

Preparation of FNPN Nomination Materials

1. **READ** the roles and responsibilities for your position of choice to ensure they match your interests, experience, and qualifications.
2. **IDENTIFY** the degree to which you possess the required competencies to serve your state organization successfully and effectively in the position(s) you desire to run for. IE: Treasurer requires experience in budgets, balance sheets and accounting software or spreadsheets.

The FOLLOWING BOARD POSITIONS ARE OPEN FOR NOMINATIONS:

President shall:

- The President shall be the chief elected officer and shall preside over meetings of the FNPN and the Executive Committee of the Board of Directors;
- Appoint individuals to do special projects to further the work of the FNPN;
- Appoint ad hoc;
- Be an ex-officio member of all committees; committees
- Serve as a representative of the organization.
- After completing their term of office shall serve as Immediate Past President until the sitting President's term of office is complete.

Second Vice-President (Education) shall:

- Oversee educational programs and conferences for the FNPN;
- Assume other duties as assigned by the President.

Treasurer shall:

- Oversee the preparation and implementation of the annual budget;
- Oversee records of all debits and credits of the FNPN;
- Maintain checking and credit accounts, make deposits and write checks as required;
- Report an overview of expenditures, balances and foreseeable monetary needs to the Board of Directors quarterly;
- Complete and maintain any financial documents as required by law and as assigned by the President;
- Oversee fund raising as directed by the President and Board of Directors.

Region Directors shall:

- Serve as liaisons between the Board of Directors and the membership in the region that they represent.
- Region Directors shall maintain their primary residence within their respective regions.

Nominating Committee:

- Responsible for overseeing the FNPN nominations and elections of FNPN Board of Directors.
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3. **Review the** online registration form and complete all areas. Incomplete submissions will not be accepted.

 4. **COMPLETE AND SIGN/INITIAL** where noted. Nominees for the FNPN Board of Directors must also submit the following additional documents, which will be emailed to nominees once their names are submitted and eligibility confirmed .
 - Conflict of Interest Statement
 - Financial Interest Disclosure Form

 5. **SUBMIT** all nomination components on line by **5:00 pm Eastern Time on June 30, 2021** Please note:
 - You will need **to log in FNPN website** to add your membership number to complete the form
 - Nominations that are incomplete, handwritten, faxed, or submitted by email or after the deadline cannot be accepted.

If you have any questions regarding FNPN State NP organization elections, email floridanpnetwork@gmail.com

Sincerely,
The FNPN Nominations Committee

CHAIR: Jennifer Cittadino PhD, MSN, ARNP-BC
Ana Paula Harwood, DNP, APRN
Lisa Slusher, DNP, APRN