American Association of Neuroscience Nurses

Policies and Procedures Manual

4700 W. Lake Ave
Glenview, IL 60025
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I. Structure and Purpose

I.A. Organizational Chart
AANN Board Organization
Structure 2012 - 2013

NNF
Board of Trustees

AANN
Board of Directors

ABNN
Board of Trustees

EXECUTIVE DIRECTOR
J. Kram

DAL
M. Gregoris
J. Kram

DAL
T. Lay
J. Kram

DAL
S. Pugh
J. Kram

PAST PRESIDENT
K. Halmick
J. Kram

PRESIDENT ELECT
M.K. Badar
J. Kram

SECRETARY TREASURER
M. TandaMark
J. Kram

ADVISORY BOARD
J. Kram

CPG
J. Lindahl
P. Blevins

Education Provider Committee
S. Bollman
S. Everstman

Nominating Committee
J. Lindahl
C. Stockton

BCD Development Task Force
J. Kram
M.K. Badar

Annual Meeting Planning Committee
G. Dollman
D. Summar

Advocacy Board
J. Lindahl
P. Line

JNN Editorial Board
A. Beguzda
S. Carroll

Education Approver Committee
S. Bollman
L. Goldnert

Finance Committee
J. Noreen
A. Beguzda
M. Vandeford

ICN Task Force
A. Beguzda
J. Hinkle

Awards Committee
A. Beguzda
R. Saylor

Education Products
S. Bollman
T. West
I.B. Mission, Vision, and Goals

Issue Date: June 1998
Last Reviewed Date: September 2012

Preamble
The need for neuroscience nurses to stay current has never been greater.

The practice of neuroscience nursing, like other healthcare professions, is rapidly changing. The pervasive emphasis on cost control and the movement towards outpatient and home care has resulted in the downsizing of hospital resources and the merging of neuroscience units with others. While these changes may present opportunities, many nurses are concerned that these measures may reduce patient access to the high quality neuroscience nursing care they deserve.

At the same time, the science and technology of neuroscience nursing is burgeoning. Great strides are being made in expanding the evidence base in neuroscience. Breakthroughs, such as those in the treatment of spinal injury, are positioning neuroscience as an exciting "last frontier" in medicine.

The AANN is uniquely positioned to play an important role in this environment.

- The AANN membership possesses unparalleled expertise in the care of neuroscience patients. This expertise is an asset that can be called upon to educate and inform other healthcare providers, policy-makers and the general public. AANN can be "the" organization to go to for information and expertise on care of the neuroscience patient.

- Due to merged units and other healthcare delivery changes, nurses without specialized training are now caring for neuroscience patients. AANN can play a role in educating these nurses and in setting standards for core competencies.

- As the practice of neuroscience nursing evolves from inpatient care to include outpatient and home care, AANN can provide continuing education for practicing neuroscience nurses on new techniques and can develop practice guidelines to help nurses meet the changing needs of neuroscience patients.

- AANN can be poised to quickly disseminate information about breakthroughs in neuroscience, about new technology, and about applying new research to practice, meeting the needs of advanced practice neuroscience nurses for timely and useful information.

- AANN is committed to advocacy in support of our specialty, our patients and efforts to improve the future of both.

- The AANN Board has included four major initiatives put forth by the Institute of Medicine (IOM): Future of Nursing Report (2010) and will include these in our strategic thinking and planning.

Neuroscience patients and their families deserve quality neuroscience nursing care.

The following statement of mission vision and goals more specifically describe the kind of organization AANN aspires to be, as well as strategies for getting there.

Mission
The American Association of Neuroscience Nurses (AANN) is committed to the advancement of neuroscience nursing as a specialty through the development and support of nurses to promote excellence in patient care.
Vision
The American Association of Neuroscience Nurses (AANN), as the leading authority in neuroscience nursing, inspires passion in nurses and creates the future for the specialty.

Strategic Planning
The AANN Board of Directors commits to a strategic planning process that either establishes a new three-year operational plan or reviews the current operational plan to ensure it is timely and relevant.

Core Values
Excellence – We depend on exceptional people to assure that we provide the best services to our members. We set high standards and support each other as we strive to achieve our goals. We invest in each other and value the individual differences that make us strong.

Innovation – We embrace change, creativity, continuous learning and personal growth. We improve the services we provide, anticipating future trends and creating a strategic direction to ensure future growth and continued viability.

Collaboration – We build enduring internal and external relationships, joining with colleagues across organizational boundaries to improve the services we provide. We encourage and reward both individual and team achievements. We put the common good ahead of narrow interests.

Integrity – We engage in actions that follow our words and beliefs. We act with integrity in all we do by being respectful, honest, truthful, transparent and accountable; being stewards of resources; demonstrating ethical conduct; and building trust as individuals and an association.

Visionary – We have a clear, distinctive and specific vision of the future. We foresee opportunities, manage uncertainty and propose a course of action that is innovative and forward thinking. We think "out of the box" and see the "big picture." We are professionals by nature.

Guiding Principles
Strategic thinking – We challenge ourselves and others to think and act strategically. We push for alignment of agendas and goals with strategic priorities that will advance the association’s journey toward success.

Association-mindedness – We are constantly aware of potential conflicts-of-interest and keep the interests of the association above all else. We include all relevant perspectives and interests of the full range of our stakeholders and are not unduly influenced by our loyalties.

Transparency – We advocate for all members and staff to have access to appropriate and accurate information regarding finances, operations, and results. We ensure that all decision-makers have the information and knowledge they need to make sound decisions.

Sustaining resources – We prioritize our resources in keeping with the association’s mission, vision, and strategic plan. We seek innovative solutions, partnerships, and other approaches to overcome potential limitations and gaps.
Results-oriented – We develop performance measures for success that adequately evaluate the progress of teams, projects, and the association as a whole. We have clear management processes and outcomes; we assess efficiency, effectiveness, impact, and quality; we use benchmarks and/or historical data when available to evaluate performance.
II. Board of Directors

II. A. Performance Expectations

Issue Date: April 2003
Last Review Date: September 2012

1) Attends all board of directors (BOD) meetings/conference calls and is prepared to fully participate in the discussion and decision making process at the meetings.

2) Attends orientation meeting upon election to the board.

3) Maintains confidentiality

4) Maintains ongoing communication with the President of AANN.

5) Accepts assignment of specific initiatives/projects from President

6) Works in partnership with all AANN leaders and national office staff members

7) Submits board reports related to activities, problems/solutions, and desired board actions. Submits other reports as requested by the President.

8) Board reports reflect assigned initiatives and activities

9) Copies all correspondence relative to association matters to the President, national office, and other appropriate board members.

10) Answers all association-related correspondence in a timely manner.

11) Provides necessary information and input to national office on assigned activities/initiatives for annual budget preparation. Utilizes national office staff to assist in preparing fiscal impact statement.

12) Submits reimbursement form and receipts according to the reimbursement policy.

13) Commits appropriate time to accomplish assigned responsibilities.

14) Informs national office and board of address or phone changes promptly.

15) Participates in the performance appraisal of the management office.

16) Participates in the bi-annual performance appraisal of the board of directors and in the development of a performance improvement plan as needed.

17) Keeps informed of policies, position statements, and resolutions supported by AANN.

18) Reviews job description for respective office annually and submits any revisions for board approval at the next scheduled board meeting.

19) Interacts with AANN members via the AANN web site.

20) Uses AANN letterhead, logo, meeting space/time, communication vehicles (e.g.: Synapse, WWW, newsletters etc.), and moneys for the sole purpose of advancing the aims of AANN.

21) Completes full term of office.

22) Discloses any potential conflict of interest to the President and/or Executive Director (see Appendix A. Conflict of Interest and Code of Conduct)

23) Does not serve as a committee chair expect on an interim basis
Leadership

1) Demonstrates leadership through continuing commitment to the mission and strategic goals of AANN, full participation in its activities, and identification and mentoring of new leaders through formal and informal methods.

2) Acts in the best interest of the membership and is ultimately responsible to the membership.

3) Identifies and recommends opportunities for improvement for the organization.

4) Recognizes and demonstrates responsibility to positively represent AANN.

5) Identifies board goals and objectives for term of office and reviews at least annually.

6) Submits items of interest to the membership for publication in the Synapse when applicable.

7) Serves as a liaison to other organizations or advisor to internal groups as designated by the president.

8) Maintains an awareness of all activities of any organizational components of AANN (e.g.: chapters, SFGs, committees, task forces) and coordinates activities with other areas or groups as appropriate.

