



Promoting Excellence in Nursing Certification

CALL FOR NOMINATIONS FOR MARCH 2023 ELECTIONS

TO: ABNS Regular Members

FROM: ABNS Nominations and Election Committee

RE: Call for Nominations for ABNS Board Positions – Member at Large and Officers

At the upcoming annual Spring Assembly meeting of ABNS March 3-4, 2023, ABNS will be electing two at-large individuals to the board. We will convene a business meeting to hold elections for officers on March 4, 2023. Self-nominations are accepted and encouraged!

The term of office for the Directors is three years, not to exceed two terms – beginning July 1, 2023.

Officers elected to the board serve the following terms:

- The President and President-Elect will serve only a single two-year term of office in their respective roles.
- The Secretary/Treasurer will serve a one-year term. A second one-year may be approved by a majority vote of the ABNS Board of Directors.
- The Public Member will be elected by a majority vote of the ABNS Board of Directors.
- The Public Member will serve an initial two-year term of office. A second two-year may be approved by a majority vote of the ABNS Board of Directors.

Per the ABNS Bylaws: Section 4.2 Qualifications

With the exception of the Public Member, to be eligible to serve on the Board of Directors, a person shall be formally affiliated with a regular or affiliate member organization at the time of nomination, election and during the elected term of office. With the exception of the Public Member, all candidates for positions on the Board of Directors shall have attended at least one assembly meeting within two years prior to election.

Please refer to the attached policies for a description of duties for these roles.

ABNS Regular Member organizations play the key role in the selection of ABNS leaders and we thank you in advance for your serious consideration of this Call for Nominations.

If you have any questions about the process, do not hesitate to email abns@nursingcertification.org.

All nominations and contact information must be emailed to abns@nursingcertification.org **no later than February 13, 2023**. If you are submitting a self-nomination, please complete the attached biographical form and return it with your nomination.

Thank you.



American Board of Nursing Specialties

Promoting Excellence in Nursing Certification

American Board of Nursing Specialties Nomination Form 2023 (2 pages)

Select the position:

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1. Nominee contact information:

Name and Credentials:	
Contact Address:	
Work Phone:	
Cell Phone:	
Email:	

2. List certifications presently held and year achieved:

Certification(s)	Presently Held (Y/N)	Year Achieved (YYYY)

3. Education (please list all degrees earned):

Institution	City/State	Degree	Year Earned

4. Professional memberships and affiliations (list any/all that apply):

5. Leadership (list offices and committee chair positions held in professional organizations):

6. Employment history:

Employer	Job Title	Years	Responsibilities

7. Describe the skills and experience you would bring to the position you seek:

8. Describe the specific ways you would contribute to the vision, mission, and strategic intents of ABNS?
(see <http://www.nursingcertification.org/about/>)

I agree to have my name placed on the ABNS ballot:

Electronic Signature/Date

Please email the completed form to the ABNS office no later than February 13, 2023:
abns@nursingcertification.org

AMERICAN BOARD OF NURSING SPECIALTIES

POLICY 4.2

DUTIES OF THE BOARD OF DIRECTORS AND STAFF

Date(s) Approved: 10-4-03
Date(s) Revised: 9-09; 10-2017
Date(s) Reviewed: 9-09;6-2016

Specific Duties

The President shall:

1. Serve as the chief elected officer of ABNS.
2. Serve as ex-officio, non-voting member of ABSNC.
3. Serve, along with the CEO, as official representative and spokesperson of ABNS in matters of ABNS policy and positions.
4. Preside at all meetings of the Board of Directors and Assembly.
5. Appoint tellers, as deemed necessary, to serve for elections.
6. Appoint a parliamentarian as deemed necessary to the conduct of meetings.
7. Provide ABNS members with an annual report of the activities, decisions, and actions of the Board of Directors.
8. Appoint representatives to all committees except the Nominations and Election Committee.
9. Establish ad hoc committees as deemed beneficial to the ABNS.
10. Perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by ABNS.

The President-Elect shall:

1. Assume duties of the President in the President's absence or at the discretion of the President.
2. Assume the office of the President in the event that the office is vacated.
3. Provide oversight for the maintenance of the Bylaws, Policies and Procedures of ABNS.
4. Serve as Chairperson of the Bylaws, and Policy and Procedure Committees.
5. Perform other duties applicable to the office as assigned by the President.

