Executive Board and the Board of Directors. All staff report directly to the Executive Director.

ANAC Organizational Services

ANAC and Public Policy

In 1997 ANAC began to develop a health policy agenda that is communicated through the development and dissemination of position statements and papers. ANAC has produced position statements on such topics as duty to care, palliative care, HIV and tuberculosis, and needle/syringe exchange programs. Three of ANAC's position papers were published in JANAC: "Duty to Care" (1991), "Harm Reduction and HIV Care" (1998) and "Assisted Suicide" (2000-2001). Additionally, ANAC expresses policy initiatives through resolutions and signing on to position statements and letters of other organizations. ANAC awards the ANAC Public Service Award to individuals whose efforts have improved HIV prevention and treatment services: Senator Edward Kennedy (1995), Representative Nancy Pelosi (1997), Dr. Jonathon Mann (posthumously 1998), Helen Miramontes (1998), Sister Mary Elizabeth of AEGIS (2000), William Roedy (2001), Deborah Parham (2002), Terje Andersen (2003), Sande Gracia Jones (2004), Deborah von Zinkernagel (2005), David Harvey (2006), The NAMES Project & National Minority AIDS Council (2007), Representative Maxine Waters (2008) and Patricia Daoust (2009). Since 2004, ANAC has partnered with Physicians for Human Rights (PHR), Health Action AIDS Campaign, to advance issues of global Nursing policy. In addition, the ANAC Policy and Advocacy Task Force was established in 2004, and assisted in the formation of the ANAC Policy Agenda, as approved by the Board of Directors in the Fall of 2005. In January of 2008, the Board of Directors approved full membership in AIDS Action Council, and elevated the Policy and Advocacy Task Force to a Regular Committee of the Association. The Policy Agenda addresses issues incumbent to both international and domestic HIV-policy, as well as defines key philosophical commitments, which will guide the evolution of the ANAC Policy Agenda. As evidence of ANAC's reputation as the voice for HIV Nursing, the organization has been called upon to participate in numerous policy-focused committees and events, and has provided testimony and public comment through such divergent venues as the PEPFAR Ambassador's committee (2004), the CDC/HRSA HIV Advisory Committee (2005), and the PACHA- President's Advisory Committee on HIV and AIDS (2005). ANAC is a member of the Federal AIDS Public Policy Coalition.

ANAC Position Statements

- The ANAC Board of Directors is responsible for approving all Association position statements and position papers.
- All position statements are reviewed bi-annually by the Board or its designee to determine their continued relevance and to assure accuracy.
- In the absence of an approved ANAC position, the President of the Association, the Executive Director and/or the Director of Development and Policy may articulate an ANAC position.
- An individual member, an ANAC organizational unit, the Board of Directors, or ANAC staff may identify the need for an ANAC position.
- The Board may delegate the responsibility to draft the position to individual members, an organizational unit, or ANAC staff.
- A position statement is a concise, referenced statement expressing ANAC's stance, opinion, or policy on a specific issue. The format for the position statement is: title; date adopted; date(s) reviewed and/or revised; position of the Association, starting with the statement "It is the position of the Association of Nurses in AIDS Care that:" followed by bulleted points; statement of concern; background material, including one (1) to four (4) references published within the last five years (historically significant references can be used, but sparingly); and lastly, references in the format of the American Psychological Association (APA), 5th Edition.
- A position paper is a longer, scholarly document referenced with theory and empirical literature. The paper includes background of the problem, statement of the problem, and review of the literature. It provides substantive support for each position articulated in the document.
- The Board determines the appropriate review process before approving a position. The process may include internal and/or external reviewers.
- The Board approves a position statement or position paper. If time is of the essence, the Executive Committee may approve a position. However, all Board members shall be apprised of this action as soon as possible.
- ANAC members shall be notified of positions adopted by the Board via the weekly email blasts, the ANAC website, email, or other internal mechanism of communication.
- ANAC position statements or papers may be published in *JANAC* or referenced in other publications.
- ANAC positions shall be distributed to members and other organizations.
- ANAC positions shall be posted on the ANAC Web site.

ANAC Resolutions

- Resolutions may be developed and submitted by the Board of Directors, Committees, or Association members. The purpose of a Resolution is to formally express the sentiment of ANAC on a given issue or to acknowledge specific achievements of individuals or groups.
- The Bylaws and Resolutions Committee shall be responsible to receive and present proposed resolutions to the Board, which shall recommend action.
- Resolutions shall be approved at the Annual Business Meeting by a majority vote of the members present and voting.
- When approved, resolutions shall appear in the weekly email blasts and on the ANAC website.
- Resolutions are valid for a period of five (5) years or until the membership deems them outdated.
- The Bylaws and Resolutions Committee shall prepare a format for submission of resolutions.
- Resolutions submitted must be accompanied by supporting documentation and must conform to the established format, including proposed implementation format and financial impact.
- The full text of proposed resolutions shall be distributed to members attending the Annual Business Meeting. Only members otherwise entitled to vote may vote on resolutions.
- The Board shall review all resolutions prior to submission for a membership vote.
- Resolutions must be submitted in time to allow Board review prior to the Annual Business Meeting. Deadline for submission of proposed resolutions shall be no later than two weeks prior to the last regular Board Meeting before the Annual Business Meeting.
- Emergency resolutions may be submitted up to twenty-four hours before the Annual Business Meeting and must meet the criteria for Emergency Resolutions established in the Standing Rules for the Annual Business Meeting, i.e., content must be of a critical nature that was unknown to the submitter prior to the regular deadline for submission of proposed resolutions.

Format for Proposed Resolutions

A Resolution must be in the following format to be considered:

“Whereas...(background information establishing the need or explaining the reason for a resolution);

Resolved, that . . . (the actual resolution).

Sponsored by: (Group or individuals submitting the resolution)

Each proposed resolution that requests action by the Association must include a proposed format for implementation and the financial impact. Resolutions that require no action or expenditure, such as those iterating an Association stance on a particular issue, may not require a format for implementation or have financial impact. In such a case, “none” should be specified for these categories.

Supporting information shall be submitted with the proposed resolution.

A Resolutions Example

Whereas, nurses support the right of the individual to make informed decisions about health care that are consistent with personal values; and

Whereas, advanced nursing practitioners provide a variety of health care services essential to the continuing well being of persons affected by HIV; and

Whereas, reimbursement for services plays a major role in the availability of services to consumers; and

Whereas, the availability of third party payment for services provided by nurse practitioners may restrict access to services; therefore be it

Resolved, that the Association recognizes the significant contribution of nurse practitioners in HIV care; and

Resolved, that the Association go on record as supporting a policy of full reimbursement for services provided by Nurse Practitioners by all third party payers.

Sponsored by: Clinical Issues Committee

Implementation Plan: Letter to be written to HCFA expressing sentiment of the Association on the issue.

Financial Impact: Cost of clerical support and postage.

Communications and Publications

The Journal of the Association of Nurses in AIDS Care (*JANAC*)

Mission Statement of the Journal of the Association of Nurses in AIDS Care

JANAC serves as the official journal of the Association of Nurses in AIDS Care. The journal's mission is to support nursing practice, research, education and public policy through the scholarly dissemination of knowledge and practice standards. *JANAC*'s aim is to increase the understanding of the complex physical and psychosocial issues associated with HIV disease and the quality of comprehensive nursing care provided to persons with or at risk for HIV infection. To that end, *JANAC* provides a forum for the interdisciplinary discussion of practice, prevention, education, research, and public policy issues related to all aspects of the HIV/AIDS epidemic.

History of *JANAC*

The premier issue of the Journal of the Association of Nurses in AIDS Care (*JANAC*) was published in the fall of 1989. *JANAC* quickly became a well-respected peer-reviewed publication listed in many indexes, including AIDS and Cancer Research, CINAHL, Index Medicus, International Nursing Index and MEDLINE. In 1994 publication increased from a quarterly to a bimonthly schedule. *JANAC*'s first editor, Jeanne Kalinowski, was named Editor Emeritus in 1995. Richard Sowell became editor (1996-2007) and was named Editor Emeritus at ANAC's 20th Annual Conference in 2007. Demetrius Porch served as *JANAC*'s Associate Editor from 1998-2007. In 2007, editorial leadership changed to Lucy Bradley-Springer (Editor) and Carol (Pat) Patsdaughter (Associate Editor). The Editorial Board includes diverse membership including members from a broad spectrum of geographic and practice areas as well as international members, reflecting *JANAC*'s status as a global HIV nursing journal. Special supplemental issues of *JANAC* have focused on such ground-breaking topics as HIV prevention, education and HIV, medication adherence, HIV in prisons, and international issues in HIV care. In 1998 the Editorial Board, with the assistance of *JANAC*'s publisher, created the annual *JANAC* awards program, which recognizes outstanding articles. In 2000, the ANAC Board of Directors approved the implementation of *JANAC*'s Distinguished Writers Mentorship Program, designed to assist new authors through the developmental stages of a scholarly manuscript.

Selection of the *JANAC* Editor

The board liaison to *JANAC* shall serve as the chair of the *JANAC* Editor Search Committee. The committee shall consist of the following members; a representative of the *JANAC* Advisory Board, a representative of the ANAC Board of Directors, the ANAC Executive Director, an ANAC member-at-large, an outside professional who has expertise in editorial search and selection, and the publisher's representative who shall serve in an ex-officio role.

Editor Appointment and Structure

Following a comprehensive selection and review process, the ANAC President appoints the editor, after approval by the Board of Directors. The *JANAC* Editor is appointed for a four (4) -year term. The *JANAC* Editor may select an Associate Editor, Managing Editor, and Editorial Board members consisting of ANAC members, national/international nursing leaders, and/or other individuals with pertinent expertise. Editorial Board

members are appointed to serve three (3)-year terms that may be extended at the discretion of the Editor.

