



### **What are the criteria for nomination to the nominating committee?**

- Must be current active, discount active or partner members in good standing
- Must have been a voting member of ANAC at the national level for two years immediately prior to nomination

### **What is required of me as a member of the nominating committee?**

- Once the call for nominations is published, members will devote between 10-12 hours of time over the course of the year.
- Committee meetings are by conference call that last less than one hour and occur on a regular basis (nominating committee members do not travel to meetings).
- The nominating committee meets for one hour at the annual conference. No reimbursement is provided to nominating committee members to attend the annual conference. However, the nominations chair is offered a 50% reduced registration fee. The nominations chair is chosen based on who received the most votes.
- Each member is expected to spend additional time soliciting candidates and encouraging members to vote.

### **What are the criteria for nomination for the board of directors and offices?**

Nominees to the ANAC board of directors must be current active, discount active or partner members in good standing and must meet criteria as specified in the ANAC bylaws. This criteria is as follows:

- Officers (president, president-elect, secretary and treasurer) and directors eligible to serve at the national level shall have been members at the national level for two years immediately prior to assuming office.
- The president-elect shall have served at least one term on the national ANAC board of directors. That term may be current or in the past. The president-elect must be a nurse, therefore an active or discount active member.
- The secretary and treasurer shall have served at least two years on the national ANAC board of directors, a national committee, task force, editorial board or interest group, and/or in a local chapter as a member of the board of directors.
- Directors shall have served at least two years on ANAC committees, task forces, editorial boards, interest groups, and/or as a voting member of a local chapter board of directors.

### **Is it necessary that I be ACRN or AACRN certified before being nominated to the board?**

No, ACRN or AACRN certification is not a requirement to hold office or to serve on the ANAC board of directors.

### **Can an LPN serve as an officer or board member?**

Yes, as long as the LPN is an active or discount active ANAC member in good standing and meets the criteria previously stated.

### **Can non-nurses run for officers, directors-at-large and nominations?**

Yes, non-nurse members may run for treasurer, secretary, directors-at-large and nominating committee provided they meet the other qualifications. The president and president-elect positions must be held by a nurse.

### **What expenses am I responsible for covering for trips to board meeting and conferences?**

In general, air travel, ground transportation, lodging and meals are covered by the organization. For questions about reimbursable expenses, please contact the national office for further information.

### **What is the time commitment for serving on the board of directors?**

- Officers and members are expected to attend all board meetings throughout the year, as well as ANAC's annual conference. There are normally no more than three board meetings scheduled each year. Meeting dates and locations are planned one year in advance for planning purposes.
- Newly elected board members will be invited to attend a mandatory board orientation which may be a virtual meeting or held in conjunction with a fall board meeting.
- For regularly scheduled board meetings throughout the year, all board members are expected to arrive at the hotel site Friday evening in preparation for the Saturday board meeting, which begins by 9 a.m. and goes until about 5 p.m. The meetings resume on Sunday morning by 9 a.m. with the meeting ending at noon, if not earlier. Members are encouraged to not arrange return flights home any earlier than 4 p.m. on Sunday.
- Each officer and member of the board of directors will be assigned to serve as liaison to one of ANAC's committees. Depending on which committee you are assigned to, the time requirements will vary. Some committees meet by telephone conference up to eight times or more each year. Other committees may only require a quarterly telephone conference. In addition, the ANAC president may assign special projects to officers and members of the board.
- It is also likely that ANAC business may require teleconferencing with the full board between regularly scheduled board meetings. There is an expectation that officers and board members will spend time reading and responding to personal email, participate in special projects, prepare reports for upcoming meetings, reading and reviewing board reports, editing and reviewing ANAC position statements, reviewing board minutes and reviewing board packets prior to board meetings.
- An average estimate would be that an ANAC officer or board member could spend anywhere between 5-20 hours each month working on ANAC business.

### **As an officer or member of the board, what are my responsibilities at ANAC's annual conference?**

- Officers and board members are expected to attend ANAC's annual conference. The national leadership council (which includes all committee chairs, as well as both incoming and outgoing members of the board) will meet once at conference. The opening ceremony, awards dinner, gala, the keynote plenary speaker sessions, and business meeting are mandatory.
- Most committees meet on Wednesday afternoon. As the liaison to one of ANAC's committees, it is expected that you will attend your committee's meeting.
- The chapters' leadership workshop also generally meets at conference. When scheduled, there will be a specific time set for the members of the board to be introduced and meet the many national chapter leaders.
- On Thursday afternoon, the annual business meeting takes place. As a newly elected member of the board, you will be officially installed as an ANAC officer or board member. The new ANAC board of directors holds a short business meeting sometime after the installation of officers and before the close of the conference.

### **What expenses am I responsible for at the annual conference?**

- As a new member of the board, you will be responsible for your own conference registration. You don't officially become a board member until your installation on Saturday of conference.
- ANAC will reimburse roundtrip air transportation to the annual conference for all current and incoming board members, in exchange for work preceding and/or during the conference. ANAC will also reimburse up to a two-day food per diem and two hotel nights for outgoing and incoming board members.
- Continuing board members are eligible to receive up to a three-day food per diem, three hotel nights and complimentary conference registration.

### **What and when is the ANAC board of directors' orientation?**

The newly elected officers and members of the ANAC board of directors will be invited to a power-packed orientation in the fall, date TBD. This meeting may be virtual, via skype or related platform, or may occur in person. Travel reimbursement will occur if the meeting is in-person. This orientation will include topics such as ANAC's organizational structure, the workings of the national office, bylaws, organization manual, e-mail voting procedures, position statements, financial reporting and committee structures.

### **I have heard the statement that ANAC is a 100% giving board. Can you tell me what this means and what can I expect as far as "giving?"**

ANAC initiated an annual fund in 2004 to give members the opportunity to support our core programs and services. Board participation in the annual fund helps build a strong financial base for the organization and sends the message that the ANAC core family is strongly committed to its mission. In this way, the board is able to leverage support from others. For these reasons, all board members are expected to participate in the annual fund at a level of at least \$500 each year.

