



Operations Manual

Policies and Procedures for the Association of Nurses in AIDS Care Effective January, 2007.

Reviewed, Revised and Approved by the ANAC Board of Directors on January 13, 2007.

A handwritten signature in cursive script, reading "Christine G. Balt".

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2006-2008 ANAC President

A handwritten signature in cursive script, reading "Andrew Komensky".

Andrew Komensky, RN, MSN, MBA, ACRN
2006-2008 ANAC 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, Michael Damon, Carolyn Sutton-Debarros, James Halloran, Susan Holman, Jeanne Kalinowski, Errol Chin-Loy, Nancy McCaslin, George Mekeel, Alison Moed, Thomas O'Donnell, and Nancy Thayer. 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), and Christine Balt (2005-2007). 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), and Las Vegas (2006). 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.

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, and in 2006, Women and Children. In 2006, the ANAC Board of Directors approved an every-other-year HIV Nursing Research mid-year that will commence in 2007.

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. Both awards are presented annually to outstanding ANAC members. 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 ANACdotes. 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.

Certification

In 1996, ANAC supported the creation of a separate corporation, the HIV/AIDS Nursing Certification Board (HANCB). The purpose of the new entity was to develop and administer an HIV nursing certification examination. The first examination was administered in October 1996 at the ANAC conference in Chicago. Candidates who successfully passed the proctored exam were entitled to use the ACRN credential (AIDS Certified Registered Nurse) for four (4) years; 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 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), and Gregory Grevera (2005-2007).

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 at the HIV Research Summit 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 saw Research as the focus of the ANAC mid-year conference, and in that same year, the BOD voted to create a biannual mid-year Research Summit, to commence in 2007.

Publications

The 1999 Bridge of Knowledge, created at the San Diego conference, showcased over 100 clinical articles, research studies, and book chapters on HIV/AIDS written over the past two decades by ANAC members, along with the many ANAC members' book authors and editors. ANAC publications have included monographs on selected clinical topics, and *Chapter Chat* (published in 1995-1996 for chapter presidents). *ANACdotes* is the organization's quarterly newsletter, which provides timely information on ANAC's many activities. ANAC members who have served as Editors of *ANACdotes* are: Adele Webb (1992-1994), Clarissa Ramstead (1994- 1998) and Maithe Enriquez (1998-2002). 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.

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, and Richard Sowell became the second editor (1996-current). In 1998 Demetrius Porche was appointed as *JANAC's* first Associate Editor. International nurse leaders were appointed to the Editorial Board, reflecting *JANAC's* status as an international HIV/AIDS 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/AIDS care. In 1998 the Editorial Board, with the assistance of *JANAC's* publisher, created the annual *JANAC* awards program, which recognizes outstanding clinical and research articles. To facilitate the ongoing need for high-quality HIV/AIDS clinical and research 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.

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-information and special interest groups throughout the United States, including most recently, the Navajo Nation. 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), and Toronto (2006). While in Toronto, ANAC sponsored the first-ever nursing CE for IAS attendees. 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. The introduction of ANAC's website in 1997, 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 redesigned in 2005. 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). 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.

Health Policy Agenda

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), and David Harvey (2006). 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 Executive Task Force was established in 2004, and assisted in the formation of the ANAC Policy Agenda, as approved by the BOD in Fall, 2005. 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.

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.

Past ANAC Award Recipients

ANAC Doctoral and Masters Fellowship in HIV Nursing: 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); Not presented after 2005 due to lack of funding.

Joanne Ruiz Achievement Award for Excellence in Clinical Practice: 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 due to a lack of nominations.

Frank Lamendola Achievement Award for Nursing Leadership: 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), and F. Patrick Robinson (2006).

ANAC President's Award: 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), and Sheldon Fields (2006).

ANAC Lifetime Achievement Award: 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), and Inge Corliss (2006).

ANAC/Roxanne Laboratories: HIV/AIDS Pain and Symptom Management Clinical Scholarships: 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). This award has been discontinued.

ANAC Researcher Recognition Award: 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) and Kenneth D. Phillips (2005). This award will be presented biannually at ANAC's Mid-Year Research Conference beginning in 2007.

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), and Tommie Nelms (tie) and Seth C. Kalichman et al (2006).

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), and Suzanne Willard (2006).

ANAC Pediatric HIV Nursing Excellence Award: Sheila Judge Santacroce (1998), Mary Jo O'Hara (2001), Kim Evans (2002), Kathie Contello (2003), Maripat Toye (2004) and Christine Frederick (2005). This award was not presented in 2006.

ANAC Chapter Recognition Award: Chicago (1999), Metro-Miami (2000), Greater New York (2001), Metro Atlanta (2002), Southeast Michigan (2003), Capital District New York (2004), Houston/Gulf Coast (2005), and Central New York (2006).

ANAC HIV/AIDS Educator Award: Leslie Ann Schor (2000), Jane D. Burgess (2001), Linda Rose Frank (2002), Brenda Haile (2003), Nancy Calles (2004), Lyn Stevens (2005), and Robert Carroll (2006).

ANAC Excellence in HIV Prevention Award: Sande Gracia Jones (2004), Dianne Morrison-Beedy (2005), Cecelia Blankson (2006).

ANAC Spirit of Nursing Award: Patsy Sullivan (2004), Michael Relf (2005), Not presented in 2006.

ANAC Diversity Student Mentorship Scholarship: Trishana Ducros and Owanda Campbell (2004), Orlando Owen Harris (2005), and Rasheetta Chandler (2006).

ANAC Public Service: 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), and David Harvey (2006).

