



CANP Board of Directors 2010-2009 Election Call for Candidates

DEADLINE: DECEMBER 1, 2009 by 5:00PM

CANP is seeking candidates for its 2010 – 2011 Board of Directors

Participation on CANP's Board of Directors 2010-2011 is a unique opportunity to enhance your leadership skills and be part of a dynamic organization leading nurse practitioners in the 21st Century. Leadership begins, is demonstrated, and develops at many levels -- at the practice level as well as through state and national positions. Whether your talents are in practice and education, public affairs and public relations, finance and administration, or other areas, your participation is needed.

Holding office in a major state organization requires knowledge, skill and ability. The CANP Nominating Committee is responsible for determining the best fit between the prospective candidate, and the office to which that candidate aspires. Literature on leadership and effective Board configurations indicate that the most effective Boards are comprised of individuals who have experience with Board processes and possess the ability to lead effectively. The following is intended to offer clear guidelines and criteria to assist the Nominating Committee to determine the best candidates for office.

2010-11 Board Positions Available (see position descriptions below)

Elected Positions:

- [President](#)
- [President-Elect](#)
- [Vice President Finance](#)
- [Vice President Corporate Affairs](#)
- [Speaker of the House of Delegates](#)

Appointed Positions:

- [Director & Membership Chair](#)
- [Director & Educational Affairs Chair](#)
- [Director & Public Relations Chair](#)
- [Director & Policy and Practices Chair](#)

General Criteria for Board Members

In order to qualify for office on the California Association for Nurse Practitioners Board of Directors the candidate must:

1. Have maintained active full membership in the California Association for Nurse Practitioners for a minimum of one year;
2. Demonstrate leadership and experience at the chapter, state and/or national level, (e.g. previous service as an officer or Board member of a chapter, state or national nursing organization; and/or active participation at national, state and/or local levels with evidence that participation has been substantive.)
3. Candidates will also be required to provide additional information explaining their leadership experience in the past, prior involvement in other organizations, their leadership style, and their vision for the future of CANP by responding to the "Candidates Questionnaire", sent after receipt of materials.
4. Follow basic principles of Board leadership and be able to:
 - demonstrate vision for the future growth of the CANP;
 - enforce and uphold the policies of The Board of Directors;
 - delegate authority while retaining accountability;
 - demonstrate initiative in realizing the mission and goals of the CANP as per the Strategic Plan;
 - make clear choices and accept the consequences of chosen actions;
 - accept responsibility for difficult decisions;
 - engage in efforts which promote the CANP Public Policy Agenda;
 - seek outside opportunities which expand CANP membership, strategic partnerships, and/or revenue;
 - work with others as a team player; and
 - be open to change.
5. Understand and be willing to commit the time and financial resources necessary to fulfill their Board responsibilities. This includes conference calls (approximately 20 hours per year); on-site Board meetings (1-2 days each, three times annually) , with reasonable reimbursement for travel, hotel, and meals; recruiting new members to CANP, identifying and recruiting a strong slate of candidates for the annual election to the BOD, attending all CANP conferences , recruiting attendees to all of CANP's programs/conferences, conducting substantive work generated from the strategic plan, (e.g. crafting white papers, forming coalitions/partnerships with other organizations), submitting articles and making presentations on behalf of CANP, interacting with the media through interviews, op/eds, letters to the editor, and ensuring the success of the CANP peer reviewed journal by recruiting/mentoring authors.
6. Have general knowledge in the use of computers and be able to:
 - Access the Internet;
 - Download information from websites; and,
 - Send and receive information in an electronic format (such as emails and attachments).
 - Read and respond to email and other Board correspondence within one business day.

To be considered, complete the online "Declaration of Candidacy" Form, along with a copy of your CV/resume and a photograph to:

CANP Elections
One Capitol Mall, Suite 320
Sacramento, CA 95814
FAX: 916-444-7462
EMAIL: admin@CANPweb.org

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POSITION DESCRIPTIONS

The slate will include a maximum of two candidates for each Officer (President, President-elect, VP of Corporate Affairs, VP of Finance, Speaker) and two candidates for the Director (Chair) positions. The slate of candidates for the Officers will be presented to CANP's House of Delegates for election. The slate of candidates for the Director positions will be presented to CANP's President and Board of Directors for appointment.

Elected Positions:

President

The president of the board will collaborate with the executive director to prepare board meeting agendas, preside at board meetings, appoint committees and committee chairpersons, sign official documents requiring signature, and may represent the board in public and official capacities as instructed by the board. The chairperson will also:

- commit to a one year term of office
- chair the Executive Committee.
- make special assignments and appoint representatives to other organizations.
- act as liaison between board and executive director.
- encourage the board to do long-range planning.
- assist board members to build their board skills.
- act to discipline board members who violate ethical standards of the board.
- encourage all board members to participate in board activities.
- ensure that all board members' views are represented in board meetings
- submit proposed annual budget for position expenses to VP of Finance
- write regular column for newsletter under "President's Address" in conjunction with newsletter editor
- mentor President-Elect into role of President

President-Elect

The president-elect will preside at board meetings in the absence of the president and assume the office of the president when the board determines that the president can no longer serve. The president-elect will also:

- serve on the Executive Committee.
- work with the president to be prepared to assume that office if necessary.
- manage special assignments as requested by the board president
- co- chair the annual CANP educational conference
- commit to potentially serving a 3 year term on executive committee (1 as President Elect, 1 as President, 1 as Immediate Past President).
- submit proposed annual budget for position expenses to VP of Finance

Vice President Finance

The vice president of finance will oversee but not manage the financial records of CANP, and ensure that the board regularly receives accurate reports of the financial condition of CANP. The vice president of finance will also:

- assist the board to understand the annual budget before approval.
- arrange in-service programs for the board so board members will be better able to understand the financial reporting process.
- chair the raffle and fundraising activities
- ensure that the board arranges for reviews and audits of the CANP books
- present statements to the Board of Directors at their regular meetings.
- commit to a one year term of office.
- prepare annual budget and present at winter_meeting for approval by the Board of Directors.
- give VP of Finance's report at each Executive Committee and general Board of Directors and membership meeting.
- interface with conference chair on budget issues.
- submit a proposed annual budget of position expenses.

Vice President Corporate Affairs

The vice president of corporate affairs will oversee the records of the board, including meeting minutes, the charter and any historical documents. The vice president of corporate affairs will also:

- ensure that all official documents are safely passed to the next vice president of corporate affairs.
- research CANP records when necessary for information for the board
- Supervise the orientation and leadership training of new Board of Director members
- commit to a one year term of office.
- revise and update the Board of Directors' manual yearly or as needed.
- revise and update the Policy and Procedure manual yearly or as needed.
- submit proposed annual budget for position expenses to VP of Finance.
- Acts as secretary to the house of delegates, an ex-officio member without the right to vote, unless elected as a delegate
- Acts a chair of committee on credentials during the house of delegates meeting

Speaker of the House of Delegates

The speaker shall preside at all meetings of the House of Delegates and shall perform such duties as these Bylaws, custom and parliamentary usage require.

Appointed Positions:

Specific duties are noted under each category, but in general the overarching duties/responsibilities are:

Duties of committee chairs

Duties of the committee chairs will vary, but certain basic committee chair responsibilities remain the same for all committees. Those responsibilities include:

- attending all meetings of the Board of Directors...
- submit annual budget of projected committee expenses to VP of Finance.
- commit to a term of office of one year.
- develop and implement a system for mentoring a replacement.
- submit quarterly articles for the association newsletter.

- Appoint a committee member as a liaison to all other committees.
- attending all meetings of the committee.
- preparing for committee meetings by studying the agenda and researching issues to be discussed at committee meetings.
- actively participating in discussions at committee meetings.
- following through promptly on any assignments for the committee.
- supporting committee recommendations before the Board of Directors.

Committee meetings

The committee chair will convene all meetings of the committee or a majority of the committee members may call a committee meeting. Meeting dates will be coordinated with the executive director to avoid conflict and to ensure completion of staff support and research for the committee.

Minutes will be kept of committee meetings. Committees will submit a written summary of committee actions and recommendations to the board in the board meeting packet for the meeting at which committee recommendations will be considered.

Guidelines for the committee chairperson

The committee chair will be expected to lead the committee just as the board president is expected to lead the board. The committee chair is accountable for ensuring the productivity of the committee by:

- planning the agenda for the committee meetings.
- ensuring that all members of the committee are notified of committee meetings.
- convening committee meetings, and keeping meetings on track.
- appointing a member of the committee to keep a written record of committee actions.
- encouraging the committee to take action on the issues discussed by the committee.
- ensuring that reports and recommendations for action from the committee are presented to the full board.
- leading the committee to evaluate its own operations.

Director & Membership Chair

The membership committee is responsible for developing ideas and methods to recruit new members and retain existing members. Methods include annual recruitment campaigns directed at students, faculty, and other non-members; surveys of existing members on member satisfaction; and review of existing and potential member benefits. The membership committee will develop methods to include CANP chapter membership chairs and/or chapter presidents in membership activities in order to implement a cohesive membership message and campaign.

The membership chair will work with staff in determining effectiveness of membership materials and developing a yearly program of work plan.

Director & Educational Affairs Chair

The Educational Affairs committee will work toward developing programs to meet the educational needs of members. Methods should include regularly surveying members to determine those needs. The committee will act as an educational resource for CANP local chapters for new program development in accordance with BRN and ANCC requirements for CEUs. The committee will work toward the development and maintenance of online and newsletter educational programs. The Educational Affairs committee will develop the curriculum for the annual educational conference and the Business & Technology conference prior to the beginning of the next activity year.

The Educational Affairs committee will have knowledge and experience in formal teaching or educational program administration. Additionally, they will have knowledge of Board of Registered Nursing (BRN) requirements and the American Nurses Credentialing Center (ANCC) requirements for continuing education units (CEUs.). The composition goal is to include faculty from state-approved and nationally accredited nurse practitioner programs.

Each committee member is responsible to participate in teleconferences and will communicate via email and telephone.

The educational affairs committee chair will have a minimum of a Masters Degree from an accredited NP program and be nationally certified. He/she will be the liaison between the BRN and CANP and report BRN or ANCC changes in continuing education requirements to the Executive Committee and board.

Director & Public Relations Chair

The public relations committee shall promote consumer awareness of nurse practitioners and visibility of CANP through promotion of nurse practitioner week, utilization and development of brochures and other marketing material, participation in consumer-oriented events, and media outreach. The committee will collaborate with the contracted public relations firm on development of media messaging and spokespersons. The committee will attempt to enhance consumer and professional awareness and visibility of CANP through participation in professional conferences and other gatherings as appropriate.

The committee shall be responsible for the organization, planning, and editing a quarterly newsletter.

The public relations chair will coordinate the annual awards process. This will include notification of award recipients, procurement of awards and arrangement for presentations. He/she will also solicit the Governor's office to proclaim nurse practitioner week

Director & Health Policy and Practices Chairs

The Health Policy & Practice committees are responsible for remaining up to date on current issues affecting nurse practitioner practice through regular review of the literature, communiqués with members, CANP attorney, the Director of Health Policy & Practices, CANP lobbyist, and the National Government Relations Liaison. These issues should include but not be limited to: prescriptive authority for nurse practitioners, third party reimbursement for nurse practitioners, health care reform and the role of nurse practitioners, barriers to practice, and resources for standardized procedures. The joint efforts for the duties and structure of the Health Policy and Practice Committee will be as follows: Ongoing identification and discussion of practice barriers to help drive legislative agenda, Ongoing discussion total committee discussion of legislative agenda and impact on NP practice, development of Position Papers, ensuring legislative changes are reflected on Practice Issues Updates and Resources for members in a timely way, record Committee Meeting Minutes, develop subcommittees with assignments to drive strategic goals

Chair of the Health Policy Committee: coordinate members devoting focus to health policy to include but not limited to bill review, solidify support process, summaries for conference calls for supports letters, coordinate website revision, update and accuracy, coordinate Capwiz Outreach: Reporting and Strategy, develop Legislative Communications, coordinate Lobby Day, develop communication for Connections Newsletter and monthly Communication to Chapter Leadership and Members and Chair the Health Policy Committee.

Chair of the Practice Committee: will coordinate members devoting focus to practice issues to include but not limited to practice barriers identification, development of FAQs, respond to Member Inquiries, Practice Issues, Website Revision and Update, develop position papers, coordinate BRN meeting representation on the following committees, 1) Education/Licensure; 2) Nursing Practice, contribute to writing develop communications for the monthly Communication to Chapter Leadership and Members, coordinate Practice Subcommittee Meetings, coordinate committee liaisons and Chair Practice Committee