

**Candidate Application**

***Applications due September 12, 2025***

#  Contact Information

**Name:** Click here to enter text. **Credentials**: Click here to enter text.

**Current Position / Title:** Click or tap here to enter text.

**Place of Employment:** Click or tap here to enter text.

**Home Address:** Click or tap here to enter text.

**City, State, Zip:** Click or tap here to enter text.

**Preferred Phone:** Click or tap here to enter text.

**Preferred Email:** Click or tap here to enter text.

**How long have you been a member of SPN?** Click here to enter text.

**Do you have a current, unencumbered licensure to practice?**  [ ] Yes [ ] No

 **Position Sought?** Choose an item.

# Candidate Self-Assessment

In 200 words per question or less, please answer the questions below:

1. Describe prior SPN or other organization volunteer leadership experiences and how that makes you uniquely qualified for the position you are seeking. Did you complete your volunteer leadership term/s? Click here to enter text.
2. How do you ensure everyone’s ideas are brought forth in a group setting, and how do you create trust? List an example of how you have resolved conflict in a professional situation. Click here to enter text.
3. List one or two growth opportunities for yourself. Click here to enter text.
4. Provide either 1) an example of a decision you’ve made to benefit another organization, or 2) an example of an innovative strategy you have implemented or an accomplishment you’ve had in a professional role that has impacted the pediatric nursing care of the child/family. Click here to enter text.
5. Please explain your experience with 1) financial management, 2) policy and/or procedure development, and 3) professional presentations. Click here to enter text.
6. How do you envision contributing to SPN’s [diversity, equity, and inclusion](https://www.pedsnurses.org/mission-vision-core-values) initiatives as a member of the Board or Nominating Committee? You may share a professional or personal experience to support this, or, if you have no professional or personal experiences, please share a motivation that may influence your contribution. Click here to enter text.

**Additional President-Elect Candidate Questions *[****Only to be completed if running for President-Elect Position]*

1. What is one way you can ensure your focus is on strategy and not tactics regarding the operation of the Board? Click here to enter text.
2. What is an example of how you’ve been able to effectively synthesize and present data to two different audiences? Click here to enter text.
3. Are you able to provide an example of when you’ve encouraged forward thinking in a professional setting? Click here to enter text.
4. Can you discuss a time when you were faced with a dissenting opinion in a group setting and how you handled it? Click here to enter text.

# Professional Experience

**Instructions:** In the lines below, include positions that exemplify your leadership skills, experience working in groups, breadth of professional network, and examples of volunteerism, publications, and presentations. Use activity column to illustrate skills and accomplishments.

If you have served on the SPN Board of Directors previously; served on an SPN committee, task force, or SIG; or served as an SPN abstract reviewer or subject-matter-expert (SME) for SPN work, please list that in the first section below. Otherwise, the Nominating Committee will assume that you have not served in these capacities.

**SPN Specific Experience**

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| --- | --- | --- |
| **Year(s)** | **Role** | **Personal Contribution** |
| *Example:**2015 - 2016* | Choose an item. | *Coordinated activities of committee, developed strategies to meet strategic plan goals.* |
| Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. |

**Non-SPN Experience:** Please list any non-SPN professional association experience/membership or volunteer experience. Include local and/or national contributions to the pediatric nursing field as appropriate (i.e. ANA, ENA). If you do not list anything, the Nominating Committee will assume that you have not served in these capacities.

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| --- | --- | --- | --- |
| Professional Association | Year(s) | Role | Experience  |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |

**Publications and Presentations:** Please list any publications or presentations not listed on your CV that you want the Nominating Committee to be aware of: Click or tap here to enter text.

# Reference(s) (*At least one (1)*)

References are asked to complete a few questions regarding you, the candidate. Questions will be directly related to the SPN Leadership Competencies. **Please share the following link with your reference(s):** [**https://forms.office.com/r/xtyHGPXpyN**](https://forms.office.com/r/xtyHGPXpyN)

SPN will send **one** follow-up email to your references on your behalf. You will also be notified at that time if your references have not completed the form. All references must submit their answers by **September 12, 2025** for your application to be considered complete.

1. Name: Click here to enter text.

Affiliation: Click here to enter text.

Email: Click here to enter text.

1. Name: Click here to enter text.

Affiliation: Click here to enter text.

Email: Click here to enter text.