Anemia-Fatigue Nursing Research Grant: Kenneth Phillips (2000), Kristin Ownby (2001), and Linda Linc (2002). (Discontinued)

ANAC HIV/HCV Coinfection Nursing Research Grant: Janis Campbell and John Lowe (2002) (Discontinued)

ANAC Vendor of the Year Award: Rapid Mailing Services – Eric Buwala (2002) Wyatt Printing (2003) (Discontinued)

ANAC Corporate Appreciation Award: Ortho Biotech, Mike Tobin (2002) and Pfizer, Bill Mannion (2003). (Discontinued)

Categories of ANAC Membership

Active members are licensed registered professional nurses or licensed practical/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.

Developing Country members can fall within any category of ANAC membership but pay only \$25.00 for an electronic only membership.

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

ANAC Corporate Membership Categories

Benefactor—\$10,000+

Benefits:

- A premium exhibit booth space at annual conference that includes two free registrations for your personnel
- Subscription to the Journal of the Association of Nurses in AIDS Care (*JANAC*) and the Association newsletter, *ANACdots*
- 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-\$9,999

Benefits:

- 50% discounted fee for exhibit booth space at annual conference that includes two free registrations for your personnel
- Subscription to the Journal of the Association of Nurses in AIDS Care (*JANAC*) and the Association newsletter, *ANACdots*
- 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-\$4,999

Benefits:

- Subscription to the Journal of the Association of Nurses in AIDS Care (*JANAC*) and the Association newsletter, *ANACdots*
- 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.

Board of Directors

Primary Board Functions

Primary responsibilities of the Board and its members include:

- 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;
- 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.
- Specific policies and procedures are approved by the Board to ensure operational effectiveness in carrying out ANAC's mission. The Board 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 members 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, and as such is responsible to call and preside at meetings, implement decisions of the Board, represent ANAC within and outside the Association or designate an alternate to do so, and 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* oversees financial operations, ensures accurate records are maintained, recommends fiscal policies and procedures, and maintains oversight of all ANAC accounts. As Chair of the Finance Committee, the Treasurer reviews and recommends to the Board and the membership an annual operating budget.
- 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 *ANACdotes*, and assists with archiving Association minutes and documents. The Secretary also reviews and updates the Operations Manual on a bi-annual basis, alternating with review and revision of all Position Statements, 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, 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 Meetings

Schedule

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. Usually, the Executive Committee and Staff meets on Friday, and 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 Operations Manual, Position Statements and/or Resolutions
 - 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.

E-voting Policy

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, the following procedure has been defined.

1. Any member of the ANAC Board of Directors may initiate the e-mail voting process.
2. The initiating member shall do the following:
 - a. Complete the "ANAC E-mail voting template", Questions 1 thru 8.
 - i. The ANAC Secretary will automatically "second" the motion. In the event that the Secretary initiates the e-mail 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)
 - b. 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.
 - c. Set the voting deadline date and time (including time zone). Voting will begin immediately following the deadline for discussion (no less than two [2] business after the close of discussion.
 - d. Save the template into MS Word format (.doc) with an easily identifiable document name (e.g. E-MAIL VOTE_Chapters Committee.doc)

- e. Create e-mail to the entire ANAC Board of Directors. The e-mail should also be copied to the ANAC Executive Director, and to any appropriate ANAC National Office Staff member.
- i. Set the e-mail subject line to the same title as the saved and attached MS Word document (.doc).
- ii. Flag the email as “priority”
- iii. Attach the template to the email
- f. Send the email and attachment as described above.
- 3. The members of the Board of Directors will download and/or open the document to determine the reasons for the e-mail vote.
- 4. Any and all discussion on the motion is to occur by “replying all” using the original email (without the attached template) and subject line. No vote is to be discussed during the discussion period.
- 5. No discussion will occur on the template.
- 6. On the date and time of the deadline for discussion, the initiating member shall do the following:
 - a. Send email to the entire ANAC Board of Directors calling for the vote on the business before the Board of Directors. An example of the subject line of the email will include: “Call for the Vote: Chapters Committee.” No discussion is to occur after the vote has been called.
 - b. Flag the email as “priority”
- 7. 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 “reply all” on the email.
- 8. Once the five [5] business day deadline for voting has been reached (or once all members of the Board of Directors have voted, whichever comes first), the ANAC Secretary will:
 - a. Summarize the discussion points and add them to the original e-mail template.
 - b. Tally the votes and include them on the original e-mail template.
 - c. Forward the completed original template to the entire ANAC Board of Directors, the ANAC Executive Director, and to any appropriate ANAC National Office Staff member.
- 9. The completed template will be added into the ANAC Secretary’s Report at the next regularly scheduled Board of Directors meeting.
- 10. 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 template must be created.
- 11. Subjects acceptable for e-mail 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).
- 12. Subject not acceptable for e-mail voting include but are not limited to: annual Executive Director review and evaluation, salary issues, and personnel matters.

E-voting Template

ANAC EMAIL VOTING TEMPLATE		
1.	NAME OF BOD MEMBER INITIATING E-MAIL VOTE	
2.	DATE NOTICE SENT TO BOD	
3.	SUBJECT/ISSUE	
4.	BACKGROUND	

	INFORMATION (COMPLETED BY THE INITIATING BOD MEMBER)	
5.	FORMAL MOTION FOR CONSIDERATION	
6.	SECONDED BY:	ANAC SECRETARY
7.	DISCUSSION DEADLINE (NO LESS THAN FIVE BUSINESS DAYS FROM THE ORIGINAL NOTICE DATE)	DATE: TIME:
8.	VOTING DEADLINE (NO LESS THAN 5 BUSINESS DAYS AFTER THE CLOSE OF DISCUSSION)	DATE: TIME:
9.	DISCUSSION POINTS (SUMMARIZED FROM THE EMAIL DISCUSSION)	•

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. Such minutes shall be labeled “Draft.” Board members should read these minutes as soon as possible and email the Secretary, stating either that no corrections are needed or noting any corrections or changes to be made. The Secretary shall integrate changes as appropriate and email the revised minutes to all Board members, requesting an email vote of approval. 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 “Approved.” 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 Editor of *ANACdotes*. Closed meeting minutes are not distributed outside of the Board and the Executive Director.