Review of the *JANAC* Editor

The term of *JANAC*'s Editor is four (4) years. At the end of eighteen months, a review is completed by the ANAC Board liaison and presented to the ANAC President and Board of Directors. Depending on the outcome, the current editor can plan for another term or plan for an orderly transition to a new editorial team. The ANAC Board liaison to *JANAC* shall:

- Notify Editor of time of review process.
- Solicit report by Editor of accomplishments and goals for future directions (no more than two pages).
- Secure list of individuals from relevant constituencies who can address competence and accomplishments of Editor:
 - Editor
 - Associate Editor
 - Representatives of Publication Company
 - ANAC Board of Directors
 - ANAC National Office Staff
 - ANAC Members at-Large
 - Invite listed individuals to provide input.

Board liaison shall aggregate data and present to President and Board of Directors for their consideration.

Editorial stipend

The Editor is paid a stipend as stated by contract.

Quarterly Reporting

Quarterly reports to the Board; annual report is submitted to membership at the Annual Business Meeting.

Brand Name in ANAC Publications

The brand names of drugs shall not be used in *JANAC* or any other ANAC publication non-advertising space. It is preferred that generic names, rather than study names for drugs, be used. In rare instances when it is necessary to use the brand name of a drug, such as when citing information specific to a particular brand, permission may be granted by the editor of the publication or his/her designee. The purpose of this policy is to avoid any impressions of favor for individual pharmaceutical companies.

Public Service Announcements in *JANAC* Policy

Public Service Announcements (PSAs) from ANAC corporate members and/or not-for-profit community based organizations (CBOs)/AIDS service organizations (ASOs) shall be accepted for publication in *JANAC* based on the following criteria:

- The content of the announcement is consistent with the mission of both ANAC and *JANAC*, and
- Space is available.

The Editor and Associate Editor shall be responsible for reviewing requests at least four (4) months in advance of the cover date. The Editor or the Associate Editor shall communicate their acceptance/rejection of the PSA to the requester and ANAC Board of

Directors. Questions from the reviewers concerning any specific PSA should be directed to the *JANAC* Board liaison. PSAs from corporations that are not corporate members of ANAC shall not be considered.

JANAC Reprints

- For Elsevier-published issues of *JANAC*: Any request for reprints and permissions for Elsevier-published issues of *JANAC* must be forwarded to the Elsevier Publications personnel so designated to handle these matters.
- For Nursecom or Sage published issues of *JANAC*: Any request for reprints and permissions for Nursecom or Sage-published issues of *JANAC* shall be reviewed by the current Editor and/or Associate Editor of *JANAC*. Approved requests for reprints of articles shall be granted at cost plus a 15% administrative charge. ANAC staff shall coordinate and distribute the reprints.

JANAC Manuscripts Storage

Manuscripts submitted to *JANAC* shall be stored in electronic or hard copy format until final disposition is determined.

JANAC Supplements: Policies and Procedures

ANAC and Elsevier agree to publish supplements to *JANAC*, pending approval by the Editor. All prospective sponsors and supplement inquiries should be referred to the Elsevier Executive Publisher. The *JANAC* Supplement Policy in this document shall govern supplements.

General Policy on Supplements

ANAC and Elsevier agree to publish sponsored supplemental issues to the *Journal of the Association of Nurses in AIDS Care (JANAC)*. Supplements will be assigned a Guest Editor to carry out editorial development. The *JANAC* Editor will retain final editorial approval over all supplemental issue content. Supplements may offer continuing education units, which will be administered by ANAC.

Contract Development

- All prospective sponsors and supplement inquiries will be referred to the Elsevier Commercial Sales Director.
- ANAC must be notified about all inquiries about supplemental issues within five (5) business days. This will allow ANAC and *JANAC* to provide input into the relevancy of the proposed topic/issue and express any concerns.
- On receipt of a completed Supplement Information Form and Issue Proposal from the prospective sponsor, Elsevier will provide preliminary information to the sponsor, including the following items:
 - Cost estimates for the sponsor.
 - A tentative publication schedule, which will be contingent on timely submission of manuscript.
 - General information about *JANAC* and its supplement policies, including editorial content acceptance policy.
 - A statement about deadlines and when the deposit would be forfeited if the publication schedule is not met.
 - Continuing Education (CE)

- Upon the sponsor's acceptance of the estimate, Elsevier will forward the Issue Proposal to the *JANAC* Editor for approval and copy the Executive Director at ANAC.
- Upon acceptance of the Issue Proposal by the *JANAC* Editor, Elsevier will issue a contract with the sponsor that will include the supplement specifications, cost, deadlines, and editorial provisions. ANAC will be a co-signer on this agreement.
- In the event that the sponsor requires a request for an educational grant, ANAC will issue a formal request to the sponsor. Upon the sponsor's acceptance of the grant request, ANAC will issue a purchase order to Elsevier as a guarantee that these funds will be delivered to Elsevier upon publication and/or invoice. ANAC is only responsible for the delivery of the funds to Elsevier if the sponsor pays the agreed upon funds.

Editorial Development

- The Guest Editor is selected by the sponsor in consultation with the *JANAC* Editor. The *JANAC* Editor retains the responsibility for final approval
- The Guest Editor is responsible for solicitation, peer review, and submission of manuscripts according to the schedule provided in the contract and in consultation with Elsevier and the *JANAC* Editor.
 - Editorial control rests initially with the Guest Editor, final control rests with the *JANAC* Editor
 - Authorship should, to the extent possible, be assured, i.e. the author(s) cited in the article should have written the article and ghost writing is *not* acceptable
- All manuscripts are subject to the approval of the *JANAC* Editor prior to being submitted to Elsevier. Upon approval, the *JANAC* Editorial office will submit the final manuscripts to Elsevier for publication.

Invoicing and Accounting

- Unless otherwise specified by the publishing agreement, Elsevier will invoice the sponsor for a non-refundable deposit of 50% of the total estimated amount for the supplement upon receipt of the signed publishing agreement and will credit the journal account when payment is received.
- Upon publication of the supplement, Elsevier will invoice the sponsor for the outstanding balance in accordance with Elsevier's normal billing procedures and will credit the journal account when payment is received.
- If the supplement funding took the form of an educational grant to ANAC, Elsevier will invoice ANAC for the full supplement cost, as specified in the Purchase Order.
- Upon receipt of full payment from sponsor (or, in the case of educational grant funding, from ANAC),
 - Elsevier will submit the *JANAC* Editor stipend to ANAC of \$56 per page
 - The fee for the Guest Editor is \$1000
 - The administrative fee that goes to ANAC is \$500
- Any royalties due ANAC for the supplement will be included in Elsevier's annual royalty reporting and payment to ANAC.

Continuing Education

- Issues of the Journal may include a continuing education (CE) component.

- The Editor, in consultation with the ANAC Board of Directors and/or the *JANAC* Editorial Board, will be responsible for selecting the article(s) eligible for CE credits, the number of credits to be earned for each article, and the development of CE test questions of the selected article.
- If sponsored, the fee will be negotiated with the Executive Director

JANAC Article Awards

Two awards are given annually to acknowledge outstanding publications in the Journal for the Association of Nurses in AIDS Care (*JANAC*). Elsevier sponsors the Richard L. Sowell *JANAC* article awards. The eligibility, criteria, and process for identifying award winners are listed below. Any aspect of practice, policy, education, or research may be addressed in the publication. A plaque and check are presented to the authors of the winning articles at the annual Conference of the Association of Nurses in AIDS Care.

Eligibility

All articles published from July 1 of the preceding year through June 30 of the year in which the award is to be made are eligible for consideration for an award. Articles may be reports of research, practice innovations, review articles, commentaries, or briefs, and may cover any topic.

Process

- Every other month after distribution of the latest issue of *JANAC*, the Managing Editor will send emails to all members of the *JANAC* Editorial Board asking them to rate the 3 articles they consider to be best in the new issue. Board members will make this determination based on a review of all the articles in the issue and will use the rating form (below). Forms should be returned to the Managing Editor within 3 weeks.
- The Managing Editor will share all returned forms with the Editor and will maintain a record of the ratings.
- The Editor will collate and average scores on all rated articles to determine those with the highest rankings by July 1.
- The top 5 rated articles will then be sent to the Editorial Board members who will reassess the 5 articles on the ballot and vote for the winners. Board members will be provided with a synopsis of the scoring for each of the articles on the ballot.
- The Editor collects the scores and determines the 2 articles with the most votes by August 1.
- The Editor notifies the winners and Elsevier staff as close to August 15 as possible.
- The Editor, in collaboration with the assigned ANAC coordinator, arranges for the certificate and monetary award to be presented at the annual meeting.

ANACdotes

In July 2009, the ANAC Board of Directors decided to transition the stand-alone quarterly membership newsletter, *ANACdotes*, into weekly email blasts that are sent from the National Office to the Association's membership. Before July 2009, *ANACdotes* was the official newsletter of the Association. ANAC staff secured adequate appropriate material for *ANACdotes*, edited material for publication, and produced the newsletter according to established procedures. The function of the newsletter was to serve as a vehicle for internal Association communication, providing a vital link between the membership, Board and committees.

ANAC Website (www.NursesInAIDSCare.org)

The ANAC website serves as a both an internal and external means of communication for ANAC members. Additionally, it serves as a resource for global communications to nurses in AIDS care around the world. The ANAC staff coordinates Website operations.

General Guidelines for Website Content

The ANAC website is to contain official information concerning the Association, its mission, and goals. The website may contain only that information accessible to non-members through other means (e.g. addresses for chapter contacts) and shall not contain personal contact information for non-Board ANAC members. Questionable content shall be posted according to the discretion of the Board.

The website shall not use copyrighted material without the expressed written permission of the agent holding that copyright.

