



# 2018 Candidate Guide

**ELECTION TIMELINE**

<b>Year</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Position</b>					
<b>President-Elect</b>	1 position	1 position	1 position	1 position	1 position
<b>President/Immediate Past President</b>	⇒ ⇒	⇒ ⇒	⇒ ⇒	⇒ ⇒	⇒ ⇒
<b>Secretary-Treasurer</b>			1 position		
<b>Director-at-Large</b>	2 positions	2 positions	2 positions	2 positions	2 positions
<b>Nominating Committee Member</b>	1 position	1 position	1 position	1 position	1 position

Dear AANN Colleague,

The American Association of Neuroscience Nurses (AANN) is a national specialty nursing organization committed to connecting, educating, and inspiring nurses as leaders who influence comprehensive neuroscience health. AANN accomplishes its mission through continuing education, information dissemination, standard setting and advocacy on behalf of neuroscience patients, families and nurses.

The AANN Nominating Committee is seeking candidates for a slate to be presented to the association's membership for a vote in October 2018. Individuals currently serving in an elected board position may not seek an additional position until the final year of their elected term.

We welcome applications for the following positions for the 2019 slate:

- **President-Elect** - 1 position for a 3 year term: 1 year as President-Elect, 1 year as President, 1 year as Immediate Past President (2019 – 2022)
- **Director-at-Large** - 2 positions, each for a 3 year term (2019 – 2022)
- **Nominating Committee Member** - 1 position for a 2 year term (2019 - 2021)

This candidate guide has been designed to inform you of the responsibilities of the AANN Board of Directors and to assist the Nominating Committee in selecting the most qualified candidates for these positions. We invite you to review the information in order to appreciate the rewards of serving in a leadership position in a national organization and so that you will understand the steps necessary to be considered for the ballot. Running for national office is a serious responsibility, requiring much time, effort and energy. It demands increased involvement in and dedication to neuroscience nursing. Our elected leaders are committed to advancing neuroscience nursing as a specialty through the development and support of nurses to promote excellence in patient care. For your convenience this guide is also available on line at [www.AANN.org](http://www.AANN.org).

AANN faces many challenges in neuroscience nursing and healthcare and we are guided by our association's vision, mission and values. These three areas articulate the importance AANN places on the qualities that our leaders bring to our association and to our specialty. Please keep the vision, mission and values in mind as you consider the rewards and challenges offered by serving in a leadership role.

We strongly encourage you to speak with current or past AANN Board and Nominating Committee members to discuss your interest in a particular position. We also encourage you to discuss your candidacy with your employer to assure support for the position you are seeking.

If you have any questions or need assistance, please feel free to contact any member of the Nominating Committee. **Remember that you must complete and return your materials to the AANN National Office by close of business on Monday, July 9, 2018.**

Sincerely,  
*AANN Nominating Committee*

## **MISSION**

Led by the AANN Board of Directors, AANN connects, educates, and inspires nurses as leaders who influence comprehensive neuroscience health.

## **VISION**

AANN is indispensable to nurses and neuroscience healthcare.

## **CORE VALUES**

### ***Excellence***

We depend on exceptional people to assure that we provide the best services to our members. We set high standards and we support each other as we strive to achieve them. We invest in each other and we value the individual differences that make us strong.

### ***Innovation***

We embrace change, creativity, continuous learning and personal growth. We continually seek to improve the services we provide. We anticipate future trends and we create a strategic direction to ensure future growth and continued viability.

### ***Collaboration***

We build enduring internal and external relationships, joining with colleagues across organizational boundaries to improve the services we provide. We encourage and reward both individual and team achievements. We put the common good ahead of narrow interests.

### ***Integrity***

We engage in actions that follow our words and beliefs. We act with integrity in all we do by being respectful, honest, truthful, transparent, and accountable; being stewards of resources; demonstrating ethical conduct; and, building trust as individuals and an association.

### ***Visionary***

We have a clear, distinctive, and specific vision of the future. We foresee opportunities, manage uncertainties, and propose a course of action that is innovative and forward thinking. We think 'out of the box' and see the 'big picture.' We are professionals by nature.