ANAC's Organizational Units

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.

1. 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; refer also to the Chapter Policy and Procedure section of the Operations Manual).

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.

2. COMMITTEES

Standing Committees

Purpose: To fulfill the mandates of the bylaws and to ensure the efficient and ethical conduct of financial management, nominations, and bylaw amendments. Standing Committees include: Bylaws and Resolutions, Finance, and Nominations. A member may serve on only one standing committee or regular committee at a time. The only exception is for members of the Nominations 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 Finance Committee.

Structure and Appointment:

Bylaws and Resolutions: 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. 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 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 and conduct business via conference calls or e-mail throughout the year as needed.

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 & Policy. The Treasurer determines the frequency and format of meetings based on need.

Nominations: 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. 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 submitted to the membership at the annual meeting.

Regular Committees

Purpose: To address the operational needs of the Association in relation to permanent and ongoing tasks of the Association. Regular Committees include: Awards, Chapters, and Conference.

Budget: Based on nature of the activities. Approved by the Board in consultation with the Executive Director and Finance Committee.

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 for a two (2)-year term. 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 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 Nominations committee who can serve on one other standing or regular committee.

Task Forces

Purpose: A Task Force is developed by the Board to complete specific tasks that fulfill the mission of the organization, to carry out directives of an adopted resolution, or to assist in program advancement. Development of a Task Force can be requested by any member of ANAC. 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 Finance Committee.

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.

Specialty Committees

Purpose: 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 to network and address issues relevant to the group. Groups may present proposals to the Board for projects/programs that assist in achieving the goals of the Association as specified in the Association's strategic plan. Specialty committees currently include, but are not limited to: Diversity, Palliative Care, HIV positive nurses, Global HIV Nursing, and Research.

Budget: No annual budget. Proposals requiring financial resources may be submitted to the Executive Director 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. Group chooses a chair (by consensus) that is approved by the Board. President assigns a Board liaison to each group. Group may self-dissolve, with notice to the Board, at any time. Group is encouraged to meet during the annual conference.

Reporting: Minimum of an annual report is required. More frequent reporting may be determined by the Board.

3. COMMUNICATIONS/PUBLICATIONS

JANAC

JANAC is the official journal of the Association of Nurses in AIDS Care. The purpose of the journal is to provide a scholarly forum for publication of the latest research and information relating to HIV nursing, and to promote the goals of the Association to internal and external audiences. The Editor of *JANAC* oversees the operation of the journal, working in close contact with assigned members of the journal's publishing company, and may be assisted in these responsibilities by an Associate Editor and Editorial Assistant. Editorial Board members provide expert consultation to the Editor/Associate Editor and conduct peer review of manuscripts submitted for publication. (Refer to *JANAC* Policies and Procedures in the Operations Manual).

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

JANAC Editor Review and Selection.....

Editor Selection: 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, Editors are appointed by the ANAC President, 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, Editorial Assistant and ANAC members or national/international nursing leaders to serve a three-year term on the Editorial Board.

Review of *JANAC* Editor

The term of *JANAC*'s Editor is four years. At the end of three years, 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 with the newly appointed Editor for an orderly transition.

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
- 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.

A decision shall be made by the Board of Directors and announced by letter to the Editor and in an article in *ANACdotes* and by the President in *JANAC*.

ANACdotes

ANACdotes is the official newsletter of the Association. ANAC staff secure adequate appropriate material for *ANACdotes*, edit material for publication, and produce the newsletter according to established procedures. The function of the newsletter is to serve as a vehicle for internal Association communication, providing a vital link between the membership and the Board and committees.

ANAC Website

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. Website operations are coordinated by the ANAC staff.

Committee Chair/Chair-elect

Responsibilities of the Committee Chair:

I. 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

2. *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

3. *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
- Collaborate with other ANAC Committee Chairs and Editors as indicated
- Communicate with ANAC staff as appropriate regarding administrative issues
- Utilize *ANACdotes* 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 Operations Manual to the Board liaison, for submission to the Board of Directors for review and approval

Responsibilities of the Committee Chair-elect:

- Complete assignments as determined by Chair by stated deadline
- Learn the process of ANAC committee leadership

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 between July and August annually. This is the only time during the year a member may be added to a committee. All members applying to serve on an Association committee are acknowledged by letter whether or not selected to serve.

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.

Each committee shall keep minutes of all meetings and conference calls during which business is conducted. The Chair is responsible for assuring that approved minutes are submitted to the ANAC office for filing. Minutes must be submitted within ten (10) days of the completion of the meeting/call.

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 Nominations 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.

ANAC Board Liaison to Committees

Responsibilities

1. 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

2. 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

3. 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

HIV/AIDS Nursing Certification Board (HANCB)

The HIV/AIDS Nursing Certification Board (HANCB) is a nonprofit professional organization that was created by ANAC, with the goal of promoting expertise of nurses caring for persons with HIV/AIDS through a certification process. HANCB is now a separate nonprofit organization with no administrative or accountability ties to ANAC. 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 coordination of the AIDS nursing certification (ACRN) exam and the Advanced AIDS nursing certification (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. Nurses who pass the advanced certification exam are entitled to use the credentials AACRN for a period of four years, then must recertify by the process prescribed by HANCB. HANCB is governed by a Board of Directors, composed of a President, President-Elect, Secretary, Treasurer and Directors at Large.

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

The ANAC Board of Directors 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.

National ANAC 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; email anac@anacnet.org; or fax: 330-670-0109. The organizational hierarchy is as follows:

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.

Directors (Meetings, Development & Policy, Continuing Education, etc.) - report to ED, responsible for respective areas

Administrative Staff – Reports to ED

ANAC Awards and Criteria

Joanne Ruiz Achievement Award for Excellence in Clinical Practice

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 may be recommended by self, peers, colleagues, patients/clients, or families/significant others. Nominees must be current ANAC members. Current National Board members and staff are NOT eligible. Nomination may be by self or others. All nominators must submit completed application forms with the required supporting documents. The recipient is selected by the Awards Committee.

