



2016 Nominations Packet
Biographical Form
2017 Election of Board of Directors

Interested candidates need to complete and return this form along with your current resume/CV to the ACNL office. CV must include all ACNL committee involvement including dates. In addition, a personal photo is needed for the ballot. Please email a **digital (jpeg) photo** for the ballot to wendy@acnl.org.

Please submit all nomination documents including photo by the **close of business June 20, 2016** using the following five (5) steps.

NOTE: You must be an active regular member to be eligible for nomination.

STEP 1

Candidate's name:

Office(s) to which you wish to be considered:

- President-Elect
Secretary/Treasurer
Academia

Board of Directors (Regional Representatives):

- North South
Central San Diego

Please list your current position:

Title _____

Organization _____

Address _____ City /State/Zip _____

Telephone _____ Fax _____

Cell phone _____

E-Mail _____

STEP 2 (SAMPLE)

(Using past president, Susan Herman as an example; please fully complete step 2A with YOUR information for the nominations booklet and EMAIL to wendy@acnl.org



PRESIDENT-ELECT

Susan Herman, DNP(c), RN
Patient Care Director
Lucile Packard Children's Hospital
Palo Alto

Education:

DNP(c), California State University, San Jose and Fresno
MSN, University of California, San Francisco, CA
BSN, Pennsylvania State University, State College, PA

ACNL Activities:

Member ACNL, 2005 – present
Northern California Regional Board Rep, 2011-2013
Co-Founder of South Bay Chapter, VP, President,
and Past-President, 2007-11
CNSA Advisor, 2011-present
IOM Recommendation #7, Taskforce #2 Leader, 2010- present
Annual Program Committee, 2013-
Communications/Voice Committee Co-chair, 2012-2013
Voice of Nursing Leadership Committee, Member 2010,
Co-chair, 2011

Related Professional Activities:

American Nurses Association
American Organization of Nurse Executives
Sigma Theta Tau
CINHC-RN Transition Program –Advisory Committee

Awards:

DNP Program Scholarship-Valley Foundation School of Nursing

Statement:

The statement is limited to 150 words or less. If your statement runs more than the allotted 150 words, it will be returned to you for editing.

STEP 2A (Template)

(Using ACNL Past President Susan Herman as an example; please fully complete THIS document with YOUR information for the nominations booklet and EMAIL to wendy@acnl.org)

PHOTO Office

Name and Credentials

Title
Facility
City

Education:

ACNL Activities:

Related Professional Activities:

Statement:

In **150 words** describe the most significant issue(s) facing ACNL and potential strategies to address the issue(s). **Should you be selected to run, this statement will be printed in the election pamphlet. The statement will be limited to 150 words or less. If your statement runs over the allotted 150 words, it will be returned to for editing.**

STEP 3

1) List and describe the two most significant professional contributions you have made to the field of nursing in the past three years:

2) Please describe what you believe to be the two major challenges for ACNL over the next two years:

3) Briefly describe how you or the colleague you are nominating would bring a unique or different perspective to the board (cultural constituency, practice area, and/or area of specialized work).

The committee on Nominations will be submitting this year's ballot to the ACNL Board in **July 2016**. Elections will be held in **August 2016**. Mary Wickman, 2017 President will hold a new board orientation for all successful candidates **date to be determined**. The 2017 Board will assume office at the end of the Annual Business meeting in February 2017.

I hereby agree to be considered for slating by the ACNL Committee on Nominations. I have read the campaign policy and agree to abide by it if placed on the 2017 ACNL Board of Directors ballot.

Signature: _____

STEP 4

5 of 9

To: Potential ACNL Board Members

From: Susan Herman, Chair on Nominations
Immediate Past President, ACNL

Subject: Conflict of Interest Form

The purpose of this questionnaire is to disclose any interests or affiliations you, or members of your immediate family (i.e. spouse, children, parents, brothers and sisters), have that might create a conflict of interest, individually or collectively, when considered in light of your relationship with the Association of California Nurse Leaders (herein referred to as ACNL).

A conflict of interest exists where an individual obtains personal gain or advantage as a result of his or her activities on behalf of ACNL. It is important to remember that conflicts of interest do not necessarily involve intentional wrongdoing but can result from a combination of completely innocent circumstances. Although it is impossible to list every circumstance which might cause conflicts of interest, a number of potential problem areas are outlined below to assist you in your analysis. Please answer each of the following questions. To assure you and ACNL that there is no misunderstanding, your answers will be reviewed by the Executive Board of ACNL.

