

**Call for Elected Leaders**

***Candidate Applications are due by Friday, September 12, 2025.***

# SPN Election Cycle

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| Year | **Board Positions** | **Nominating Committee Positions** |
| 2026: | Treasurer, Early Career Director (one opening), Clinical Director (one opening) | Committee Members (two openings) |

# Applications are Being Sought for the Following Positions

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| **Position** | **Description** | **Responsibilities** |
| **Treasurer**  (3-year term) | Shall monitor the financial status and reports on the budget to the President and the Board of Directors. Serves as a member of the Board of Directors. Chairs the Executive Finance Committee. | * Actively participates at all meetings regarding the Society’s financial business. * Develops and presents an annual budget to the Board of Directors. * Considers the financial requirements of basic policies and programs in planning the annual budget. * Reports to the membership on the financial status of SPN. * Participates in the development and implementation of the strategic plan. * Serves as a liaison between assigned committee(s) and the Board. * Completes other duties as assigned. * Refer to Policy 2.1 and 2.6. |
| **Early Career Director**  (3-year term)  One opening | Must have less than 5 years of practicing RN experience when starting term.  Shall represent SPN Members who are starting their professional nursing career to ensure their perspective is incorporated in decisions made at the board level. | * Listens to membership and communicates issues, needs, and interests to the Board. * Conducts projects to further the goals of the organization and to develop the services for the membership. * Serves as a liaison between assigned committee and the Board. * Refer to Policy 2.1 and 2.8 (Appendix) |
| **Clinical Director**  (3-year term)  One opening | Primary role must be in the clinical setting doing direct patient care.  Shall represent SPN members who work at the bedside to ensure their perspective is incorporated in decisions made at the board level. | * Listens to membership and communicates issues, needs, and interests to the Board. * Conducts projects to further the goals of the organization and to develop the services for the membership. * Serves as a liaison between assigned committee and the Board. * Refer to Policy 2.1 and 2.8 (Appendix) |
| **Nominating Committee**  (2-year term)  Two openings | Shall prepare a slate of candidates as provided in the bylaws | * Identifies the skills and representation necessary within the Board membership to achieve the goals and fulfill the mission of SPN * Reviews candidate nominations based on the identified skill and representation required for the Board to achieve the goals of SPN and to fulfill the mission * Recommends a slate of candidates for the election * Reviews the election results * Refer to Policy 3.6 (Appendix) |

# Board of Directors: Critical Success Factors

1. Ensures that a strong financial foundation is established and preserved
2. Exercises “due diligence”
3. Terms of office are defined, and a clear officer succession process is in place
4. Ensures that programs and services meet the needs of members
5. Focused on mission, vision, and goals
6. Establishes a strategic plan with annual goals
7. Is effective in weighing pros and cons and makes well-informed decisions
8. Has a clear and meaningful purpose for existing
9. Envisions the future and insists that the goals are based upon it

# SPN Board Culture Statement

1. SPN is always our focus!
2. Treat each other with kindness and respect.
3. Focus on strategy over tactics.
4. Value time together; therefore, expect members to come prepared for dialogue and decision-making.
5. Every voice has value and no board member regains the floor on a particular issue until every other board has had the opportunity to speak on the issue.
6. Ensure all members are given ample time to understand decisions.
7. Encourage forward thinking without fear of taking risks.
8. Recognize respectful dissent and still emerge as one voice.
9. Stay on track and stay focused. Avoid side conversations.
10. Have fun.

# Eligibility for SPN Elected Leadership Positions

* The nominee is an active SPN member for a minimum of one (1) year immediately prior to the call for nominations.
* The nominee is actively engaged in and/or has special knowledge related to pediatric nursing.
* The nominee participates in pediatric nursing-related activities on a national, regional, and/or local level. Demonstrated leadership experience and impact as an active chapter member, committee member, or task force member for SPN and/or other nursing organization(s) is required.
  + If you have questions about what demonstrated leadership experience is, please reach out to a member of the Nominating Committee with the information listed below.
* The nominee has not served in any SPN Board office for more than two consecutive terms, or a total of six consecutive years on the Board.
* The nominee possesses qualifications to serve in this position as indicated in the Candidate Application:
  + Communication/Interpersonal Effectiveness
  + Professionalism
  + Pediatric/Nursing Work Environment
  + SPN Experience/Stewardship
  + Leadership
* Review the [SPN Leadership Competencies](https://www.pedsnurses.org/assets/docs/About-SPN/SPN_Leadership_Competencies%20FINAL.pdf) to ensure your experiences and qualifications
* The nominee is able and willing to commit the necessary time and resources to serve effectively in the position for which he/she is nominated. It is anticipated that new Board members can expect an average of 6 hours per month for Board or committee activities.
* The nominee submits application materials that include the following:
  + Completed Candidate Application
  + Curriculum Vitae or Resume
  + Photo or headshot
* Candidates will run for only one position per election year. Candidates interested in more than one position are encouraged to speak with a member of the Nominating Committee to determine preferred position.

# Meet with the SPN Nominating Committee

To discuss your intent to apply, or if you have questions about the open roles, you may request to meet virtually with a member of the Nominating Committee prior to submitting the candidate application. Reach out to staff to be put in contact with a Nominating Committee Member. They can help to review your experience, explain the positions, and assist in matching your experience with the open opportunities.

# Nominations Timeline (subject to change)

* September Submit your Candidate Packet
* September Candidate review
* October Nominating Committee contacts all potential candidates for the

slate and finalizes slate

* November Slate approved by Board of Directors and candidates notified
* November Election open to Membership
* December Nominating Committee Chair contacts all election candidates at

the close of election

# Action Items

* Review all policies in appendix.
* Review the linked SPN Leadership Competencies above.
* Let staff know if you wish to reach out to a Nominating Committee member to discuss the role you are interested in applying for.
* SPN Staff or a Nominating Committee member will share the SPN Candidate Application form with you, which needs to be completed and submitted by September 12.
  + A completed Candidate Application will include the SPN Candidate Application form, your CV, your headshot, two references need to complete the reference survey (one of whom needs to be an active SPN member), COI form, Letter of Support, and Candidate Statement.
  + If you have questions, please contact info@pedsnurses.org.