



BOARD OF DIRECTORS APPLICATION AND POSITION DESCRIPTION

Overview

The Board of Directors is responsible for overall policy and direction of the Arkansas Center for Nursing, Inc. (ACN) and delegates responsibility of day-to-day operations to the staff and committees. Board members serve the ACN as volunteers and receive no compensation other than approved expenses. Board members serve a term of three years and are eligible for re-election for one additional three-year term.

Who may serve on the Board?

According to the ACN Bylaws, the Board of Directors consists of both elected and appointed positions. Elections and appointments are rotated on a three-year cycle so that there is always a mix of new and experienced members on the Board.

Elected Board positions: Elected or re-elected by a simple majority of the membership.

- Three (3) at-large representatives from the Individual Members (at least two direct-care providers),
- Two (2) representatives from nursing education programs, and
- Three (3) representatives from the Organizational Members (one each from a healthcare organization, a professional nursing association, and a nursing education program).

Appointed Board positions:

- One (1) designee from each standing committee,
- One (1) representative from the Arkansas Department of Workforce Services, and
- One (1) healthcare consumer.

Responsibilities and Duties of Board Members

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal and professional priorities over the next three years as well as ways to contribute to the development of the ACN. The ACN Policy Handbook specifies the following responsibilities and duties for its Board members:

General Responsibilities

1. Overall governance of the Arkansas Center for Nursing, Inc. by establishing and monitoring policies and programs and supporting development and effectiveness of the Board of Directors.

2. Establish the strategic purpose and direction by participating in strategic planning by the Arkansas Center for Nursing, Inc. and monitoring performance toward the plan's results.
3. Supervision of the Executive Director by hiring and monitoring performance toward the Executive Director's general responsibilities and yearly objectives.
4. Fundraising by planning and participation to secure necessary resources to support operations, programs, and services.
5. Represent the Arkansas Center for Nursing, Inc. and its programs and services to stakeholders, including the community, funders and clients.
6. Perform due diligence to secure the financial health of the Arkansas Center for Nursing, Inc. through conformance to up-to-date fiscal policies and procedures and through ongoing analysis of financial reports.
7. Perform due diligence to support the effective performance of the Arkansas Center for Nursing, Inc.'s programs through ongoing program planning and evaluation.
8. Perform due diligence to act in conformance to federal, state, local and the Arkansas Center for Nursing, Inc. policies and procedures.

Specific Duties

1. Member of the Board of Directors.
2. Abides by the Articles of Incorporation, Bylaws, and Board policies.
3. Builds collegial working relationships that contribute to consensus.
4. Contributes financially to the nonprofit organization, as appropriate.
5. Attends 75% of the Board meetings and related meetings.
6. Makes a serious commitment to participate actively in Board and committee work.
7. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
8. Stays informed about Board policies and committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.

To Apply for a Board Position

1. Please take the time to learn about the mission and priorities of the ACN. Familiarize yourself with the bylaws and strategic plan of the organization.
2. Consider the ways that you may contribute to the work of the ACN. As a new organization, there is much work to do to ensure stability and sustainability for the future.
3. Reflect on the time and energy commitment required during your term as a Board member. Board members, committee chairs, and members give of their time, skills, and resources to ensure the success of our mission and programs.
4. Complete the following Application for Board Candidacy and attach your CV or Resume by November 17, 2023. Email to arcenterfornursing@gmail.com with "2023 BOD Application" in the Subject line.



APPLICATION FOR BOARD CANDIDACY – 2023

Name

Credentials

Position Title

Employer

Email address

Telephone

Are you a member of the Arkansas Center for Nursing, Inc. (ACN)?

- Yes
- No (You must be a member to apply for a Board position.)

How long have been involved with the ACN (or the Arkansas Action Coalition)?

Board Positions: Three elected Board positions will be open in 2024 (election in Fall 2023).

Which position are you seeking? Check the appropriate box.

- At-Large Individual Member (Direct Care Provider)– this position is for an Individual member of the ACN. Two of the three At-Large positions must be filled by direct care providers (e.g., staff nurse, nurse practitioner, CRNA, etc.). This At-Large position **MUST** be filled by a direct care provider.
- At-Large Individual Member – this position is for an Individual member of the ACN. Two of the three At-Large positions must be filled by direct care providers (e.g., staff nurse, nurse practitioner, CRNA, etc.). This At-Large position does not need to be filled by a direct care provider.
- Organizational Member (Educational Institution) – this position is for an Organizational Member of the ACN that represents an educational institution.

Briefly describe the contributions you will be able to make to the Board of Directors. If you are applying for an Organizational Member position, in what ways can your organization contribute to the mission of the ACN?

Board Meetings: Currently the ACN Board of Directors meets bi-monthly on the 4th Tuesday of the month in the afternoon (fourth Tuesday of January, March, May, July, September, and November). Meetings are conducted in-person or via ZOOM.

Will you be able to attend at least 75% of Board meetings (in-person or by ZOOM)?

- Yes
- No (If no, please reconsider applying for the Board position.)

BOARD CANDIDATE QUESTIONNAIRE

1. Why are you seeking a position on the ACN Board?

2. Briefly describe how you have collaborated with the ACN (or the Arkansas Action Coalition) in the past. If you are seeking an Organizational Membership position, what ways has your organization collaborated with the ACN?

3. What talent, skills, and resources can you contribute as an ACN Board member?

Attestations: Please review the ACN Board of Directors Ethics Policy and Conflict of Interest Policy and confirm your understanding below. These Board of Directors policies can be found on the website under "About Us." By confirming, you are committing to adhere to and uphold these policies if elected to the Board.

I have read and understand the ACN Board of Directors Ethics Policy.

Yes

I have read and understand the ACN Conflict of Interest Policy.

Yes

According to the ACN Conflict of Interest Policy, do you have a known conflict of interest with the Arkansas Center for Nursing, Inc.?

Yes (If yes, please reconsider applying for the Board position.)

No

Signature

Date