# Conflict of Interest

I have reviewed *SPN Policy 2.2 Conflict of Interest Policy [appendix]* and:

I have no conflict of interest to report in that:

1. I will not profit directly or indirectly through the application of authority, influence, or knowledge nor will any of my relatives during my tenure.
2. I will fully disclose any facts pertaining to any transaction that is subject to any doubt concerning the possible existence of a conflict of interest before finalizing the transaction.
3. All acts will be in the best interest of SPN.
4. I am aware that this statement shall be available for inspection by the membership upon their request.

I wish to report the following possible conflict of interest (*If none, write N/A*):

Click or tap here to enter text.

**Name:** Click or tap here to enter text. **Date**: Click or tap here to enter text.

# Candidate Statement

* The Candidate Statement will be used on the election ballot if you are selected as a candidate for a Board office or Nominating Committee.
* Statement should be 200 words or less.
* Describe prior SPN volunteer leadership experience or leadership experience with other organizations.
* How does this leadership experience make you uniquely qualified for the position you are seeking?
* How will you advance the mission and vision of SPN?

Click or tap here to enter text.

# Candidate Consent to Serve Form

1. ☐ I hereby submit my name to the SPN Nominating Committee to be considered for the position of: Click or tap here to enter text.
2. ☐ I have read and understand the responsibilities of the elected office (Policy 2.1, 2.2, and other corresponding policies).
3. [ ]  It is my commitment to fulfill all role responsibilities and uphold the mission of SPN.
4. ☐ I verify that all the information in my application is accurate.

**Name:** Click here to enter text  **Date:** Click here to enter text

# SPN Candidate Checklist

**Only completed candidate packets will be considered. Please check all items below to reflect completion of required documents:**

☐Candidate Application

[ ] Contact Information

[ ] Candidate Consent to Serve Form

[ ] Candidate Self-Assessment

[ ] Professional Experience

[ ] References

[ ] Conflict of Interest

[ ] Candidate Statement

☐Curriculum Vitae or Resume

☐Photo (headshot)

# Nominations Deadline and Support

* Nominations close **September 12, 2025**. Applications received after this date will not be accepted.
* Submit your completed application to the SPN National Office at info@pedsnurses.org.
* Questions? Contact a member of the Nominations Committee, listed below:

**Chair:**

* Kathy Van Allen: kvanallen@chla.usc.edu

**Members:**

* Laura Kubin: llkubin2@gmail.com
* Michele Mendes: mmendescpn@yahoo.com
* Priya Meyer: pmeyer@sbch.org
* Samantha Miller: samantha.miller@multicare.org
* Drea Correia: acorreia@choc.org

# Appendix 1: Policy 2.1 Board of Directory Responsibilities

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| **2.1 – Board of Directors Responsibilities** | Original Date/Revisions | 11/2010; 03/2015; 07/2017; 01/2020; 06/2021, 04/2023 |
| Policy Group: |  Board of Directors |
| Next Review: | 4/2025  |
| Purpose: | Describe expected responsibilities for Board members. |
| Policy: | All members of the Board of Directors are expected to adhere to standards of professionalism and serve as role models for the membership. |
| Guidelines: |
| 1. Each Board member is expected to consistently fulfill role description requirements. Failure to do so may necessitate removal from the Board of Directors (BOD).
2. Understands, upholds, and supports the mission, bylaws, policies, and procedures of the Society.
3. Participates in the development of, review, implementation, and evaluation of the Strategic Plan.
4. Participates in the preparation, review, and approval of the annual budget.
5. Assumes accountability for budgetary variances.
6. All Board members must have knowledge, understanding of, and access to current technology needed to complete their position.
7. Reviews, evaluates, and responds to all materials (verbal and/or written) in compliance with specified deadlines.
8. Submits reports as requested by the President and/or Board and in accordance with the deadline.
9. Annually reviews role description and other policies pertinent to individual role.
10. Serves as Board Liaison as assigned:
	1. The liaison serves as the channel of communication between the Board and the committees, task forces, and other partnerships as defined by the President.
	2. The President (or President-Elect, every other year) shall appoint Board members to serve as Liaisons prior to the opening of the Annual Conference each year.
	3. Liaisons will attend committee/task force meetings to facilitate the development/implementation of goals and objectives, provide information and guidance in utilizing the national office, and to ensure proper procedural processes for communication and project completion.
	4. The liaison is accountable to the Board to ensure the committee/task force activities are in concert with the Strategic Plan and their role description.
	5. Any communication concerns on the part of the liaison or the committee/task force Chair will be brought to the attention of the President.
	6. A copy of Board reports, as required, will be provided to the liaison prior to the established deadline.
	7. The liaison will convey the latest status of their assigned role during Board of Director meetings to facilitate approval of projects, budgets, and other items.
	8. After each Board meeting the liaison will share information and/or decisions which may affect their respective assigned role's activities at the next committee, task force, etc. meeting.
	9. The liaison, or the liaison’s designee (e.g., committee Chair), is responsible for final approval of projects and/or publications prior to printing/publication of the project.
11. All members participate in Board decisions by debating issues in an objective manner with the sole aim of finding the solutions which best represent the interests of the Society.
	1. Discuss decisions only within the confines of a Board meeting unless the Board has decided to make the decision public.
	2. Once a decision has been made, the Board will speak to the membership as one voice on specific decisions made by the Board.
	3. The Board will hold in strictest confidence an individual member's positions and statements on issues.
	4. The President is the official representative when stating the Society’s aims or positions within and outside the organization.
12. Each Board member will contribute one article per year to the SPN Monthly Digest regarding the activities of the groups they liaise with.
13. It’s expected that Board Members will take the time off of work or from personal activities to participate in scheduled Board meetings and the Annual Conference whether in person or virtual. Absences must be approved by the President in advance of the meeting.
14. Assumes responsibilities as delegated by the President and/or Board.
15. Maintains awareness for the potential for conflicts of interest as described in policy 2.2 (Conflict of Interest) in performing duties of position.
16. Refer to the Board Orientation Presentation *and* the individual role description for more specific information on the duties of a Board member.
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# Appendix 2: Policy 2.2

