



## 2024 ARN Board of Directors Nomination Guidelines

Thank you for your interest in ARN Leadership! All application materials are due **no later than April 25, 2024, at Noon CT. The available ARN Board of Directors positions are:**

- President-Elect (1)
- Secretary/Treasurer (1)
- Director-at-Large (3)

### About ARN

ARN is a diverse community of nearly 5,000 professional RNs working in acute care, inpatient rehabilitation units, long-term care hospitals, skilled nursing facilities, home health agencies, and academia. Led by a board of directors, ARN focuses on the challenges facing rehab patients, family members, and support systems—as well as rehabilitation care providers.

### Our Mission

Promote and advance the rehabilitation nursing practice through professional development, advocacy, collaboration, and research to enhance the quality of life for those affected by disability and chronic illness.

### Our Vision

Improve healthcare delivery through the integration of rehabilitation nursing concepts across the care continuum.

### Position Descriptions

The following position descriptions will help you learn more about what would be required of you if you were elected to any available position(s).

#### ARN Board of Directors: President-elect

##### **Qualifications**

- A. Any voting member in good standing who has served at least one year as a member of the Board of Directors at any time prior to the term of office shall be eligible for nomination to the office of President-Elect (Bylaws: Article VI, Section 3).

##### **Term**

- A. The President-Elect shall serve a one-year term. (Bylaws: Article VI, Section 5).

##### **Specific Responsibilities**

- A. The President-Elect shall succeed to the Presidency and shall perform the duties of the President in the event of their inability to serve (Bylaws: Article VII, Section 2).
- B. The President-Elect's duties shall be delegated by the Board of Directors (Bylaws: Article VII, Section 2).
- C. Serves as a member of the Executive Committee.

- D. Serves as a member of the Budget and Finance committee and participates in developing the annual budget.
- E. Maintains regular communication with the president.
- F. Becomes familiar with ARN Board procedure, ARN bylaws, policies and procedures, ARN Board functions, legal counsel, management contract and evaluations, and the conduct of effective meetings.
- G. Prior to assuming office as president, works with staff and president to develop recommendations for committee appointments whose terms will begin under their term as president.
- H. Serves as Vice-Chair of the RNF Board of Trustees.
- I. Serves as an ex-officio member of the RNCB Board, with no voting rights.

### ***Leadership***

- A. Serve as an exemplary member of ARN.
- B. Demonstrates leadership through continuing commitment to the mission and strategic goals of ARN, full participation in its activities, and identification and mentoring of new leaders through formal and informal methods.
- C. Acts in the best interest of the membership and is ultimately responsible to the membership.
- D. Identifies and recommends opportunities for improvement for the organization.
- E. Identifies board goals and objectives for term of office and reviews at least annually.
- F. Serves a liaison role with committees, task forces, external groups or representatives, and projects as appointed by the president; communicates directives from the ARN Board; and reports the group's work and recommendations to the ARN Board.
- G. Seeks out opportunities to mentor and serve as a role model to members.
- H. Keeps apprised of current major nursing and health care issues especially related to rehab nursing and are prepared to address them when appropriate.
- I. ARN Board members are required to serve as ambassadors on behalf of ARN.
- J. Required to attend the Annual ARN Conference. Complementary registration is provided for all ARN Board Members. ARN Board members coordinate their own travel arrangements and submit expense reports for reimbursement.
- K. Participates in town hall meetings that are open for all members to attend, at such time as the ARN Board may prescribe.

### ***Fiscal***

- A. Exercises fiduciary responsibility by ensuring that ARN finances are properly managed and by approving responsible budgets.
- B. Supports RNF through annual donations.
- C. Reviews monthly financial reports to ensure that it accurately reflects accomplishments of the initiative/project
- D. Approves compensation agreement between the management office and ARN annually as part of the budget development process.
- E. Ensures that projects stay within budget and timeline.

## ARN Board of Directors: Director-at-Large

### **Qualifications**

- A. Any voting member in good standing shall be eligible for nomination to the office of Director-at-Large (Bylaws: Article VI, Section 3).

### **Term**

- A. The Directors-at-Large shall serve staggered two-year terms. (Bylaws: Article VI, Section 5).