The website shall contain no content (text or graphics) that is determined offensive (to be determined by the Board on a case-by-case basis).

The website is not to be used for political lobbying efforts by the Association or its constituents. However, positions formally taken by the Association and consistent with its mission and goals (e.g. resolutions or position statements) may be posted and available for educational purposes.

Individual pages of the website shall maintain a degree of consistency (color, layout, and tone) as determined by the ANAC staff to provide a professional image and assure the browser ease in navigating website offerings.

Association constituents (i.e., Chapters, Editors, Committees, and Task Forces) are encouraged to collaborate with the ANAC staff for development of web content to facilitate communication and timely distribution of information to ANAC members. If necessary, associated costs shall be attributed to the budget line for the constituent or billed to the local Chapter. Use of the ANAC logo, or other related Association identifiers, shall be determined by the ANAC staff.

The website is not to be used for direct commercial fund-raising purposes that are not specifically examined and approved by the Board of Directors.

The ANAC name shall not be used to imply or suggest endorsement of other companies or organizations, their products or services without direction from the Board. A link to other sites does not, in itself, imply official endorsement or approval and may be provided for browser access to educational materials.

Sponsors and Advertisers on the Website

The Association of Nurses in AIDS Care (ANAC) may sell digital advertising space on its website when the inclusion of said advertising is congruent with the mission, vision or values of ANAC.

The appearance of advertising on the ANAC website does not imply endorsement or a guarantee by ANAC of the product, service or company.

ANAC determines placement options and reserves the right to restrict the types of advertisements on its website. As such, ANAC restricts the number of advertisements spots available. At no time can more than 50% of the available space be advertisements.

Advertising may link to additional promotional content outside of the ANAC website.

ANAC retains the right to decline any submitted advertisement, discontinue the posting of any advertisement, and decline to link with another site or to remove links to other websites.

Rates for posting of advertisements on the ANAC website are determined by ANAC and Elsevier and may be reviewed on an annual basis. The rates are determined between the Executive Director of ANAC and Elsevier.

Educational/Informational Products

ANAC may produce products (i.e., brochures, pamphlets, slide sets, CD ROMS, monographs, seminar proceedings, etc.) for educational and/or informational purposes. Target audiences for these products may be ANAC members, nurses, individuals living with HIV disease, or the general public.

In cases where products are developed in collaboration with an external entity (i.e., another professional association, corporation, service agency, etc.), the ownership and distribution rights to the product must be determined by the Executive Director in collaboration with the Board of Directors and stipulated in a written contract signed by both ANAC and the external entity.

Products may be developed through funding from an external entity (i.e., grant-making agency, corporation, etc.). In these cases, ANAC retains ownership and distribution rights of the product and such must be stipulated in a written contract signed by both ANAC and the external entity.

ANAC retains ownership and distribution rights to all products it develops except by agreement, as identified above. All products must contain the following statement along with date of production/publication: "All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission from the Association of Nurses in AIDS Care."

Products that contain clinical information must also bear the following disclaimer notice: "The content presented in this publication is not intended to be a substitute for professional nursing or medical advice, diagnosis or treatment. Always seek the advice of a qualified health provider with any questions you may have regarding a medical condition. The Association of Nurses in AIDS Care (ANAC) tries to provide quality information, but ANAC makes no claims, promises or guarantees about the accuracy, completeness or adequacy of the information contained herein. As nursing and medical advice must be tailored to the specific circumstances of each case and health care standards are constantly changing, nothing provided herein should be used as a substitute for the advice of competent nursing or medical professionals. Never disregard professional medical advice or delay in seeking it because of something you have read in this publication. ANAC does not recommend or endorse any specific tests, products, procedures, opinions or other information that may be mentioned in this publication. Clinicians are encouraged to follow their institutional policies and procedures and consult supervisory personnel as needed. The opinions expressed are not warranted by ANAC to represent current standards of professional practice and are the sole opinion of the writer and not that of ANAC. The information contained in this publication is informational only. Reliance on any information provided is solely at your own risk." It is understood that this statement may not be appropriate for all materials with clinical information. Alternate statements must be developed with and approved by the Executive Director.

The Executive Director, in collaboration with the Board of Directors, develops distribution plans for products and the final plan shall be reduced to a written contract. Distribution plans should include charges to pay in full, at a minimum, mailing costs. Other charges may include costs of production and a profit for ANAC. ANAC members will be provided single copies of all ANAC products free or at cost for production and mailing.

If an external entity wishes to distribute a product, the terms of such distribution must be approved by the Board of Directors and stipulated in a written contract. The external entity will bear all costs of the product's distribution, unless otherwise determined by the Board of Directors. The Executive Director must approve the final version of the product prior to production or distribution.

The Board of Directors, at its discretion, may allow an external entity to place the following statement on a product followed by the entity's name: Distributed by (name of the organization/entity). The Executive Director will approve the manner and placement of the statement on the product.

ANAC Awards

Awards Policy

The Awards Committee is responsible for insuring the integrity of the awards process, establishing the awards criteria, reviewing and evaluating award applications, and selecting awardees (as indicated under Award Criteria). The Committee is expected to adhere to all agreed upon timelines in order to insure a smooth award selection process.

The Awards Committee is responsible for soliciting nominees from the general membership for ANAC awards. The invitation for nominations and applications shall be initiated at least five (5) months prior to the Annual ANAC Conference. The announcement of the Call for Graduate Student Research Poster abstracts shall be included with the Annual Conference Call for Abstracts.

Nomination/application forms shall be available for download from the ANAC website for those members interested in self-nominating or for non-ANAC members who are nominating an ANAC member. All completed nomination/application forms and accompanying documentation must be received at the ANAC office postmarked/date-stamped by the stated deadline date. Late or incomplete applications shall not be forwarded to the Awards Committee.

On the date stated in the appropriate committee's timeline, ANAC staff shall provide copies of all application forms to the appropriate committee members, along with one evaluation form for each application.

The Awards Committee shall review all applications for awards for which it is responsible. Each application shall be scored using a committee-designed evaluation form. Each committee member shall return completed evaluation forms by the stated deadline directly to the Awards Committee Chair who shall tally the total scores and determine the awardees for each category.

The Chair of the Chapters Committee shall initially review applicants for the Chapter Recognition Award to ensure that the chapter is eligible to receive the award. The Chapters Committee shall review all applications for the award. Each application shall be scored using a committee-designed evaluation form. Each committee member shall mail completed evaluation forms directly to the Chapters Committee Chair who shall tally the total scores and determine the awardee, advising the Awards Chair by the stated deadline.

The Research Committee shall select the winner of the Graduate Student Poster Research Award at the Annual Conference. Evaluation shall include interviewing presenters during the conference poster session.

The Diversity Specialty Committee shall select the winner of the Diversity Student Mentorship Scholarship.

The *JANAC* Editor solicits nominations for the Richard L. Sowell *JANAC* awards. Please see the *JANAC* Awards Policy in this manual.

All Committee Chairs involved in the Awards/Grant selection process must notify in a timely fashion the Awards Committee Chair of their committee's decision to give or not give an award, and send all evaluation paperwork to the ANAC office for historical file.

The Awards Committee Chair shall notify the ANAC President and ANAC staff of the awardees' names (except for the Graduate Student Poster Research Award), for inclusion in the Awards Program Brochure. The Awards Committee Chair shall compose a letter to notify each awardee of his or her selection. ANAC staff shall send letters of congratulations or regrets to all applicants (by certified mail, return receipt requested) notifying them of the Committee's selections. ANAC staff shall be responsible for notifying sponsors of the names and qualifications of the awardees.

Conference registration, travel reimbursement up to \$599, and a cash award may be included for each award. In the event of co-recipients of an award, any award value shall be divided equally between recipients. Reimbursement forms must be submitted within thirty (30) days post conference.

Awardees shall be announced and honored at the Awards Ceremony held at the Annual Conference.

In the event that the designated awarder (ANAC Awards Committee, Chapters Committee, Diversity Specialty Committee, Research Committee, JANAC Editorial Board, ANAC Board of Directors, or the ANAC President) responsible for selecting the specific award(s) cannot determine a suitable recipient for a specific award, the designated awarder may decide not to give the award in that year.

Listing of ANAC Awards

LPN/LVN Distinguished Service Award

This award recognizes and ANAC member who is a licensed practical or licensed vocational nurse and a role model in providing compassionate nursing care to individuals living with HIV/AIDS. The recipient is a source of pride to self, peers, patients/clients and their families, and colleagues. Nominees must be current ANAC members. Current National Board members and staff are NOT eligible. All nominators must submit completed application forms with the required supporting documents. The recipient is selected by the Awards Committee. The first ANAC LPN/LVN Distinguished Service Award will be presented at the 2008 ANAC Annual Conference.

Award winners include: Audrey Looman (2008) and Sandy Jones (2009).

Frontline Nurse Distinguished Service Award

This award recognizes an ANAC member who is involved in direct patient care or bedside registered nurse and is a role model in providing compassionate nursing care to individuals living with HIV/AIDS. The recipient is innovative, inspires peers in their practice, and promotes excellence in HIV nursing. Nominees must be current ANAC members. Current National Board members and staff are NOT eligible. All nominators must submit completed application forms with the required supporting documents. The recipient is selected by the Awards Committee. The first ANAC Frontline Nurse Distinguished Service Award will be presented at the 2008 ANAC Annual Conference.

Award winners include: Leah Magagnotti (2008) and Theresa Mitchell (2009).

Excellence in HIV Nursing Clinical Practice Award, In Memory of Joanne Ruiz

This award recognizes an outstanding nurse clinician. The recipient is a nurse who is a source of pride to self, peers, patients/clients, and colleagues. He or she brings knowledge, skill, and caring to people with HIV infection and their families and/or significant others. In essence, the award recognizes the nurse you would most like to care for your loved ones. Nominees must be current ANAC members. Current National Board members and staff are NOT eligible. All nominators must submit completed application forms with the required supporting documents. The recipient is selected by the Awards Committee.

