



GUIDE TO THE APPOINTMENTS PROCESS

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Introduction

The Guide to the Appointments Process (Guide) details the policies and procedures of the American Nurses Association (ANA) Board of Directors for making appointments to ANA's subsidiaries, structural units, committees, and other appointed positions, some of which are through its Committee on Appointments (COA).

The COA, comprised of members of the ANA Board of Directors appointed by the ANA President, is charged to *recommend* to the ANA Board of Directors individuals for appointment. The ANA president is a member, *ex-officio*.

The Guide provides direction to Constituent and State Nurses Associations (C/SNAs), the Individual Member Division (IMD), and ANA Organizational Affiliates (OAs) on submitting nominations to the COA.

This Guide is divided into three sections:

Section 1: Nominations Submitted for Appointed Positions

Section 2: Qualifications for Appointment

Section 3: The Appointments Process

Appendices:

- Appendix A: Committee and Board Profiles
- Appendix B: Governing Documents that Authorize the Appointments Process

Section 1: Nominations Submitted for Appointed Positions

Some nominations for appointed positions go through the COA, which then submits a recommendation for consideration by the ANA Board of Directors. Other nominations for appointed positions go directly to the ANA Board of Directors for consideration.

Note: For the entities listed below there may be a combination of approaches that result in service (e.g., COA recommendation followed by consideration by the ANA Board of Directors, recommendation and consideration by the ANA Board of Directors, appointment by the ANA President, or appointment by virtue of position).

This Guide addresses only the nominations for appointed positions submitted to the COA for consideration by the ANA Board of Directors.

The number in parenthesis indicates the number of positions that are submitted to the COA, which in some cases is only a portion of the total number of positions on the body. For detailed information on the composition of each entity, refer to the profiles in Appendix A.

A. Appointments

1. For the following entities, nominations are submitted to the COA who *recommends* individuals for appointment to the ANA Board of Directors. The ANA Board of Directors *approves* the appointment of individuals.

ANA Subsidiary:

American Nurses Credentialing Center (ANCC) Board of Directors (7)

ANA Structural Units:

ANA Political Action Committee (ANA-PAC) Board of Trustees (8)

Center for Ethics and Human Rights (CEHR) Advisory Board (10)

Standing Committees:

Audit Committee (3)

Committee on Bylaws (7)

Committee on Honorary Awards (2)

Committee on Honorary Awards Subcommittee (12)

Committee on Nursing Practice Standards (8 + 2 alternates)

Committee on Planning and Budget (1)

Constituent and State Nurses Association (C/SNA) Support Committee (2)

Minority Fellowship Program (MFP) National Advisory Committee (16)

Reference Committee (7)

The COA also makes recommendations to the ANA Board of Directors regarding appointments to board task forces and board committees as the need arises. (See BOD Operating Policy 2.4 in Appendix B)

2. For the following entity, nominations are submitted directly to the ANA Board of Directors, in their capacity as the sole members of the American Nurses Foundation, for consideration.

ANA Subsidiary:

American Nurses Foundation (ANF) Board of Trustees (up to 27)

B. Nominations

For the following organization, the ANA Board of Directors approves only the *nomination* of the individual(s) whose names are then forwarded to the organization for consideration:

- ANA Consultant to the National Student Nurses Association (NSNA)

Section 2: Qualifications for Appointment

Specific qualifications for service on a committee is provided in each committee's profile (see Appendix A). Individuals seeking appointment or wishing to nominate a colleague for an appointed position are encouraged to review the committee's 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 committee's profile, a nominee must be a registered nurse and a member of a C/SNA-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 committees includes non-registered nurses or non-ANA members (public members) with the subject matter expertise or experience deemed necessary for the committee to fulfill its responsibilities.

Section 3: 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 outlined in Section 1.A, and recommends individuals for appointment to the ANA Board of Directors. The chair of the COA consults with the chair of each committee to identify the committee's needs, in terms of experience, expertise and diversity, 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 a committee position in which s/he is interested, provided the individual meets the qualifications for appointment as provided in Section 2.

A. Annual Call for Nominations and Appointment Cycle

1. The annual Call for Nominations for Appointed Positions is open for a minimum of eight weeks. Complete nominations (See Section 3B Nomination Materials) 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 ANA Board of Directors action March 14, 2010*).
2. Nomination materials remain active for one year following the initial submission. All nominees remain eligible for appointment during this period, provided the nominee continues to meet the qualifications for appointment (See Section 2), 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 the Leadership Services Department (leader@ana.org) at the time a Call for the Nominations is issued to indicate her/his interest in being considered by the COA.
4. A seated committee 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. Conflict of Interest Disclosure Statement
- c. Financial Interest Disclosure Statement
- d. Confidentiality and Intellectual Property Agreement
- e. Up to three (3) letters of endorsement (optional)

Nominations made by third parties (i.e. C/SNAs, IMD, OAs, or individual members) require submission of a separate *Nomination for Committee Appointment* form.

