



## 2019 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 2019 Call for Nominations for Appointed Positions is the official announcement from ANA about the committees and boards that have vacancies to fill. It contains information about the vacancies and provides links to the profile for each committee or board. NOTE: In 2019, a separate call for nominations is being issued to solicit nominations for the ANCC Board of Directors.*

**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 for committee and board positions designated for registered nurse members. Individual Affiliate members, also known as E-Members, as well as state-only members are not eligible to serve on a committee or board. If a committee or board has a seat reserved for non-nurse/non-members, this will be included in the profile.*

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

*A: The qualifications for each committee or board can be found in the profile, which is available on the [Committee on Appointments](#) page on ANA's website.*

**Q: If I am a member of an Organizational Affiliate, am I eligible to serve on a committee or board?**

*A: If you are a current ANA member (ANA-C/SNA or ANA-Only) you are eligible to be considered for appointment to a committee or board.*

**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 specified in each Profile.*

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

*A: A complete nomination packet must be submitted by Monday, July 1, 2019 by 5:00pm Eastern Time in order to be considered. The deadline for submitting a nomination packet to be considered for the ANCC Board of Directors is Wednesday, May 15, 2019, by 5:00pm Eastern Time. Unfortunately, there is no grace period.*

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

*A: Submit the online Nomination for Committee Appointment form, which is available upon request via e-mail to [leader@ana.org](mailto:leader@ana.org). You are encouraged to inform the individual in advance. Upon receipt of a third-party nomination, ANA staff will notify the nominee and request completion of the required nomination materials.*

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

*A: No, you do not need an endorsement from your C/SNA or the IMD to be duly considered. 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 nominee's affiliated C/SNA president and chief staff officer or to the IMD chair, who have an opportunity to endorse the nomination, indicate whether the nominee is known, and/or provide additional comments.*

**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, a C/SNA, or the IMD.*

**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 to the nomination form you 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.*
- *Follow the instructions for resetting your password.*

**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 submission. You also will receive an 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: Committee appointments are expected to be made by mid-September 2019. Appointments to the ANCC Board of Directors are expected to be made in late-June. 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 Bettina Falwell at 301-628-5308 or Barbara Opatick at 301-628-5015.*