Awards winners include: Gregg Billeter (1989), Susan Robertson (1990), Anna Ferguson (1991), Donna Gallagher (1992), Mary Dugom (1993), Catherine Salvesson (1994), Connie Sue Highsmith (1995), Cecily Cosby (1996), Catherine Lyons (1997), Kevin Morrisroe (1998), Elizabeth Klein Snyder (1999), Carol Glenn (2000), Madeline Bronaugh (2001), Barbara Olesko (2002), Mary Caprio (2003), Catherine O'Connor (2004) and Robin Hardwicke (2005); Not presented in 2006; Seja Joyce Fishman (2008) and Gregory Parr (2009)..

Excellence in HIV Nursing Leadership Award, In memory of Frank Lamendola

This award recognizes an outstanding nurse who has distinguished himself or herself through a major leadership role in HIV research, education, professional services, or scholarly activities. The recipient is a nurse who brings vision, administrative abilities, and commitment to her or his nursing position. In essence, the award is given to the nurse who has had significant and far-reaching impact on nurses who give AIDS care as

well as on people with HIV infection. Nominees must be current ANAC members. Current National Board members and staff are NOT eligible. All nominators must submit completed application forms with the required supporting documents. The recipient is selected by the Awards Committee.

Award winners include: Brianne Fitzgerald (1989), Susan Holman (1990), Peter Ungvarski (1991), Errol Chin-Loy (1992), Harlee Kutzen (1993), Paul Franquist (1994), N. Holly Melroe (1995), Kathleen McMahon Casey (1996), Barbara Russell (1997), Posthumously to Frank Lamendola (1998), Ann Kurth (1999), Suzanne Willard (2000), Tom Emanuele (2001), R. Kevin Mallinson (2002), Michael Relf (2003), Nancy Cibulka (2004), Beth Zwickl (2005), F. Patrick Robinson (2006), not presented in 2007, Linda Frank (2008), and Julie Raam (2009)..

ANAC President's Award

The ANAC President's Award is given to the Association member who, in the opinion of the President, has provided exemplary leadership and service in fulfillment of the Association's mission and strategic plan. The award is given at the discretion of the President and every Association member is eligible.

Award winners include: Barbara Richert (1994), Core Curriculum Editors – Kathleen McMahon Casey, Felissa Lashley, and Anne Hughes (1996), Paul Chamberland (1997), Lyn Stevens (2000), Carl Kirton (2001), and Shean Marley, Tony Adinolfi and Peter Oates (2002), David Sterken (2003), Marsha Bennett (2004), Julie Barroso (2005), Sheldon Fields (2006), Kevin Mallinson (2007), Kathy Reihl (2008), and David Sterken (2009).

ANAC Lifetime Achievement Award

This award is given to a current member of ANAC for outstanding lifetime accomplishments that have enhanced the Association of Nurses in AIDS Care. The award is recommended by the ANAC President to the Board of Directors for approval and is given at the Board's discretion.

Award winners include: Jeanne Kalinoski (1995), Susan Holman (1996), Richard Ferri (2000), Elaine Gross (2001), Richard Sowell (2002), Cliff Morrison (2003), Sheila Davis and Helen Miramontes (2004), Adele Webb (2005), Inge Corliss (2006), Errol Chin-Loy (2007), Lucy Bradley-Springer (2008), and Martin Lewis (2009).

ANAC Public Service Award

This award is given to an individual who (or organization that) has made a significant contribution to public policy or community service. The awardee is selected by the ANAC Board of Directors. The award is given at the Board's discretion.

Award winners include: Senator Edward Kennedy (1995), Representative Nancy Pelosi (1997), Dr. Jonathon Mann (posthumously 1998), Helen Miramontes (1998), Sister Mary Elizabeth of AEGIS (2000), William Roedy (2001), Deborah Parham (2002), Terje Andersen (2003), Sande Gracia Jones (2004), Deborah von Zinkernagel (2005), David Harvey (2006), TheNAMEProject and The National Minority AIDS Council (2007), Representative Maxine Waters (2008), and Pat Daoust (2009).

ANAC Researcher Recognition Award

This award recognizes an outstanding current ANAC member who has made a significant contribution through research to advancing nursing science as it relates to the health and well-being of individuals living with or affected by HIV. All nominators must be current ANAC members. Current National Board members and staff are NOT eligible. All nominators must submit completed application forms with the required supporting documents. The recipient is selected by the Awards Committee.

Award winners include : Deborah Witt Sherman (1996), Gail Powell-Cope (1997), Richard Sowell (1998), William L. Holzemer (1999), Felissa Lashly (2000), Linda Moneyham (2001), Joyce K. Anastasi (2002), Inge Corless (2004), Kenneth D. Phillips (2005), not presented in 2006 and 2007, Julie Barroso (2008), and Diane Morrison-Beedy (2009).

Richard L. Sowell JANAC Awards

These awards recognize two outstanding articles published in the *Journal of the Association of Nurses in AIDS Care (JANAC)* during the previous year. These awards acknowledge the significant contribution the articles have made to clinical practice and research knowledge and their impact on the quality of care nurses give to persons living with HIV infection and AIDS.

1997-2007: The JANAC Outstanding Research Article: Christine Grady, Mary Ropka, Robin Anderson, and H. Clifford Lane (1997), William Holzemer, Suzanne Henry, and Cheryl Reilly, Molly Rose and Barbara Clark-Alexander (1998), Ann B. Williams, Susan Andrews, Karen Tashima, Joanne Mezger, and Chang Yu (1999), E. Michael Gorman and Robert T. Carroll (2000), Dr. Jillian Inouye (2001), Sande Gracia Jones (2002), Yolanda Davila (2003), Vincent Hall (2004), Ann Williams et al (2005), Tommie Nelms (tie) and Seth C. Kalichman et al (2006), and Linda M. Kaljee (2007).

1997-2007: The JANAC Outstanding Clinical Article: Margaret Dykeman, Rachel Wallace, Pamela Ferrell, John Jesek, and Peter V. Tortorice (1997), Michele Crespo-Fierro (1998), Bernadette Capili and Joyce Anastasi (1999), Judith Erlen and Mary Pat Mellors, Kenneth D. Phillips (2000), Barbara Swanson (2001), Kenneth D. Phillips (2002), Sharon Valente (2003), Christine Brennan (2004), Angela Norris and H. Michael Dreher (2005), Suzanne Willard (2006), and Barbara Blake and Gloria Taylor Jones (2007).

In 2008, the ANAC Board of Directors made the decision to name the two JANAC awards after Richard L. Sowell, the Editor of JANAC between 1996 and 2007, who was named Editor Emeritus when he retired from the position. In 2008, the JANAC Editorial Board made the decision to expand the award criteria to also include any paper published between July 1 and May 30 of the year preceding the Annual ANAC Conference. Current National Board members and staff are eligible. Nominations and selection of these awards are by the JANAC Editorial Board and are funded by the Journal's publisher. Article award winners included: Maureen Shannon, Holly Powell Kennedy, and Janice C. Humphreys (2008), and Betty Morgan and Anne P. Rossi (2008).

In 2009, JANAC awards were changed to one Article of the Year Award and one Reviewer of the Year Award. Winners included Sande Gracia Jones, Carol A. Patsdaughter, Mary Louis Jorda, Margaret Hamilton and Robert Malow; and Maithe Enriquez (reviewer award).

ANAC Pediatric/Adolescent HIV Nursing Excellence Award

This award recognizes an outstanding pediatric AIDS nurse clinician who is a source of pride to self, peers, patients/clients and their families, and colleagues. He or she brings knowledge, skill, and caring to children with HIV infection and their families and/or significant others. Nominees must be current ANAC members. Current National Board members and staff are NOT eligible. All nominators must submit completed application forms with the required supporting documents. The Awards Committee selects the recipient.

Award winners include: Sheila Judge Santacroce (1998), Mary Jo O'Hara (2001), Kim Evans (2002), Kathie Contello (2003), Maripat Toye (2004) and Christine Frederick (2005), not presented in 2006 and 2007, Bonnie Minter (2008), and Carmel Hippias (2009).

Graduate Student Poster Research Award

The ANAC Graduate Student Poster Research Award recognizes an outstanding poster presented by a graduate student member at the Annual Conference. Graduate students must submit an abstract prepared according to the criteria and submission instructions found in the Annual Conference Call for Abstracts. The Research Committee shall review and select abstracts for presentation at the Graduate Student Poster Session and notify authors electronically of acceptance status. The student must register for the conference and present the poster at the Graduate Student Poster Session. During the conference, the Research Committee shall evaluate the Graduate Student posters and select the award recipient.

Award winners include: Juna Mackay-Padilla (2003), Sabra Smith (2004), Linda Ungerleider (2005), Alice Wong (2006), Alice Asher (2007), Rebecca Brotemarkle (2008), and Mary DeGrazia and Carrie Ann Long (2009).

ANAC Chapter Recognition Award

ANAC Chapter Recognition Award recognizes the outstanding efforts of one of ANAC's chapters in meeting the mission of the organization. To be eligible for this award a chapter must have been in existence for a minimum of two (2) years. The chapter must have maintained appropriate chapter records and been in compliance with ANAC's bylaws and the chapter bylaws for at least the last two (2) years. The chapter must submit an application and supporting documentation. The Chapters Committee chooses the recipient of this award. Award criteria are: activities that promote the mission of ANAC, establishment and maintenance of communication within the community, identification of community needs and targeting those needs with appropriate programs, maintenance of chapter records and reporting requirements to the ANAC national office, and coordinated and collaborative efforts on the part of the elected officers, board members and chapter committees. (See the Chapters Handbook for more information.)

