





# AANN CANDIDATE REFERENCE FORM

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

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

Running for the position of:

- Director  President-Elect

I have worked with this candidate when I was:

- |  |   |
|--|---|
| <input type="checkbox"/> Board Member    | <input type="checkbox"/> Special Focus Group    |
| <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)

**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 appointment process. 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 appointment 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). Candidates can share/like appointment related posts from the AANN Facebook/Twitter account. If sharing posts, any comment made with it should be promoting the appointment process and not for one specific candidate. 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 appointments and practices should be directed to the Leadership Development 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 Leadership Development 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 Leadership Development Committee Chair to the extent the complainant's identity is not essential to the investigation of the facts. The Leadership Development Committee Chair will advise the Leadership Development Committee of the complaint, and the Leadership Development Committee may request additional information from the complainant as it deems necessary.
4. The candidate will be notified by the Leadership Development 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 Leadership Development 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 Leadership Development 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 Leadership Development 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 slate. The decision of the Leadership Development Committee will be final.

6. The Leadership Development Committee shall have the authority to remove a candidate from the slate as a result of violation of the above campaign guidelines. At the discretion of the Committee, candidates removed from a slate may not be eligible to participate in future AANN appointments.
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 Leadership Development 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 Leadership Development 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**

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Candidates can share/like appointment related posts from the AANN Facebook/Twitter account. If sharing posts, any comment made with it should be promoting the appointment process in general and not for one specific candidate.

Violation of this policy may result in a candidate being removed from the slate.

Any questions regarding AANN appointments and practices should be directed to the Leadership Development 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 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 appointed 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:

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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.

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Signature	Position	Date
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