

2022

Guide to the Appointments Process



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INTRODUCTION

The ANA Committee on Appointments (COA) facilitates the annual appointments process for ANA's *subsidiaries, structural units, standing committees, and other appointed positions*. Six members of the ANA Board of Directors are appointed by the ANA President to serve on the COA, with the ANA President serving as an ex-officio member.

ANA Subsidiary Board - COA forwards nominations directly to the ANA Board of Directors for consideration and appointment.

- American Nurses Credentialing Center (ANCC) Board of Directors

ANA Structural Units and Standing Committees – COA considers and makes recommendations for appointment that are forwarded to the ANA Board of Directors for approval.

- ANA Structural Units
 - ANA Political Action Committee Board of Trustees
 - Center for Ethics and Human Rights Advisory Board
- ANA Standing Committees
 - Committee on Bylaws
 - Committee on Honorary Awards
 - Committee on Honorary Awards Subcommittee
 - Committee on Nursing Practice Standards
 - Minority Fellowship Program National Advisory Committee
 - Professional Policy Committee

Other Appointed Positions – COA forwards nominations directly to the ANA Board of Directors for consideration for the **ANA Consultant to the National Student Nurses Association (NSNA) Board of Directors**. In this capacity, the ANA Board of Directors only approves the nominations that are forwarded to the NSNA for appointment.

QUALIFICATIONS FOR APPOINTMENT

Specific qualifications for service is provided on each structural unit and standing board/committee [profile](#). Individuals seeking appointment or wishing to nominate a colleague for an appointed position are encouraged to review the profile prior to submitting a nomination to ensure they understand the specific qualifications, responsibilities, and time commitment required to serve successfully.

A. Registered Nurse Positions

Unless otherwise specified by a profile, a nominee must be a registered nurse and a joint member of a C/SNA and ANA or the IMD to be nominated for an appointed position. Individual Affiliates (also referred to as E-Members) are not eligible to be nominated for appointed positions.

B. Public Positions

The composition of some structural units and standing committees may include non-registered nurses or non-ANA members (public members) with the subject matter expertise or experience deemed necessary to fulfill its responsibilities.

C. Key Considerations

In addition to considering specific qualifications, the COA gives due consideration to a number of other factors and criteria when deciding who to recommend for appointment. These considerations include, without being limited to:

- Nominee's knowledge, expertise, and prior experience related to the functions of the Committee;
- Nominee's prior engagement in ANA programs and activities on the national and/or state level, including years of membership;
- Racial, ethnic, gender, and practice diversity;
- Participation of clinical/staff nurses;
- Broad geographic representation of C/SNAs and the IMD;
- Nomination or endorsement of the candidate by the C/SNA, IMD or OA (optional);
- Input from structural units and standing committee Chairs/Vice Chairs;
- Ability to perform work and participate in meetings;
- Ability to interpret the programs, policies and positions of ANA that are pertinent to the work of the structural units and standing committees and to represent ANA to communities of interest;
- Retention of some members seeking re-appointment to maintain continuity to the work of a group, if needed; and
- Qualifications and potential to serve in a leadership role on a committee, board, council or task force.

D. Structural Units and Standing Committees Chair/Vice-Chair Qualifications

Per ANA Board Operating Policy 2.4.6, structural units and standing committees must elect a Chair and, if desired, a Vice Chair (or similar position) from among their respective members. Internal procedures for electing committee leadership are adopted by each structural unit and standing committee and approved by the ANA Board of Directors.

The ANA Board of Directors sets the following qualifications for Chairs and if applicable, Vice Chairs for structural units and standing committees:

- Capable of listening and effectively communicating with members, staff and other groups.
- Inspires respect from within the committee, the ANA Enterprise and the nursing profession.
- Facilitates meetings and manages group dynamics in a productive and inclusive manner
- Maintains strong orientation toward team-driven work and problem solving.
- Organized, takes initiative and carries out committee work in a timely manner.
- Possesses deep knowledge of subject matter and processes that drive the committee's work.
- Understands how the committee fits into the larger work and strategic goals of the ANA Enterprise.
- Partners effectively with staff liaison(s) and other stakeholders.
- Prior experience leading a committee or group (in ANA, C/SNA or elsewhere), preferred.