Award winners include: Chicago (1999), Metro-Miami (2000), Greater New York (2001), Metro Atlanta (2002), Southeast Michigan (2003), Capital District New York (2004), Houston/Gulf Coast (2005), Central New York (2006), Baton Rouge (2007), Rhode Island, New Jersey (2008) and Rocky Mountain (2009).

HIV Educator Distinguished Service Award

The ANAC HIV/AIDS Educator Award recognizes an outstanding ANAC member who, through HIV/AIDS Education, has impacted the lives of those they have instructed whether it be patients/clients and/or families, health care providers, community groups or the general public. Nominees must be current ANAC members. Current National Board members and staff are NOT eligible. All nominators must submit completed application forms with the required supporting documents. The Awards Committee selects the recipient.

Award winners include: Leslie Ann Schor (2000), Jane D. Burgess (2001), Linda Rose Frank (2002), Brenda Haile (2003), Nancy Calles (2004), Lyn Stevens (2005), Robert Carroll (2006), not presented in 2007, Robin Hardwicke (2008), not presented in 2009.

ANAC Excellence in HIV Prevention Award

The ANAC Excellence in HIV Prevention Award recognizes a nurse who has made significant and outstanding contributions to the prevention of the spread of HIV infection. This award is sponsored by Friends of ANAC. Nominees must be current ANAC members. Current National Board members and staff are NOT eligible. All nominators must submit completed application forms with the required supporting documents. The recipient is selected by the Awards Committee.

Award winners include: Sande Gracia Jones (2004), Dianne Morrison-Beedy (2005), Cecelia Blankson (2006), Anna Moore (2007), Carolyn Burr (2008), and Catherine O'Connor (2009).

ANAC Diversity Student Mentorship Scholarship

The ANAC Diversity Student Mentorship Scholarship gives a student of diverse ethnicity who is interested in HIV nursing an opportunity to have an ANAC mentor. Nominees are given an associate membership for one year post-conference. All applicants must submit completed application forms with the required supporting documents. The Diversity Specialty Committee chooses the recipient of this scholarship.

Award winners include: Trishana Ducros and Owanda Campbell (2004), Orlando Owen Harris (2005), Rasheeta Chandler (2006), Carrie Ann Long (2007), Shandra Burton (2008), and Akosua Abankaway (2009).

Discontinued Awards

ANAC Doctoral and Masters Fellowships in HIV Nursing

Nursing Fellowships offer financial support to outstanding nurses who are active ANAC members pursuing graduate nursing education in the area of HIV/AIDS care and who have demonstrated academic excellence. Two (2) fellowships are awarded, one to a nurse pursuing a master's degree and one to a nurse pursuing a doctoral degree. Applications are reviewed for previous HIV/AIDS nursing experience, professional and organizational activities reflecting interest and commitment to HIV care, impact of applicant's area of study on HIV care, how applicant plans to enhance professional growth in HIV nurses, and academic excellence. Recipients are individuals who shall make significant contributions to the body of knowledge of HIV/AIDS nursing and bring vision and commitment to the field of HIV care. Applicants must be current ANAC members and enrolled in, or accepted for admission to, a master's or doctoral program

in nursing or related field with at least one more year needed to complete graduate studies at the time of application for this award. Current National Board members and staff are eligible. Fellowships are by self-nomination. All applicants must submit completed application forms with the required supporting documents.

Award winners include: Joanne Bennett and Amy Rex Smith (1989), Edward Freeman and Richard Pessagno (1990), Toni Ross and Mary Ireland (1991), Joel Gray and Martha Moon (1992), Gayle Newshan and Brian Budds (1993), Marsha Bennett and Frank Lamendola (1994), Priscilla Abercrombie and R. Kevin Mallinson (1995), Pamela Dole and Mary Hobbs Leenerts (1996), Sande Gracia Jones and Gregory Parr (1997), Betty Morgan and Bradford Farrington (1998), F. Patrick Robinson and Laura E. Gallagher (1999), Brian Goodroad and Rosemary Donnelly (2000), Glenn Urbshott and Cassandra Miller-Hardwick (2001), Robert Thomas Dodge and Nancy R. Calles (2002), Christine Brennan and Gwendolyn Riggins (2003) and Don Kurtyka and Erin Weah (2004).

ANAC/Roxanne Laboratories:

HIV/AIDS Pain and Symptom Management Clinical Scholarships:

Award winners included: Bradford Farrington and Sister Elizabeth Mullane (1995), Barbara Swanson and Donna Taliaferro (1996), Patti O'Kane and Kristin Ownby (1997), Christine Balt and Kathryn Foley (1998), Susan Arlene Smith and Maithe Enriquez (1999), and Sheila Davis and Mimi Rivard (2000).

Anemia-Fatigue Nursing Research Grant:

Award winners included: Kenneth Phillips (2000), Kristin Ownby (2001), and Linda Linc (2002)

ANAC HIV/HCV Coinfection Nursing Research Grant:

Award winners included: Janis Campbell and John Lowe (2002)

ANAC Vendor of the Year Award:

Award winners included: Rapid Mailing Services – Eric Buwala (2002) Wyatt Printing (2003)

ANAC Corporate Appreciation Award:

Award winners included: Ortho Biotech, Mike Tobin (2002) and Pfizer, Bill Mannion (2003).

ANAC Spirit of Nursing Award

The ANAC Spirit of HIV Nursing Award recognizes a nurse who has made outstanding and significant contributions to HIV-nursing by demonstrating outstanding performance as a mentor, thereby ensuring the future of the specialty of HIV Nursing. Nominees must be current ANAC members. Current National Board members and staff are NOT eligible. All applicants must submit completed application forms with the required supporting documents. The Spirit of Nursing Award is funded by Ortho-Biotech and is offered only when funding for it is secured. The recipient is selected by the Awards Committee.

Award winners include: Patsy Sullivan (2004), Michael Relf (2005)

ANAC Annual Conference

Annual Conference Responsibilities

- The Conference Committee is responsible for the planning of all educational and memorial/special events associated with the conference as set out below.
- The Conference Committee is responsible for securing speakers including keynote, plenary and invited. The Research Committee shall make provision for review (or delegation thereof) of all submitted abstracts and shall select all abstract presentations. The Research Committee chair will slot the presentations for oral, poster and roundtable sessions by the deadline identified by the National Office.
- The Conference Committee is responsible for planning the Memorial Service/Celebration of Life.
- The Conference Committee shall, at the request of the National Office, make recommendations for entertainment and/or performers. The National Office will take such recommendations under advisement and select/contract with such entertainment/performers as appropriate.
- In the year proceeding the year the conference is to occur: the Conference Committee shall submit to the National Office logo ideas for the following year's conference no later than July 1st. The Conference Committee shall submit to the National Office a theme for the following year's conference no later than October 1. By November 1st, the National Office will provide the Conference Committee a logo based on the ideas provided and the theme.
- The ANAC staff is responsible for all operational components (hotel relations, food and beverage, conference promotions, conference publications) of the conference
- The committee and staff work together on establishing a time-line for all planning needs and production of conference related materials
- The President is responsible for planning all aspects of the conference that relate to the business of the Association.
- The Board at its discretion may direct content of the conference.
- The Executive Director is responsible for creating the conference budget with the assistance of the Treasurer and Director of Meetings. The budget shall be shared with the Conference Committee. The Conference Committee must work within the budget. Any variation to the budget must be addressed to the Treasurer or Executive Director before expenditure.

Annual Conference Site Selection and Evaluation

- Site selection is based on a number of criteria, including the ability of sites to accommodate the meeting, cost-effectiveness of location for ANAC members (i.e., travel, lodging, meals, price index), attractiveness of site for attendee networking, and the interest of an ANAC Chapter to serve as Host Chapter.
- Dates of the meeting are to stay within a range of autumn months (ideally October or November, with consideration given to concurrent or competing/conflicting holidays, and HIV or other nursing meetings as needed.)
- The National Office Staff makes the final site determination at least 18 months in advance of the conference dates, after reviewing recommendations of the BOD, based on the site selection criteria.

Site Consideration

The following considerations shall be used in selecting a conference site:

- As possible, conference-meeting dates should not conflict with major holidays.
- Sites should have cultural activities within a reasonable distance that can be enjoyed by members, their partners/friends, and families joining them at the conference.
- Even though it is desirable that the conference site be in a city where there is an ANAC Chapter, it may be economically in ANAC's best interest to consider other sites.

Meeting Requirements

The meeting is to be held in cities located in the United States, or its territorial possessions. The cities under consideration must have meeting facilities that can provide reasonable meeting facilities and sleeping rooms.

Annual Conference Abstract Submission and Selection

ANAC's Research Committee provides the mechanism and expertise to:

- Review and select education, practice, administration, and research focused abstracts to be presented in various forms at ANAC sponsored conferences.
- Support the Conference Committee in planning and decision making related to calls for abstracts and abstract presentations
- Advise the Board of Directors about research activities that affect ANAC members and provide oversight of activities as assigned by the Board of Directors.

Two thirds of the committee members shall have demonstrated research expertise as evidenced through funding and/or authorship in peer reviewed publications to provide necessary expertise and leadership.

The Research Committee maintains the integrity of the review process by using a blinded peer review process and establishes review and scoring criteria for abstract submissions.

The chair coordinates the blinded peer review process. Depending on the number of abstract submissions, the chair shall solicit qualified reviewers to serve on a review panel so that each application undergoes at least two 1st level blinded reviews. The regular committee members will provide second level reviews as assigned by the Chair and assist the Chair in final selection of recipients/presenters.

The Chair, supported by the Director of Meetings uses an on-line system to facilitate receipt of submissions, first level reviewer assignments, receipt of reviewer scoring and comments, compilation of scoring, and author/investigator notification (abstract reviews) to meet established timelines.