## **CORE COMPETENCIES**

### *Constructive Partnerships*

Exceptional boards govern in constructive partnership with the chief executive, recognizing that the effectiveness of the board and the chief executive are interdependent.

### *Mission Driven*

Exceptional boards shape and uphold the mission, articulate a compelling vision, and ensure the congruence between decisions and core values.

### *Strategic Thinking*

Exceptional boards allocate time to what matters most and continuously engage in strategic thinking to hone the organization's direction.

### *Culture of Inquiry*

Exceptional boards institutionalize a culture of inquiry, mutual respect, and constructive debate that leads to sound and shared decision making.

### *Independent Mindedness*

Exceptional boards are independent minded. When making decisions, board members put the interest of the organization above all else

### *Ethos of Transparency*

Exceptional boards promote an ethos of transparency by ensuring that all donors, stakeholders, and interested members of the public have access to appropriate and accurate information regarding finance, operations, and results

### *Compliance with Integrity*

Exceptional boards promote strong ethical values and disciplined compliance by establishing appropriate mechanisms for active oversight

### *Sustaining Resources*

Exceptional boards link bold vision and ambitious plans to financial support, expertise, and networks of influence

### *Results Oriented*

Exceptional boards are results oriented. They measure the organization's advancement towards the mission and evaluate the performance of major programs and services

### *Intentional Board Practice*

Exceptional boards intentionally structure themselves to fulfill essential governance duties and support organizational priorities

### *Continuous Learning*

Exceptional boards embrace the qualities of a continuously learning organization, evaluating their own performance and assessing the value they add to the organization

### *Revitalization*

Exceptional boards energize themselves through planned turnover, thoughtful recruitment, and inclusiveness

*The Source: 12 Principles of Governance that Power Exceptional Board, Board Source, Washington, DC, 2005*

## CANDIDATE CRITERIA

These criteria are general guidelines that are designed to identify candidates for AANN Board positions. The Nominating Committee will utilize these guidelines to identify and screen potential candidates in the development of an election slate.

**The AANN Board of Directors is composed of 10 elected members and includes the following positions:**

- President
- President-Elect
- Secretary-Treasurer
- Immediate Past President
- Directors-at-Large (6 serve on the board with the four officers)

## GENERAL CRITERIA

1. Cognizant of AANN's mission, vision and values
2. Ability to satisfy all core competencies
3. AANN member in good standing for five years and has met at least one of the following criteria within the last five years:
  - a) Has served on a national association committee or task force.
  - b) Has contributed to AANN through involvement in membership activities and/or held office in a regional chapter or has been a facilitator of a Special Focus Group (SFG).
  - c) Demonstrated leadership responsibilities outside AANN as a leader in other professional or community organizations.
  - d) The President-Elect candidate must have had previous AANN board experience.
4. Demonstrates knowledge of and commitment to AANN
5. Visionary (good marketing skills, innovative ideas, good resources)
6. Willingness to evaluate and implement change
7. Organized
8. Critical thinking and analytical skills
9. Mentoring skills
10. Objective in evaluating ideas
11. Strong written and verbal communication skills
12. Current involvement in neuroscience nursing practice, education and/or research
13. Experience in project management and product development
14. Willingness to commit time and energy to AANN activities
15. Willingness to positively represent AANN and its mission, products and services
16. Daily access to e-mail

## BOARD OF DIRECTORS CRITERIA AND POSITION DESCRIPTIONS

- **Individuals currently serving in an elected board position may not seek an additional position until the final year of their elected term.**
- **Individuals may only run for 1 position**

### ***President***

Provides leadership for the AANN by directing the ongoing activities of the association in collaboration with the Board of Directors and the national office

