

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 **Thursday, August 6, 2026 by 5:00 pm Central**.

- Candidate Application Form in Word or PDF format (no hand-written applications)**
- Candidate Statements**
 - Vision for Neuroscience Nursing
 - Vision for AANN
 - Accomplishments in Professional Positions
 - Accomplishments in Leadership Positions
- References**
 - Candidates for all positions 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 Leadership Development Committee are prohibited from providing references to potential candidates.
- 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 Neuroscience News or on the website, along with your application information.
- Complete the characteristics and competencies survey at <https://www.surveymonkey.com/r/XHKPD5V>**
- Code of Conduct, Conflict of Interest and Confidentiality Form**
- Supervisor Approval Form**

All information must be typed and returned via email to, Attention: Leadership Development 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.

Phone or Virtual interviews and slating of candidates will occur in August and September and candidates will be notified promptly.

AANN CANDIDATE REFERENCE FORM

Typing of this document is required. Completed materials should be sent to nominations@aann.org

Name of Candidate: _____

Running for the position of:

- President-Elect Secretary/Treasurer Director

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)

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.

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
- adhere to the guidelines set forth in the AANN Social Media Policy for Volunteer Leaders

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

Signed: _____ Date: _____

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:

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
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SUPERVISOR APPROVAL FORM

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 Leadership Development Committee is seeking candidates to serve on the Board of Directors.

Volunteering for national office is a serious responsibility, requiring much time, effort, and energy. It demands increased involvement in and dedication to neuroscience nursing. Our leaders are committed to advancing neuroscience nursing as a specialty through the development and support of nurses to promote excellence in patient care.

Serving on the AANN Board of Directors is a 3-year term and usually includes 2-3 in-person board meetings per year and 2-3 conference call board meetings. The estimated time commitment for the AANN Board members is below:

- Attend Board Meetings (include weekdays and weekends): 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 12-20 days per year including Annual Conference and face-to-face board meetings 3 times per year. Expenses for travel, meals, and overnight stay for the face-to-face meeting and AANN Annual Conference will be paid by AANN.
- Additional time commitments may vary based on assignments and responsibilities. Board members should plan to review and respond to emails throughout each week.

Because of the honor, time commitment of being away from work to attend board meetings and the Annual Conference, and the managerial support needed and the efforts on the Board, we ask that this information be shared with you. We hope you will support this candidate's nomination and involvement with the AANN Board of Directors promoting their ongoing professional growth and leadership development. If you are supportive of this candidate's nomination to the AANN Board of Directors and agree that consideration will be given to her at work for time off, as needed, to fulfill her position on the Board, then please sign below to be returned with their completed application.

Supervisor Agreement: I have read the information about the AANN Board of Directors and agree to the time commitment and support my employee, if appointed, to participate in all aspects of this program.

Supervisor Name (typed): _____

Supervisor Title: _____ Date: _____

Organization: _____

Supervisor Signature: _____