



Call for Elected Leaders

Candidate Applications are due by June 30, 2023

SPN Election Cycle

| Year | Board Positions | Nominating Committee Positions |
|-------|--|--------------------------------|
| 2024: | Secretary, Director | 1 Committee Member |
| 2025: | President-Elect, Director (two openings) | 2 Committee Members |

Applications are Being Sought for the Following Positions

| Position | Description | Responsibilities |
|---|---|--|
| Secretary (3-year term) | Shall ensure the minutes of the meetings of the Board of Directors and the annual membership meeting accurately reflect discussion and decisions. Shall perform other duties as may be delegated by the President and the Board of Directors. | <ul style="list-style-type: none"> • Actively participates at all Board of Director meetings. • Ensures the accurate recording of all Board of Directors meetings. • Monitors the Board of Directors voting on issues discussed in meetings. • Participates in the development and implementation of the strategic plan. • Serves as a liaison between assigned committee(s) and the Board. • Contributes articles to newsletter as required. • Completes other duties as assigned. • Refer to Policy 2.1 and 2.7. |
| Director (3-year term) One opening | 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) One opening | 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 • 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. Experience as a national officer or committee member for SPN and/or other nursing organization(s) is desirable.
- 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.

SPN Nominating Committee

To discuss your intent to apply, or if you have questions about the open roles, please contact a member of the Nominating Committee, listed below:

- **Chair:** LaDonna Northington, DNS, RN-BC – ldnorthington@yahoo.com
- **Members:**
 - Laura Kubin, PhD, RN, CPN, CHES, CNE – llkubin2@gmail.com
 - Michele Mendes, PhD, RN, CPN – mmendescpn@yahoo.com
 - Julie Perry, PhD, RN – julie.perry@Vanderbilt.edu

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 cwall@pedsnurses.org in advance of June 30th, which is the deadline to review, complete, and submit a Candidate Application.

Nominations Timeline (subject to change)

- | | |
|----------------------|--|
| ● May – June | 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 in advance of June 30th.
- 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 Candidate Application with you, which needs to be completed and submitted by June 30th.
 - A completed Candidate Application includes the application, your CV, your headshot, two references need to complete the reference survey, COI, Employer Letter of Support, and Candidate Statement.