### **General Expectations**

- A. Attends all board of directors (BOD) meetings/conference calls and is prepared to fully participate in the discussion and decision-making process at the meetings.
- B. Participates in the bi-annual performance appraisal of the board of directors and in the development of a performance improvement plan as needed
- C. Keeps informed of policies, position statements, and resolutions supported by ARN
- D. Attends orientation meeting upon nomination to the board.
- E. Maintains confidentiality, in accordance with the ARN Board Confidentiality Agreement.
- F. Maintains ongoing communication with the President of ARN.
- G. Accepts assignment of specific initiatives/projects from President.
- H. Works in partnership with all ARN leaders and national office staff members
- I. Answers all association-related correspondence in a timely manner.
- J. Before assuming office, must attend ARN Board orientation session and will be assigned a ARN Board mentor.
- K. Serves as a member of the RNF Board of Trustees.
- L. Develops and approves policies and procedures.
- M. Oversees and evaluates ARN programs to assure that strategic objectives and committee responsibilities are being met.

### **Leadership**

- L. Serve as an exemplary member of ARN.
- M. Demonstrates leadership through continuing commitment to the mission and strategic goals of ARN, full participation in its activities, and identification and mentoring of new leaders through formal and informal methods.
- N. Acts in the best interest of the membership and is ultimately responsible to the membership.
- O. Identifies and recommends opportunities for improvement for the organization.
- P. Identifies board goals and objectives for term of office and reviews at least annually.
- Q. Serves a liaison role with committees, task forces, external groups or representatives, and projects as appointed by the president; communicates directives from the ARN Board; and reports the group's work and recommendations to the ARN Board.

- R. Seeks out opportunities to mentor and serve as a role model to members.
- S. Keeps apprised of current major nursing and health care issues especially related to rehab nursing and are prepared to address them when appropriate.
- T. ARN Board members are required to serve as ambassadors on behalf of ARN.
- U. Required to attend the Annual ARN Conference. Complementary registration is provided for all ARN Board Members. ARN Board members coordinate their own travel arrangements and submit expense reports for reimbursement.
- V. Participates in town hall meetings that are open for all members to attend, at such time as the ARN Board may prescribe.

### ***Fiscal***

- F. Exercises fiduciary responsibility by ensuring that ARN finances are properly managed and by approving responsible budgets.
- G. Supports RNF through annual donations.
- H. Reviews monthly financial reports to ensure that it accurately reflects accomplishments of the initiative/project
- I. Approves compensation agreement between the management office and ARN annually as part of the budget development process.
- J. Ensures that projects stay within budget and timeline.

## **ARN Board of Directors: Secretary/Treasurer**

### ***Qualifications***

- A. Any voting member in good standing shall be eligible for nomination to the office of Secretary-Treasurer (Bylaws: Article VI, Section 3).
- B. Must have at least one year of service as a current member of the ARN Board of directors.

### ***Term***

The Secretary-Treasurer shall serve a three-year term. (Bylaws: Article VI, Section 5).

### **Specific Responsibilities**

- A. All responsibilities outlined in the "Director-at-Large" section below, also apply to this role.
- B. Shall be in charge of the Association's funds and records (Bylaws: Article VII, Section 3).
- C. Shall collect all member dues; shall establish proper accounting procedures for the handling of the Association's funds; and shall be responsible for keeping of the funds in such banks, trust companies, and/or investments as are approved by the Executive Committee (Bylaws: Article VII, Section 3).
- D. Shall report on the financial condition of the Association at the ARN Rehabilitation Nursing Conference, all meetings of the Board of Directors, and at other times when called upon by the President.

