



AANN BOARD MENTEE PROGRAM

PURPOSE:

The American Association of Neuroscience Nurses (AANN) is committed to the advancement of neuroscience nursing through the continued growth, professional development and support of nurses. The AANN Board of Directors (BOD) realizes the importance of diversity and inclusion within AANN leadership in order to ensure that all demographics are represented at the Board level. As part of this commitment, the AANN BOD has developed a mentee position on their Board for a neuroscience staff nurse who will serve a one-year term on the AANN BOD as a non-voting member. The goal of this program is to help develop and support future AANN leaders by giving the mentee exposure to the Board as well as gain valuable insight from the mentee related to the organization's initiatives.

MENTEE ELIGIBILITY CRITERIA:

Mentee applicants should have an interest in furthering their neuroscience career and meet the criteria below:

- AANN Member
- A neuroscience staff nurse
- Be cognizant of AANN's mission, vision and values
- Willingness to commit time and energy to AANN activities
- Willingness to positively represent AANN and its mission, products and services
- Demonstrate effectiveness in leadership skills
- Daily access to e-mail

MENTEE RESPONSIBILITIES:

The Mentee will partner with an AANN BOD buddy and staff members to work on initiatives consistent with the strategic priorities of AANN. A sample initiative would include collaboration (alongside an AANN BOD member) with AANN Chapter Leaders and Special Focus Group Leaders to evaluate how these member benefits can be better leveraged and grow in order to increase the value of membership for future neuroscience nurses. In addition, the mentee will be involved in a variety of committees alongside the BOD liaisons that may include: Advocacy, Annual Meeting Planning, Awards, JNN and CPG Editorial Board, Education Provider, Education Approver, Executive, Finance, and Nominations. The BOD buddy will work with the mentee to identify mentee interests and opportunities in leadership throughout the year to appreciate the rewards of serving in a leadership position in a national organization. At the completion of this program, the Mentee will complete a reflection and evaluation form of their mentorship experience on the AANN BOD as well as present at the AANN Annual Meeting about their experience as a mentee. All Board discussions must be kept confidential.

Mentees can expect to gain enhanced leadership skills and professional development, increased self-confidence, knowledge from experienced AANN leaders, and a strengthened network from acquiring the skills and guidance needed to excel in the neuroscience profession.

AANN BOARD RESPONSIBILITIES:

The AANN BOD will assume the role of a leadership mentor through the Tri-Board Mentorship Program. BOD members are expected to develop and support the mentee in this position by building a

relationship with the mentee, providing open communication, being available by phone/email, and maintaining confidentiality. AANN will be financially responsible for the mentee BOD member including expenses for attending board meetings (travel, hotel, and food per diem) and annual meeting conference registration.

ESTIMATED TIME COMMITMENT:

The mentee must receive approval from their employer and/or supervisor regarding time commitment as described below prior to applying for the position.

- 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 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. Mentees should plan to review and respond to emails throughout each week.

TENTATIVE TIMELINE:

What	When
Deadline for Mentee Applications	August 13, 2021
Review/Selection/Phone Interviews	Aug 30-Sept 24, 2021
Board approval	October 2021
Mentee Virtual Orientation	January 2022
Mentee term begins	April 2022
Attend AANN Annual Meeting & AANN Board face-to-face meeting (Phoenix, AZ)	March 10-15, 2022
Attend Summer AANN Board Face-to-Face meeting (Indianapolis, IN)	August 2022*
Attend Fall AANN Board Face-to-Face meeting (Chicago, IL)	November 2022*
Attend AANN Annual Meeting & AANN Board face-to-face meeting (TBD)	March/April 2023*
Mentee term ends (<i>in conjunction with AANN Annual Meeting</i>)	March 2023*

**Dates TBD*

MENTEE APPLICATION CHECKLIST: (all applications must be typed and submitted electronically to info@aann.org; **Subject Title:** AANN Board Mentee Application by no later than **August 13, 2021**)

- ☐ Review AANN Mentee Candidate Guidelines
- ☐ Application and Mentee Statements (pg. 3-4)
- ☐ Two (2) Reference letters from colleague using template below (pg. 5-8)
- ☐ Code of Conduct and COI/Confidentiality Form (pg. 9-11)
- ☐ Approval form from Supervisor/Employer for Expected Time Commitment (pg. 12)

AANN BOARD MENTEE APPLICATION

Applications must be submitted electronically and received by **August 13, 2021**. Please send completed applications to info@aann.org; **Subject Title:** *AANN Board Mentee Application*. If you have any questions, please contact AANN, at 888/557-2266 or 847/375-4733.