Frank Lamendola Achievement Award for Leadership

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 may be recommended by self, peers, colleagues, patients/clients, or families/significant others. Nominees must be current ANAC members. Current National Board members and staff are NOT eligible. Nomination may be by self or others. All nominators must submit completed application forms with the required supporting documents. The recipient is selected by the Awards Committee.

ANAC Doctoral and Masters Fellowships in HIV Nursing (no longer offered)

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. The recipient is selected by the Awards Committee.

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.

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.

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.

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 applicants must be current ANAC members. Current National Board members and staff are NOT eligible. Nomination may be by self or others. All nominators must submit completed application forms with the required supporting documents. The recipient is selected by the Awards Committee.

JANAC Outstanding Clinical and Research Articles

These awards recognize two outstanding articles — one clinical and one research — 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. 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.

ANAC Pediatric 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 may be recommended by self, peers, colleagues, patients/clients, or families/significant others. 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 recipient is selected by the Awards Committee.

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 for this session, according to criteria and deadlines noted in the Annual Conference Call for Abstracts. The Research Specialty Committee shall review the abstracts and select abstracts for presentation at the Graduate Student Poster Session. Presenters shall be notified by letter of abstract acceptance, and must register for the conference and present the poster at the Graduate Student Poster Session. The Research Specialty Committee shall review the Graduate Student posters during the conference and select the recipient of this award.

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 Manual for more information.)

ANAC HIV/AIDS Educator 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 applicants must submit completed application forms with the required supporting documents. The recipient is selected by the Awards Committee.

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.

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 applicants must submit completed application forms with the required supporting documents. The recipient is selected by the Awards Committee.

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.

Awards Policy

The number and type of awards granted each year depends recommendations by the Awards Committee, the type and number of nominations received and/or the annual allotment of ANAC funds for awards.

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 via *ANACdotes* and the web. 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 Specialty 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 *JANAC* Editor solicits nominations for the *JANAC* awards from the members of the *JANAC* Editorial Board for the most outstanding clinical and research articles published in the previous year (from the July/August issue of the previous year through the May/June issue of the current year). The Editor compiles a list of all nominations and submits them in the form of a ballot for a vote by members of the Editorial Board. The article receiving the greatest number of votes in each category shall receive the awards. The Editor of *JANAC* shall ask members of the Editorial Board to excuse themselves from voting in a particular category if a conflict of interest arises.

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 and limited travel expenses 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 a suitable recipient for a specific award cannot be determined by the designated awarder (ANAC Awards Committee, Chapters Committee, Diversity Specialty Committee, Research Specialty Committee, *JANAC* Editorial Board, ANAC Board of Directors, or the ANAC President) responsible for selecting the specific award(s), the designated awarder may decide not to give the award in that year.

Research Grants

ANAC may award research grants to qualified researchers to conduct research projects to advance nursing science as it relates to HIV disease and to enhance the health, well-being, and quality of life of individuals living with HIV disease. The number and type of grants awarded each year depends on the successful procurement of external funding and/or the annual allotment of ANAC funds for research grants. All research grants are offered at the board's discretion.

The Research Specialty Committee is responsible for insuring the integrity of the grants process, establishing the grant criteria, reviewing and evaluating grant applications, and selecting grantees. The Committee is expected to adhere to all agreed upon timelines in order to insure a smooth grant selection process.

The Research Specialty Committee is responsible for soliciting grant applications from the general membership. The request for grant applications shall be initiated at least five (5) months prior to the Annual ANAC Conference.

Interested members shall be sent a grant application package for requested grant applications. All completed application forms and accompanying documentation must be received at the ANAC office postmarked by the stated deadline date. Late or incomplete applications shall not be forwarded to the Research Specialty Committee.

The Research Specialty Committee shall review all grant applications. Each application shall be scored using a committee-designed evaluation form. Each committee member shall mail completed evaluation forms directly to the Research Specialty Committee Chair who shall tally the total scores and determine the grantee for each grant.

The Research Specialty Committee Chair must notify in a timely fashion the ANAC office of their committee's decision to give or not give a grant, and send all evaluation paperwork to the office for historical file. The office shall notify the ANAC President and appropriate staff of the grantees' names, for inclusion in the Awards Ceremony Program Brochure. The Research Specialty Committee Chair shall

compose a letter to notify each grantee of his or her selection. ANAC staff shall send the letter by certified mail with return receipt requested. ANAC staff shall also send letters of congratulations or regrets to all applicants notifying them of the committee's selections. ANAC staff shall be responsible for notifying sponsors of the names and qualifications of the grantees.

All grant recipients must be current members of ANAC.

Grant recipients may be provided with conference registration and limited travel reimbursement.

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

In the event that a suitable recipient for a grant cannot be determined by the Research Specialty Committee, the specific grant(s) may not be given.

Travel Reimbursement

*For travel related to the Annual Conference, please see "Conference Reimbursement Policy."

All travel must be budgeted and/or approved in advance by the President, Treasurer, or Executive Director. The reimbursement form (see website) 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 airfares 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:

- a) Lodging—at the lowest available rate for the meeting days only unless otherwise approved.
- b) Meals—not to exceed per diem rate (\$35.00 per day)
- c) Transportation should be booked through ANAC's travel agent/office staff.
- d) 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 of ANAC.
- e) Public transportation: at tourist or economy rates only
- f) Auto: Current IRS allowed rate plus tolls and parking only if total expense is less than airfare.
- g) Shuttle to and from airport: at cost

- h) Taxi: only when absolutely necessary
- i) Other costs: including all miscellaneous business expenses at cost. Expenses such as laundry, personal entertainment and personal phone calls, are not reimbursable.