9) Orients newly elected board member to the responsibilities of assigned initiatives with the position. Participates in mentoring newly elected board members as directed by the President and President-elect.

10) Seeks out opportunities to mentor and serve as a role model to members.

11) Conducts activities relative to the annual meeting as specified. Keeps appraised of current major nursing and health care issues especially related to neuroscience nursing and are prepared to address them when called upon.

Fiscal

1) Ensures that projects stay within budget and time line.

2) Reviews monthly financial reports to ensure that it accurately reflects accomplishments of the initiative/project.

3) Approves compensation agreement between the management office and AANN annually as part of the budget development process.
Board of Directors Performance Review  
*Issue Date: August 1997*  
*Last Reviewed Date: September 2012*

The AANN Board of Directors (BOD) has a responsibility to evaluate its work as a Board. Bi-annually, each BOD member will complete a confidential board review. The reviews are submitted to the national office where they are tabulated. Once tabulated the review is submitted to the President. The President will provide performance feedback to the entire BOD based on the results of the reviews. The feedback is utilized to strengthen the work of the BOD both as a team and as individual members.
Board Reports

Issue Date: February 1997
Last Reviewed Date: September 2012

1) Definition
Upon the president’s request, board members may be asked to submit board reports. Board reports are a means of communication both among board members and to the general membership. The two types of board reports include:

   a) Reports submitted electronically to fellow board members.
   b) Reports provided to the membership at the annual business meeting.

2) Reports will include the following essential elements:
   a) Identification of the initiative(s) and related tasks/projects from the strategic plan for which the board member is the accountable person, a partner in the project, or provides leadership oversight;
   b) The format for reports will be an SBAR (Situation, Background, Assessment, Recommendation)
   c) A description of the situation;
   d) A report on the background/reason for the report;
   e) An assessment of the situation with relevant details, activities, fiscal impact and information that might be necessary for a decision to be taken;
   f) Recommendation to the board for next steps to be taken.

Reports to the Board:

1) Time
   a) Monthly electronic reports to fellow board members, and on special request from national office staff or the AANN President.
   b) Electronic reports from SFG facilitators, Committee Chairpersons and Board Advisors as requested by the Board.

2) Purpose
These reports communicate to the AANN board and national office a progress of the strategic plan and board initiatives. Problems/issues encountered should be immediately brought to the attention of the President or Executive Director.

3) Responsible Parties
   a) All board members
   b) Executive Director
   c) Board Advisors
   d) SFG Facilitators
   e) Committee Chairpersons
Reports to the Membership for the Annual Business Meeting:

1) Time
These reports are submitted to the national office prior to the annual business meeting for AANN. The due date for submission of the reports is communicated to the board by the national office staff.

2) Purpose
These reports provide the membership of AANN with the current status of the implementation of the association’s strategic plan and associated goals and objectives. The membership is also provided the opportunity to give their recommendations and opinions on the direction in which AANN is moving.

3) Responsible Parties
The AANN President will provide a verbal State of the Association address and the Secretary/Treasurer will also provide a verbal report. The ABNN President and NNF chair will provide written reports to be included as supplements to the business meeting agenda.
II.B. Position Descriptions

1) President

Issue Date: April 2003
Last Reviewed Date: September 2012

a) DESCRIPTION
   i) Provides leadership for the AANN by directing the ongoing activities of the association in collaboration with the board of directors and the national office

b) REPORTS TO:
   i) Membership

c) RESPONSIBILITIES:
   i) Directs the activities of the Board of Directors. Utilizes the strategic plan in directing the activities of the association.
   ii) Schedules and presides over all meetings of the board, annual business meeting, and conference calls. Prepares agendas for the above meetings for distribution prior to the meetings.
   iii) Assigns as necessary projects, duties or activities to members of the Board of Directors, committee chairpersons or other persons appointed to officially represent the association.
   iv) Publishes Presidential Message in the Synapse regarding meetings attended, board or association activities and decisions, and any other information of interest to the membership.
   v) Assists in orienting newly elected members of the board to their position and responsibilities.
   vi) Assures the fiscal solvency of the association in collaboration with the Secretary-Treasurer, Board of Directors and the Executive Director.
   vii) Appoints liaisons to outside health care and nursing organizations.
   viii) Makes necessary appoints while in office
   ix) Replaces any member holding leadership position who has not fulfilled the duties of said position, has not acted in accordance with the job description or is unable to complete the term of office.
   x) Keeps informed of the activities of board members.
   xi) Works closely with and oversees the activities of the Executive Director to ensure operational implementation of policies and procedures, AANN products and fiscal activity.
   xii) Participates in the Board of Directors process to negotiate AMC compensation package as part of the budget development process.
xiii) Reviews results of annual AMC evaluation with Executive Director and assists in the development of action plans as necessary.

xiv) Notifies candidates of election results.

xv) Reviews the "Guidelines for Elected Officers" (given to potential candidates prior by the Nominating Committee) with incoming new board members to include: board orientation, upcoming board meeting dates and attendance, reimbursement policy.

xvi) Communicates with other organizations and serves as the official representative of AANN.

xvii) Corresponds in a timely manner to written and telephone correspondence.

xviii) Monitors the quality and opportunities for improvement in all AANN products and services in collaboration with the BOD members and Executive Director.

xix) Estimated time commitment includes weekdays and weekends:

- Board Meetings: approximately 3 board meetings held via conference call per year and 3 face-to-face meetings annually. In preparation for each meeting (face-to-face or conference call) members are expected to review all materials.
- Regularly scheduled (bi-monthly or weekly) conference calls with the national office.
- Travel: approximately 12 days per year including annual educational meeting and face-to-face board meetings 3 times per year.
2) President-Elect

Issue Date: April 2003
Last Reviewed Date: September 2012

a) DESCRIPTION
   i) Collaborates closely with the President in the administration of the ongoing activities of the association

b) REPORTS TO
   i) President

c) RESPONSIBILITIES:
   i) Works closely with the President to gain an understanding of the presidential role and responsibilities.
   ii) Assists the president with project management.
   iii) Assists and supports as needed in planning the annual meeting with the national office and appropriate board member(s).
   iv) Prepares slate of appointments to fill vacancies as needed; to take office at the Annual Meeting.
   v) Makes necessary assignment for board advisors to association’s committees and task forces.
   vi) Reviews the bylaws and policy and procedure manual bi-annually and makes recommendations for proposed changes to the board.
   vii) Conducts the orientation of incoming new board members prior to the annual board meeting.
   ix) Assists with projects/initiatives as leader or member, as requested by the President.
   x) Assumes the role of President in accordance with the association bylaws.
   xi) Estimated time commitment includes weekdays and weekends:
       ▪ Board Meetings: approximately 3 board meetings held via conference call per year and 3 face-to-face meetings annually. In preparation for each meeting (face-to-face or conference call) members are expected to review all materials.
       ▪ Participates in conference calls with the President and national office as needed.
       ▪ Travel: approximately 12 days per year including annual educational meeting and face-to-face board meetings 3 times per year.
3) **Immediate Past-President**

*Issue Date: November 2001*

*Last Reviewed Date: September 2012*

a) **DESCRIPTION**

i) Serves in a non-voting, support role to the President as a member of the Executive Committee and to the Association as a member of the Board of Directors in the administration of the ongoing activities of the association using the initiatives of the strategic plan as the framework.

b) **REPORTS TO**

i) President

c) **RESPONSIBILITIES**

i) Serve as a non-voting member of the Board of Directors. The Immediate Past President may not make or second motions during a board meeting.

ii) Serve as a non-voting member of the Executive Committee in order to offer guidance and expertise when needed.

iii) Provide a historical perspective for the board as well as to bring the knowledge and expertise gained during the preceding year spent as President. The Immediate Past President is a resource to all members of the Board of Directors, but functions particularly as a mentor, guide, and assistant to the President.

iv) Serve as a liaison to the Nominations Committee and the Past Presidents List Serve.

v) Serve on projects, task forces, and committees of the Board of Directors as assigned, and may also serve as a liaison to other organizations as requested by the President.

vi) Estimated time commitment includes weekdays and weekends:

   - Board Meetings: approximately 3 board meetings held via conference call per year and 3 face-to-face meetings annually. In preparation for each meeting (face-to-face or conference call) members are expected to review all materials.
   - Travel: approximately 10 days per year including annual educational meeting and face-to-face board meetings 3 times per year.
4) Secretary/Treasurer

