



Call for Elected Leaders

Candidate Applications are due by July 26, 2024

SPN Election Cycle

Year	Board Positions	Nominating Committee Positions
2025:	President-Elect, Director (two openings)	Committee Members (two openings)

Applications are Being Sought for the Following Positions

Position	Description	Responsibilities
President Elect (3-year term)	The SPN President-Elect serves as a member of the Board of Directors and is elected by the membership as stated in the bylaws.	<ul style="list-style-type: none"> • Orients to the position of President. • Automatically assumes the office of President for a term of two years at the end of the President’s term. • Develops a thorough understanding of the bylaws and policies of the Society and Robert’s Rules of Order. • Arranges orientation for incoming Board of Directors (for the year taking over as President) • Presents names of new committee chairpersons for Board approval. • Develops and prepares goals for upcoming term as President and reviews with President. • Establishes partnership with the National Office staff for the operation of the Society. • Recognizes and advises of changing outside influences which may affect the decisions of the Board. • Serves as a member of the Executive Finance and Executive Committee and assists with annual budget preparation. • Attends meetings as the official SPN representative, if appropriate. • Completes other duties as assigned by the President and Board of Directors. • Refer to Policy 2.1.
Director (3-year term) Two openings	Shall represent the general membership on issues of interest or concern.	<ul style="list-style-type: none"> • 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.
Nominating Committee (2-year term)	Shall prepare a slate of candidates as provided in the bylaws	<ul style="list-style-type: none"> • Identifies the skills and representation necessary within the Board membership to achieve the goals and fulfill the mission of SPN

Two openings		<ul style="list-style-type: none"> ● 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
--------------	--	--

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](#) 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 (passport style)
- 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.

Pre-Candidate Application Information

In order to receive a Candidate Application, please review and complete the [Pre-Candidate Application Information](#) form, which outlines the time commitment for the Board of Directors and Nominating Committee and how that may align with your volunteer and paid commitments. Submit it to [Sr. Operations Coordinator, Leah Laskowski at \[llaskowski@pedsnurses.org\]\(mailto:llaskowski@pedsnurses.org\)](#) in advance of July 26th, which is the deadline to review, complete, and submit a Candidate Application.

Nominations Timeline (subject to change)

- | | |
|----------------------|--|
| ● July | Submit your Candidate Packet |
| ● July | Candidate review |
| ● August | Nominating Committee contacts all potential candidates for the slate and finalizes slate |
| ● September | Slate approved by Board of Directors |
| ● October – November | Election open to Membership |
| ● November | Nominating Committee Chair contacts all election candidates at the close of election |

Action Items

- Review all linked policies above.
- Review the linked SPN Leadership Competencies above.
- Review and complete the linked Pre-Candidate Application Information 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 July 26th.

- 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, Employer Letter of Support, and Candidate Statement.
- If you have questions, please contact llaskowski@pedsnurses.org.