Compensation for External Projects (Corporate and Other)

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 a honoraria is given for the person's involvement, that honoraria will be made payable to ANAC. If an ANAC Board or Staff members 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.

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, Executive Director or Executive Committee.

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, Executive Director or Executive Committee.

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 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 Editorial Board members, and Committee Chairs and Co-chairs. If possible, this should be done prior to the Annual Meeting.

Representation of the Association

1. 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.

2. 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, Executive Director or Executive Committee.

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.

Conference

1. The Conference Committee is responsible for the planning of all educational and memorial/special events associated with the conference as set out below.
2. The Conference Committee is responsible for securing speakers including keynote, plenary and invited. The Research Specialty Committee shall make provision for review (or delegation thereof) of all submitted abstracts and shall select all abstract presentations. The Research Specialty Committee chair, in consultation with the Conference Committee chair will slot the presentations for oral, poster and roundtable sessions by the deadline identified by the National Office.
3. The Conference Committee is responsible for planning the Memorial Service/Celebration of Life.
4. 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.
5. 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 May 1. The Conference Committee shall submit to the National Office a theme for the following year's conference no later than October 1. By December 15th, the National Office will provide the Conference Committee a logo based on the ideas provided and the theme.
6. The ANAC staff is responsible for all operational components (hotel relations, food and beverage, conference promotions, conference publications) of the conference
7. The committee and staff work together on establishing a time-line for all planning needs and production of conference related materials
8. The President is responsible for planning all aspects of the conference that relate to the business of the Association.
9. The Board at its discretion may direct content of the conference.
10. 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.

Preconference

In February 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.

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 Reimbursement

Board Members

Complimentary registration shall be provided to all current 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, in exchange for work preceding and/or during the conference. ANAC shall reimburse a three (3) day food per diem and three (3) hotel nights for continuing Board members and a two (2) day food per diem and two (2) hotel nights for outgoing and incoming Board members.

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 preceding, 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 Chairs and Editors

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.

Committee and Editorial Board Members

All other ANAC committee and Editorial Board members are expected to attend the Annual Conference. There is no conference registration reimbursement for committee or Editorial Board members, except for the Conference Committee.

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.

Satellite Educational Programs at the Annual Conference

Background

Satellite educational programs are those that occur at the same time and in the same location as the Annual Conference. Satellite programs are planned by corporations or organizations that support ANAC. These programs are not planned by the Conference Committee. ANAC has established the following policies and procedures to regulate satellite programs.

Policy

1. 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.
2. 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.
3. 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.).
4. 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.
5. 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.
6. 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.
7. Satellite programs may be promoted or advertised in Annual Conference materials and on the ANAC website. Satellite programs and their sponsors shall be listed in the Association's newsletter, ANACdotes, with other conference information if the program has been approved prior to the printing deadline.
8. The source of funding for all satellite programs must be disclosed on all materials promoting or relating to the event.
9. ANAC does not guarantee meeting space at the conference venue but shall be supportive of a sponsor's request to the conference hotel for meeting space.
10. Once approval has occurred the satellite sponsor is responsible for all the arrangements, CE, and expenses.
11. ANAC shall provide Nursing CEU's for a satellite program at the request of sponsoring agency for an administrative fee to be determined.
12. 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.”

Continuing Education Provider Program

A. ANAC Continuing Education Provider Unit

1. 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.
2. Fee schedule for applications for co-sponsored events:
 - Fee to be determined by Executive Director.
 - Learner: There shall be a \$10 charge to the member learner for CE programs offered through *JANAC* and the web site. Non-members shall be charged \$15.
 - Satellite: The fee for providing satellite CE shall be determined by the Executive Director.

B. Guiding Principles for Relationships with For-Profit Entities

1. Corporate sponsorships can assist ANAC in the fulfillment of its Mission. ANAC actively seeks financial support from for-profit entities.
2. ANAC participates in projects with these entities only when the goals of such projects are congruent with its Mission.
3. ANAC wishes to participate in projects where mutually beneficial goals can be established.
4. 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.
5. 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.
6. 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.

Program/Product Endorsement

Requests for endorsements of publications, videotapes, teleconferences, or other products must be approved by the Board of Directors. All such requests shall be submitted to the ANAC Board of Directors. 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:

1. The program/product shall be consistent with the Mission of ANAC and ANAC’s Guiding Principles for for-profit entities.
2. ANAC shall retain editorial control over the program/product during all stages of development.

3. The burden of the cost of development and production of the program or product shall be the responsibility of the developer.
4. If there is a charge to purchase the developed product, a discounted rate shall be given to ANAC members.

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.

Elections

General elections shall be held annually to fill positions on the ANAC Board of Directors and Nominations 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 ANAC Offices, the Board of Directors, and Nominations 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 Nominations Committee is responsible for soliciting nominees from the general membership to run for anticipated ANAC office vacancies. The purpose of the Nominations 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 Nominations 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 inserted in the designated issue of ANACdotes 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 Nomination form must be postmarked or electronically datestamped by the established deadline. Late nominations shall not be forwarded to the Nominations 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 (10 pt. font) 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.

Nominations Committee members shall evaluate and recommend nominees using a committee-designed Candidate Evaluation Form. The slate of nominees is established by the committee through tallying the scores on the Evaluation Forms. The Nominations Committee shall identify at least one candidate for each vacant position.

Official ballots shall be prepared by ANAC staff 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 are published in ANACdotes and on ANAC's web site. New officers are installed during the Annual Conference Meeting, and take office at the close of the Annual Conference

Fiscal

I) Revenue Sources

1) Membership dues

a) Financial requirements to continue operations and organizational development may require dues increases. Dues increases 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.

b) 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.

2) External support

a) External support for Association operations include 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."

II) Accounting system

3) The accounting system to be utilized is the cash system.

III) Liability Insurance

4) The Association retains basic liability insurance.

IV) Investment

5) This policy provides guidelines for the investment of funds held by the Association.

6) 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."

7) Procedure

a) 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:

(1) 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.