*Issue Date: February 2002*
*Last Reviewed Date: September 2012*

a) DESCRIPTION
   i) Maintains continuity of association projects, activities, direction through documentation and record keeping of relevant information. Reviews fiscal records in collaboration with the Executive Director

b) REPORTS TO
   i) President

c) RESPONSIBILITIES
   i) Assures accuracy of information contained in minutes of all Board of Directors meetings/conference calls and the annual business meeting.
   ii) Notifies board members and other appropriate persons of board and business meetings reports, instructions for their completion, and due dates.
   iii) Collaborates with the national office to assure the board reports are prepared and distributed to the board prior to the meetings and to the membership at the business meeting.
   iv) Collaborates with and mentors the finance committee in reviewing the financial reports and is present on the finance committee calls
   v) Reviews fiscal reports sent from the national office by the Executive Director and collaborates with the Executive Director in development of association budget.
   vi) Distributes the reimbursement policy and related materials to any appropriate persons.
   vii) Maintains a copy of the standing rules for the annual business meeting.
   viii) Estimated time commitment includes weekdays and weekends:
       ▪ Board Meetings: approximately 3 board meetings held via conference call per year and 3 face-to-face meetings annually. In preparation for each meeting (face-to-face or conference call) members are expected to review all materials.
       ▪ Travel: approximately 10 days per year including annual educational meeting and face-to-face board meetings 3 times per year.
       ▪ Finance Committee meetings via conference call once per quarter. More calls may be necessary near year-end in Q3 and Q4.
5) Director-at-Large

*Issue Date: March 1999*

*Last Reviewed Date: September 2012*

a) DESCRIPTION

i) Collaborates closely with the President in the administration of the ongoing activities of the association using the initiatives of the strategic plan as the framework.

b) REPORTS TO

i) President

c) RESPONSIBILITIES

In addition to the general responsibilities of the board, Directors will be working in teams and partnering with staff and members when working on initiatives/activities consistent with the strategic priorities of the association. The following are the aggregate responsibilities of the entire board.

i) Identifies opportunities and topics for continuing education (CE) activities. Participates in the development, administration and evaluation of the CE activities of the association.

ii) Identifies opportunities for the development of consumer education activities of the association.

iii) Explores and recommends alternative methods of education (eg. Distance learning).

iv) Reviews association documents and publications related to neuroscience nursing practice. Assures and oversees development and maintenance of publications that serve to enhance communications, professional image and advance neuroscience nursing practice.

v) Supports the production of the annual meeting and other scheduled educational offerings.

vi) Assures that all current publications meet the standards of the association.

vii) Monitors the Journal of Neuroscience Nursing and recommends opportunities for improvements to the board.

viii) Coordinates activities related to the development of the resources of the association.

ix) Collaborates with the executive director to develop, implement, and evaluate marketing strategies to maintain and increase membership, improve member benefits and services.

x) Facilitates, collaborates with, and acts as board advisor to the committees, task forces, chapters and special focus groups (SFG).

xi) Develops and supports mentoring of future AANN leaders.

xii) Recognizes and supports individual and organizational components’ achievements (e.g.: awards, grants etc.).

xiii) Increases the visibility of the association as a specialty nursing organization.
xiv) Oversees current issues related to practice.

xv) Examines components of nursing practice relevant to neuroscience nursing, informs and educates the membership regarding nursing practice and recommends organizational responses to changing trends in practice.

xvi) Recommends development of position statements, guidelines, standards when appropriate.

xvii) Examines legislative and research issues relevant to nursing and health care of the neuroscience patient.

xviii) Develops health policy agenda, strategies, and position statements when appropriate.

xix) Supports the work of the Neuroscience Nursing Foundation (NNF) to advance improvement in patient care and support research activities.

xx) Supports the certification process of the neuroscience nurse and the work of the American Board of Neuroscience Nurses.

xxi) Liaisons with various other health care and nursing organizations which promote specialty nursing, neuroscience nursing, legislative or research agendas.

xxii) Estimated time commitment includes weekdays and weekends:

- Board Meetings: approximately 3 board meetings held via conference call per year and 3 face-to-face meetings annually. In preparation for each meeting (face-to-face or conference call) members are expected to review all materials.
- Travel: approximately 10 days per year including annual educational meeting and face-to-face board meetings 3 times per year.
- Additional time commitments may vary based on assignments and responsibilities. All members of the Board of Directors should plan to review and respond to emails throughout each week.
II. C. Role Descriptions

1) Board Advisor

*Issue Date: February 2011*

*Last Reviewed Date: September 2012*

a) Overview

The primary purpose of the board advisor is to provide support to committee and task force chairs as they do the work of the association. Support can range from assisting the committee/task force in clearly understanding their charge to advocating for additional resources to ensure success. The board advisor acts as a mentor for committee/task force chairs as potential future leaders of the organization and also ensures that the work of the association gets accomplished in the most efficient and effective way possible.

b) Expectations

i. Contacts the chair to establish a communication link and to explain the roles and responsibilities of the chair, the advisor and the staff. The board advisor will also describe the charge of the committee/task force in the context of the current strategic plan.

ii. Reviews the committee/task force expectations and objectives with the chair and clarify any points that are not clear.

iii. Serves as a resource and support to the chair and is not intended to be an active participant in the committee/task forces’ work.

iv. The chair will ensure through the staff that the board advisor is included on all committee/task force mailings, e-mail discussion lists and conference call schedules.

v. Shares the results of the committee/task force’s work, on a regular basis via the board listserv.

vi. If a committee/task force is not able to fulfill its charge, the board advisor will work with the chair and staff to analyze the issues and bring recommendations to the committee and/or the board for resolution.
2) **Staff Liaison**  
*Issue Date: July 2001*  
*Last Reviewed Date: September 2012*

a) **Overview**

Each major project or program will be assigned a staff liaison. The person selected is based on their expertise or assigned area of responsibility. For example, the Director of Education would be the staff liaison assigned to the conference planning committee. The primary role of the staff liaison is to facilitate the committee’s work by providing support, consultation, and technical resources to ensure success. Another primary role of the staff liaison is to manage project timelines and reports to the AANN Board of Directors. The staff liaison collaborates with the Board advisor and committee chair to facilitate the work.

b) **Expectations**

i) Establishes and maintains communication with the committee chair.

ii) In collaboration with the committee chair, the staff liaison will facilitate the committee’s work with activities such as assisting with development of agendas and support materials, recommending effective timelines for goal completion, coordinating conference calls or onsite meetings (if approved), establishing electronic communication tools, and other strategies to ensure success.

iii) The staff liaison is the primary staff contact for the committee chair to ensure that effective communication is maintained among committee members and between the committee and board.

iv) Consults with the board advisor if there are challenges in committee leadership, resource requests beyond what is expected, or other barriers to effective committee performance.

v) While not intended to be a content expert, the staff liaison is a resource for process or system related support and should provide anticipatory guidance based on past experience.
III. Committees, Task Forces, Editorial Boards

III. A. AANN Education Provider Committee (EPC)

1) Committee Description

   Issue Date: August 2000
   Last Reviewed Date: September 2012

   a) REPORTS TO
      i) Board of directors via board advisor

   b) DESCRIPTION
      Committee chair appointed by president for two-year term. Responsible to ensure compliance in the planning, implementation and evaluation of AANN educational programs according to American Nurses Credentialing Center Commission on Accreditation (ANCC-COA) continuing education credit criteria and the American Nurses Association (ANA) Standards of continuing education.

   c) PURPOSE:
      i) To ensure compliance with ANCC-COA Educational Design Criteria for AANN educational programs,
      ii) To award continuing education credit to eligible participants completing AANN educational programs with the most reciprocity across state boards of nursing and credentialing programs,
      iii) To provide expertise, advice and consultation on ANCC-COA criteria to AANN committees and task forces developing educational programs with continuing education credit, and
      iv) To complete quality assurance review of compliance with ANCC-COA criteria for AANN educational programs

   d) FUNCTIONS AND RESPONSIBILITIES
      i) The EPC has two standing members.
         ▪ The chair of the EPC is the registered nurse with a graduate degree in nursing who assumes responsibility to participate in and ensure compliance in the planning, development, implementation, and evaluation of all educational activities for AANN. The chair will ensure adherence to the ANCC education design criteria (See Position Description for EPC chair).
         ▪ AANN office will appoint an AMC educational staff member to serve as the EPC Administrator (See Position Description for EPC Administrator).
      ii) There are two standing committee volunteers for the EPC, the Annual Conference Planning Committee Chair and the Journal of Neuroscience Nursing Editor. AANN committees or publications editors may submit a proposal to the EPC with educational activity ideas. The EPC chair will work directly with the chair or editor and their
committee volunteers to develop educational activities that adhere to ANCC’s Educational Design Criteria Proposal.