Abstract submissions containing author information in the title/body of the abstract will be disqualified for review. The author will be notified of disqualification by the Chair via the online system

Computer file archives of the online process are retained at ANAC Headquarters.

The Chair serves as a liaison to and active member of the Conference Committee to ensure consistency in the call for abstracts with conference themes, goals and objectives. The chair also assigns accepted abstract presentations at the Annual Conference as appropriate. The call for abstract submissions shall be initiated at least three (3) months prior to the Annual ANAC Conference or other established deadlines.

The call for abstract submissions will be advertised on-line and via appropriate ANAC publications at least five months prior to application deadline dates. An online submission process will be used for all abstract submissions. All completed on-line application forms and accompanying documentation must be by the stated deadline date. Late or incomplete applications shall not be accepted and the online system will be programmed to not allow submissions after the deadline date.

Preconference at the Annual Conference

In November of each year, an email is sent from the National Office to all committee chairs asking for suggestions for a topic for the preconference. Topics are forwarded to the President for consideration and selection. Once a topic is chosen, the President picks a preconference chair.

Satellite Educational Programs at the Annual Conference

Satellite educational programs are those that occur at the same time and in the same location as the Annual Conference. Corporations or organizations that support ANAC plan satellite programs. The Conference Committee does not plan these programs. ANAC has established the following policies and procedures to regulate satellite programs.

- All satellite educational programs shall require approval of ANAC's Executive Director and shall be in compliance with all applicable policies, procedures and restrictions of ANAC regulating satellite programs.
- Satellite programs shall not be scheduled to conflict with any portion of the Annual Conference program. Scheduling of satellite programs shall be coordinated with ANAC Director of Meetings.
- ANAC does not guarantee an audience for any satellite program. The sponsor of the program shall be financially responsible for promotion and all other program costs (e.g. food and beverage, AV equipment rental etc.).
- Satellite programs shall be educational in nature, deal with topics pertinent to HIV nursing, and must present a fair and balanced view of the topics being addressed. Provision of CE's is highly recommended.
- ANAC reserves the right to review and approve the content of programs and the proposed speakers for satellite programs. ANAC shall provide disclaimer information to all participating companies providing satellite programs.
- ANAC shall establish a fee for a satellite program. The fee includes a one-time use of ANAC membership labels for promotion of the satellite program, if requested. Full payment of all fees must be made prior to ANAC's final approval of the program.
- Satellite programs may be promoted or advertised in Annual Conference materials and on the ANAC website.
- The source of funding for all satellite programs must be disclosed on all materials promoting or relating to the event.
- Once approval has occurred the satellite sponsor is responsible for all the arrangements, CE, and expenses.
- ANAC shall provide Nursing CEU's for a satellite program at the request of sponsoring agency for an administrative fee to be determined.
- Neither the ANAC logo nor the conference logo may be used to promote the satellite program. The following statements may accompany promotional material: "In conjunction with ANAC's National Conference" or "While attending the ANAC Annual Conference, you are cordially invited to attend a CE symposium."

Sales & Fund-raising Activities at the Annual Conference

No sales or fund-raising, other than that sponsored by ANAC or HANCB, may take place at the Annual Conference or other events solely sponsored by ANAC. The ANAC Executive Director may approve exceptions.

Annual Conference Reimbursements

Conference Committee Chair

Complimentary registration and roundtrip airfare (per the Travel Reimbursement Policy found herein) shall be provided to the Conference Committee Chair in exchange for work preceeding, during and after the conference. The Conference Chair shall receive a complimentary hotel room for all conference days.

Conference Committee Members

Complimentary registration shall be provided to all Conference Committee members in exchange for work preceding and during the conference. If the committee member is not able to meet these responsibilities during the planning year preceding the conference, he/she may be asked to resign from the Conference Committee. The number of Conference Committee members shall not exceed eight (8) members including the Chair and Co-chair.

Committee and Editorial Board Members

All other ANAC committee and Editorial Board members are expected to attend the Annual Conference. Reduced Conference Registration reimbursement (50%) will be provided to ANAC Committee Chairs.

Speakers /Presenters

Oral and poster abstract presenters are not compensated for any expenses. Invited speaker honoraria and/or reimbursement is decided by the Conference Committee as allowed by the conference budget.

Continuing Education Provider Program

- ANAC Continuing Education Provider Unit
 - All for-profit firms should be referred to the Executive Director for fee negotiation and to determine if ANAC shall co-sponsor the program/offering.
 - Fee schedule for applications for co-sponsored events:
 - Fee to be determined by Executive Director.
 - Learner: There shall be a nominal charge to the member learner for CE programs offered through JANAC and the web site. Non-members shall be charged as additional fee.
 - Satellite: The fee for providing satellite CE shall be determined by the Executive Director.
 - Chapters are encouraged to use ANAC as their CE provider for chapter programs. Fee to be determined by the Executive Director. Fees are established and reviewed annually.
- Guiding Principles for Relationships with For-Profit Entities
 - Corporate sponsorships can assist ANAC in the fulfillment of its Mission. ANAC actively seeks financial support from for-profit entities.
 - ANAC participates in projects with these entities only when the goals of such projects are congruent with its Mission.
 - ANAC wishes to participate in projects where mutually beneficial goals can be established.
 - For-profit entities are recognized as valuable supporters in the development of educational programs. However, ANAC does not permit proprietary entities to determine educational content in any ANAC forum.
 - ANAC does not endorse proprietary products, programs, or services unless the Association has an integral role in the development of such products and the ANAC Board of Directors approves the endorsement.
 - ANAC charges a negotiated administrative or consulting fee on all collaborative projects with for-profit entities that do not come to ANAC in the form of unrestricted educational grants. ANAC recognizes that use of corporate logos, names, and literature within various ANAC forums may be a fair and equitable trade for support. Any and all such uses shall require the prior approval of the Board of Directors of ANAC.

ANAC Operational Services

Fiscal Responsibilities

Role of the Executive Director in the Organization's Financial Management

The Executive Director has oversight for the assigned staff and auditor. In addition, the Executive Director:

- Reviews all bills/invoices and approves payment by the assigned staff member. The assigned staff member then enters such payment into the organization's accounting program.
- Reviews monthly reports prepared by the assigned staff member, generated from the accounting program. These reports include revenue, expenditures by account and assets/liabilities. After review, the reports are sent to the Treasurer. Such reports are summaries and not the accounting ledger. The ledger is available for review upon Board request.
- Corresponds with chapters on an as-needed basis regarding treasury issues at the chapter level.
- Provides the auditors with all financial records needed for the audit (conducted once every three years), making sure the audit is completed in time and in the appropriate year for the annual business meeting report. The Executive Director evaluates the services of bookkeeping, accounting, brokerage and auditing as the Executive Director works most closely with the individuals responsible for these functions.
- Recommends and implements changes in the day-to-day operations of the organizations finances if these affect policy or adherence to ANAC's Strategic Plan or budget.
- Provides the Treasurer with investment reports, investment recommendations and other data to determine "fit" with policy and organizational goals/vision
- Provides twice yearly investment reports to the Treasurer.
- Prepares budget projections that dovetail with ANAC goals. These are presented to the Treasurer, Finance Committee and the Board of Directors.

Accounting Practices

To provide general guidelines for reporting and reconciling revenues and expenses, selecting signing authorities, establishing check signing requirements and issuing and maintaining tax receipts.

- The assigned staff member will keep a current and detailed record of all receipts and expenditures.
- All monies received will be deposited weekly.
- To take advantage of discounts and to avoid penalty and/or interest charges, all payments will be made on a timely basis.
- The President, Treasurer and Executive Director will have signing authority for the organization. At the November Board meeting, required forms will be completed and in a reasonable time thereafter, forwarded to the appropriate bank and/or financial institution.
- Checks drawn on the accounts of ANAC to satisfy unbudgeted expenditures in excess of five thousand dollars (\$5,000.00) will require the signatures of two signing officers. Those signing officers may include the President, Treasurer or Executive Director.
- Checks drawn on the accounts of ANAC to satisfy budgeted expenditures will require only one signature and one stamped signature.
- The Executive Director may sign his/her own paycheck. If the paycheck is not the usual amount then the signatures of another signing officer is also required.
- The Executive Director may sign his/her own expense check if the amount of the check is less than five thousand dollars (\$5000.00) and the reimbursement satisfies a budgeted expense.
- A monthly reconciliation of balance sheet accounts will be prepared and approved by the Executive Director.
- Monthly journal entries will be prepared to record investments, interest, wage and other accruals, as necessary.
- A tax receipt will be issued for each donation in excess of ten dollars (\$10.00). Tax receipts will be issued for lesser amounts if requested by the donor.

Annual Budget

A financial budget will be developed prior to the commencement of each fiscal year-end. The budget will be approved by the Board of Directors and will be used to monitor and evaluate the financial status of ANAC throughout the fiscal year. Annual budgets should allow ANAC to meet its goals.

- By April 30th, eight (8) months prior to ANAC's fiscal year-end, each committee chair will complete a preliminary annual budget.
- The Executive Director, in concert with appropriate staff and Board members, will develop a draft-consolidated budget for the upcoming fiscal year.
- The draft-consolidated budget will then be reviewed by the Finance Committee and at a meeting of the Board. The draft-consolidated budget will be amended as necessary.
- Once amended to the satisfaction of the Board, the budget will be formally approved.
- Approval of the new consolidated budget will occur not less than one month prior to ANAC's fiscal year end.
- On a monthly basis, the Treasurer will compare actual results with the approved consolidated budget and will advise the Board of any significant variances. The Treasurer will also recommend to the Board an action plan that will reduce or reverse significant ongoing negative variances.
- At any time during the budget cycle, the approved consolidated budget will be subject to a formal review by the Board. The Board will vote on proposed changes to the consolidated budget and if approved they will become part of the official plan.