Name:	Gender:
City:	State:
Credentials:	Year Joined AANN:
AANN Chapter (if applicable):	
Phone:	Email:
Education (Check Highest Degree Achieved): ☐ Pre-License ☐ ADN ☐ BSN ☐ BS (in other field) ☐ MSN ☐ MS (in another field) ☐ PhD ☐ Other: _____	
Years in nursing:	Years in neuroscience nursing:
Current Title:	
Years in current position:	
Primary Specialty: ☐ Epilepsy ☐ Geriatric ☐ Movement disorders ☐ Neuromuscular ☐ Neuro-oncology ☐ Neurotrauma ☐ Pediatrics ☐ Spine ☐ Stroke ☐ Mixed ☐ Other: _____	Primary Position: ☐ Administrator ☐ Case Manager ☐ Clinical Educator ☐ Clinical Nurse Specialist ☐ Consultant ☐ Faculty ☐ Instructor ☐ Nurse Practitioner ☐ Researcher ☐ Staff Nurse ☐ Student ☐ None of the above: _____

Please list any Awards/Honors:

MENTEE STATEMENTS

Submit an individual statement (250 words or less) in paragraph style for each item listed below in the order specified, using the headings specified.

Accomplishments in Profession and/or Leadership Positions

Vision for Neuroscience Nursing

What would you like to accomplish from this mentorship program?

AANN BOARD MENTEE REFERENCE FORM #1

Typing of this document is required.

Name of Candidate: _____

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 first-hand experience with the candidate:

Demonstration of Leadership Abilities

Communicates Professionally

Self-Motivation/Self Directed/ Ability to Meet Deadlines

Quality of Work/Excellence

Demonstrates Vision/Creativity/Innovation

Function with Accountability and Integrity

Other information, which may support the candidacy of this individual.

Signature _____ Date _____

Address _____

Phone _____ Email _____

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

AANN BOARD MENTEE REFERENCE FORM #2

Typing of this document is required.

Name of Candidate: _____

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 first-hand experience with the candidate:

Demonstration of Leadership Abilities

Communicates Professionally

Self-Motivation/Self Directed/ Ability to Meet Deadlines

Quality of Work/Excellence

Demonstrates Vision/Creativity/Innovation

Function with Accountability and Integrity

Other information, which may support the candidacy of this individual.

Signature _____ Date _____

Address _____

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

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
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SUPERVISOR APPROVAL FORM

The American Association of Neuroscience Nurses (AANN) Board of Directors (BOD) has developed a mentee position on their Board for a neuroscience staff nurse who will serve a one-year term on the AANN BOD as a non-voting member. The goal of this program is to help develop and support future AANN leaders by giving the mentee exposure to the Board as well as gain valuable insight from the mentee related to the organization's initiatives.

The Mentee will partner with the AANN BOD and staff members to work on initiatives consistent with the strategic priorities of AANN. Mentees can expect to gain enhanced leadership skills and professional development, increased self-confidence, knowledge from experienced AANN leaders, and a strengthened network from acquiring the skills and guidance needed to excel in the neuroscience profession.

The estimated time commitment for the mentee 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 10 days per year including annual educational meeting 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 Meeting will be paid by AANN.*
- Additional time commitments may vary based on assignments and responsibilities. Mentees should plan to review and respond to emails throughout each week.

The following dates and events have been set so far:

What	When
Deadline for Mentee Applications	August 13, 2021
Review/Selection/Phone Interviews	Aug 30-Sept 24, 2021
Board approval	October 2021
Mentee Virtual Orientation	January 2022
Mentee term begins	April 2022
Attend AANN Annual Meeting & AANN Board face-to-face meeting (Phoenix, AZ)	March 10-15, 2022
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Supervisor Agreement:

I have read the information about the AANN Board Leadership Mentorship Program and agree to the time commitment and support my employee, if appointed, to participate in all aspects of this program.

Supervisor Signature (typed): _____ Date: _____

Supervisor Title: _____

Organization: _____

AANN BOARD MENTEE EVALUATION TEMPLATE

This form should be completed by the mentee periodically as agreed upon during the first meeting.

Mentee Name: _____

Mentor Name: _____

Dates of this evaluation period: _____

Describe the goals that have been completed during this evaluation period:

Have there been any issues during this evaluation period? If so, please describe:

Identify where you and your mentor are on your projected mentoring timeline:

Please leave additional feedback here: