

**2021 Guide to the
Appointments
Process – FAQ**



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

The 2021 Call for Nominations for Appointed Positions is the official announcement from ANA about the boards and committees that have vacancies to fill. It contains information about the vacancies and provides links to the profile for each board or committee. The call is available on the [ANA Committee on Appointments](#) webpage.

Q: Who is eligible to submit nominations for appointment?

Current ANA members (ANA-C/SNA or ANA-Only) may nominate themselves and/or others for board and committee 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 board or committee 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 board or committee position?

The qualifications for each board and committee position can be found in the profile, which is available on the [ANA Committee on Appointments](#) webpage.

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

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

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

The expected time commitment of service varies and is specified in each profile as outlined on the [ANA Committee on Appointments](#) webpage.

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

A complete nomination packet must be submitted electronically by **11:59pm ET, June 23, 2021** in order to be considered.

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

The individual you would like to nominate should be notified in advance of your intent to submit the Third-Party Nomination Form for Appointed Positions. Upon

receipt of the Form, the Governance and Planning staff will notify the individual and provide the link to the applicable Biographical Data Form.

Q: Do I need to be nominated and/or endorsed by my C/SNA, IMD or OA in order to be considered for appointment?

No, you do not need an endorsement from your C/SNA, IMD or OA to be considered. Per the 2021 ANA Guide to the Appointments Process, Governance & Planning staff will forward nominees' names and the appointed position(s) they are seeking to their C/SNA president and chief staff officer, IMD chair, or OA who will have an opportunity to endorse the nominations and/or provide additional comments.

Q: What are the requirements for letters of endorsement?

All nominees have the option of submitting up to three (3) letters of endorsement from an employer, colleague, fellow member, a C/SNA, IMD, or OA.

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

Yes. Optional letters of endorsement may be e-mailed to leader@ana.org rather than uploaded to the online form. However, e-mailed letters of endorsement must be received by the **11:59pm ET, June 23, 2021** 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?

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?

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 board or committee?

Committee appointments are expected to be made by late-September 2021. Notices will be sent to all nominees (via email) within three weeks of official appointment.

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

The 2021 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. Please visit the [ANA Committee on Appointments](#) webpage for more information.

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

Questions may be sent to Governance & Planning Department staff via email to leader@ana.org.