### **Responsibilities**

- Directs the activities of the Board of Directors. Utilizes the strategic plan in directing the activities of the association.
- Schedules and presides over all meetings of the board, annual business meeting, and conference calls. Prepares agendas for the above meetings for distribution prior to the meetings.
- Assigns as necessary projects, duties or activities to members of the Board of Directors, committee chairpersons or other persons appointed to officially represent the association.
- Publishes Presidential Message in the *The Neuroscience News* regarding meetings attended, board or association activities and decisions, and any other information of interest to the membership.
- Assures the fiscal solvency of the association in collaboration with the Secretary-Treasurer, Board of Directors and the Executive Director.
- Appoints liaisons to outside health care and nursing organizations.
- Appoints committee and task force chairs, Special Focus Group chairperson and facilitators.
- Replaces any member holding leadership position who has not fulfilled the duties of said position, has not acted in accordance with the job description or is unable to complete the term of office.
- Keeps informed of the activities of board members.
- Works closely with and oversees the activities of the Executive Director to ensure operational implementation of policies and procedures, AANN products and fiscal activity.
- Participates in the Board of Directors process to negotiate AMC compensation package as part of the budget development process.
- Serves on the executive committee to carry out the affairs of the Association in the interim period between board meetings.
- Communicates to the Board of Directors any official actions taken by the executive committee, which will then be documented as part of the BOD meeting minutes
- Reviews results of annual AMC evaluation with Executive Director and assists in the development of action plans as necessary.
- Reviews the "Guidelines for Elected Officers" with incoming new board members to include: board orientation, upcoming board meeting dates and attendance, reimbursement policy.
- Communicates with other organizations and serves as the official representative of AANN.
- Corresponds in a timely manner to written and telephone correspondence.
- Monitors the quality and opportunities for improvement in all AANN products and services in collaboration with the BOD members and Executive Director.
- Estimated time commitment includes weekdays and weekends:
  - Board Meetings: approximately 3 board meetings held via conference call per year and 3 face-to-face meetings annually. In preparation for each meeting (face-to-face or conference call) members are expected to review all materials.
  - Attend the ANA/NOA Meetings (2 per year)
  - Regularly scheduled (bi-monthly or weekly) conference calls with the national office.

- Travel: approximately 12 days per year including annual educational meeting and face-to-face board meetings 3 times per year.

### ***President-Elect***

Collaborates closely with the President in the administration of the ongoing activities of the association using the initiatives of the strategic plan as the framework

### **Criteria**

- Minimum of two years AANN Board experience
- Demonstrates leadership ability on a national level
- Previous leadership activities in AANN not only including Board experience but also committee, task force or special focus group activities
- Good organizational skills
- Effective communication skills
- Demonstrated effectiveness in leadership activities and previous board experience

### **Responsibilities**

- Works closely with the President to gain an understanding of the presidential role and responsibilities.
- Assists the president with project management.
- Assists and supports as needed in planning the annual meeting with the national office and appropriate board member(s).
- Prepares slate of appointments for committee chairs, Special Focus Group chair and facilitators, and other liaisons to take office at the Annual Meeting.
- Reviews the bylaws and policy and procedure manual bi-annually and makes recommendations for proposed changes to the board.
- Conducts the orientation of incoming new board members prior to the annual board meeting.
- Leads, revises, and maintains the Policy and Procedure Manual.
- Assists with projects/initiatives as leader or member, as requested by the President.
- Serves on the executive committee to carry out the affairs of the Association in the interim period between board meetings.
- Assumes the role of President in accordance with the association bylaws.
- Estimated time commitment includes weekdays and weekends:
  - Board Meetings: approximately 3 board meetings held via conference call per year and 3 face-to-face meetings annually. In preparation for each meeting (face-to-face or conference call) members are expected to review all materials.
  - Attend the ANA/NOA Meetings (2 per year) Participates in conference calls with the President and national office as needed.
  - Travel: approximately 12 days per year including annual educational meeting and face-to-face board meetings 3 times per year.

### ***Immediate Past President***

Serves in a non-voting, support role to the President and to association in the administration of the ongoing activities of the association using the initiatives of the strategic plan as the framework

### **Responsibilities:**

- Serve as a non-voting member of the Board of Directors. The Immediate Past President may not make or second motions during a board meeting.