Financial Statements and Returns

Financial statements will be available to the Board of Directors on demand. Monthly Profit and Loss Statements will be provided to the Treasurer. To provide an independent opinion of ANAC's financial well being, an audit will be conducted every three years. The Executive Director will also ensure that returns and/or reports are submitted to the proper authority within the allowed period of time.

- Monthly financial statements will be provided to the Treasurer for review.
- Quarterly financial statements will be provided to the Board of Directors at each regular meeting.
- An audit will be completed at a minimum of every three years or at the direction of the Board of Directors. All receipts, statements, checks, Board minutes and other required information will be gathered together by the assigned staff member and made available to the auditor. A formal letter of engagement, which will include the start and end date of the engagement, will be given to the auditor at this time.
- The Treasurer will present any recommendation made by the auditor to the Board of Directors at a regularly scheduled meeting of the Board. Recommendations will be discussed and adopted in principle by the Board if deemed appropriate. A financial report will be given to all members of ANAC who attend the Annual Meeting. The Treasurer will review the statements with the members present.
- Appropriate income tax filings will be made within the allotted time periods as designated by the Federal and State governments.

Revenue Sources

Membership dues

- Financial requirements to continue operations and organizational development may require dues increases. Any membership dues increase of ten percent (10%) or less may be instituted by the Board; increases above this level require approval of the membership as per ANAC Bylaws.
- Revenue from dues is insufficient to support operations beyond a basic level. Activities and undertakings beyond the basic level require other sources of funding. Sound financial planning and aggressive development efforts to secure ongoing external support shall allow dues to be maintained at the lowest possible level.

External support

- External support for Association operations includes donations and grants. These may be unrestricted funds that may be used at the discretion of the Board, or they may be dedicated funds that are earmarked for specific projects and activities. Refer to the policy “External Support for Association Operations.”

Accounting system

The accounting system to be utilized is the cash system.

Liability Insurance

The Association retains basic liability insurance.

Investment

This policy provides guidelines for the investment of funds held by the Association. For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the funds held shall be divided into two separate investment pools. The process for determining the dollar amount in each pool is set forth in the “Procedures” section of this document. The two investment pools shall be called the “Operating Fund” and the “Strategic Planning Fund.”

- The following procedures shall be followed to ensure the investment policy statement is consistent with the current mission of ANAC and accurately reflects the current financial condition:
- This investment policy shall be reviewed annually by the ED/accountant, or qualified individual as designated by the Board of Directors, and the Treasurer who shall recommend any necessary revisions to the Board of Directors.

The Board of Directors shall have final approval on any changes to the policy.

Operating Fund

This statement establishes the investment policy that governs the short-term investment of funds of the Association of Nurses in AIDS Care. All investments must be chosen with care, skill, prudence and due diligence.

- Short-term investments should provide a pool of liquid assets to meet operating requirements. At the beginning of each fiscal year, or as often as necessary, ANAC will designate a specific amount of the fund to remain liquid—the amount will be determined by the projected operating needs of ANAC. This amount may be transferred to the ANAC checking account at the discretion of the Executive Director with the knowledge of the Treasurer. The remainder of the account may be invested per this document's guidelines. Prioritized objectives include:
 - Safety and preservation of principal
 - Provide for the timing of cash flow needs of the Association of Nurses in AIDS Care
 - Investment income contribution to meet budget and policy objectives.
 - Growth of principal.
- Investment Guidelines
 - Allowable Investments (The Operating Fund may be invested as follows):
 - Bonds: Limited to obligations issued or guaranteed as to principal and interest by the US Government or any agencies thereof, and Corporate bonds rated AA or greater by one or more of the nationally recognized bond rating services. Bond maturities of any issue should not exceed five years.
 - Equities and Equity Mutual Funds: Prohibited under this policy.
 - Commodities and other investment alternatives: Prohibited under this policy.
 - The Fund Manager should make recommendations to the Finance Committee for consideration and Board approval should these guidelines be too restrictive to meet performance objectives, or if investment returns and principal preservation concerns could be met with better alternative investment strategies.
- Performance Expectations
 - Annualized returns should exceed net of fees, the Consumer Price Index annual cost of living adjustment or market indexes for management of similar funds.
- Review Procedures (The Finance Committee of the Association of Nurses in AIDS Care will):
 - Meet with the Funds Manager at least annually to review investment performance and to communicate current and forecasted operating fund requirements.
 - Review twice yearly reporting from the Funds Manager to determine adherence with the Investment Policy.
 - Review quarterly reporting from the Funds Manager to determine adherence with the Investment Policy.
 - Review as requested recommendations from the Funds Manager for alternative investment strategies. Agreed-upon alternatives will be presented to the Board for final approval.
 - Review as required materials changes in the Funds Manager organization, such as philosophical, personnel, acquisition, fee, loss of

major accounts and other pertinent information potentially affecting performance.

Strategic Planning Fund

The purpose of the Strategic Planning Fund is to generate income while preserving capital investments for the ongoing support of specifically designated operations and supports projects designated by the Board of Directors to forward ANAC's Strategic Plan and Goals.

- Investment Objectives of the Strategic Plan are:
 - Optimization of return
 - Preservation of capital
 - Liquidity (only the returns will be swept to the appropriate budget lines; the capital will be invested to provide a perpetual income stream).
- Investment Guidelines
 - The investment policies and restrictions presented in this statement serve as a framework to achieve the investment objectives at a level of risk deemed acceptable. These policies and restrictions are designed to minimize interference with efforts to attain overall objectives, and to minimize exclusion of any appropriate investment opportunities. The policy allows substantial discretion in the asset allocation and diversification of the assets for the purposes of increasing investment returns or reducing risk exposure. The Manager of these funds has broad responsibility to shift the commitment of assets among asset classes, industry sectors, and individual securities to pursue opportunities presented by long-term changes within the capital markets. The investments are to be socially responsible funds that are reviewed by the Finance Committee and approved by the Board of Directors.
- Asset Mix
 - The overall objective of the fund is to attain a total return (yield plus capital appreciation) adequate to at least preserve the fund's value in real (inflation-adjusted) terms while providing a source of income for the Association's current operations. The asset mix should allow for these results and is to range within the following guidelines:
 - Equity investments: 20-60% of total fund
 - The Finance Committee (or another assigned sub committee of the Board of Directors), along with the ED or qualified individual, will approve all equity investments.
 - Fixed income investments: 20-60%
 - Cash and Equivalents: 0-40%
- Allowable Investments
 - ANAC ED or a qualified individual as instructed by the Board of Directors shall be authorized to invest the ANAC Strategic Planning Fund as follows:
 - Any investment appropriate for the Operating Fund or Strategic Planning Fund;
 - Corporate or Municipal Bonds rated A or better, as rated by Standard and Poor's or Moody's;
 - Common stocks that are unrestricted, publicly traded and listed on a major exchange or a national, over-the-counter market and that are appropriate for objective set forth above.
 - The equity and fixed income portions of the investment portfolio are to be diversified in order to provide reasonable assurance that investment in

either a single security or a class of securities cannot cause an excessive impact on the performance of the total portfolio.

- Investment Restrictions
 - Common stocks in non-public corporations
 - Short sales
 - Unregistered or restricted stock
 - Precious metals
 - Uncovered options
 - Futures
 - Venture capital
 - Private placements
 - Commodities
 - Non-investment grade securities
 - There shall be no buying or selling on margin
- Investment criteria based on social responsibility
 - ANAC desires to invest in companies whose business conduct is consistent with ANAC's goals and beliefs. Therefore, the Manager will use its best efforts to avoid investing in the securities of any company known to participate in business that the Board of Directors deems to be socially or morally inconsistent with ANAC's objectives. The Finance Committee will provide the Manager with ANAC's mission and vision statements, and will quarterly review securities lists to determine appropriateness.
- Maturity
 - The Strategic Planning Funds may be invested in instruments with maturities of five (5) to thirty (30) years to maximize reliable income.
- Performance Reporting
 - ANAC ED, Fund Manager or a qualified individual as designated by the Board of Directors shall prepare a report to the Treasurer and Board of Directors on a quarterly basis. The Strategic Planning Fund report shall include a schedule of investments, maturities, ratings, and current yield.
 - Annually, ANAC ED, Fund Manager or a qualified individual as designated by the Board of Directors shall prepare a report to the Treasurer and Board of Directors on a twice yearly basis. The Strategic Planning Fund report shall include a schedule of investments, maturities, ratings, and current yield.
- Dissolution
 - In the event that ANAC ceases to exist, the Board of Directors will disburse the Strategic Planning Fund to other organizations that support a mission similar to that of the Association.

Returned Checks

It shall be the policy of ANAC that any member, regardless of classification, for whom any check is returned to the Association marked by a bank "Insufficient Funds," shall be notified in writing of that return by the ANAC office and shall be requested to cover the returned check within two weeks. This first letter of notification shall stipulate that the returned check must be covered with a money order or cashier's check made out for the full amount of the returned check, plus a "returned check fee", the amount of which shall be determined by current bank charges, and specified by the Executive Director. If within two weeks there is no response from the member, a second letter of notification shall specify that the check must be covered in the manner set forth in each letter and stipulate that membership in the Association shall be revoked if payment is not received. If the second deadline for compliance passes without the issue being resolved, a letter from the ANAC office shall be sent to the member revoking membership. It shall further be the policy of the Association that for any check returned in this manner wherein the amount of the returned check exceeds \$250.00; legal action shall be clearly referred to in the second letter, aimed at funds recovery. Promptly upon the expiration of the second deadline, the Treasurer and President may direct legal counsel to proceed with necessary steps for recovery of funds.

Capital Improvement Fund

Ten percent of the previous year's annual profit is placed in a Capital Improvement Fund to cover capital expenses greater than \$500.00. Funds are dispersed at the discretion of the Executive Director with the Treasurer's knowledge.

