

**Southeastern Pennsylvania (SePA) Chapter of AACN**

**Board of Directors Nominations Form for 2017-2018**

Please email completed form to: [sepaengagement@sepa-aacn.org](mailto:sepaengagement@sepa-aacn.org)

*Nominations must be received by April 1, 2017*

*All candidates will be recognized at the Research Dinner Program on April 20, 2017*

Nomination for President Elect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nomination for Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nomination for Treasurer Elect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nomination for Engagement Chair Elect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nomination for Education Chair Elect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nomination for Research Chair Elect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominations for Board Members at Large (2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and

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Dear SePA Chapter Members:

We have many skilled, talented, and capable members who can help lead our chapter into future directions and now is your opportunity to get involved. This is your chance to join the chapter leadership and make a positive difference! We are now accepting nominations for the 2017-2018 SePA Chapter Board of Directors (BOD). We have already received nominations for our top positions – President (Deborah Paschal), Treasurer (Kathy Durning), Engagement Chair (Holly Rodgers), Education Chair (Vicki Brzoza), and Research Chair (Bea Leyden) - but are seeking and accepting nominations for the following positions:

1. *President Elect*
2. *Secretary*
3. *Treasurer Elect*
4. *Engagement Chair Elect*
5. *Education Chair Elect*
6. *Research Chair Elect*
7. *Board Members at Large (2 positions)*

Listed below are brief descriptions of each of the BOD positions and their responsibilities. Please pay particular attention to this year’s open positions and consider who would be a good fit for each role.

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President *(Deborah Paschal)*

* One-year term
* Served as the previous year’s President Elect
* Mentor the President Elect for proper succession planning
* Fundamental responsibility is to lead the BOD in their governance of the chapter
* Facilitate BOD and strategic planning meetings, including agenda development
* In partnership with the BOD, develop the future goals, annual objectives, and budget for the chapter
* Provide ongoing monitoring, evaluation, and communication to chapter members regarding the annual objectives and budget
* In partnership with the BOD, develop and maintain a viable succession plan for all positions to provide for continuity of the chapter leadership
* Along with the Treasurer, provide oversight for the chapter finances and ensure controls are in place to protect the chapter’s finances from misuse or fraud
* After approval from AACN, and in partnership with the Treasurer or appropriate chapter personnel, execute all contracts on behalf of the chapter
* Ensure regular communication with AACN and the Chapter Advisor
* Along with the BOD, ensure the chapter meets all of the obligations to AACN that are set forth in the Chapter Charter Agreement
* Check the [sepapresident@sepa-aacn.org](mailto:sepapresident@sepa-aacn.org) email account regularly and respond to inquiries in a timely manner

President Elect *(open - accepting nominations)*

* One-year term
* Preferable to have served as a previous BOD member, and thus is an active chapter member
* Accept mentorship by the President and appointment to this role for the following year
* In the absence of the President, fill in to ensure the accountabilities of the President are met, for example to facilitate a chapter meeting
* Check the [sepapreselect@sepa-aacn.org](mailto:sepaengagement@sepa-aacn.org) email account regularly and respond to inquiries in a timely manner

Secretary *(open - accepting nominations)*

* One-year term
* No prior BOD experience required
* Records all BOD meeting minutes including attendance, distributes them to chapter members, and ensures they are maintained for accurate record keeping
* Maintain all BOD google email accounts and passwords
* Check the [sepainfo@sepa-aacn.org](mailto:sepainfo@sepa-aacn.org) email account regularly and respond to inquiries in a timely manner

Treasurer *(Kathy Durning)*

* One-year term
* Served as the previous year’s Treasurer Elect
* Mentor the Treasurer Elect for proper succession planning
* Supervise the maintenance of all funds and securities of the chapter
* Coordinate the purchasing and distributing of membership vouchers for new and renewing members
* Maintains the chapter checking and savings accounts
* Submits monthly financial reports to the chapter BOD
* Submits quarterly financial reports to AACN
* Collaborate with all BOD members in developing a financial plan to ensure the chapter is self-sustaining

Treasurer Elect *(open - accepting nominations)*

* One-year term
* No prior BOD experience required
* Accept mentorship by the Treasurer and appointment to this role for the following year
* In the absence of the Treasurer, fill in to ensure the accountabilities of the Treasurer are met, for example to report budget information at chapter meetings
* Assist the Treasurer, as needed, with all stated responsibilities

Engagement Chair *(Holly Rodgers)*

* One-year term
* Served as the previous year’s Engagement Chair Elect
* Mentor the Engagement Chair Elect for proper succession planning
* Oversee all responsibilities outlined in the Engagement Committee Policy & Procedure
* Ensure adherence to the committee’s annual timeline
* Plan committee meetings, records minutes, and uploads electronic documents
* Ensure success of the following subcommittees: Membership, Communications, Awards and Scholarships, BOD Nominations
* Ensure all subcommittee Leads have been granted moderator abilities through Nursing Network and assists, as needed, for successful accomplishment of their responsibilities
* Check the [sepaengagement@sepa-aacn.org](mailto:sepaengagement@sepa-aacn.org) email account regularly and respond to inquiries in a timely manner

Engagement Chair Elect *(open - accepting nominations)*

* One-year term
* Accept mentorship by the Engagement Chair and appointment to this role for the following year
* Assist the Chair, as needed, with all stated responsibilities

Educational Chair *(Vicki Brzoza)*

* One-year term
* Served as the previous year’s Education Chair Elect
* Mentor the Education Chair Elect for proper succession planning
* Oversee all responsibilities outlined in the Education Committee Policy & Procedure
* Ensure adherence to the committee’s annual timeline
* Plan committee meetings, records minutes, and uploads electronic documents
* Ensure success of the following subcommittees: Education Programs, Certification/SACOR, TRENDS
* Ensure all subcommittee Leads have been granted moderator abilities through Nursing Network and assists, as needed, for successful accomplishment of their responsibilities
* Check the [sepaeducation@sepa-aacn.org](mailto:sepaeducation@sepa-aacn.org) email account regularly and respond to inquiries in a timely manner

Educational Chair Elect *(open - accepting nominations)*

* One-year term
* Accept mentorship by the Education Chair and appointment to this role for the following year
* Assist the Chair, as needed, with all stated responsibilities

Research Chair *(Bea Leyden)*

* One-year term
* Served as the previous year’s Research Chair Elect
* Mentor the Research Chair Elect for proper succession planning
* Oversee all responsibilities outlined in the Research Committee Policy & Procedure
* Ensure adherence to the committee’s annual timeline
* Plan committee meetings, records minutes, and uploads electronic documents
* Ensure success of the following subcommittees: Research Education, Research Dinner Program, Research Posters, Research Grants
* Ensure all subcommittee Leads have been granted moderator abilities through Nursing Network and assists, as needed, for successful accomplishment of their responsibilities
* Check the [separesearch@sepa-aacn.org](mailto:separesearch@sepa-aacn.org) email account regularly and respond to inquiries in a timely manner

Research Chair Elect *(open - accepting nominations)*

* One-year term
* Accept mentorship by the Research Chair and appointment to this role for the following year
* Assist the Chair, as needed, with all stated responsibilities

Board Members at Large (2) *(open - accepting nominations)*

* One-year term
* Attend all BOD meetings, participate in discussions, vote on important chapter decisions, and assist the committees as prescribed
* Gain a greater understanding of chapter governance and, ideally, assume a future chapter leadership role

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Being a chapter board member is a meaningful way to contribute to chapter decisions and operations and carry out our mission. Yes, it takes a commitment but the rewards are tremendous. The friendships we have made and the lives we have touched have been amazing rewards for our contributions. Please nominate and consider making a leadership commitment. You may nominate yourself or any other SePA member, but remember – all nominees must be active members. Thank you for your time and consideration in making your selections!

Sincerely,

Holly Rodgers

Engagement Committee Chair

SePA Chapter of AACN