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

V) Operating Fund

8) Introduction

a) 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.

9) Objective

a) 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:

- (1) Safety and preservation of principal
- (2) Provide for the timing of cash flow needs of the Association of Nurses in AIDS Care
- (3) Investment income contribution to meet budget and policy objectives.
- (4) Growth of principal.

10) Investment Guidelines

a) Allowable Investments

(1) The Operating Fund may be invested as follows:

(a) 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.

(b) Equities and Equity Mutual Funds: Prohibited under this policy.

(c) Commodities and other investment alternatives: Prohibited under this policy.

b) 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.

11) Performance Expectations

a) Annualized returns should exceed net of fees, the Consumer Price Index annual cost of living adjustment or market indexes for management of similar funds.

12) Review Procedures

a) The Finance Committee of the Association of Nurses in AIDS Care will:

(1) Meet with the Funds Manager at least annually to review investment performance and to communicate current and forecasted operating fund requirements.

(2) Review quarterly reporting from the Funds Manager to determine adherence with the Investment Policy.

(3) Review as requested recommendations from the Funds Manager for alternative investment strategies. Agreed-upon alternatives will be presented to the Board for final approval.

(4) 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.

VI) Strategic Planning Fund

13) Purpose

a) The purpose of the Strategic Planning Fund is to generate income while preserving capital investments for the ongoing support of specifically designated operations.

14) Investment Objectives

a) The investment objectives of the Strategic Planning Fund are:

(1) Optimization of return

(2) Preservation of capital

- (3) Liquidity (only the returns will be swept to the appropriate budget lines; the capital will be invested to provide a perpetual income stream).
- 15) Investment Guidelines
- a) The investment policies and restrictions presented in this statement serve as a
- (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.
- 16) Asset Mix
- a) 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:
- (1) Equity investments: 20-60% of total fund
- (a) 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.
- (2) Fixed income investments: 20-60%
- (3) Cash and Equivalents: 0-40%
- 17) Allowable Investments
- a) 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:
- (1) Any investment appropriate for the Operating Fund or Strategic Planning Fund;
- (2) Corporate or Municipal Bonds rated A or better, as rated by Standard and Poor's or Moody's;
- (3) 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.
- b) 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.
- 18) Investment Restrictions
- a) Common stocks in non-public corporations
- b) Short sales
- c) Unregistered or restricted stock
- d) Precious metals
- e) Uncovered options
- f) Futures
- g) Venture capital
- h) Private placements
- i) Commodities
- j) Non-investment grade securities
- k) There shall be no buying or selling on margin
- 19) Investment criteria based on social responsibility
- a) 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.

20) Maturity

a) The Strategic Planning Funds may be invested in instruments with maturities of five (5) to thirty (30) years to maximize reliable income.

21) Performance Reporting

a) 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.

b) 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 that summarizes all transactions in each fiscal year with a report of investment performance for the ending fiscal year.

22) Dissolution

a) 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.

VII) Sales & Fund-raising Activities at the Annual Conference

23) 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. Exceptions may be approved by the ANAC Executive Director.

VIII) Returned Checks

24) 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.

IX) Capital Improvement Fund

25) 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.

X) Socially Responsible Investment Policy

26) 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.

27) 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.

28) The primary screens are defined as follows:

a) **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 which systematically deny human rights. Companies that engage in serious and persistent human rights abuses should not be included in ANAC's investment portfolio.

b) **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.

29) The secondary screen is defined as follows:

a) **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.

b) 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.

XI. Restricted Fund Policies

Jeanne Raisler Memorial Fund

1) Background

a) This restricted fund is comprised of monies bequeathed to ANAC from Jeanne Raisler and donated from individuals at the direction and in memory of Jeanne Raisler.

b) This fund is a donor restricted fund, and is to be disbursed in the support of international initiatives only as stipulated by the donors.

2) Purpose

- a) Per donor restrictions, the fund can only be used to support international initiatives.
 - i. Monies bequeathed to ANAC from Jeanne Raisler must, according to the donor's wishes, be used to fund initiatives in or for Africa deemed appropriate by ANAC's Board of Directors.
 - ii. Monies donated to ANAC in memory of Jeanne Raisler may be used for any international initiative deemed appropriate by ANAC's Board of Directors.
- b) Project ideas will be put forth from the Global HIV Nursing Specialty Committee to the Board of Directors for approval. Executive Director, or a designated staff member, will send a report to the family of Jeanne Raisler at least one time per year until the fund balance equals \$0.00.
- c) The Fund will be housed within ANAC's long-term investment account. All guidelines set forth for the long-term investment account apply to this fund. Interest revenue from this Fund is not restricted.

Awards Fund

1) Background

- a) The Board of Directors established the Awards Fund in 2006.

2) Purpose

- a) The Awards Fund was established to enable ANAC to self-fund the Awards Program, and the Board of Directors has restricted the monies in this Fund to the Awards Program.
- b) The Awards Committee will determine Award criteria and benefits.
- c) All guidelines set forth for ANAC's long-term investment account apply to this fund. If annual interest revenue exceeds the disbursement need, revenue is restricted to the Awards Fund.
- d) The Board may remove restrictions on this account if the need for operating monies arises.

Excellence in HIV Prevention Award Fund

1) Purpose

- a) The Excellence in HIV Prevention Award Fund was established in 2004 by past President Lucy Bradley-Springer through donations from individuals who designated their contributions for the Prevention Award.
- b) The Prevention Award recognizes a nurse who has made significant and outstanding contributions to the prevention of the spread of HIV infection.
 - i) Nominating criteria include: ANAC membership; evidence of a sustained record of presentations, publications or research activities bringing knowledge, skill and care to prevention efforts; and evidence of success and consistent focus on the challenges of HIV prevention.
- c) Executive Director or another designated staff member will provide ongoing donor (anonymous) with a report at least once each year of the total of the fund until the fund reaches a balance of \$0.00.