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| **2.2 – Conflict of Interest**  | Original Date/Revisions: | 03/2015; 07/2017; 01/2020; 06/2021; 04/2023 |
| Policy Group: | Board of Directors |
| Next Review: | 04/2025  |
| Purpose: | Explain a conflict of interest and the Board’s relationship to SPN. |
| Policy: | Board members have a fiduciary relationship to the Society. The business of the Society requires that Board members discharge their responsibility in good faith and with a high degree of diligence to ensure the sound management of the Society. Board members shall not take advantage of their positions or the personal knowledge obtained through business with the Society for personal gain. |
| Guidelines: |
| * + - 1. **Definition of Term:** A conflict of interest exists when an individual is in a position to profit directly or indirectly through application of authority, influence, or knowledge in relation to the affairs of SPN. A conflict of interest also exists if a relative benefits or when the organization is adversely affected in any way.
			2. Any member receiving compensation for services related to advertising, marketing, product endorsement or lobbying from a manufacturer of any product related to the practice of pediatric nursing or a firm providing services to SPN may not serve on the SPN Board.
			3. See Policy 5.5 for regulations related to program honoraria. Compensation for education and research activities are acceptable as long as the compensation from these activities does not exceed $5,000 per year from a single source or a total of $15,000 per year.
			4. Concerns or disputes regarding potential conflict of interest activities will be handled in the following manner:
1. Disclosure of all facts pertaining to any action subject to doubt regarding potential conflict of interest shall be made to the Executive Committee of the Board (President, President-Elect, Secretary, Treasurer and Executive Director).
2. The Executive Committee will review the facts and determine if a potential conflict of interest exists and the severity of the conflict.
3. Depending on the severity of the conflict, the Executive Committee will determine a time for a hearing with the Board of Directors and the person in question.
4. The Executive Committee will notify the person in question by certified mail at least 10 business days prior to the date of a hearing with the Board of Directors.
5. The person in question shall have the opportunity to respond within 10 days of receipt of notice stating their desire to proceed with a hearing. If there is no response from the person in question, the Board of Directors will act on the information provided to them from the Executive Committee.
6. The Executive Committee will present the potential conflict of interest materials to the Board of Directors at the hearing. No information regarding the potential conflict of interest will be shared with the Board of Directors until the hearing time, thereby maintaining the objectivity of the Board of Directors.
7. A 2/3 vote of the Board of Directors is necessary to suspend or expel an individual from their position (elected officials, contractors, or members holding appointed positions). This action does not suspend or expel one from membership in SPN.
	* + 1. Any elected officer of SPN or his/her immediate family will not be under a contract to the organization without full disclosure and written consent of the Board of Directors.
			2. No immediate family member of an elected or appointed individual of SPN or business in which such family member has control, interest or ownership of same shall do business with the organization.
			3. All acts of elected and appointed individuals shall be in the best interest of SPN.
			4. An individual may not use the title of elected office or appointed position (i.e., SPN President) for the purpose of personal benefit or profit. Elected or appointed individuals will not endorse any pediatric product or company on behalf of SPN without the written consent of SPN.
			5. No elected or appointed individual will endorse any pediatric product or company without the written consent of SPN.
			6. The Conflict of Interest Statement will be included in the candidate packets by the Nominating Committee. The statement must be signed by the candidate to be considered for the ballot.
			7. A copy of this policy will be given to members prior to assuming office, committee Chair status, or contracted position.
			8. If a conflict of interest is identified, the Board member shall not participate in discussion related to the subject in which they have personal interest. This includes abstaining from voting on related issues.
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 **CONFLICT OF INTEREST STATEMENT**

I have received a copy of the *Conflict of Interest Policy* and have reviewed its contents.

I have no conflict of interest to report in that:

1. I will not profit directly or indirectly through the application of authority, influence, or knowledge nor will any of my relatives during my tenure.
2. I will fully disclose any facts pertaining to any transaction that is subject to any doubt concerning the possible existence of a conflict of interest before finalizing the transaction.
3. All acts will be in the best interest of SPN.
4. I am aware that this statement shall be available for inspection by the membership upon their request.

I wish to report the following possible conflict of interest (*If none, write N/A*):

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix 2.6: Role of TreasurerShow details for PolicyPo

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| **2.6 – Role of Treasurer** | Original Date/Revisions: | 03/2015; 07/2017; 01/2020; 06/2021; 04/2023 |
| Policy Group: | Board of Directors |
| Next Review: | 04/2025 |
| Purpose: | Describe the role of the SPN Treasurer. |
| Policy: | The SPN Treasurer serves as a member of the Board of Directors and is elected by the membership as stated in the bylaws. |
| Guidelines: |
| 1. Monitors the financial status of the Society through review of monthly financial reports, invoices, financial dashboards, as well as year-end reports from the CPA and investment advisors.
2. Presents reports to the President and Board at face-to-face Board meetings (or more often as requested by the President).
3. Ability to access and read excel and PDF files.
4. Serves as a member of the Executive Finance and Executive Committees.
5. Actively participates at all meetings regarding the Society’s financial business.
6. In conjunction with the National Office staff, develops and presents an annual budget to the Board.
	1. Considers the financial requirements of basic policies and programs when developing the budget.
	2. Ensures expenditures match the mission and strategic plan of the Society.
7. Reports to the membership on the financial status of the Society at the Annual Business Meeting.
8. Ensures that accounts are audited annually and taxes are filed by a certified public accountant approved by the Board.
9. Monitors the annual submission of the chapters’ IRS Form 990, managed by the SPN National Office.
10. Participates in an orientation with staff, accountant, and investment advisor prior to the first meeting of the Board following the Annual Conference.
11. Provides review of Investment Consultant and makes recommendations as needed.
12. Recommends changes in fiscal policy; reviews and makes recommendations on role description.
13. Completes other duties as assigned by the President or Board of Directors.
14. Assumes responsibilities as designated in Policy 2.1.
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# Appendix 2.8 Role of Director

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| **2.8 – Role of Director** | Original Date/Revisions: | 09/2013; 03/2015; 07/2017; 01/2020; 06/2021; 04/2023; 02/2024 |
| Policy Group: | Board of Directors |
| Next Revision: | 04/2025  |
| Purpose: | Describe the role of the Director. |
| Policy: | SPN Directors serve on the Board of Directors and are appointed by the membership, per the Bylaws. |
| Guidelines: |
| **Director Composition*** The SPN Board shall be comprised of five director positions who are elected by the membership per policy 6.0 and SPN Bylaws.
	+ One Director position shall represent members who serve at the pediatric nursing bedside and shall be called the Clinical Director.
	+ One Director position shall represent members who are new to the profession with less than five years of experience and shall be called the Early Career Director.
	+ The remaining three director positions shall represent the diverse population of SPN membership and demonstrate SPN leadership Competencies that meet the standard requirements.
* In the event there are no candidates that meet the criteria for the Clinical or Early Career Director position in the year of election, the Board may choose to open the position to any qualified candidate that meets the standard requirements. The board may then choose to seek candidates for either the Clinical or Early Career Director the following year.