- E. At the expiration of the term of office, the Secretary-Treasurer shall deliver over to their successor all books, money, and other property in their charge, or in the absence of a successor shall deliver such properties to the President (Bylaws: Article VII, Section 3).
- F. Shall be responsible for the delivery of proper and legal written notices to members; shall see to the proper recording of the proceedings of meetings of the Association, Board of Directors, and all committees; shall carry into execution all orders, votes, and resolutions not otherwise committed; and shall see that accurate records are kept of all members (Bylaws: Article VII, Section 3).
- G. Shall ensure that the audited financial report, approved budget of the Association, and minutes of board meetings are available upon the request of any member and at the member's expense (Bylaws: Article VII, Section 3).
- H. Serves as Chair of the Budget and Finance Committee and a member of the Executive Committee.
- I. Ensures that approved funds management, investment, and other fiscal policies and procedures are followed, and recommends improvements as appropriate.
- J. Works closely with staff to accomplish position responsibilities.
- K. Reviews association expenditures and financial status on a regular basis to ensure overall financial integrity.
- L. Presents financial reports to the ARN Board and an annual financial report to the membership.
- M. Reviews quarterly financial statements. Reports financial status to the board, especially reviewing any significant variances from the budget.
- N. Serves as Secretary/Treasurer of the RNF Board of Trustees.

## **ARN Nominations Portal User Instructions**

To access the ARN Nominations Portal click [HERE](#). In order to help you become acquainted with this tool, please read this important information.

For the best user experience, recommended browsers include Google Chrome (preferably the incognito window to remove cache) or Mozilla Firefox. Use of Internet Explorer is not advised.

Once you are on the ARN Nominations Portal landing page, click "Join Now" at the bottom of the page under "New Users". If you have already created an account and are returning to edit your submission, enter your credentials under the "Already a User" section.

### **Home Page:**

You will be able to create and edit your submissions. To get started, click the green link that says "Click here to begin a new application."

### **Start a New Application:**

Enter your full name as the title of your application. Then select which type of application you wish to submit. You can view the application type descriptions by clicking on "View Application Type descriptions." under the application type dropdown.

### **Task List:**

Starting with "Candidate Information & References", you will need to complete each of these sections in order to complete your application. A green checkbox will appear next to each task as it has been completed. A breadcrumb trail navigation path is available at the top of each page. To return to a previous page, click the link of the page name in the navigation.

## Candidate Information & References

You will be asked to complete a general profile with contact and demographic information about yourself. You will also need to submit a biography, CV, headshot, and two references.

*For your references:* List two active ARN members who have agreed to serve as your professional references and can verify your participation in ARN on a national or local level. Your professional references should be individuals with whom you have worked during the past year. They should know your leadership qualities, communication skills, teamwork, and work habits. Since your references may be interviewed by the Nominating and Leadership Development Committee, they should be prepared to discuss your qualifications to represent ARN and provide specific examples of your work on a project, team, or committee.

**IMPORTANT:** If you have served or are currently serving on the ARN Board of Directors and are running for a Board of Directors position, one of your references must be a board member with whom you served. Current members of the Nominating and Leadership Development Committee and/or the President of the ARN Board of Directors may not be used as references for any candidate.

It is the candidate's responsibility to send the [REFERENCE SURVEY](#) to their selected references and ensure it is completed. Please have them complete the [REFERENCE SURVEY](#) by the deadline of April 25, 2024 at Noon CT.

## ARN Involvement

Please list your involvement in date order, beginning with the most recent. For each involvement selection indicated, include the chapter national involvement group name, position held, and length of involvement.

## Conflict of Interest Disclosure Form

ARN is concerned with conflicts of interest involving those individuals participating directly in decision-making processes that affect ARN programs or activities because the integrity of their decisions and activities is dependent on the avoidance of actual, potential, or apparent conflicts of interest.

This policy reflects ARN's recognition of the many factors that can influence one's judgment. This policy also reflects ARN's desire to make as much information as possible available to all participants in ARN-related decision-making processes. This policy is not intended to create a presumption of impropriety.

All individuals are required to comply with this policy must complete a Conflict of Interest Disclosure Form and shall have a continuing obligation to disclose a significant financial interest in, or other relationship with, an entity having commercial interest in any ARN activities, programs, or decisions.

## Review and Selection Process

All application materials are due no later than April 25, 2024 at Noon CT. The Nominating and Leadership Development Committee may conduct candidate interviews the month of May 2024. All candidates will be notified of the final ballot within 4 to 6 weeks of interviews. The election will be open for voting June 25 - July 15, 2024.

**For help with any questions, you have regarding your submission, call ARN Member Services at 800.229.7530 or [info@rehabnurse.org](mailto:info@rehabnurse.org) for assistance.**