

ARN Board of Directors

President

- A. Qualifications
 - 1. Holds active membership in ARN.
 - 2. Is a member in good standing.
- B. Specific Responsibilities
 - 1. Assumes duties at the close of the annual conference and serves a one-year term of office.
 - 2. Presides at all board, association, and Executive Committee meetings.
 - 3. With the approval of the board, appoints chairpersons and members of committees and task forces, with the exception of the chair of the Nominating and Leadership Development Committee, the chair of the Budget and Finance Committee who are appointed by virtue of their office, and the members of the Nominating and Leadership Development Committee that are elected by the membership.
 - 4. Serves as an ex-officio member of all standing and special committees, except the Nominating and Leadership Development Committee.
 - 5. Acts as the coordinator for strategic planning.
 - 6. Acts as the official spokesperson for the association.
 - 7. With Budget and Finance Committee, formulates the budget for presentation to the board.
 - 8. Assigns liaisons from the board to committees and task forces.
 - 9. Conducts annual performance appraisal of staff services.
 - 10. Coordinates with staff to promote the association to the membership and public.
 - 11. Maintains communications with the board and committees regarding operations and status of the organization.
 - 12. Prepares a regular column for publication in the ARN *Network* newsletter.
 - 13. Serves as a member of the RNF Board of Trustees.

President-elect

- A. Qualifications
 - 1. Holds an active membership in ARN.
 - 2. Is a member in good standing.
 - 3. Shall have served at least one year as an elected or ex officio member on the Board of Directors
- B. Specific Responsibilities
 - 1. Elected to a one-year term of office and assumes duties at the close of the annual conference.
 - 2. Acts in the President's stead and with the President's powers in the absence of the President, or in the case of the President's inability to act.
 - 3. Serves as a member of the Executive Committee.
 - 4. Serves as a member of the Budget and Finance committee and participates in developing the annual budget.
 - 5. Maintains regular communication with the president.
 - 6. Becomes familiar with parliamentary procedure, ARN bylaws, policies and procedures, board functions, and the conduct of effective meetings.
 - 7. Serves as Vice-Chair of the RNF Board of Trustees.

Secretary/Treasurer

- A. Qualifications
 - 1. Holds an active membership in ARN

2. Must have
 - a. at least one year of service as an elected or ex-officio member of the ARN board of directors or
 - b. proven ability to understand and manage finances (e.g., as the treasurer for an ARN chapter or other organization; as the owner of a business; as the holder of a graduate degree in nursing administration or management; as a member of the ARN Budget and Finance Committee; or other equivalent experience), with previous experience at the national level in ARN preferred.
- B. Specific Responsibilities
 1. Elected to three-year term of office and assumes duties at the close of the annual conference.
 2. Serves as chair of the Budget and Finance Committee and a member of the Executive Committee.
 3. Ensures that approved funds management, investment, and other fiscal policies and procedures are followed, and recommends improvements as appropriate.
 4. Works closely with staff to accomplish position responsibilities.
 5. Participates on organizational committees as requested.
 6. Represents organizational issues to external groups as requested.
 7. Approves the Treasurer's Report for publication in ARN *Network* newsletter.
 8. Reviews association expenditures and financial status on regular basis to ensure overall financial integrity.
 9. Presents financial reports to the Board and an annual financial report to the membership.
 10. Serves as secretary/treasurer of the RNF Board of Trustees.

Director-at-Large

- A. Qualifications
 1. Holds an active membership in ARN.
 2. Is a member in good standing.
- B. Specific Responsibilities
 1. Elected to three-year term of office and assumes duties at the close of the annual conference.
 2. Acts as membership liaison.
 - a. Is available to any member by phone, email, or mail to answer questions, provide consultation, and respond to concerns. Refers questions to appropriate staff for follow-up.
 - b. Handles member phone calls and inquiries specific to the field of rehabilitation nursing, when forwarded by staff.
 - c. Keeps Board of Directors informed about issues or trends of concern to members.
 - d. Reports significant problems or concerns to the appropriate staff, board member, or committee chair.
 3. Encourages chapter formation.
 - a. Supports opportunities for new chapter formation, and refers members interested in creating a new chapter to the staff and Chapter Support Committee.
 - b. Directs new chapter leaders to staff to obtain a chapter handbook and other information about forming a chapter.
 4. Attends chapter meetings or other local ARN activities as requested and approved, or as assigned by the board. Arrangements for chapter visits will be coordinated with staff.
 5. At end of term, serves as preceptor for newly elected Directors-at-large.
 6. Before assuming office, is expected to review the board manual, discuss questions with predecessor, and audit the annual board meeting.
 7. Serves as a member of the RNF Board of Trustees.

RNF Board of Trustees

General

Affairs of the Corporation shall be managed by the Board of Trustees, which shall have supervision, control and direction of the affairs of the Corporation; shall determine its policies or changes therein within the limits of these bylaws; shall actively prosecute its purposes; and shall have discretion in the disbursement of its funds. The Board of Trustees may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in execution of the powers granted, appoint such agents (including, without limitation, professional management agents) as it may consider necessary or appropriate (RNF Bylaws Article VI, Section 1).

Composition

The RNF Board of Trustees is composed of the ARN Board of Directors and a Chair appointed by the ARN board.

Responsibilities

- A. Sets RNF goals and direction.
- B. Plans for long-range research activities, and fundraising necessary for their support.
- C. Makes recommendations for research opportunities based on participant evaluations or other data.
- D. Reviews the RNF budget, monitoring projects and ongoing expenses to comply with established goals.
- E. Approves ongoing fundraising activities for RNF.
- F. Attends all meetings of the Board of Trustees.
- G. Communicates regularly with board and staff to promote orderly functioning of the organization.
- H. Makes appropriate personal financial contributions to the Foundation.
- I. Makes decisions on the board based on what is best for the Foundation regardless of personal position.
- J. Actively pursues funds to support Foundation activities.