Use of ANAC Membership Mailing Labels

Membership mailing labels maintained by ANAC may be used by external groups or individuals if the following criteria are met:

- The request is submitted to the ANAC office.
- The identity of the end user and purpose for which the labels shall be used are clearly identified.
- Copies of all materials to be mailed to individuals whose names appear on the labels are submitted with the request.
- The materials and the purpose for use of the labels are legitimate and consistent with ANAC's mission.

- The requestor agrees in writing to a one-time use of the labels 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 labels from ANAC may be made available to nurse researchers under the following conditions:

- Written request using “Request to Rent Membership Mailing Labels” form is submitted.
- Professional affiliation and the nature and purpose of the research for which the membership mailing labels shall be used is identified.
- Evidence of local IRB or equivalent approval of the research for which the membership mailing labels are requested is submitted.
- The nurse researcher agrees, in writing, to include in any written material which identifies the use of ANAC membership mailing labels that such use does not imply endorsement by the Association.
- The requestor pays the established fee.
- Membership mailing labels shall only be used by the researcher for the study for which the application for the membership mailing labels were approved.
- Cost is established by Executive Director

Membership mailing labels and membership address lists from ANAC may be made available to Chapters and Chapters-in-Formation (CIF) under the following conditions:

- Written request using “Request to Rent Membership Labels/List by Chapters and Chapters-in-Formation” form is submitted.
- Chapters-in-Formation must have on file a “Declaration to become a Chapter-in-Formation.”
- The Chapter pays the established fees.
- Labels use is for one time only.
- Labels may not be reproduced.
- No part of the labels 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.

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 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, education, research, and public policy issues related to all aspects of the HIV/AIDS epidemic.

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:

1. The content of the announcement is consistent with the mission of both ANAC and *JANAC*, and
2. 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

1. 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.
2. 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.

Editorial stipend

The Editor is paid a stipend as stated by contract.

JANAC Manuscripts Storage

Manuscripts submitted to *JANAC* shall be kept by the *JANAC* Editor for a period of two years, and then shall be discarded.

JANAC Supplements

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 Shannon McGee at 215-239-3900 or s.mcgee@elsevier.com. Supplements shall be governed by the *JANAC* Supplement Policy in this document.

***JANAC* Supplemental Issue Policies and Procedures**

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

- 1) All prospective sponsors and supplement inquiries will be referred to the Elsevier Commercial Sales Director.
- 2) 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.

- 3) 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:
 - a) Cost estimates for the sponsor.
 - b) A tentative publication schedule, which will be contingent on timely submission of manuscript.
 - c) General information about *JANAC* and its supplement policies, including editorial content acceptance policy.
 - d) A statement about deadlines and when the deposit would be forfeited if the publication schedule is not met.
 - e) CE
- 4) 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.
- 5) 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.
- 6) 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

- 1) The Guest Editor is selected by the sponsor in consultation with the *JANAC* Editor with the *JANAC* Editor having final approval
- 2) 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.
 - a) Editorial control rests initially with the Guest Editor, final control rests with the *JANAC* Editor
 - b) 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
- 3) 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

- 1) Unless otherwise specified by the publishing agreement, Elsevier will invoice the sponsor for a non-refundable deposit of ½ 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.
- 2) 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.
- 3) 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.
- 4) Upon receipt of full payment from sponsor (or, in the case of educational grant funding, from ANAC),
 - a) Elsevier will submit the *JANAC* Editor stipend to ANAC of \$56 per page
 - b) The fee for the Guest Editor is \$1000
 - c) The administrative fee that goes to ANAC is \$500
- 5) Any royalties due ANAC for the supplement will be included in Elsevier's annual royalty reporting and payment to ANAC.

Continuing Education

- 1) Supplements may include a continuing education (CE) component.
- 2) The Guest Editor, in consultation with ANAC and/or the *JANAC* Editor, 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.
- 3) The CE administrative fee of \$1000 per credit hour will be submitted directly by the sponsor to ANAC. ANAC will process all CE test submissions and administer the credits. ANAC will charge CE participants according to ANAC policy.

***JANAC* Distinguished Writers Mentorship Program**

The *JANAC* Distinguished Writers Program is coordinated by the Associate Editor of *JANAC*. Novice authors or authors requesting assistance with preparing a manuscript for publication in *JANAC* shall be assigned to an experienced author mentor with a defined area of HIV/AIDS expertise. The mentor shall assist the novice author with preparation of the manuscript, peer review/critique of the manuscript or utilization of comments from peer reviewers. Mentors shall be selected and assigned by *JANAC*'s Editor or Associate Editor. Interested ANAC members with a defined area of HIV/AIDS expertise and experience with publishing submit applications to be recognized as a member of the Distinguished Writers Mentorship Program.

Purpose and Goals

The purpose and goals of the *JANAC* Distinguished Writers Mentorship Program include:

- Ensuring a sufficient number and quality of manuscripts for publication in *JANAC*.
- Developing ANAC members as published authors.
- Establishing mentor-novice writer relationships that may progress to long-term professional relationships between ANAC members.
- Implementing a process to facilitate the continual development of HIV/AIDS nursing science through the publication of scholarly clinical and research based articles.

A call for ANAC members to volunteer their services as writing mentors shall be published in *JANAC*. Interested ANAC authors with experience in writing and a defined area of HIV/AIDS expertise shall submit a letter of intent to be recognized as a member of the *JANAC* Distinguished Writers Mentorship Program. The letter of intent shall include the following information: name, affiliated institution, position title, current address, evidence of ANAC membership, area of HIV/AIDS expertise and curriculum vitae. The Associate Editor of *JANAC* shall review the letter of intent and make a recommendation to the *JANAC* Editor and Editorial Board regarding acceptance of the individual as a member into the *JANAC* Distinguished Writers Mentorship Program. Upon such recognition, the individual shall receive a formal letter from the Associate Editor acknowledging her/him as a *JANAC* Distinguished Writers Mentor.