THE APPOINTMENTS PROCESS

On behalf of the ANA Board of Directors, the COA issues a Call for Nominations for Appointed Positions, reviews the nomination materials for those appointments, and recommends individuals for appointment by the ANA Board of Directors. Structural unit and standing committee Chairs/Vice Chairs are surveyed to identify the specific needs, in terms of experience, expertise and diversity, and to ensure representational balance is maintained with the upcoming appointments. While the Call for Nominations may highlight specific qualities or desired areas of expertise for each vacancy, those statements shall not preclude anyone from being considered for an appointed position in which an individual is interested, provided the individual meets the qualifications for appointment.

A. Annual Call for Nominations and Appointment Cycle

1. The annual Call for Nominations for Appointed Positions is open for a minimum of eight (8) weeks. Complete nominations must be received by the published deadline to be considered by the COA. An expedited Call for Nominations for Appointed Positions may be issued by the Chair of the COA, apart from the annual Call, based on specific Committee needs (*per March 14, 2020 action by ANA Board of Directors*).
2. Nomination materials remain active for one (1) year following the initial submission. All nominees remain eligible for appointment during this period, provided the nominee continues to meet the qualifications for appointment including those already appointed, and may be considered for appointment by the COA in the event a vacancy occurs or an expedited call is issued. Those with active nomination materials on file do not need to resubmit nomination materials to be considered for another appointed position, unless they wish to revise their nomination materials.
3. An individual with an active nomination on file who is interested in being considered for another appointed position should contact ANA Governance via leader@ana.org at the time a Call for Nominations for Appointed Positions is issued to indicate interest in being considered by the COA.
4. A seated appointed member who is eligible to serve another term and would like to stand for re-appointment must submit a new nomination at the time the Call for Nominations is issued in order to be considered by the COA.

B. Nomination Materials

A complete nomination consists of the following:

- a. Biographical Data Form
- b. ANA Volunteer Forms
 1. Conflict of Interest Disclosure Statement;

2. Financial Interest Disclosure Statement (if applicable); and
 3. Confidentiality and Intellectual Property Agreement
- c. Up to three (3) recommendation letters (optional).

C. Third-Party Nominations from C/SNAs, the IMD, OAs, or Individual Members

Nominations may be submitted by third parties including C/SNAs, the IMD, OAs, and individual ANA members in good standing via the online *Third-Party Nomination* form. This form must be requested via e-mail at leader@ana.org. Parties who nominate another individual are encouraged to inform the individual in advance and advise them to complete the nomination materials by the deadline. Upon receipt of a third-party nomination, ANA's Governance Department will notify the nominee and request completion of the Biographical Data Form. Individuals who do not submit a complete nomination packet by the published deadline will not be considered by the COA.

D. Submitting a Nomination

ANA members seeking appointment are encouraged to inform their C/SNA president and chief staff officer, IMD chair or Organizational Affiliate president and chief staff officer of their intent to submit a nomination form.

Complete nomination forms must be submitted [online](#) by the published deadline. Up to three (3) letters of recommendation can be submitted via the nomination form or submitted via email to leader@ana.org. Faxed, surface mailed, and/or handwritten nominations and letters of recommendation will not be accepted; as well, nominations submitted after the published deadline will not be considered.

E. Chair/Vice Chair Input

On behalf of the COA Chair, ANA's Governance Department will share the list of vetted nominees with the Chair/Vice Chair of each structural unit and standing committee for the opportunity to provide input regarding each nominee's ability to meet specific needs of the entity.

F. The Deliberative Process

COA reviews all completed and vetted nominations for structural units and standing committees before deliberating about recommendations for appointment. All COA discussions are confidential, and no recommendations are disclosed until after the ANA Board of Directors has made formal appointments and the appointees have been notified.

G. Recommending Nominees to be Appointed as Alternates

If required, the COA will make recommendations for alternate positions within subsidiary boards and structural committees as vacancies occur. Alternates are designated to serve if 1) another appointee declines or is unable to fulfill the responsibilities of the position or 2) a vacancy otherwise occurs on the Committee before the next appointments cycle.

H. Reporting Recommended Nominees to the ANA Board of Directors

The COA's recommendations are forwarded to the ANA Board of Directors for consideration and includes a list of all nominees considered for each appointed position.

I. Notification of Appointment & Non-Appointment

Official notification of the decision of the ANA Board of Directors (appointment or non-appointment) is sent by the ANA President to each nominee in electronic format. Notifications shall be distributed within three weeks of selection.

