



## 2017 Call for Nominations for Appointed Positions

### *Frequently Asked Questions*

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**Q: How can I find out what committee and boards have vacancies this year?**

*A: The 2017 Call for Nominations for Appointed Positions memo is the official announcement about this year's Call. It contains key information about the vacancies on each committee and board and provides links to each committee/board's profile. Prospective nominees are encouraged to review the Call memo prior to submitting a nomination.*

**Q: Who is eligible to submit nominations for appointment?**

*A: Current ANA members (ANA-C/SNA or ANA-Only) may nominate themselves and/or others to be considered for committee and board positions designated for registered nurse members. E-members and state-only members are not eligible for committee or board service. Some committees/boards have positions reserved for non-nurse/non-members and are further described on the committee/board's profile.*

**Q: How do I know if I am qualified for a committee or board position?**

*A: Information about the respective qualifications for each committee/board can be found on the committee or board's profile, which is available on the Committee on Appointments page on NursingWorld.*

**Q: I am a member of an Organizational Affiliate; does that make me eligible to serve on a committee or board?**

*A: Not automatically. While Organizational Affiliates have the right to nominate and endorse individuals for appointment, those nominees must be current ANA members (ANA-C/SNA or ANA-Only) in order to be considered for appointment to positions designated for registered nurses.*

**Q: What is the expected time commitment involved in serving on an ANA committee or board?**

*A: The expected time commitment of service varies and is usually specified in the committee or board's profile.*

**Q: May I nominate myself for a committee or board position?**

*A: Yes. The vast majority of nominations for appointment are self-nominations. In order to self-nominate individuals must submit a complete nomination package which include:*

- 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)*

**Q: When is the deadline to submit a nomination for appointment?**

*A: The deadline to submit nominations for the current call period is Friday, June 23, 2017. All biographical data forms and accompanying endorsements must be received by 5:00pm Eastern Time in order to be considered. The online form will close at that time and will no longer be accessible.*

**Q: Is there a grace period for submitting nominations past the deadline?**

*A: No. All nominations materials must be complete and submitted by the deadline in order to be considered. Requests for an exception to the deadline may be considered by the Chair of the Committee on Appointments on a case-by-case basis.*

**Q: How do I nominate a colleague or fellow member for appointment?**

*A: C/SNAs, the Individual Member Division (IMD), Organizational Affiliates and individual ANA members in good standing may nominate their fellow members by submitting the online Nomination for Committee Appointment form, which is available upon request.*

*Upon receipt of a third party nomination, Leadership Services staff will notify the nominee and request completion of the required Biographical Data 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.*

**Q: Do I need to be nominated and/or endorsed by my state association in order to be considered for appointment?**

*A: No. However, per the [Guide to the Appointments Process](#), Leadership Services staff will forward a nominee's name and the appointed position they are seeking to the individual'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. Some C/SNAs may elect to provide no response or input regarding their members seeking appointment. While the COA does take input received from a C/SNA under advisement when making decisions, the absence of an endorsement does not preclude a nominee from being duly considered.*

**Q: What are the requirements for letters of endorsement?**

*A: All nominees have the option of submitting up to three letters of endorsement from an employer, colleague, fellow member or their state association. The substance of an endorsement letter is subject to the discretion of the nominee and endorsing party. A nominee's decision not to include letters of support will not preclude the individual from being considered by the Committee on Appointments.*

**Q: May I submit an optional letter of endorsement separately from my online form?**

*A: Yes. Optional letters of endorsement may be e-mailed to [leader@ana.org](mailto:leader@ana.org) rather than uploaded to the online form. However, e-mailed letters of endorsement must be received by the deadline in order to be included with a nomination.*

**Q: I am unable to access my account to complete the nomination form I started. How do I reset my password?**

*A: To access an account you have already created, click on the link form you have started. In the "Before you Begin" section, select "CLICK HERE" under item 3) Create a Formsite Account, which should take you to a sign-in page. An option to reset your password is available on the sign-in page.*

**Q: How do I know if my online form has been submitted properly?**

*A: Upon submitting your form, you will be directed to a completion page which will allow you to print a receipt of your form submission. You will also receive an automatic e-mail confirmation which will include a copy of your form for your records. Once submitted a nomination form is considered complete and cannot be edited. Individuals who wish to amend their nomination may do so by submitting a new form.*

**Q: When will I find out whether I am appointed to a committee or board?**

*A: Appointments are expected to be made by September 15, 2017. Notices will be sent to all nominees within three weeks of official appointment.*

**Q: Where can I go to learn more about the appointments process?**

*A: [The Guide to the Appointments Process](#) is the official policy manual for the appointments process. Members interested in nominating themselves or others are encouraged to review the Guide in advance of submitting a nomination.*

**Q: Who do I contact if I have specific questions?**

*A: Questions may be sent via e-mail to [leader@ana.org](mailto:leader@ana.org). Please feel free to call Rachel Miller-Bleich, MA, CAE, Board of Directors and Committee Administrator at 301-628-5064 or Barbara Opatick, Executive Assistant to the Executive Director at 301-628-5015 if you would like to speak with someone directly.*