- Provide a historical perspective for the board as well as to bring the knowledge and expertise gained during the preceding year spent as President. The Immediate Past President is a resource to all members of the Board of Directors, but functions particularly as a mentor, guide, and assistant to the President.
- Serve on projects, task forces, and committees of the Board of Directors as assigned, and may also serve as a liaison to other organizations as requested by the President.
- Serves in a non-voting ex-officio capacity on the executive committee to carry out the affairs of the Association in the interim period between board meetings. Estimated time commitment includes weekdays and weekends:
  - Board Meetings: approximately 3 board meetings held via conference call per year and 3 face-to-face meetings annually. In preparation for each meeting (face-to-face or conference call) members are expected to review all materials.
  - Travel: approximately 10 days per year including annual educational meeting and face-to-face board meetings 3 times per year.

### ***Secretary-Treasurer***

Maintains continuity of association projects, activities and direction through documentation and record keeping of relevant information and reviews fiscal records in collaboration with the Executive Director and Senior Manager

### **Criteria**

- AANN member for five years
- Budgetary or fiscal experience

### **Responsibilities**

- Assures accuracy of information contained in minutes of all Board of Directors meetings/conference calls and the annual business meeting.
- Notifies board members and other appropriate persons of board and business meetings reports, instructions for their completion, and due dates.
- Collaborates with the national office to assure the board reports are prepared and distributed to the board prior to the meetings and to the membership at the business meeting.
- Reviews fiscal reports sent from the national office by the Executive Director and collaborates with the Executive Director in development of association budget.
- Distributes the reimbursement policy and related materials to any appropriate persons.
- Maintains a copy of the standing rules for the annual business meeting.
- Serves on the executive committee to carry out the affairs of the Association in the interim period between board meetings. Estimated time commitment includes weekdays and weekends:
  - Board Meetings: approximately 3 board meetings held via conference call per year and 3 face-to-face meetings annually. In preparation for each meeting (face-to-face or conference call) members are expected to review all materials.
  - Travel: approximately 10 days per year including annual educational meeting and face-to-face board meetings 3 times per year.

### **Director-at-Large**

Collaborates closely with the President in the administration of the ongoing activities of the association using the initiatives of the strategic plan as the framework

### **Criteria**

- Willingness to serve as liaison to other organizations when asked (e.g. Brain Attack Coalition, World Federation of Neuroscience Nurses, Neuroscience Nursing Foundation and the American Board of Neuroscience Nursing)
- Experienced in developing new programs

### **Responsibilities**

In addition to the general responsibilities of the board, directors will be working in teams and partnering with staff and members when working on initiatives/activities consistent with the strategic priorities of the association. The following are the aggregate responsibilities of the entire board.

- Identifies opportunities and topics for continuing education (CE) activities. Participates in the development, administration and evaluation of the CE activities of the association.
- Identifies opportunities for the development of consumer education activities of the association.
- Explores and recommends alternative methods of education (eg. Distance learning).
- Reviews association documents and publications related to neuroscience nursing practice. Assures and oversees development and maintenance of publications that serve to enhance communications, professional image and advance neuroscience nursing practice.
- Supports the production of the annual meeting and other scheduled educational offerings.
- Assures that all current publications meet the standards of the association.
- Monitors the Journal of Neuroscience Nursing and recommends opportunities for improvements to the board.
- Coordinates activities related to the development of the resources of the association.
- Collaborates with the executive director to develop, implement, and evaluate marketing strategies to maintain and increase membership, improve member benefits and services.
- Facilitates and collaborates with the chapters and special focus groups (SFG).
- Develops and supports mentoring of future AANN leaders.
- Recognizes and supports individual and organizational components' achievements (e.g.: awards, grants etc.).
- Increases the visibility of the association as a specialty nursing organization.
- Oversees current issues related to practice.
- Examines components of nursing practice relevant to neuroscience nursing, informs and educates the membership regarding nursing practice and recommends organizational responses to changing trends in practice.
- Recommends development of position statements, guidelines, standards when appropriate.
- Examines legislative and research issues relevant to nursing and health care of the neuroscience patient.
- Develops health policy agenda, strategies, and position statements when appropriate.
- Supports the work of the Agnes Marshall Walker Foundation (AMWF) to advance improvement in patient care and support research activities.
- Supports the certification process of the neuroscience nurse and the work of the American Board of Neuroscience Nurses.
- Liaisons with various other health care and nursing organizations which promote specialty nursing, neuroscience nursing, legislative or research agendas.
- Estimated time commitment includes weekdays and weekends:

- Board Meetings: approximately 3 board meetings held via conference call per year and 3 face-to-face meetings annually. In preparation for each meeting (face-to-face or conference call) members are expected to review all materials.
- Travel: approximately 10 days per year including annual educational meeting and face-to-face board meetings 3 times per year.
- Additional time commitments may vary based on assignments and responsibilities. All members of the Board of Directors should plan to review and respond to emails throughout each week.