Socially Responsible Investment Policy

The Association of Nurses in AIDS Care's Investment Policy states that: ANAC desires to invest in companies whose business conduct is consistent with ANAC's goals and beliefs. Therefore, the Manager will use its best efforts to avoid investing in the securities of any company known to participate in business that the Board of Directors deems to be socially or morally inconsistent with ANAC's objectives.

In order to fulfill its commitment to socially responsible investing, ANAC has identified two primary screens and one secondary screen as criteria for excluding or including companies/mutual funds as allowable investments.

- The primary screens are defined as follows:
 - **Human Rights:** Refers to the inclusion or exclusion of companies based on issues of indigenous peoples relations, labor rights and operations in countries with oppressive regimes. ANAC will invest in companies that are good corporate citizens, both domestically and abroad. As such, ANAC seeks to invest in companies that: adopt specific human rights standards for their international operations and practices; use standards that are higher than those required in host countries; actively address human rights abuses. ANAC will not invest in companies that exhibit a pattern and practice of human rights violations, or that directly support governments that systematically deny human rights. Companies that engage in serious and persistent human rights abuses should not be included in ANAC's investment portfolio.
 - **Employment, Equality & Diversity:** Refers to the inclusion or exclusion of companies based on equality and diversity issues in the workplace. ANAC will invest in companies that provide safe and health work environments and promote the healthy development of all employees. ANAC will also invest in companies that comply with federal and state regulations with respect to wages, hours of work, child labor standards and other standards of work (e.g. Fair Labor Standards Act). Furthermore, ANAC seeks to invest in companies that actively hire and promote women and minorities, compensate their workers fairly, strive to achieve and maintain good management-labor relations and provide programs and benefits that support workers and their families. Conversely, ANAC will not invest in companies that show a pattern of violating the following: fair labor practices, occupational safety and health regulations, and equal opportunity standards concerning pay, promotion and tenure with regard to religion, gender, age, sexual orientation, HIV/AIDS status, physical and mental ability, ethnicity, race or national origin. Companies that are the subject of serious labor-related actions by federal, state and local regulatory agencies are to be excluded.
- The secondary screen is defined as follows:
 - **Community Impact:** Refers to the inclusion or exclusion of companies based on issues of charitable giving, innovative giving, non-US charitable giving, support for affordable housing, support for education, exceptional volunteer programs, investment controversies or negative economic impacts. ANAC, therefore, seeks to invest in companies that provide support to nonprofit organizations, offer innovative charitable giving programs, provide financial support for disadvantaged communities and

offer employee volunteer programs. ANAC seeks to avoid companies that have poor community investment records and unfair practices that negatively impact communities in need.

- Because Community Impact is a secondary screen, ANAC will permit the limited inclusion of securities that display questionable policies with regard to Community Impact. As long as a mutual fund invests 5% or less of its total value in such securities, ANAC will permit the inclusion of that mutual fund in its portfolio.

General ANAC Policies

Policies

The Board of Directors establishes all policies related to conduct of Association business unless otherwise specified in the Bylaws.

The Executive Director establishes all policies related to the daily management of the Association.

Any member of the organization may propose policy change (new, revision, deletion).

The Board of Directors and the Executive Director are responsible to ensure that all Association policies are congruent with the Association's mission and strategic plan and that they promote the efficient and ethical conduct of Association business.

All policies established by the Board of Directors become effective upon passage unless otherwise specified by the Board.

All policies become part of the Association Management Manual, which is maintained by the Secretary.

The Board reviews all policies during the first year of a President's term to ensure accuracy and currency.

Policy for the Management of Conflict among Members

Conflict is recognized as an expected and often useful event when there is interaction among members of any organization. Effective conflict management requires the early recognition of the type of conflict happening, identification of the problem behind the conflict, and the choice of strategy to manage the conflict. It is the policy of ANAC to encourage appropriate management of any conflict:

1. ANAC does not intervene in personal or professional conflict between individual members.
2. The board may consider only matters that have had a demonstrated negative impact on the operations or welfare of the organization. Matters that have a potential impact, intended impact or based on hearsay are not considered.
3. Only the president of the organization can determine whether a matter has had organizational impact and warrants further action.
4. The president may request input from the board regarding action steps.
5. In cases where a member is at risk for having their membership revoked as described in the bylaws, the bylaws takes precedence. In cases where revocation of membership as described in the bylaws is not at issue, only the president of the organization can determine the final action steps.
6. All written communication and decisions shall remain privileged communications between the Executive Director, the President, President Elect and the member involved.

Logo Use

The ANAC logo is a trademarked product owned by the Association

Use of the ANAC logo for any purpose other than Association sponsored or co-sponsored (see program/product endorsement) activities, events, or publications are strictly prohibited without prior written approval by the Board of Directors.

Official ANAC chapters may use the ANAC logo to promote chapter activities and in chapter publications.

Under no circumstance may the leadership of a chapter grant permission to use the ANAC to an external entity.

Contracts/Letters of Agreement

The authority to sign contracts (including letters of agreement for the purposes of this policy) is delegated by the Board of Directors to the Executive Director.

The Executive Director may sign contracts that are strictly in accord with decisions/actions of the Board of Directors without having the contract reviewed by the Board of Directors prior to signing. In these cases, it is the responsibility of the Executive Director to assure that the contract is strictly in line with decisions and actions of the Board. In all cases, the Executive Director is required to act as fiduciary for the Association of Nurses in AIDS Care.

The President, at his or her discretion and upon consultation with the Executive Director, reserves the right to sign a contract on behalf of the Association of Nurses in AIDS Care, provided that the contract is strictly in line with decisions and actions of the Board of Directors.

Program/Product Endorsement

The Board of Directors must approve requests for endorsements of publications, videotapes, teleconferences, or other products. All such requests shall be submitted to the ANAC Board of Directors via the National Office. Only the Board of Directors of ANAC shall be entitled to endorse a program or product in ANAC's name.

Endorsement of program/product shall be based on the following criteria:

The program/product shall be consistent with the Mission of ANAC and ANAC's Guiding Principles for for-profit entities.

ANAC shall retain editorial control over the program/product during all stages of development.

The burden of the cost of development and production of the program or product shall be the responsibility of the developer.

If there is a charge to purchase the developed product, a discounted rate shall be given to ANAC members.

Non-Board Member as Liaison to an External Organization or Event

The ANAC President or Executive Director may appoint an ANAC member to be a liaison to another organization or event. The liaison acts in the best interest of the Association but does not commit ANAC resources or support without consulting with the ANAC President or the Executive Director. The liaison may articulate already established ANAC policy and position statements.

The liaison is responsible for reporting back to the ANAC Board in writing, utilizing the standard ANAC Committee Report form, at least quarterly or more frequently if so directed by the ANAC President or the Executive Director.

Conflict of Interest - Representation of the Association

No individual has the authority to act on behalf of ANAC except as such authority is outlined in the Bylaws or approved by the Board of Directors, the President, or the Executive Director.

No individual is authorized to use the Association's name or logo or any terminology implying Association sponsorship or endorsement without prior approval of the Board of Directors, the President, or the Executive Director.

Nondiscrimination

It is the policy of ANAC that all operations shall be conducted without regard to race, creed, nationality, religious affiliation, sexual orientation, gender, age, physical status, or handicap. The Association shall not discriminate against any member, employee, or contractor in any unlawful manner.

Decisions regarding the function and operation of ANAC shall be made based on the goals of the Association and the most efficient methods to achieve those goals, without regard to personal characteristics of individuals involved.

Individuals who perceive that they have been discriminated against in any unlawful manner have the right to a full hearing by the Board of Directors.

The Board of Directors of ANAC bears the responsibility to oversee compliance with this policy.

Use of ANAC Membership Mailing Lists

- Membership mailing lists maintained by ANAC may be used by external groups or individuals if the following criteria are met:
 - The request using the appropriate form is submitted to the ANAC National office.
 - The identity of the end user and purpose for which the lists shall be used are clearly identified.
 - Copies of all materials to be mailed to individuals whose names appear on the lists are submitted with the request.
 - The materials and the purpose for use of the lists are legitimate and consistent with ANAC's mission.
 - The requestor agrees in writing to a one-time use of the lists with no further dissemination on the part of the user.
 - The requestor pays the established fee.
 - Any reference to ANAC must be accompanied by the words "use of the ANAC name does not imply any endorsement."
 - Cost is established by Executive Director

- Membership mailing lists from ANAC may be made available to nurse researchers under the following conditions:
 - The request using appropriate form is submitted to the ANAC National Office.
 - Professional affiliation and the nature and purpose of the research for which the membership mailing lists shall be used are identified.
 - Evidence of local IRB or equivalent approval of the research for which the membership mailing lists are requested is submitted.
 - The nurse researcher agrees, in writing, to include in any written material which identifies the use of ANAC membership mailing lists that such use does not imply endorsement by the Association.
 - The requestor pays the established fee.
 - Membership mailing lists shall only be used by the researcher for the study for which the application for the membership mailing lists was approved.
 - Cost is established by Executive Director

- Membership mailing lists and membership address lists from ANAC may be made available to Chapters and Chapters-in-Formation (CIF) under the following conditions:
 - Written request using the appropriate form is submitted to the ANAC National Office.
 - Chapters-in-Formation must have on file a "Declaration to become a Chapter-in-Formation."
 - The Chapter pays the established fees.
 - List use is for one time only.
 - Lists may not be reproduced.
 - No part of the lists may be further distributed.
 - Cost is established by Executive Director

- In cases where it is unclear if the request meets all criteria, the request and all supporting materials shall be submitted to the ED for approval. The ED shall consult the ANAC President as necessary.

Copyright

The following sample statement shall appear at the beginning or end of any ANAC publication:

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission from the Association of Nurses in AIDS Care.