Committee chairs, editors, or other AANN members assigned to work with the EPC to create a new educational activity will assume a temporary vice-chair role for the EPC. Every designated nurse planner must be a registered nurse with a graduate degree who holds either the baccalaureate or the graduate degree in nursing. All individuals who participate in this process will be committee volunteers during this process, as well. Project members are self-selected. Approval to participate is based on education expertise and interest in the project itself. Biographical data and conflict of interest forms will be maintained for all persons (EPC Administrator, nurse planner, vice chair, pilot testers and volunteers) involved in planning the educational activity.

iii) The ANCC Commission on Accreditation Criteria will be used to plan and implement all EPC activities.

iv) Co-provided activities must follow adherence to AANN’s policy on Co-Providership. Co-provided activities are those that involve two or more organizations or agencies in the process for planning, developing, and implementing the educational activity.

v) AANN will maintain records of all educational activities according to ANCC criteria. All records relating to educational activities will be maintained by the AANN office for a period of five years and be available only to EPC authorized individuals. AANN’s EPC Administrator will be responsible for all record keeping related to educational activities.

Continuing education activity records are considered confidential and are protected from unauthorized access at the AANN office. At least two copies of the educational design criteria for each activity are maintained for reference. Essential information can be retrieved from these records when needed.

vi) Each educational activity will have a method for verifying attendance and/or successful completion of that activity:

- Official registration and completion of a program evaluation will be prerequisites for awarding a contact hour certificate for every Educational Design I (EDI) or provider-paced activity provided by AANN. The tabulation of evaluations and creation of certificates of completion will be conducted under the supervision of the EPC Administrator. Achievement of 80% passing score on the Journal of Neuroscience Nursing (JNN) article Educational Design II (EDII) or learner-paced post-test and completion of assessment questions will be prerequisites for awarding a contact hour certificate. (See Journal of Neuroscience Nursing Articles Independent Study Program, p. 32-33.)

- AANN will use the ANCC evaluation guidelines listed in the Educational Design Criteria.

- Contact hours for EDI programs will be awarded based on complete programs attended. The annual meeting is considered a series of individual programs, so credit will be awarded based on the actual number of programs attended at the conference. The participant totals their Attendance Form/CE Certificate and submits a copy to AANN. The EPC Administrator conducts a random sample of
submitted forms to ensure the correct number of hours has been awarded. For the EDII program of JNN, contact hours will be awarded upon achievement of an 80% score on the post-test and completion of the assessment questions. The learner prints out their own certificate automatically from AANN's provider's web site upon successful completion of the program. Complete data on all learners participating in the program (including unsuccessful candidates) are collected by the EPC administrator and saved for a period of five years.

vii) AANN will award certificates or written statements that verify an individual's attendance and completion of each EDI continuing education activity, and successful completion of JNN EDII post-tests and appraisal questions. The EPC will direct the EPC Administrator to award appropriate certificates. The EDI certificate will include verification of the following:

- Attendance and completion of the educational activity.
- Number of contact hours awarded.
- The provider of the educational activity.
- The accredited status of the provider through use of the official accreditation statement.
- The title, date, city, and state of the educational activity.

The EDII certificate will include verification of the following:

- Successful completion of the JNN CE article.
- Number of contact hours awarded.
- The Provider of the educational activity.
- The accredited status of the provider through use of the official accreditation statement.
- The title of the educational activity.
- The date the post-test and appraisal questions were successfully completed.

viii) AANN will comply with the Commission on Accreditation policies and procedures in order to maintain its accredited status:

- AANN policies will reflect the use of ANCC Commission on Accreditation Criteria. The EPC Chair will ensure AANN policies reflect these criteria and that the criteria are maintained in all educational activities.
- AANN will award contact hours for EPC designated educational activity attendance/involvement for EDI programs. A contact hour is 60 minutes of a designated, organized learning activity which is either didactic or clinical experience. Contact hours may be awarded in portions, for example 30 minutes equal .5 contact hours. For EDII JNN article CE, the minimum number of contact hours awarded is 1 per article, based on an average of 60 minutes required to read the article, complete the post-test, and answer the appraisal questions.
- AANN will award certificates or written statements verifying an individual’s attendance and completion of each continuing education activity (See #7).
- When describing AANN’s current accredited status, AANN will use appropriate terminology on all communications, marketing materials, and certificates of attendance awarded to participants. The EPC Chair and Administrator will ensure that this occurs.
Intent to terminate accredited provider status must be provided to the ANCC in writing six months prior to actual termination date. The EPC Chair is responsible for this activity.

AANN will submit summary data to ANCC about educational activities, as requested, in order to assist in evaluating and monitoring the national accreditation and approval system. The EPC Chair will be responsible for ensuring this correspondence.

AANN will notify ANCC of the following changes in organization and administration:
- Organizational changes that affect personnel directly responsible for continuing education activities in nursing, and/or,
- Changes in organizational structure that influence AANN’s ability to provide offerings or programs, and/or
- The EPC chair will provide the ANCC with the following information within 30 days of the changes in corporate management that will require:
  - a new organizational chart that identifies the provider unit,
  - information related to administration and operation of the provider unit under its new management,
  - additional information, as appropriate.

Any association with commercial product companies or with the display of commercial products will result in AANN prominently displaying a statement on written materials attesting that accreditation refers to recognition of educational activities only and does not imply Commission on Accreditation approval or endorsement of any product. The EPC chair and administrator will oversee this activity.

AANN will sponsor educational activities that follow the ANCC Commission on Accreditation Educational Design Criteria. Individuals that attend and complete these activities will receive recognition of attending an activity that has been provided by an ANCC Accredited organization. The EPC will be responsible to carry out these activities.

Quality assurance activities conducted by AANN will remain separate from provider unit activities. In other words, AANN may not use the EPC to provide quality assurance review activities for AANN.

The EPC will enact the plan for evaluation of the overall effectiveness of the provider unit using the following guidelines:
- The EPC will review provider unit activities prior to each board meeting (three annually). The EPC Chair will submit activity reports to AANN’s Board of Directors for review prior to each Board meeting. The general membership meeting will offer AANN’s membership the opportunity to learn of specific workings of the committee throughout the year. These reports and reviews will offer the EPC the opportunity to review and update its goals, objectives, and the means to meet these on an ongoing basis.
- Evaluation forms will be compiled by the AANN office after each educational activity. Results will be reviewed by the EPC and appropriate planning committee. Changes and suggestions will be implemented in future educational activities.
The membership of AANN will have an opportunity to contribute to the general evaluation of the educational programs and offerings through routine General Membership Survey Questionnaires, as well as informal communications.

EPC policies will be reviewed and/or updated every two years (as are all AANN policies). The EPC Chair will conduct this activity.

On an annual basis (October) the EPC will review expenses, submit a budget and review its support services.

xiii) As ANCC notifies AANN of revisions in accreditation criteria, policies, and procedures, compliance with such changes and implementations of appropriate revisions in AANN’s programs will occur. The EPC Chair will also ensure changes or additions in existing policy, if necessary. AANN will show evidence of change as indicated.

xiv) Under its ANCC provider status, AANN’s EPC cannot review educational activities of other groups. If requests for program reviews are received, the EPC Administrator will notify the inquiring party in writing that AANN is not an accredited to review other groups’ programs, and thus will not accept such applications.
2) **Selection of Education Provider Committee (EPC) Nurse Planner, Administrator, Staff, and Volunteer**

*Issue Date: November 2001*

*Last Reviewed Date: September 2012*

a) **DESCRIPTION:**

The EPC chairperson will serve as the provider unit nurse planner. An AANN staff member will serve as the provider unit administrator. The EPC has a defined systematic process for selection of the provider unit nurse planner, administrator, staff and volunteers.

i) AANN’s president is responsible to appoint committee chairpersons. This selection may be influenced by recommendation from previous committee chair, board of directors or individual AANN members and designated by the Board of Directors.

ii) The EPC chairperson will be a member of AANN and a registered nurse. This registered nurse must have a graduate degree. One degree, either a baccalaureate or graduate, must be in nursing.

iii) The EPC chairperson assumes responsibility to participate in and oversee the planning, development, implementation and evaluation of all educational activities for AANN.

iv) EPC chairperson responsibilities can be found in the Job Description for EPC chairperson.

v) AANN’s central office will appoint an educational staff member to serve as the EPC Administrator. The selection will be based on experience and expertise in the continuing education experience.

vi) The EPC Administrator is appointed by the Executive Director with input from the Board of Directors.

vii) The EPC Administrator will be fully knowledgeable of the policies and purposes of AANN.

viii) The EPC Administrator assumes administrative responsibility for AANN’s educational activities.

ix) EPC Administrator responsibilities can be found in the Job Description for EPC Administrator.

x) AANN’s central office will appoint education staff as appropriate to provide support to the work of the EPC and all educational program planning committees. Such staff function and are evaluated in accord with position descriptions.

xi) Recruitment of educational staff: In order to recruit and retain competent educational staff, the following process is followed:

- Job description is posted in-house; current staff are encouraged to either apply or refer a friend;
If no internal candidates are identified, outside advertisements are placed in local newspapers.