## NOMINATION APPLICATION MATERIALS

The AANN candidate application includes the following documents which must be completed, signed and submitted to the AANN National Office by the close of business on **Monday, July 9, 2018, 5:00 pm Central**.

- Candidate Application Form in Word format**
- Candidate Statements**
  - Vision for Neuroscience Nursing
  - Vision for AANN
  - Accomplishments in Professional Positions
  - Accomplishments in Leadership Positions
- References**
  - Candidates for all positions except Nominating must submit **one reference letter**. The letter can be included in with the application or sent separately. It is encouraged that the letter of reference come from an AANN, ABNN, or AMWF leader with whom the candidate has worked on projects or activities, including SFG facilitators, chapter leaders, committee chairs, project leaders, or past board members. However, other professional references will be accepted. With the exception of the Immediate Past President, current AANN board members and members of the Nominating Committee are prohibited from providing references to potential candidates.
  - Candidates for Nominating do not need to provide references.
- Photograph – professional color headshot, in .JPG format**

Please send in a color photograph (head shot) of yourself with this application for use in the election. This may also be published in the The Neuroscience News or on the website, along with your application information.
- Campaign Policy Form**
- Code of Conduct, Conflict of Interest and Confidentiality Form**

All information must be typed and returned via email to, Attention: Nominating Committee Chair. Information provided in the application **will not be edited** so please be sure that you have corrected any errors prior to submission. For your convenience the application materials are also available online at [www.AANN.org](http://www.AANN.org). Each candidate will be given the opportunity to create a standard social media post to share with the AANN membership why they are running for an AANN leadership position.

Phone or Skype interviews and slating of candidates will occur in July-September and candidates will be notified promptly.

## CANDIDATE NOMINATION APPLICATION

The nomination application that you submit **will not be** revised by AANN staff in any manner; it will be reproduced for the ballot exactly as submitted. Applications that do not adhere to the election regulations will not be accepted. Applications are limited to no more than two 8 1/2 x 11, two-sided pages. Applications must be submitted electronically and received by **July 9, 2018**. Please send completed applications and statements to [elections@aann.org](mailto:elections@aann.org), Attention: Nominating Committee Chair.

If you have any questions, please contact AANN, at 888/557-2266 or 847/375-4733.

### Position for which you are seeking office:

President-Elect

Director

Secretary/Treasurer

Nominating Committee Member

Name \_\_\_\_\_

First

Middle

Last

Credentials

Address \_\_\_\_\_

City

State

Zip Code

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Time Zone (eastern, central, rocky mountain, etc.) \_\_\_\_\_

This information will be used to set up your candidate telephone interview.

Education: \_\_\_\_\_

Awards/Honors: \_\_\_\_\_



## AANN ELECTION - CANDIDATE REFERENCE FORM

Typing of this document is required. Completed materials should be sent to [elections@aann.org](mailto:elections@aann.org)

Name of Candidate: \_\_\_\_\_

Running for the position of:

- Director                                       Nominating Committee                       ~~Secretary/Treasurer~~  
 President-Elect                                      Member

I have worked with this candidate when I was:

- |  |  |
|--|--|
| <input type="checkbox"/> Board Member    | <input type="checkbox"/> Special Focus Facilitator |
| <input type="checkbox"/> President-elect | <input type="checkbox"/> Chapter leader            |
| <input type="checkbox"/> President       | <input type="checkbox"/> Special Project Leader    |
| <input type="checkbox"/> Past-President  | <input type="checkbox"/> Committee Leader          |
| <input type="checkbox"/> Committee Chair | <input type="checkbox"/> Other _____               |

I worked with the Candidate during the following time period \_\_\_\_\_ and while with \_\_\_\_\_ (name of organization).