**Director Responsibilities**1. Completes duties as assigned by the President and Board of Directors.
2. Assumes responsibilities as designated in Policy 2.1.
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# Appendix A: Additional Director Role Clarity

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| **Clinical Practice Director (1)** | * 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.](https://www.pedsnurses.org/index.php?option=com_dailyplanetblog&view=entry&year=2023&month=05&day=23&id=47:call-for-leadership-candidates-now-open)
 |
| **Eligibility Criteria** * 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 working in pediatric nursing at the bedside.
* 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 demonstrates the desire to develop their skillset within the [SPN Leadership Competencies](https://www.pedsnurses.org/assets/docs/About-SPN/SPN_Leadership_Competencies%20FINAL.pdf).
* Communication/Interpersonal Effectiveness
* Professionalism
* Pediatric/Nursing Work Environment
* SPN Experience/Stewardship
* Leadership
* The nominee is able and willing to commit the necessary time and resources to serve effectively in the position for which they are nominated. It is anticipated that new Board members can expect an average of 6 hours per month for Board or committee activities.
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| **Early Career Director (1)**  | * 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.](https://www.pedsnurses.org/index.php?option=com_dailyplanetblog&view=entry&year=2023&month=05&day=23&id=47:call-for-leadership-candidates-now-open)
 |
| Eligibility Criteria* 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 working in pediatric nursing.
* The nominee has less than five years of nursing experience at the time of application.
* 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 demonstrates the desire to develop their skillset within the [SPN Leadership Competencies](https://www.pedsnurses.org/assets/docs/About-SPN/SPN_Leadership_Competencies%20FINAL.pdf).
* Communication/Interpersonal Effectiveness
* Professionalism
* Pediatric/Nursing Work Environment
* SPN Experience/Stewardship
* Leadership
* 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.
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# Appendix 3.6: Nominating Committee

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| **3.6 – Nominating Committee** | Original Review: | 11/2014; 11/2016; 04/2019; 6/2021; 04/2023 |
| Policy Group: | **Committees** |
| Next Review: | 04/2025  |
| Purpose: | To recruit and prepare a ballot of appropriate candidates for ratification by the Board of Directors and to encourage and foster leadership development. |
| Policy: | Identifies roles and responsibilities of the committee. |
| Guidelines: |
| QualificationsBoth Chairperson and committee members shall be appointed in accordance with the Bylaws (as listed below).1. **Chairperson**
* The immediate past President will serve as Chair of the Nominating Committee.
1. **Committee Members**
* Meet requirements in outline in bylaws.
* May not serve as an officer or member of the Board.
* Elected by the membership.

Responsibilities1. **Chairperson**
2. Reviews Willingness to Serve forms for elected position or membership on the Nominating Committee.
3. Coordinates verification of current membership and credentials of all candidates.
4. Coordinates scheduling of ballot conference call with members and staff.
5. Submits slate of candidates with a short portfolio on each to the Board of Directors for ratification prior to distribution to the membership.
6. Notifies President, candidates, and Nominating Committee members of election results within 72 hours of notification of ballot tabulation by the National Office.
7. Facilitates orientation of new committee members.
8. Maintains minutes of all committee meetings and ensures that copies are sent to the SPN National Office.
9. **Members**
10. May use the Willingness to Serve form and other networking opportunities to identify and recruit potential candidates for elective offices.
11. Review all candidates thoroughly and provide a recommendation for the election slate.
12. Complete other duties as assigned.
13. **Committee Work Year Schedule**
14. Yearly appointment begins at the start of the Annual Conference and ends at the start of the next Annual Conference.
15. January – April: Collect Willingness to Serve forms, potentially interview future candidates at the Annual Conference through information conversations, and also recruit candidates onsite.
16. May – June: Call for Leadership opens in May and closes in June. Candidates state interest to the Nominating Committee through one-on-one interviews with all potential candidates prior to sending them the candidate packet.
17. If necessary, Nominating Committee may extend Call for Leadership into July.
18. July and August: Nominating Committee members complete scoring ~~tool~~ on each potential candidate and submit to National Office for blinded scoring summary. A conference call is held to review the blinded summary and to finalize the ballot.
19. September to October: Ballot is submitted to the Board of Directors as an agenda item for ratification at the Fall Board of Directors Meeting.
20. November: Annual elections are run through the National Office.

Structure and TenureThe Nominating Committee shall consist of four members, three of whom are elected (1 odd year and 2 even years). Nominating Committee members shall serve no more than two consecutive two-year terms, unless Board approved. The Immediate Past President shall serve one, two-year term. |

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