Applicant CVs are screened by Human Resources personnel, and any qualified candidates are referred to AANN Executive Director to interview. Any candidates who the Executive Director considers as likely hires are invited back in to interview with other AANN staff.

The Executive Director notifies Human Resources of the candidate that an employment offer should be extended to. Human Resources then conducts all negotiations regarding salary and benefits, and completes the hiring process.

AANN is an equal employment opportunity employer and is committed to providing equal employment and promotional opportunities for all employees, without regard to race, color, religion, age, sex, national origin, ancestry, disability, veteran status, marital status, sexual orientation, or parental status. Any employee willfully violating these policies will be subject to disciplinary action that may result in the termination of employment. Equal employment opportunity is extended to all applicants and employees in all aspects of the employment relationship, including recruiting, hiring, promotion, training, transfer, discipline, and termination.

Recruitment of volunteers: In order to identify and recruit member volunteers for any and all educational program planning committees, AANN follows the following process:

- A “Call for Volunteers” is printed in the by-monthly newsletter Synapse, as well as sent in a “blast” e-mail to all members.
- Board members and the Education Provider Committee Chair also recommend potential volunteers who can then be approached by the AANN leadership and “recruited.”
- Potential volunteers are also identified via an ongoing “Willingness to Serve” form that is sent to all new members, that can be downloaded from AANN’s Web site, and which is distributed at the annual conference. This form allows potential volunteers to indicate a particular area of interest, one of which is “Education.”
- All potential volunteers, whether self-identified or recommended by other AANN volunteers, are asked to provide a CV and letter of interest.
- Upon consultation with the Education Provider Chair and AANN staff, the AANN President makes final volunteer appointments to all education committees.
- See also “Selection of EPC Volunteers,” p. 12.
3) **Education Provider Committee (EPC), Chair Position Description**

*Issue Date: November 2001*

*Last Reviewed Date: September 2012*

a) **REPORTS TO:**
   AANN Board of Directors

b) **DESCRIPTION:**
   The EPC Chair is appointed by president for a two-year term and consults on and ensures compliance with ANCC criteria for all of AANN’s educational activities. This registered nurse must have a graduate degree. One degree, either baccalaureate or graduate, must be in nursing.

c) **RESPONSIBILITIES:**
   i) Works closely with the EPC Administrator/AANN staff to ensure adherence of EPC’s activities to ANCC’s guidelines and criteria.
   ii) Responsible to work with the AANN office to maintain EPC accredited status:
      1. Will review any data about educational activities that the EPC Administrator has prepared, as requested by American Nurse Credentialing Center (ANCC).
      2. Will review any notifications from the EPC Administrator to ANCC in writing for changes in personnel directly responsible for continuing education activities in nursing, changes in organizational structure that influence the ability to provide continuing education activities, or changes in ownership of organization and any other pertinent information.
      3. Will review any notifications to ANCC of intent to terminate authorized accredited activities if AANN decides to cease provision.
   iii) Provides support to the designated nurse planner for their particular EPC activity.
   iv) Participates in evaluating the goals of the EPC on an annual basis.
   v) Submits regular activity reports to the AANN executive director per board agenda schedules.
4) Education Provider Committee (EPC), Administrator Position Description

Issue Date: Approved August 2000
Last Reviewed Date: September 2012

a) REPORTS TO:
AANN Executive Director

b) DESCRIPTION:
The EPC Administrator is hired by AANN Executive Director and works closely with the EPC Chair and nurse planners to ensure compliance with ANCC criteria for all of AANN’s educational activities.

c) RESPONSIBILITIES:
i) Works closely with the EPC Chair to ensure adherence of EPC’s activities to ANCC’s guidelines and criteria
ii) Responsible for disseminating ANCC updates, changes, etc to the EPC Chair and the nurse planners.
iii) Responsible for scheduling EPC conference calls/face to face meetings
   ▪ Creates agendas
   ▪ Records minutes
iv) Responsible to work with the EPC Chair on the following:
   ▪ Submits summary data about educational activities as requested by American Nurse Credentialing Center (ANCC).
   ▪ Notifies ANCC in writing for changes in personnel directly responsible for continuing education activities in nursing, changes in organizational structure that influence the ability to provide continuing education activities, or changes in ownership of organization and any other pertinent information.
   ▪ Notifies ANCC of intent to terminate authorized accredited activities if AANN decides to cease provision.
v) Works with the EPC Chair and nurse planners to ensure appropriate language and terminology on communications, marketing materials, and certificate of attendance awarded to participants as recommended by the Commission on Accreditation to describe AANN’s current accredited status.
vi) Responsible for ensuring proper record keeping of all EPC files at the AANN headquarters.
vii) Responsible for complete administrative work for the EPC Chair and the designated nurse planner for all EPC activities
viii) Submits regular activity reports to the AANN executive director.
5) Education Provider Committee (EPC), Staff Position Descriptions

Issue Date: November 2001
Last Reviewed Date: September 2012

a) REPORTS TO:
   EPC Administrator

b) DESCRIPTION:
   Provide planning and administrative support to EPC Administrator and Volunteers in continuing education activities. These persons will be staff members of Association Management Center who serve as AANN’s Education Manager, Meeting Manager, and Meeting Coordinator.

c) RESPONSIBILITIES
   i) Education Manager
      - Assist as requested in the overall activities of the EPC.
      - Support EPC Administrator and identified committee(s) to plan and coordinate educational activities.
      - Prepare and maintain all correspondence with educational faculty.
      - Input educational data (e.g., abstract submissions) into database.
      - Coordinate materials for inclusion in program books.
      - Coordinate conference poster program.
      - Prepare honorarium and/or faculty expense check requests.

   ii) Meeting Manager
       - Identify and recommend sites for educational programs (e.g., city and facility) as directed by AANN.
       - Negotiate and prepare contracts with facilities and vendors.
       - Manage conference logistics including room setups, audio visual equipment rentals, food and beverage orders.
       - Manage on-site activities at events.
       - Provide meetings budget data and ensure program compliance within budget.
       - Serve as primary contact for all meeting vendors.
       - Maintain historical meeting statistics.
       - Input meeting information into AANN database.
       - Coordinate materials for inclusion in conference brochure/program book/day-at-a-glance.

   iii) Meeting Coordinator
        - Provide assistance as required to Meetings Manager.
        - Send out leads for future sites, compile proposals and prepare grid for Executive Director.
        - Travel to and co-manage on-site activities.
        - Interact and maintain relationships with vendors.
6) Selection of EPC Volunteers

Issue Date: August 2000
Last Reviewed Date: September 2012

a) DESCRIPTION:
Committee volunteers will be selected for each educational activity.

i) AANN committees or task forces may make a proposal to the EPC for educational activity ideas. Each committee/task force will select a representative that will serve as a Vice Chair for the EPC during the planning, development, implementation and evaluation of the educational activity.

ii) The EPC chairperson will work directly with the chairperson and their committee/task force volunteers to develop educational activities that adhere to ANCC’s Educational Design Criteria.

iii) Biographical data forms will be maintained for all persons (planning committee members and EPC Vice Chair) involved in the planning of the educational activity.

iv) Project members who participate on individual planning committees will be chosen based on educational expertise and interest in the project.
7) **EPC use of ANCC Commission on Accreditation Educational Design Criteria to Plan and Implement Nursing Continuing Education Activities**

*Issue Date: November 2001*

*Last Reviewed Date: September 2012*

a) **DESCRIPTION:**

The ANCC Commission on Accreditation Criteria will be used to plan and implement all Nursing Continuing Education Activities. As a provider of continuing education, AANN will maintain accreditation through the American Nurses Credentialing Center Commission on Accreditation (ANCC-COA). AANN’s EPC will adhere to ANCC-COA criteria, policies and procedures in its operations and in planning, implementing and evaluating education activities.

i) The Education Provider Committee (EPC) is responsible to ensure adherence to ANCC policies governing AANN’s operation as an accredited provider.

ii) The EPC will be responsible to ensure compliance with ANCC criteria in the overall development, implementation, evaluation and quality assurance of AANN’s continuing education. For both EDI and EDII programs, ANCC criteria will be utilized (see “Participant Attendance (Educational Design I) Programs, pps. 27-28, and “Learner-paced” (Educational Design II) Programs, pps. 29-30).

iii) The EPC Administrator will oversee adherence to and update all AANN policies related to maintaining ANCC accreditation.

iv) All ANCC-related policies and procedures will be maintained as a separate manual entitled, “Education Provider Committee Policy and Procedure Manual.”

v) The AANN EPC Administrator or designee is responsible for responding to the ANCC-COA requests for biennial or annual reports or as needed.

vi) Any significant changes of AANN EPC staff or operations, including termination of accredited provider activities, and others that relate to compliance with ANCC-COA, will be reported in writing to the ANCC-COA by the AANN EPC Administrator or designee. In case of a change in the Administrator of the AANN EPC, the AANN Executive Director or designee will report the change.

vii) AANN will publicly state its ANCC accredited status in publicity, education program/product books and other materials; and certificates of attendance by:

viii) AANN is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center.

ix) AANN will award credit as a contact hour defined by the ANCC-COA, that is, 60 minutes of participation in an organized education activity designed according to professional standards and under qualified instruction.

x) Under its ANCC provider status, AANN’s EPC cannot approve educational activities of other groups internal or external to AANN. If requests for program approval are
received, the EPC Administrator will notify the inquiring party in writing that AANN is not accredited to approve other groups’ programs and thus will not accept such applications.

xi) AANN’s EPC will conduct an annual evaluation of itself in relation to ANCC-COA criteria, and it will include as a minimum, review of its policies and procedures; resources - financial, material, human, time; operations; education activities and products; outcomes in relation to its goals.
8) EPC Co-Providership of Nursing Continuing Educational Activities

Issue Date: August 2000
Last Reviewed Date: September 2012

a) DESCRIPTION:
Co-provided educational activities are planned, developed, and implemented by two or more organizations or agencies.

i) When designated as the CNE provider, AANN has responsibility for following ANCC procedures to award nursing content hours for the program.

ii) In this role, AANN takes responsibility to set the objectives, plan the content, choose the faculty, and design the evaluations.

iii) AANN will award contact hours to eligible program attendees, co-determine the conference fees, handle all fiscal/budgetary arrangements, and be responsible for record keeping.

iv) The EPC will ensure that ANCC Educational Design Criteria will be adhered to in the planning, developing, and evaluating of the activity.

v) Responsibility for on-site implementation is negotiated by AANN and the other organization(s).

vi) The names of all sponsors shall be listed on the program materials.

vii) When designated as secondary provider, AANN will function under the direction of the primary provider.

viii) When functioning in this role, AANN will serve as the agency representing expertise in the area of neuroscience nursing.
9) **EPC Record Keeping and Confidentiality**

*Issue Date: November 2001*

*Last Reviewed Date: September 2012*

**DESCRIPTION:**
Under the guidance of the EPC, AANN will adhere to specific guidelines for the storage of records and assurance of confidentiality of participant records.

i) AANN will maintain records of all educational activities according to ANCC criteria.

ii) All records relating to educational activities will be maintained by the Central Office for a period of five (5) years. The records include all educational design criteria for the educational activity. These records may be stored in physical written form or on computer disc (or both).

iii) Continuing education activity records are considered confidential and are protected from unauthorized access. Educational activity records are available only to EPC authorized individuals.

iv) AANN’s EPC Administrator will be responsible for all record keeping related to educational activities.

v) At least two copies of the educational design criteria for each activity are maintained for reference.

vi) Essential information can be retrieved from these records when needed.

vii) The records kept for each educational activity will include the following essential information:

- Title
- Name and title of person responsible for implementing the educational activity
- Names and titles of the EPC chair and for members of the planning committee
- Biographical data and disclosure statements on each member of the planning committee and support staff, and all speakers/presenters
- Starting and ending dates
- Name and address of facility where the educational activity was held
- Objectives, content, time frames, teaching methods and method used to evaluate the educational activity
- Description of target audience
- Method used to determine need for the educational activity
- Names and addresses of participants and number of contact hours awarded to each
- Total number of contact hours awarded for the educational activity
- Summary of participants’ evaluations
- Copy of the specific co-providership agreement for each activity where applicable
- Copy of the specific agreement between AANN and any company giving commercial support for an educational activity
- Promotional materials, including brochures, program books, etc.
- For independent study (EDII) programs, documentation of pilot study and time-to-complete calculations.

viii) When requests for replacement certificates are received, education staff will verify the learner’s participation by first checking the archived audit of CE certificates issued. When the administrative fee is received, staff will reissue a certificate. If the learner does not appear on the audit (i.e., AANN did not receive a completed evaluation form), staff will verify the learner’s payment to attend the conference. If the learner in fact paid to attend the conference, they will be sent replacement evaluation forms on which they can indicate the sessions they attended and a copy of the on-site certification for completion by the learner.
10) Participant Attendance and Completion of Educational Activities

**Issue Date: November 2001**
**Last Reviewed Date: September 2012**

a) DESCRIPTION:
Through the Education Provider Committee (EPC), AANN will adhere to specific guidelines to verify attendance and/or successful completion of each educational activity.

i) The completion, record and/or receipt of three items will be confirmation of program attendance: official registration, program evaluation and awarding of a contact hour certificate. This will be conducted under the supervision of the EPC Chair and Administrator.

ii) The registration process will be used for official documentation of program participants. Demographic information may be obtained during this process.

iii) Each educational activity requires an evaluation by each program participant. The evaluation must include:
- Learner’s achievement of each program objective
- Teaching effectiveness of each individual faculty member/presenter
- Relevance of the content to the program objectives
- Effectiveness of teaching methods
- Appropriateness of the physical facilities

Learner-paced program evaluations must also include documentation of the time required of the learner to complete the program.

iv) Educational programs will award contact hours based on the actual portion of the program attended. Program participants will submit an Attendance Form/CE Certificate that documents by code, the actual portion(s) of the program attended. The EPC Administrator conducts a random sample of submitted CE forms to check for accuracy, and will send corrected certificates to the program participants if necessary.

v) Educational Design I (EDI) programs will require complete attendance of the entire activity. Registration at the onset and written evaluation upon completion of the activity ensure attendance.

vi) For future Education Design II (EDII) programs, there will be developed a predetermined method to provide periodic and/or final diagnostic feedback to the learner (e.g., item analysis on tests, providing gain scores from pre-test to post-test, providing bibliographic references for areas underachieved, providing remedial information for areas underachieved and providing examples of expected outcome behaviors based on standards of practice).

vii) EDI learners will be informed of the criteria for successful completion in program advertisements (e.g., program brochure), program handouts (e.g., proceedings book), and on the evaluation tool instructions.
EDII learners will be informed of the requirements for successful completion (e.g., achievement of 80% passing score on the *Journal of Neuroscience Nursing (JNN)* article post-test and completion of assessment questions will be prerequisites for awarding a contact hour certificate) in all promotional materials for the program (e.g., in the *JNN*, on the AANN Web site).
11) EPC, Certificate Awards for Successful Completion of an Educational Activity

Issue Date: November 2001
Last Reviewed Date: September 2012

a) DESCRIPTION:
Under the direction of the Education Provider Committee (EPC), AANN will award program participants contact hour certificates as evidence of successful completion of an educational activity.

i) Contact hour award certificates or written statements will be awarded to individuals to verify an individual’s attendance and completion of each continuing education activity.

ii) Each certificate will include verification of the following:
- attendance and completion of the educational activity
- number of contact hours awarded
- the name and address of the provider of the educational activity
- the accredited status of the provider through use of the official accreditation statement
- for ED I, the title, date, location, city, and state of the educational activity
- for ED II, the title of the educational activity, and the date that the post-test was completed on-line or received at the AANN office.

iii) The EPC Chair will direct the EPC Administrator to award appropriate certificates to eligible program participants, based on their completion of a program evaluation form and verification of program registration (payment).

iv) The appropriate measure by which accredited providers award credit is the 60 minute contact hour. A contact hour is 60 minutes of a designated, organized learning activity which is either a didactic or clinical experience.