Please give **specific examples** of this candidate's work for AANN or other organizations through your firsthand experience with the candidate and the key skills needed for the position they are applying for:

### **President Elect**

Leadership, Delegating, Financial aptitude, Negotiation skills, Visionary, Willingness to evaluate and implement change, Organized, Critical thinking and analytical skills, Mentoring skills, Objective in evaluating ideas, Strong written and verbal communication skills, Current involvement in neuroscience nursing practice, education and/or research, Experience in project management and product development, The ability to serve (time commitment)

### **Secretary-Treasurer**

Budgetary or fiscal experience, Negotiation, Visionary, Collaborative, Willingness to evaluate and implement change, Organized, Critical thinking and analytical skills, Mentoring skills, Objective in evaluating ideas, Strong written and verbal communication skills, Current involvement in neuroscience nursing practice, education and/or research, The ability to serve (time commitment)

### **Director at large**

Collaborative, Financial aptitude, Willingness to evaluate and implement change, Organized, Critical thinking and analytical skills, Objective in evaluating ideas, Mentoring skills, Strong written and verbal communication skills, Keyed into critical issues for neuroscience nursing, Current involvement in neuroscience nursing practice, education and/or research, The ability to serve (time commitment)

**Letters of reference should not be more than 250 words.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

***References may be contacted for additional information or clarification of information.***

## CAMPAIGN POLICY

Information about each candidate will be published on the AANN website, AANN Facebook/Twitter or in *The Neuroscience News*, in support of the election ballot. Materials will be reproduced exactly from the application statements submitted by each candidate, except that AANN may remove material it deems outside the scope of the application or election process.

Beyond publication on the AANN website, AANN Facebook/Twitter or in *The Neuroscience News*, AANN does not permit any type of campaign activities, including but not limited to: distribution of literature (mailings, sign postings), public speeches, advertising, e-mails, social media posts, phone solicitation, articles or editorials in any publication (including chapter newsletters). A candidate is assumed to be responsible for any campaign activity conducted directly or indirectly on her/his behalf.

1. All candidates for AANN office will receive the AANN Campaign Policy Form which includes the prohibition on campaigning. The form must be signed and returned to the AANN National Office.
2. Any questions regarding AANN elections and practices should be directed to the Nominating Committee, in care of the AANN National Office staff. Reports of violations will be addressed on a case-by-case basis.
3. Any complaints about campaign practices must be communicated in writing and submitted to the Nominating Committee Chair in care of the AANN National Office. Email is considered an acceptable form of written communication. Anonymous complaints will not be accepted; however, names of individuals lodging complaints will be kept confidential by the Nominating Committee Chair to the extent the complainant's identity is not essential to the investigation of the facts. The Nominating Committee Chair will advise the Nominating Committee of the complaint, and the Nominating Committee may request additional information from the complainant as it deems necessary.
4. The candidate will be notified by the Nominating Committee Chair in writing (with proof of delivery) that a complaint has been lodged against him or her, and that an investigation will be conducted by the Nominating Committee. The candidate may be given details of the reasons for the complaint, but will not be told the names of any individuals that lodged or confirmed the complaint, except to the extent their identities are essential to the investigation of the facts. The Nominating Chair will advise the candidate that any response to the charges should be submitted to the Committee in writing within 5 days of the candidate's receipt of written notice of the complaint. If the candidate does not submit a response, staff will advise the candidate in writing that he or she was given an opportunity to respond and no response was received.
5. The Chair will work with the Nominating Committee to investigate the claim, and then arrange a conference call meeting with the Committee to be held within 10 days of receiving the complaint, which time may be extended by the Chair if necessary to complete the investigation. In investigating the claim, the Committee should, when possible, seek concrete evidence (emails, letters, etc) supporting the complaint. If the campaign consists of phone calls, the Committee should seek corroboration from two or more members to verify the claim. The candidate has the burden to show whether the campaign activities were conducted without the candidate's knowledge or approval. If the Committee determines that a violation of the policy has occurred, the Committee may take any action it deems appropriate up to and including



removing the candidate's name from the ballot. The decision of the Nominating Committee will be final.