Chair

- A. Qualifications
 - 1. Nurse with an undergraduate nursing degree (BSN) and a doctoral degree.
 - 2. Member of ARN, knowledgeable in the area of rehabilitation nursing.
 - 3. Experienced in planning and developing educational activities for professional nurses.
 - 4. Experienced in developing budgets for research activities.
 - 5. Committed to furthering the Foundation's mission
 - 6. Committed to providing personal financial support to the Foundation
 - 7. Committed to accessing other sources of financial support for the Foundation
 - 8. Superior written and verbal communication skills.
- B. Specific Responsibilities
 - 1. Appointed to a two-year term of office and assumes duties at the close of the annual conference. Is invited to attend the spring board meeting prior to commencement of term.
 - 2. Serves as leader of the RNF Board of Trustees, presiding over and planning agendas for meetings of the board and communicating with trustees between meetings.
 - 3. Provides a report to the membership at the annual members' meeting.
 - 4. Represents RNF as an ex-officio, non-voting member of the ARN Board of Directors.

5. Writes articles for *ARN Network* and other publications as scheduled.
6. Serves as an ex-officio member of all RNF committees and task forces.
7. Establishes task forces to accomplish specific research projects as needed.
8. Develops charges for RNF committees and task forces and appoints chairs and committee members.
9. Directs the development and implementation of RNF research activities.
10. Oversees RNF activities of the annual conference.

Vice Chair

- A. The ARN President-elect serves as the Vice-Chair of the RNF Board of Trustees.
- B. Specific Responsibilities
 1. Assumes the responsibilities of Chair in the Chair's absence or inability to perform.
 2. Participates on projects and task forces as directed by the chair.
 3. Supports chair as leader of the board of trustees.

Trustee

- A. The members of the ARN Board of Directors serve as RNF trustees.
- B. Specific Responsibilities
 1. Serves in a liaison role with committees, as appointed by the chairman to facilitate committee's work; communicates directives from the board; and reports the committee's work and recommendations to the board.
 2. Participates in or chairs ad hoc committees and task forces as requested by the chair.

Nominating and Leadership Development Committee

Qualifications

- A. Two members are elected from the general membership and the board appoints two members.
- B. The immediate past president serves as the chair.
- C. With the exception of the immediate past president, each member of the Nominating and Leadership Development Committee shall serve a three-year term.

Committee Responsibilities and Duties

It is the responsibility of the committee to secure candidates for the ballot and present a slate of qualified, acceptable candidates to the membership for a vote. The committee members shall consider the specific discussions related to potential nominees to be confidential. Committee members are prohibited from disclosing potential and final nominees to the membership.

The committee is responsible for identifying potential candidates for other ARN volunteer leadership opportunities (e.g., committees, task forces, external liaisons). The committee members shall review ARN leadership skills on an annual basis.

The committee shall conduct its business via meetings, conference calls, email, mail, or fax as deemed necessary by the committee chair with the budgetary approval of the board. Copies of all committee action notes, minutes and final correspondence to potential nominees will be forwarded to and retained at the national office. All such documents or communications are strictly confidential.

Committee Member Responsibilities and Duties

- A. Utilizes the time between October and March to recruit potential candidates by calling chapter presidents and other interested members to encourage interest in leadership.
- B. Assists the committee chair by contacting potential nominees. The committee member:
 - 1. Places calls to their assigned potential nominees to notify them of their nomination for office, determine potential candidates' interest in running for office, answer questions, conduct interviews, and notify staff of potential nominees' willingness to run for office.
 - 2. Reviews the policies, procedures, position descriptions, and deadlines for required information with the potential candidates, and forward copies and provides clarification as requested.
 - 3. Obtains permission to place potential nominees' name on the ballot for the identified position or another position, if necessary.
 - 4. Interviews all qualified candidates for each position. References should be interviewed as needed.
 - 5. Participates in the Nominating and Leadership Development Committee conference call to select the slate of candidates.
- C. Identifies potential leaders for committees, task forces and other ARN opportunities.
 - 1. Reviews ARN leadership skills and update when necessary.
 - 2. Attends the ARN leadership course and chapter leadership sessions that are held in association with the annual conference. Committee members receive complimentary registration and one night of hotel reimbursement to attend the leadership course. Conference registration, additional travel and hotel expense are the responsibility of the member. If Leadership Course is held as a stand-alone meeting, consideration may be made to cover hotel and travel.
 - 3. Networks and interacts with attendees at the leadership course and annual conference to help identify members who are enthusiastic about ARN and demonstrate leadership ability.

4. Networks with presenters and other contributors to the annual conference (SIG leaders, Award Winner's, etc.).
5. Develops connections with potential leaders. Learns about areas of interest, expertise and leadership potential for ARN. Makes a personal/professional connection and share contact information.
6. Follows up with contacts after conference to encourage involvement in ARN over the next year. Encourages them to participate in ARN in one or more of the following ways.
 - a. Submit an abstract to present at conference.
 - b. Write an article for the *ARN Network* or *RNJ*.
 - c. Join a SIG or Chapter – volunteer to lead.
 - d. Participate in the listserv
 - e. Enter information on VIP
 - f. If appropriate, submit a candidate application for the board of directors.
7. Contacts members who contribute to RNJ to discuss opportunities for getting more involved.
8. Provides list of potential leaders to chair with information about their areas of interests and potential strengths; the chair will provide that information to the board president, president-elect and staff.