C. Submitting a Nomination

1. Nomination materials are submitted via an online form (available on the [Committee on Appointments](#) page on NursingWorld.org). Faxed, surface mailed, and/or handwritten forms and letters will not be accepted.
2. Optional letters of endorsement from colleagues, students, employers or fellow members may be submitted via the online form or by e-mail to leader@ana.org.
3. Nominations submitted after the published deadline will not be considered.
4. Incomplete nominations will not be considered.

D. Nominations from C/SNAs, the IMD, Organizational Affiliates, or Individual Members

Nominations may be submitted by third parties including C/SNAs, the IMD, Organizational Affiliates and individual ANA members in good standing via the online *Nomination for Committee Appointment* form. 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, Leadership Services staff will notify the nominee and request completion of materials outlined in section 3.B (if not already submitted by the individual). Individuals who do not submit complete nomination materials will not be considered by the COA.

E. Endorsement of the C/SNA/IMD and Organizational Affiliates

Upon receipt of a complete nomination, Leadership Services staff will forward the nominee's name and the appointive position they are seeking to the nominee's affiliated C/SNA president and chief staff officer or the IMD chair. The C/SNA or IMD leadership will then have an opportunity to

endorse/not endorse the nomination, indicate whether the nominee is known/not known, and/or provide any comments.

If a nominee is a member of an Organizational Affiliate, Leadership Services staff will forward the nominee's name and the appointive position they are seeking to the OA president and executive director. The OA leadership will then have an opportunity to endorse/not endorse the nomination, indicate whether the nominee is known/not known, and/or provide any comments.

F. Committee Chair Input

On behalf of the COA Chair, Leadership Services staff will provide a list of nominees to the chair of each committee with vacancies. Committee chairs will have an opportunity to provide input regarding the nominee(s)' ability to meet the committee's specific needs.

G. The Deliberative Process

The COA uses the following criteria when making recommendations for appointment:

- Nominee's knowledge and expertise related to the functions of the committee/board or to the particular assignment;
- 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 committee chair;
- Ability to use technology to participate in meetings;
- Ability to interpret the programs, policies and positions of ANA that are pertinent to the work of the committee 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
- Rotation of committee chairs with no one person serving more than two (2) consecutive terms as chair. (This applies when appointment of the chair is recommended by the COA.)

H. Recommending Nominees to be Appointed as Alternates

When possible, the COA may recommend alternates for each committee with vacancies in a given appointments cycle. 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.

The following committees and boards engage alternates who participate actively in a non-voting capacity due to the nature of the committees' work: ANA-PAC Board of Trustees, Committee on Bylaws, Committee on Nursing Practice Standards, Center for Ethics and Human Rights Advisory Board, and the Reference Committee. Other committees may engage alternates in orientation and other activities at the discretion of the chair. Unless otherwise specified by the committee's profile, individuals shall be appointed as alternates only for the duration of the appointments cycle or until another vacancy is scheduled to occur.

I. Reporting Recommended Nominees to the ANA Board of Directors

The COA’s recommendations are forwarded to the ANA Board of Directors for consideration. In those instances where the ANA Board of Directors appoints the chair, the COA will also make a recommendation. The COA’s report to the ANA Board of Directors includes a list of all nominees considered for each appointed position.

J. 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 and hard copy format. Notifications shall be distributed within three weeks of selection.

Appendices

Appendix A: Committee and Board Profiles

Appendix B: Governing Documents that Authorize the Appointments Process

Appendix A: Committee and Board Profiles

Click the link below to view the profile

- [American Nurses Association Political Action Committee \(ANA-PAC\) Board of Trustees](#)
- [American Nurses Credentialing Center Board of Directors](#)
- [American Nurses Foundation Board of Trustees](#)
- [Audit Committee](#)
- [Center for Ethics and Human Rights Advisory Board](#)
- [Committee on Bylaws](#)
- [Committee on Honorary Awards](#)
- [Committee on Honorary Awards Subcommittee](#)
- [Committee on Nursing Practice Standards](#)
- [Committee on Planning and Budget](#)
- [Constituent and State Nurses Associations Support Committee](#)
- [Minority Fellowship Program \(MFP\) National Advisory Committee](#)
- Nominee for ANA Consultant to the [National Student Nurses Association](#) Board of Directors
- [Reference Committee](#)

Appendix B: Governing Documents That Authorize the Appointments Process

ANA Bylaws (revised June 25, 2016)

Board of Directors (Article IV, Section 3. Responsibilities), provides that the Board of Directors shall:

- i. Except as otherwise specified in these bylaws, create and dissolve standing, special, and committees, councils, boards, and other entities of the board as deemed necessary to conduct the association's business and define the purpose and authority of such entities.
- k. Make appointments and fill vacancies as delegated to the board in these bylaws.
- l. Define qualifications for appointive office unless otherwise specified in the bylaws.
- aa. Constitute the membership of the American Nurses Foundation and function in that capacity as specified in the bylaws of the American Nurses Foundation.
- cc. Appoint members to the Board of Trustees of the American Nurses Association Political Action Committee (ANA-PAC) as specified in the bylaws of ANA-PAC.
- dd. Appoint the president and Board of Directors of the American Nurses Credentialing Center (ANCC), a separately incorporated subsidiary of ANA, as specified in the bylaws of ANCC.

Membership and Affiliation (Article II)

Each Constituent and State Nurses Association (C/SNA) shall be entitled to –

- submit the names of nominees for ANA elective and appointee positions in accordance with provisions of these bylaws and applicable policies. (Section 1.d.5)

Each Organizational Affiliate shall be entitled to –

- submit the names of qualified registered nurse members as nominees for appointment to serve on committees, task forces, ad hoc groups, and as ANA representatives to external groups. (Section 2.d.3)

Board of Directors Operating Policies

Policy #2.4 (Revised 2017)

BACKGROUND:

According to Article IV, Section 7 of the ANA Bylaws:

- a. Except as otherwise specified in these bylaws, the ANA Board of Directors may establish and dissolve standing and ad hoc committees, boards, councils, work groups, and ad hoc professional issues panels as deemed necessary to conduct ANA's business; designate and change their charges; and determine their size, member qualifications, and terms.

b. The ANA President shall appoint a Committee on Appointments, which shall be charged to recommend the appointment of members to committees, boards, councils, and work groups necessary to conduct ANA's business as identified by the ANA Board of Directors, except appointments otherwise specified in these bylaws.

c. The Chief Executive Officer (CEO) shall be responsible for appointing members to serve on professional issues panels and other groups as delegated by the ANA Board of Directors.

POLICY:

The ANA Vice President and the Directors-at-Large constitute the Committee on Appointments.

The Committee on Appointments makes recommendations to the ANA Board of Directors regarding appointments to the following committees, structural units and subsidiaries for which the ANA Board of Directors is responsible:

- American Nurses Credentialing Center (ANCC) Board of Directors
- ANA Political Action Committee (ANA-PAC) Board of Trustees
- Audit Committee
- Center for Ethics and Human Rights Advisory Board
- Committee on Bylaws
- Committee on Honorary Awards
- Committee on Honorary Awards Subcommittee
- Committee on Nursing Practice Standards
- Committee on Planning and Budget
- Constituent and State Nurses Association (C/SNA) Support Committee
- Minority Fellowship Program (MFP) National Advisory Committee
- Nominees for ANA Consultant to the National Student Nurses Association (NSNA)
- Reference Committee

The Committee on Appointments also makes recommendations for appointment to any new committee established by the ANA Board of Directors, as directed by the board.

The Committee on Appointments shall issue an annual call to solicit nominations from ANA members, constituent organizations and organizational affiliates to fill expected vacancies on the aforementioned committees and subsidiary boards. Upon the establishment of a new committee, board or task force, the chair of the Committee on Appointments may issue an expedited call for nominations to identify candidates for those committees. If a vacancy occurs unexpectedly, the Committee on Appointments may make a recommendation to fill the vacancy from a pool of candidates with current nominations if time does not permit to issue an expedited call.

Specific policies governing the Committee on Appointments process, including nomination requirements, qualifications, and appointment criteria, shall be outlined in the Guide to the Appointments Process, which is subject to board approval. The Guide shall be disseminated widely and made available to all parties interested in seeking appointment.

Appointments to task forces established by the board shall be made by the board through the Committee on Appointments process unless time does not permit. Otherwise, the ANA President will confer with the chair of the Committee on Appointments to appoint the task force members, following an expedited call for nominations. The charge, composition and specific information describing the work of the task force will be generated and approved by the board prior to appointments being made.

The ANA Board of Directors, in its capacity as Sole Members of the American Nurses Foundation, shall consider nominees for appointment to the American Nurses Foundation Board of Trustees upon receipt of a recommendation from the staff and/or volunteer leadership of the Foundation. Nominations for appointment to the Foundation board shall include a candidate biography and a written report describing the candidate's qualifications.

The ANA Board of Directors may also nominate ANA members as candidates for the International Council of Nurses (ICN) Board of Directors. Recommended nominees shall be submitted directly to the ANA Board of Directors through the Nursing Programs Department. The ANA Board of Directors shall consider recommended candidates using nomination criteria established in Board of Directors Policy Nomination Process for US Candidate to ICN Board of Directors (2003).