6. The Nominating Committee shall have the authority to remove a candidate from the ballot or void a candidate's election as a result of violation of the above campaign guidelines. At the discretion of the Committee, candidates removed from a ballot may not be eligible to participate in future AANN elections.
7. The Chair will notify the AANN President and AANN Executive Director of the Committee's decision.
8. The Chair will notify the candidate of the Nominating Committee's decision in writing within 5 days of the Committee's decision. If the candidate requests to appeal an adverse decision, AANN will convene an ad hoc appeals panel to consider the appeal.
9. The Nominating Committee shall notify the complainant and the candidate of the outcome of their investigation within 48 hours after the conclusion of the investigative process.

**American Association of Neuroscience Nurses  
CANDIDATE CAMPAIGN POLICY FORM**

Information about each candidate will be published on the AANN website, AANN’s Facebook/Twitter or in the *Neuroscience News* in support of the election ballot. Materials will be reproduced exactly from the application statements submitted by each candidate, except that AANN may remove material it deems outside the scope of the application or election process.

Beyond publication on AANN’s Web site, AANN’s Facebook/Twitter or in the *Neuroscience News*, AANN does not permit any type of campaign activities, including but not limited to: distribution of literature (mailings, sign postings), public speeches, advertising, e-mails, social media posts, phone solicitation, articles or editorials in any publication (including chapter newsletters). A candidate is assumed to be responsible for any campaign activity conducted directly or indirectly on her/his behalf.

Violation of this policy may result in a candidate being removed from an election ballot.

Any questions regarding AANN elections and practices should be directed to the Nominating Committee, in care of the AANN National Office staff. Reports of violations will be addressed on a case-by-case basis.

**Acknowledgment**

I have read, understand and agree to abide by AANN’s Campaign Policy.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## CODE OF CONDUCT AND DISCLOSURE AGREEMENT

This Code of Conduct provides guidelines for the behavior of all AANN board members, volunteers and staff regarding integrity, honesty, ethical conduct and compliance to policies. This Code of Conduct has two parts. Part I is the discussion of Conduct and Disclosure. Part II outlines the expectations for Conflict of Interest and Confidentiality.

As a member of the Board of Directors I will:

- maintain the confidentiality of all Board proceedings
- be fully informed of an issue and actively partake in discussions before voting on the issue
- any discussion of confidential AANN business outside of board meetings will be conducted only with members of the BOD, relevant other parties (i.e., SFG Facilitators, Liaison relationships, etc.) and will be reported to the BOD.
- carefully consider and respect the opinions of other Board members
- respect and support all decisions of the Board
- bring to the attention of the Board all issues believed to be of significance to our organization or those we serve
- represent all those whom this organization serves, not only specific geographic or special interest groups
- consider myself a “trustee” of the organization and do my best to ensure that it is well managed, financially secure, and always operating in accord with our stated objectives
- refer complaints directly to the proper level on the chain of command
- use AANN name or logo, or imply AANN sponsorship or endorsement only when specifically authorized to do so by AANN Board in accordance with AANN policy on use of the AANN name and logo
- acknowledge conflicts of interest between my personal life and position on the board, and abstain from voting or attempting to influence issues in which I am conflicted
- consistently review and respond to all electronic and print materials and in accordance with AANN Bylaws will participate in all meetings and teleconferences. If unable to do so, I will communicate directly with the president or their designee.
- differentiate when speaking on behalf of AANN versus self
- recognize the authority vested in the Board to act as the governing body of AANN

The AANN Board of Directors may, in its discretion, take all actions to enforce and uphold the Code of Conduct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ I have nothing to disclose

\_\_\_\_\_ I have the following to disclose (attach written disclosure as a separate sheet if needed)

## **CONFLICT OF INTEREST AND CONFIDENTIALITY POLICY AND FORM**

The purpose of this conflict of interest policy is to protect AANN's interest when contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or board of director or staff of AANN. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit organizations.