2022 APPOINTMENTS TIMELINE



FREQUENTLY ASKED QUESTIONS

Q: How can I find out what boards and committees have vacancies this year?

The *2022 Call for Nominations for Appointed Positions* is the official announcement from ANA about the boards/committees that have vacancies to fill. It contains information about the vacancies and provides links to the profile for each board/committee.

Q: Who is eligible to submit nominations for appointment?

Current ANA members (ANA-C/SNA or ANA-Only) may nominate themselves and/or others for board/committee positions designated for registered nurse members. Individual Affiliate members, also known as E-Members, as well as state-only members are not eligible to serve on a board/committee. If a board/committee has a seat reserved for non-nurse/non-members, this will be included in the profile.

Q: How do I know if I am qualified for a board/committee position?

The qualifications for each board and committee position can be found in the profile, which is available on the [Committee on Appointments](#) page on ANA's website.

Q: If I am a member of an Organizational Affiliate (OA), am I eligible to serve on a board /committee?

If you are a current OA member with a current ANA membership (ANA-C/SNA or ANA-Only), you are eligible to be considered for appointment to a board/committee.

Q: What is the expected time commitment involved in serving on an ANA board/committee?

The expected time commitment of service varies and is specified in each profile, as outlined on the [Committee on Appointments](#) page on ANA's website.

Q: When is the deadline to submit a nomination for appointment?

A complete nomination packet must be submitted electronically by **11:59pm ET, June 15, 2022**, in order to be considered.

Q: How do I nominate a colleague or fellow member for appointment?

The individual you would like to nominate should be notified in advance of your intent to submit the Third-Party Nomination Form for Appointed Positions. Upon receipt of the Form, ANA Governance staff will notify the individual and provide the link to the Biographical Data Form.

Q: Do I need to be nominated and/or endorsed by my C/SNA, IMD or OA in order to be considered for appointment?

No, you do not need an endorsement from your C/SNA, IMD or OA to be considered. However, you are strongly encouraged to inform your C/SNA, IMD, and/or OA of your intent to self-nominate.

Q: What are the requirements for letters of endorsement?

All nominees have the option of submitting up to three (3) letters of support from an employer, colleague, fellow member, a C/SNA, IMD, or OA. Letters of support can be uploaded via FormSite with your nomination or can be sent to leader@ana.org. E-mailed letters of support must be received by **11:59pm ET, Wednesday, June 15, 2022**, in order to be included with a nomination.

Q: May I submit an optional letter of support separately from my online form?

Yes. Optional letters of support may be e-mailed to leader@ana.org rather than uploaded to the online form. However, e-mailed letters of support must be received by **11:59pm ET, Wednesday, June 15, 2022**, in order to be included with a nomination.

Q: I am unable to access my account to complete the nomination form I started. How do I reset my password?

To access an account you have already created:

- Click on the link to the nomination form you started.
- In the “Before you Begin” section, select “CLICK HERE” under item 3) Create a FormSite Account, which should take you to a sign-in page.
- Follow the instructions for resetting your password.

Q: How do I know if my online form has been submitted properly?

Upon submitting your form, you will be directed to a completion page which will allow you to print a receipt of your submission. You also will receive an e-mail confirmation which will include a copy of your form for your records. Once submitted, a nomination form is considered complete and cannot be edited. Individuals who wish to amend their nomination may do so by submitting a new form.

Q: When will I find out whether I am appointed to a board/committee?

Committee appointments are expected to be made by late-September 2022. Notices will be sent to all nominees (via email) within three weeks of official appointment.

Q: How long will my nomination form remain active?

Completed nomination forms remain active for one (1) year following submission. All nominees remain eligible for appointment during this period, provided the nominee continues to meet the qualifications for appointment,

including those already appointed, and may be considered for appointment by the COA in the event a vacancy occurs or an expedited call is issued. Those with active nomination materials on file do not need to resubmit nomination materials to be considered for another appointed position, unless they wish to revise their nomination materials.

An individual with an active nomination on file who is interested in being considered for another appointed position should contact ANA Governance at the time a Call for Nominations for Appointed Positions is issued to indicate interest in being considered by the COA.

Q: [Where can I go to learn more about the appointments process?](#)

The Guide to the Appointments Process is the official policy manual for the appointments process. Members interested in nominating themselves or others are encouraged to review the Guide in advance of submitting a nomination.

Q: [Who do I contact if I have specific questions?](#)

Questions may be sent to ANA Governance via email to leader@ana.org.