1. Do you or any member of your immediate family have any affiliation that constitutes a source of income or credit to you or any member of your immediate family which might reasonably be deemed to involve a possible conflict of interest between you and ACNL - including but not limited to a business, or any employment or contractual relationship with any other organization?
 Yes No If yes, please describe:

2. Are you or any member of your immediate family a director, trustee or officer, or hold any other position in any non health care related business, charitable, civic, governmental or other organization?
 Yes No If yes, please describe:

3. Do you or any member of your immediate family, or your employer, hold memberships in any health care related organizations, for example, associations, alliances or systems or in any organization that regularly takes positions on health care issues?
 Yes No If yes, please identify the organizations and whether you are a director, trustee or officer of such organizations.

4. Please disclose the name of any publicly-owned corporation which you or a member of your immediate family owns or has a right to acquire stock or other securities of five (5) percent or more of the corporation's outstanding stock or loans, or any interest in the form of a loan, advance or other financial arrangements with any such entity. Indicate if applicable.
5. Do you or any member of your immediate family have any relationships or affiliations which might reasonably be deemed to be within the spirit (if not the letter) of the foregoing questions -- bearing in mind that the purpose of this questionnaire is to offer you and ACNL protection from the consequences of a real or apparent conflict of interest. The goal is to avoid both actual impropriety and the appearance of impropriety.
- Yes No If yes, please describe:

As a member of the Board of ACNL, you have an obligation of fidelity and loyalty to ACNL and therefore, should refrain from placing yourself or ACNL in a position where a possible conflict of interest might influence the decision-making process of the organization. As mentioned earlier, the purpose of this questionnaire is the disclosure of conflicts of interest. Conflicts disclosed may be handled in a variety of ways ranging from just disclosure to recusal, and in rare instances, disqualification from involvement in discussion or voting on matters involving the conflict. Accordingly, you hereby agree to file with the President of ACNL updated answers to the foregoing questions within thirty (30) days of any addition, deletion or change in your status, viewed in light of the information sought to be elicited in response to such questions.

(Date)

(Print or type name)

(Signature)

**Email ALL completed documents,
including photo,
to the ACNL office by June 20, 2016
wendy@acnl.org**

Association of California Nurse Leaders Board Expectations / Commitments

- ◆ As the governing body the ACNL Board shall have the general supervision of the affairs of the corporation between its business meetings, maintain solvency of the corporation by managing revenue and expenses and have the authority to make policy decisions and establish positions on behalf of the board of directors and the corporation, establish rules and procedures for the board of directors and the corporation, prepare an annual budget and approve or disapprove reports, resolutions or actions of officers and committees.
- ◆ Serving on the ACNL board requires attendance at 5 board meetings (face to face or conference call/live meeting) and 1 retreat a year. (Generally the meetings occur in January, February, June, September and December.) The ACNL President-Elect determines the retreat date for 2017.
- ◆ Board meetings are generally one or two days. Typically, the board meets on Thursday's and /or Friday's, however two-day board meetings may also occur on Thursday and Friday. The president-elect will determine the next year's board meeting schedule in September.
- ◆ ACNL board members also participate on 3 to 4 conference calls during the year.
- ◆ Board members serve as the board liaison to one of the ACNL Committees. Attendance at committee meetings is in addition to board meetings. ACNL committees meet 4 - 6 times per year via conference call or live meeting. Depending upon the committee one or two of these meetings may be face to face.
- ◆ Occasionally board members are asked to represent ACNL at a special meeting during the year. (i.e. CMA, CHA, CSPCN, CalNOC, Coalitions etc.)
- ◆ Board members serve as consultants and advisors to area ACNL chapters and are encourage to participate in chapter meeting in their area when possible.
- ◆ All Executive Board members (President, President-Elect, Secretary/Treasurer & Past President) who are eligible for American Organization of Nurse Executives shall be AONE members.
- ◆ Executive board members (President, President-Elect, Secretary/Treasurer & Past President) participate in approximately two Executive Committee conference calls a month.
- ◆ ACNL board members are expected to participate in the California Healthcare Political Action Committee campaign.

ACNL Campaign Policy

- ◆ Each nominee may request one set of ACNL mailing labels from their respective geographic region and/or send one email blast to their respective geographic region be used for the sole purpose of campaigning for election to an ACNL office. Individuals running for president – elect, secretary/treasurer or academia may request one complete set of ACNL labels or send one email blast to the entire ACNL membership. It is suggested that all candidates planning to mail campaign literature to the ACNL membership should be prepared to do so one to two weeks prior to the receipt of ballots. Ballots are expected to be distributed (electronically) in August.
- ◆ Members of the current board are not permitted to endorse or campaign on behalf of candidates.
- ◆ All campaign materials must be above reproach. Candidates are not permitted to utilize negativity or derogatory campaign strategies. Utilization of such strategies will result in the removal of the candidate's name from the ballot.