It is expected that all AANN staff, volunteers and board members avoid any conflict of interest between the interests of AANN, and any personal, professional, or business interests. This includes avoiding any actual or perceived conflicts of interest. The purposes of this policy are: to protect the integrity of AANN's decision-making process, to enable our constituencies to have confidence in our integrity, to protect the integrity and reputation of volunteers and board members and to avoid any legal wrongdoing.

Upon or before election or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate. In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I may be asked to leave the room for the discussion and may not be permitted to vote on the question. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

The individuals mentioned below shall sign and/or review the following statement semi-annually:

Nationally elected officials, and other individuals with discretionary authority acting on behalf of AANN (collectively "Individuals") shall be made aware of and conform to the following policies. Individuals shall use their best efforts to avoid any actual or apparent conflict of interest or unauthorized representation of AANN. Conflict of interest is defined as, but not limited to, activities that oppose, detract from, or in some manner could become detrimental to AANN or activities involving AANN in which the Individual has a financial interest. Potential conflicts of interest include, but are not limited to, receiving payment for services rendered by another entity, receiving anything of monetary value greater than \$25 per annum, serving as officers of other organizations or corporations, having stock or other ownership of corporations for which AANN might become involved.

1. No Individual has the authority to act on behalf of AANN except with such authority as is outlined in the Bylaws or approved by the Board of Directors or President
2. No Individual is authorized to use the AANN name or logo or any terminology implying AANN sponsorship or endorsement without prior approval of the Board
3. Any board member or members of his/her immediate family having any interest that might influence or affect his/her decision in any matter presented to the Board of Directors shall disclose his/her interest in such matter. Such disclosure shall be entered in the minutes of the meeting. Such board member may be asked to leave the room and shall not participate in any discussion thereof (unless such participation is requested by the Board of Directors) and may be asked to abstain from voting thereon.

4. Any Individual other than a board member having any interest that might influence or affect his/her decision in any matter relating to AANN shall disclose his/her interest in such matter to the President or board. Such Individual shall not participate in any decision regarding that matter
5. Transactions involving interested Individuals, including board members, should not be approved unless the following facts are established, as reflected in the minutes of the meeting of the board:
  - (a) AANN is entering into the transaction for its own benefit
  - (b) The transaction is fair and reasonable to AANN at the time AANN enters into the transaction, and AANN's financial obligation shall not exceed fair market value or price;
  - (c) Prior to consummating the transaction or any part thereof, the Board has authorized or approved the transaction in good faith. This action is done by a vote of a majority of the directors then in office without counting the vote of any interested board member or members, and with the knowledge of the material facts concerning the transaction and the individual's interest in the transaction; and
  - (d) Prior to authorizing or approving the transaction the board has considered and in good faith determined after reasonable investigation under the circumstances that AANN could not have obtained a more advantageous arrangement with reasonable effort under the circumstances.
6. The undersigned shall not accept or seek from any person or entity conducting or interested in conducting business with AANN a gratuity, favor, loan, or gift greater than the nominal value beyond common courtesies usually associated with accepted business practice. Usual courtesies include travel expenses (including airfare, hotel and food), recognition of participation.
7. The AANN Board of Directors (BOD) reserves to itself any and all flexibility in the determination of the significance of any reported conflict of interest. Furthermore, the AANN BOD reserves the right to require compliance of interested parties in any decision made by the AANN BOD when such a conflict is noted.

Please disclose affiliations or interests that may present a potential or possible conflict of interest:

---



---



---



---

I have read, understand, and support the above conflict of interest policy. I will direct any inquiries or concerns not specifically addressed in this policy statement to the AANN board prior to participating in any association business or performing any act that may be considered as a potential or possible cause of conflict of interest to AANN.

**Consent to Serve/Confidentiality Agreement**

I agree to keep confidential information that I acquire in my capacity as an AANN volunteer unless disclosure is authorized by AANN or if information is first disclosed to the public by AANN. If I have any questions about the confidential nature of information or issues, I will consult with the AANN President or Executive Director.

I hereby assign to AANN all rights in work products produced by AANN as a volunteer.

---

Signature	Position	Date
-----------	----------	------