v) The EPC Chair will direct the determination of appropriate contact hours for educational offerings.
12) EPC, Maintenance of ANCC Accredited Status

Issue Date: August 2000
Last Reviewed Date: September 2012

a) DESCRIPTION:
Under the supervision of the Education Provider Committee (EPC), AANN will comply with the Commission on Accreditation policies and procedures in order to maintain its accredited status.

i) AANN policies will reflect the use of ANCC Commission on Accreditation Criteria. The EPC Chair and Administrator will ensure AANN policies reflect these criteria and that the criteria are maintained in all educational activities.

ii) AANN will award contact hours for EPC designated educational activity attendance/involvement. A contact hour is 60 minutes of a designated, organized learning activity which is either didactic or clinical experience. (Refer to EPC policy “Certificate Awards for Successful Completion of an Educational Activity.”)

iii) AANN will award certificates or written statements verifying an individual’s attendance and completion of each continuing education activity.

iv) When describing AANN’s current accredited status, AANN will use appropriate terminology on all communications, marketing materials, and certificates of attendance awarded to participants. The EPC Chair and Administrator will ensure that this occurs.

v) An intent to terminate accredited provider status must be provided to the ANCC in writing six months prior to the actual termination date. The EPC Chair is responsible for this activity.

vi) AANN will submit summary data to ANCC about educational activities, as requested, in order to assist in evaluating and monitoring the national accreditation and approval system. The EPC Chair will be responsible for ensuring this correspondence.

vii) AANN will notify ANCC of the following changes in organization and administration:
- Organizational changes that effect personnel directly responsible for continuing education activities in nursing, and/or
- Changes in organizational structure that influence AANN’s ability to provide offerings or programs, and/or,
- Changes in corporate management that will require:
  o a new organizational chart that identifies the provider unit;
  o information related to administration and operation of the provider unit under its new management,
  o additional information, as appropriate
- The EPC chair will provide the ANCC with any of the above information within 30 days of the change.

viii) Any association with commercial product companies or with the display of commercial products, will result in AANN prominently displaying a statement on written materials
attesting that accreditation refers to recognition of educational activities only and does not imply Commission on Accreditation approval or endorsement of any product. The EPC Chair and Administrator will oversee this activity.

ix) AANN will sponsor educational activities that follow the ANCC Commission on Accreditation Educational Design Criteria. Individuals that attend and complete these activities will receive recognition of attending an activity that has been provided by an ANCC-accredited organization.

x) Quality assurance activities for educational programs and offerings will be conducted by the AANN committee or task force responsible.
13) **EPC, Commercial Support of Continuing Nursing Education Activities**  
*Issue Date: August 2000*  
*Last Reviewed Date: September 2012*

a) **DESCRIPTION:**  
The purpose of continuing nursing education is to build upon the educational and experiential bases of the professional nurse for the enhancement of practice, education, administration, research or theory development in order to improve the health of the public. It is the responsibility of AANN, as the provider of a continuing education activity, to assure that the activity is designed primarily for that purpose.

Commercial companies often provide financial support of these continuing education activities. These activities include: (a) education sessions within the conference program, and/or (b) education sessions developed by the exhibitor. The relationship between AANN and the commercial supporter necessitates a separation of the independent education activities and promotion of commercial products or procedures. Combining education and promotion can entail the potential loss of a critical element of objectivity in the educational mission and can detract from the important benefits of continuing nursing education to nurses and the health care consumer.

i) The following guidelines are designed to prevent conflict of interest and the introduction of bias in educational offerings.

- Continuing nursing education is conducted for the education of the audience and for the benefit of the health care consumer. It builds upon the knowledge and competence levels of nurses. It should not be primarily for the benefit of the commercial supporters, AANN, or presenters involved in the activity.
- Continuing nursing education programs should be objective and, where legitimate differences or contrasting views exist, balanced. The assurance of objectivity and balance is the responsibility of AANN.
- Factors that can result in the introduction of bias must be avoided. These may include monetary inducements beyond necessary expenses, gifts of more than nominal value, or personal amenities.
- Presenters, topics, course materials and “enduring materials” must be subject to the approval of and be the responsibility of AANN and not be at the discretion of commercial sponsor(s).
- Disclosure of affiliations, sponsorships, financial support and other potentially biasing factors must routinely be made to the audience by AANN and participating presenters (i.e., via inclusion in the written program materials or through speaker introductions).
- The educational activity records document evidence of compliance with AANN’s policy on commercial support of continuing nursing education.

b) **Independence**  
AANN defines an entity that has a “commercial interest” as any proprietary entity producing health care goods or services, with the exception of non-profit or government.
AANN and the EPC ensure that the following decisions were made free from the control of a commercial interest:

i) identification of CNE needs,

ii) determination of educational objectives,

iii) selection and presentation of content,

iv) selection of all persons and organizations that will be in a position to control the content of the CNE,

v) selection of educational methods

vi) evaluation of the activity.

vii) an entity with a commercial interest cannot take the role of non-accredited partner in a co-provider relationship.

c) Resolution of Personal Conflicts of Interest

An individual must disclose any financial relationships with an entity with a commercial interest. The EPC must be able to show that each individual who is in a position to control the content of an education activity has disclosed all relevant financial relationships with any entity with a commercial interest in the provider. AANN defines “financial relationships” as those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options, or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial relationships can also include ‘contracted research’ where the institution gets the grant and manages the funds and the individual is the principal or named investigator on the grant.

Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. AANN considers relationships of the person involved in the CNE activity to include financial relationships of a family member. Financial relationships must be disclosed to the learners for twelve months following initiation of the relationship.

AANN considers financial relationships in any amount occurring within the past 12 months as “relevant” in terms of creating a conflict of interest. An individual who refuses to disclose financial relationships will be disqualified from being a planning committee member, a teacher, or an author of CNE and cannot have control of, or responsibility for, the development, management, presentation, or evaluation of the CNE activity.

AANN defines a “conflict of interest” as when an individual has an opportunity to affect CNE content with products or services from a commercial interest with which he/she has a financial relationship. ANCC considers “opportunity to affect CNE content” to include content about specific agents/devices, but not necessarily about the class of agents/devices, and not necessarily content about the whole disease class in which those agents/devices are used.

d) Appropriate Use of Commercial Support

AANN makes all decisions regarding the disposition and disbursement of commercial support. AANN defines “commercial support” as financial, or in-kind, contributions given by a commercial interest, which is used to pay all or part of the costs of a CNE activity. AANN will not be required by an entity with a commercial interest to accept advice or services concerning teachers, authors, or other education matters, including content, from the entity as conditions of
contributing funds or services. All commercial support associated with a CNE activity must be given with the full knowledge and approval of AANN.

e) **Written agreement documenting terms of support**
The terms, conditions, and purposes of the commercial support will be documented in a written agreement with the entity that includes AANN and its educational partner(s). The agreement must include the AANN, even if the support is given directly to AANN’s educational partner or a co-provider. The written agreement must specify the entity that is the source of commercial support. Both the entity and AANN will sign the written agreement regarding the support to be provided/accepted.

f) **Expenditures**
The provider must have written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers, and authors. AANN will pay directly any teacher or author honoraria or reimbursement of out-of-pocket expenses in compliance with written policies and procedures. No other payment shall be given to the director of the activity, planning committee members, teachers or authors, co-provider, or any others involved with the supported activity. If teachers or authors are listed on the agenda as facilitating or conducting a presentation or session, but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only.

g) **Expenditures for learners**
Social events or meals at CNE activities cannot compete with or take precedence over the educational events. AANN will not use commercial support to pay for travel, lodging, honoraria, or personal expenses for non-teacher or non-author participants of a CNE activity. AANN may use commercial support to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers. This element applies only to nurses whose official residence is in the United States. The provider must be able to produce accurate documentation detailing the receipt and expenditure of commercial support.

h) **Appropriate Management of Associated Commercial Promotion**
Arrangements for commercial exhibits or advertisements will not influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CNE activities.

i) **Product-promotion material or product-specific advertisement of any type is prohibited in or during CNE activities.** The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CNE.

- Print, advertisements and promotional materials shall not be interleaved within the pages of the CNE content. Advertisements and promotional materials may face the first or last pages of printed CNE content as long as these materials are not related to the CNE content they face and are not paid for by the entities with commercial interests in the CNE activity.
- Computer-based, advertisements and promotional materials shall not be visible on the screen at the same time as the CNE content and shall not be interleaved between computer ‘windows’ or screens of the CNE content.
- Audio and video recording, advertisements and promotional materials shall not be included within the CNE. There will be no ‘commercial breaks.’
- Live, face-to-face CNE, advertisements and promotional materials shall not be displayed or distributed in the educational space immediately before, during, or after a CNE activity. Providers shall not allow representatives of an entity with commercial interests to engage in sales or promotional activities while in the space or place of the CNE activity.

