



## 2024 ARN NLD 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 NLD positions are:**

- Committee Member (2)

### 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 Description

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).

#### *Qualifications*

- Two members will be appointed by the Board, and two additional voting members will be elected by the full membership.
- All potential candidates must be active members in good standing.
- As stated in the bylaws, at least one nomination shall be made for each of the elective offices of the association (Article X, Section 1). No more than two of the best-qualified candidates shall be placed on the ballot for each position.
- Members of the Nominating and Leadership Development Committee may not be considered as potential candidates for an elected position during their tenure.
- The prepared ballot shall represent the majority vote of the committee.

#### *Responsibilities*

- It is the responsibility of the committee to secure candidates for the ballot and present a slate of qualified, acceptable candidates to the membership for a vote.
- The committee members shall consider the specific discussions related to potential nominees to be confidential.
- Committee members are prohibited from disclosing potential and final nominees to the membership.
- The committee is responsible for identifying potential candidates for other ARN volunteer leadership opportunities (e.g., committees, task forces, external liaisons).
- The committee members shall review ARN competencies on an annual basis.
- Recruits potential candidates by contacting chapter presidents and other interested members to encourage interest in leadership.

- Assists the committee chair by contacting potential nominees. The committee member:
  - o Places calls to their assigned potential nominees to assess interest in running for office, answer questions, conduct interviews, and notify staff of potential nominees' willingness to run for office.
  - o Reviews the policies, procedures, position descriptions, and deadlines for required information with the potential candidates, and forward copies and provide clarification as requested.
  - o Obtains permission to place potential nominees' name on the ballot for the identified position or another position, if necessary.
  - o Interviews all qualified candidates for each position. References should be interviewed as needed.
  - o Participates in the Nominating and Leadership Development Committee conference call to select the slate of candidates.
- Identifies potential leaders for committees, task forces and other ARN opportunities
  - o Reviews ARN competencies and update when necessary.
  - o Networks and interacts with attendees at the and annual conference to help identify members who are enthusiastic about ARN and demonstrate leadership ability.
  - o Networks with presenters and other contributors to the annual conference (SIG leaders, Award Winner's, etc.)
  - o Develops connections with potential leaders. Learns about areas of interest, expertise and leadership potential for ARN. Makes a personal/professional connection and share contact information.
  - o Follows up with contacts after member interaction to encourage involvement in ARN over the next year. Encourages them to participate in ARN.
  - o Contacts members who contribute to RNJ to discuss opportunities for getting more involved.
  - o Provides list of potential leaders to chair with information about their areas of interests and potential strengths; the chair will provide that information to the board president, president-elect and staff.

## 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 2023. 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.**