The Secretary/Treasurer shall:

1. Ensure that records of meetings of the ABNS Assembly and the Board of Directors are maintained.
2. Provide oversight of investment policy 6.1 and for distribution of: meeting minutes to member representatives within 30 days of approval.
3. Ensure that all monies and fiscal records are maintained.
4. Provide oversight for the fiscal affairs of ABNS, including receipt and disbursement of funds.
5. Ensure that audits/reviews are performed, and that relevant tax and other reports are filed.
6. Ensure that a Directors and Officers liability insurance policy is maintained.
7. Sign checks payable to the CEO, sign checks in the absence of the CEO, and countersign checks over the designated limit.
8. Provide reports and interpretations of the financial condition of ABNS to the Board of Directors and Assembly.
9. Serve as Chair of the Finance Committee.
10. Develop and recommend an annual operating budget to the Board of Directors, in collaboration with the CEO and Finance Committee.
11. Perform other duties applicable to the office and as assigned by the President.

The Member at Large shall:

1. Coordinate activities and serve as liaison between designated ABNS committees and the Board of Directors.
2. Serves as the Chairperson of the Public Relations Committee, if one is appointed.
3. Serves as a member of the Finance Committee.
4. Provide reports on committee activities to the Board of Directors.
5. Perform other duties applicable to the office and prescribed by the President.

The Public Member shall:

1. Champion the perspective of the health care consumer in decisions made by the ABNS Assembly and Board of Directors.
2. Perform other duties applicable to the office and assigned by the President.

The ABSNC President shall:

1. Serve as official spokesperson of the ABSNC.
2. Serve as liaison between ABNS and ABSNC.
3. Report on accreditation matters and activities to the ABSNC Board of Directors.
4. Provide a report of ABSNC activities to the ABNS Board at each Board meeting and to the members at the Assembly meetings.

5. Serve as an ex-officio member of the ABNS Board of Directors without vote.

The CEO shall:

1. Recommend and implement organizational policy, procedures and programs.
2. Implement and maintain effective office operations to assure attainment of organizational goals and services to key stakeholders.
3. Work in partnership with the Board of Directors to ensure that ABNS is positioned to respond to changing environment and key stakeholder needs.
4. Represent ABNS at meetings and conferences.
5. Provide for sound financial management to meet the goals of ABNS.

The Deputy Director shall:

1. Serve as the ABNS Research Committee Liaison.
2. Facilitate the implementation of Strategic Plan activities and in conjunction with the CEO, measure and report on outcomes.
3. Monitor and report on listserv polling questions; annually update and report on member organizational profiles; every two years conduct and report on member satisfaction survey.
4. Coordinate marketing and outreach in conjunction with the PR Committee.
5. In conjunction with the President-Elect, plan, implement and evaluate ABNS educational meetings.
6. Work in partnership with the CEO and Board of Directors to ensure that ABNS is positioned to respond to changing environment and key stakeholder needs.
7. Represent ABNS at meetings and conferences.

AMERICAN BOARD OF NURSING SPECIALTIES

POLICY 5.2 NOMINATIONS AND ELECTION COMMITTEE

Date(s) Approved: 10-4-03
Date(s) Revised: 10-2017
Date(s) Reviewed: 9-09; 6-2016; 10-2017

Policy

1. The Nominations and Election Committee shall be composed of no less than three (3) individuals; the Past President and two (2) members elected by the ABNS Assembly from among the Regular Member Representatives.
2. The term of committee membership is two years.
3. The purpose of the committee is to prepare the election slate with qualified candidates and to conduct elections during meetings.

Procedure

1. The process of elections is to take place according to the timetable and procedure set forth in Policy 4.3, Elections.
2. The Nominations and Election Committee shall solicit nominations from ABNS members.
3. Representatives interested in running for the Nominations and Election Committee must complete and sign a Nominee Biographical Form.
4. The Nominations and Election Committee is responsible for verifying the eligibility of any individual prior to placing that individual on the slate for election.
5. The slate for election of the Nominations and Election Committee is to be prepared and circulated to the Assembly representatives who are eligible to vote no less than thirty (30) days prior to an election.
6. No nominations for positions on the Nominations and Election Committee will be accepted from the floor.
7. The Past President shall serve as the chair of the Nominating Committee.
8. Nominations for Nominations and Election Committee chair will be taken from the floor of the committee meeting and election will be by voice vote.
9. Any member of the Nominations and Election Committee who is seeking an elected position on the Board of Directors shall remove themselves from any discussion regarding candidate eligibility and preparation of the slate.