The Editor, Associate Editor, or peer review process may recommend that an author seek a writing mentor or the author may request a writing mentor. After this determination or request is established, the author's name, and manuscript shall be forwarded to the Associate Editor to assign a mentor to the author. Authors have the right to refuse to participate in this program. Once a mentor has agreed to assist a novice author through this program, the mentor forfeits all rights to be considered a co-author on the manuscript. The author shall be encouraged to list an acknowledgement regarding the mentor's assistance with the manuscript preparation. Annually, the Associate Editor shall submit a list of mentors' names for recognition at the ANAC Awards Banquet and for publication in *JANAC*.

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 (in even years) 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.
- The need for an ANAC position may be identified by an individual member, ANAC organizational unit, the Board, or ANAC staff.
- 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 *ANACdotes*.
- 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.

ASSOCIATION OF NURSES IN AIDS CARE

POSITION STATEMENT

[Insert Title of Position Statement Here]

Bold title. Cap first letter of all words except small words like “and”, “in” “for” etc. When in doubt, use caps.

Adopted by the ANAC Board of Directors [Insert Month Day, Year]

Reviewed and Revised by the ANAC Board [Insert all Months, Days, & Years]

e.g., November 2, 2004. If this is a new position statement, leave this section blank.

Position:

This section always starts with the statement “It is the position of the Association of Nurses in AIDS Care that:” followed by bulleted points. Use circle bullets followed by single sentence statements. Limit to three or four bullets.

Statement of Concern:

Succinct statement. Cite references using APA format.

Background:

Expands on the problem statement. Cite references using APA format.

References:

Use APA format. Each reference must have an APA formatted citation in the text.

References must be no greater than 5 years from date of adoption, except in historically or clinically important or documents.

Additional Resources:

Can be additional readings, websites or resource contact information. No citations in the text necessary.

Two page limit.

Must be accompanied a PS support sheet.

ANAC POSITION STATEMENT SUPPORT SHEET

STEP 1

Please provide the information about yourself requested below.

Reviewer's name: (first) (Middle) (Last)

Affiliation

Address for correspondence

#Tel

#Fax

#E-mail address

Title of position statement

Resolutions

Policy

1. 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.
2. The Bylaws and Resolutions Committee shall be responsible to receive and present proposed resolutions to the Board, which shall recommend action.
3. Resolutions shall be approved at the Annual Business Meeting by a majority vote of the members present and voting.
4. When approved, resolutions shall appear in *ANACdots* and on the ANAC website.
5. Resolutions are valid for a period of five (5) years or until the membership deems them outdated.
6. The Bylaws and Resolutions Committee shall prepare a format for submission of resolutions.
7. Resolutions submitted must be accompanied by supporting documentation and must conform to the established format, including proposed implementation format and financial impact.
8. 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.
9. The Board shall review all resolutions prior to submission for a membership vote.
10. 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.
11. 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

- 1) A Resolution must be in the following format to be considered:
 - a) “Whereas...(background information establishing the need or explaining the reason for a resolution);
 - b) Resolved, that(the actual resolution).
 - c) Sponsored by: (Group or individuals submitting the resolution)
- 2) 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.
- 3) Supporting information shall be submitted with the proposed resolution.

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.

ANAC Website

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.

The website is not to contain pictures or videos of members without the expressed consent of the person(s) in the picture or video unless it exists in the public domain.

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. 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.

Advertisers on the Website

Linkages to website sponsors may be placed under a specified heading entitled "Supporters of the ANAC Website" or a similar title designed for the same purpose. Browsers may see the listing of sponsor names and have the *choice* of hyperlinking to the sponsor's Web page (not part of the ANAC Website).

Fees and terms of sponsorship (length of time listed on the page, etc.) are to be determined by the Executive Director and should consider comparable advertising rates with other Association publications. The Executive Director shall engage in any financial negotiations and/or contracts with potential website commercial sponsors.

Website sponsors remain actively listed at the discretion of the Board.

Policies

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

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

The Board is 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 become effective upon passage unless otherwise specified by the Board.

All policies become part of the Association's 'Operations Manual', which is maintained by the Secretary.

All policies are reviewed by the Board during the first year of a President's term to ensure accuracy and currency.

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 is strictly prohibited without prior written approval by the Board.

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.

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 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 in Section Two (2) 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.
- Distribution plans for products are developed by the Executive Director in collaboration with the Board of Directors 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.
- ANAC products may, at the sole discretion of the Board of Directors, be placed on the web site in a PDF file format.
- 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.

Executive Director

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

1. 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.
2. 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.

3. 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.
4. The ED reports directly to the Board of Directors.
5. All ANAC staff report directly to the ED.
6. The ED receives an annual performance appraisal at the midyear board meeting. 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 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.

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 terms of all contracts are subject to approval by the Board of Directors prior to execution, when a majority of the Board of Directors requests review for approval of (an) identified contract(s).

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.

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

The Treasurer is responsible for evaluating the overall 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. The Executive Director has oversight for the assigned staff and auditor. The differences between the roles of the Executive Director and the Treasurer can best be described as "steering" "vision" and "policy" as a focus for the Treasurer versus financial management for the Executive Director.

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 quarterly investment reports to the Treasurer.
- Prepares budget projections – one year, three years, etc. – in January – that dovetail with ANAC goals. These are presented to the Treasurer, Finance Committee and the Board of Directors as appropriate and are used for Strategic Planning. A model for budget projections should be developed and reviewed.

The Treasurer:

- 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 the ANAC newsletter.
- 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
- Write an *ANACdots* article for each issue discussing the financial health and missives of the organization, along with a current balance sheet detailing assets, liabilities, equity and the bottom line

Accounting Practices

POLICY

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

PROCEDURE

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 POLICY

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.

PROCEDURE

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 POLICY

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.

PROCEDURE

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.