Educational materials that are part of a CNE activity, such as slides, abstracts, and handouts, shall not contain any advertising, trade name, or a product-group message. Print or electronic information distributed about the non-CNE elements of a CNE activity that are not directly related to the transfer of education to the learner, such as schedules and content descriptions, may include product promotion material or product-specific advertisement.

AANN will not use an entity with a commercial interest as the agent providing a CNE activity to learners, e.g., distribution of self-study CNE activities or arranging for electronic access to CNE activities.

j) **Content and Format without Commercial Bias**
   The content or format of a CNE activity or its related materials must promote improvements or quality in health care and not a specific proprietary business interest of an entity with a commercial interest. Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the CNE educational material or content includes trade names, when available, trade names from several companies should be used, not just trade names from a single company.

k) **Disclosures Relevant to Potential Commercial Bias**
   **Relevant financial relationships of those with control over CNE content**
   Disclosure of information about faculty relationships may be disclosed verbally to participants at a CNE activity. When such information is disclosed verbally at a CNE activity, AANN will be able to supply ANCC with written verification that appropriate verbal disclosure occurred at the activity. With respect to this written verification:
   i) A representative of AANN who was in attendance at the time of the verbal disclosure must attest, in writing:
      - that verbal disclosure did occur; and
      - itemize the content of the disclosed information or that there was nothing to disclose.
   ii) The documentation that verifies that adequate verbal disclosure did occur must be completed within one month of the activity.
   iii) AANN will ensure that learners are aware of any relevant financial relationship(s), by including the following information:
      - The name of the individual,
      - The name of the commercial interest(s), and
      - The nature of the relationship the person has with each commercial interest.
iv) For an individual with no relevant financial relationship(s), the learners must be informed that no relevant financial relationship(s) exist.

l) **Commercial support for the CNE activity**
   Acknowledgment of commercial support AANN may state the name, mission, and areas of clinical involvement of the company or institution and may include corporate logos and slogans, if they are not product-promotional in nature.
   i) The source of all support from entities with commercial interests will be disclosed to learners. When commercial support is other than monetary support, the nature of the support will be disclosed to learners.
   ii) ‘Disclosure’ will not include the use of a trade name or a product-group message.

m) **Timing of disclosure**
   AANN will disclose the above information to learners prior to the beginning of the educational activity.

AANN’s policy on commercial support of continuing education activities is taken almost entirely from the ANA’s position statement on Guidelines for Commercial Support of Continuing Nursing Education, 2006.
Education Provider Committee Evaluation Plan

Issue Date: August 2000
Last Reviewed Date: September 2012

n) DESCRIPTION:
The Education Provider Committee (EPC) will enact a specific quality assurance plan to evaluate and audit the activities of the provider unit.

i) The EPC will review provider unit activities prior to each Board meeting. The EPC Chair will submit activity reports as appropriate to AANN’s Board of Directors for review. This will allow for Board input, direction and suggestion about the goals and objectives of the EPC.

ii) The general membership meeting will offer AANN’s membership the opportunity to learn of specific workings of the committee throughout the year. These reports and reviews will offer the EPC the opportunity to review and update its goals, objectives, and the means to meet these on an ongoing basis.

iii) Evaluation forms will be compiled by the Central Office after each educational activity. Results will be reviewed by the EPC and appropriate planning committee. Changes and suggestions will be implemented in future educational activities.

iv) The membership of AANN will have an opportunity to contribute to the general evaluation of educational programs and offerings through routine General Membership Survey Questionnaires, as well as informal communications.

v) EPC policies will be reviewed and/or updated every two (2) years (as are all AANN policies). The EPC chair and administrator will conduct this activity.

vi) On an annual basis (October), the EPC will review expenses, submit a budget and review its support services.

14) EPC EVALUATION PLAN

(See Appendix B)
15) EPC, Participant Attendance (Educational Design I) Programs

Issue Date: November 2001
Last Reviewed Date: September 2012

a) DESCRIPTION:
Participant Attendance Programs (provider directed): learning activity developed by AANN for participation by group learners.

b) Planning the Participant Attendance Program:

i) Resources – RNs are involved in the planning process. The EPC Chair and at least one other master’s-prepared RN must be involved in this segment.

ii) Target audience and needs assessment
   - Identify target audience
   - Developed based on a documented need of potential participants

iii) The Purpose/Goal(s) of the program is clearly stated and supported by the educational design.

iv) Objectives – stated in operational/behavioral terms that define the expected outcomes for the learners.

v) Content
   - Content is related to and is consistent with participant attendance program objectives.
   - Each objective has written content that is directly related to that objective.
   - There is a detailed content outline that provides information on the material that will be presented.

vi) Time Frames – The time allotted for the content must be consistent with the objectives and appropriate for the content being presented.

vii) Faculty/authors present content that is in their knowledge base and area of expertise. This is verified by biographical data form.

viii) Teaching Strategies (such as lecture, discussion, question and answer) must be appropriate for the material being presented, and incorporate adult learning principles.

ix) The physical facilities must be conducive to learner comfort and accessibility, as well as accommodate the teaching strategies.

x) Verification of Participation and Successful Completion
   - Official registration and completion of a program evaluation will be prerequisites for awarding a contact hour certificate for every EDI activity provided by AANN. The tabulation of evaluations and creation of certificates of completion will be conducted under the supervision of the EPC Administrator.
Contact hours for EDI programs will be awarded based on complete programs attended. The annual meeting is considered a series of individual programs, so credit will be awarded based on the actual number of programs attended at the conference. Members record their continuing education activities; enter the total number of contact hours at the designated place on the form. A copy is turned in to the AANN office for review and verification of hours by the EPC Administrator. A copy of the certificate is kept on file at the AANN office. The attendee retains a copy of the form as their actual CE certificate.

Learners will be informed of the criteria for successful completion in program advertisements (e.g., program brochure), program handouts (e.g., proceedings book), and on the evaluation tool instructions.

Evaluation: Evaluation instruments for EDI programs will include

- The relationship of the learning objectives to the overall purpose/goals of the activity.
- Learner’s achievement of each objective.
- Expertise of each individual presenter.
- Appropriateness of the teaching strategies.
- Appropriateness of the physical facilities.

EDI programs that are co-provided will be planned and executed in compliance with the policy “Co Providership of Nursing Continuing Education Activities” (p. 15).
16) EPC, Independent Study (Educational Design II) Programs

Issue Date: November 2001
Last Reviewed Date: September 2012

a) DESCRIPTION:
Independent Study Programs (learner self-directed): learner-paced learning activity developed by AANN for use by an individual learner.

b) Planning the Independent Study Program:

i) Resources – RNs are involved in the planning process. The EPC Chair and at least one other master’s-prepared RN must be involved in this segment.

ii) Target audience and needs assessment
   - Identify target audience
   - Developed based on a documented need of the target audience

iii) The Purpose/Goal(s) of the activity is clearly stated.

iv) Objectives – stated in operational/behavioral terms that define the expected outcomes for the learner.

v) Content
   - Content is related to and is consistent with the independent study program objectives.
   - Detailed content outline – topic or content area.

vi) Activity Description: There is a description of the learning activity plan/process including an explanation of all teaching/learning materials required to complete the activity and a description of the plan/process for obtaining and interacting with the resources.

vii) Faculty/authors present content that is in their knowledge base and area of expertise. This is verified by biographical data form.

viii) Teaching/learning method
   - a. A pilot study is done with the teaching/learning materials, prior to implementation of the program, which provides evidence of the effectiveness of those materials and the time required of the learner to achieve the objectives.
   - b. There is a method or rationale used to determine the number of contact hours to be awarded for successful completion of the independent study program. Any method used will utilize data from the pilot testing.
ix)  Pilot-Testing will be conducted for programs to establish the
    ▪  effectiveness of the design and teaching/learning methods.
    ▪  average time required of the pilot testers to complete the activity.
    ▪  basis for determining contact hour credit to be awarded.

x)  Verification of participation and completion
    ▪  Achievement of 80% passing score on the Journal of Neuroscience Nursing (JNN)
      article Educational Design II (EDII) post-test and completion of assessment
      questions will be prerequisites for awarding a contact hour certificate.  (See Journal
      of Neuroscience Nursing Articles Independent Study Program, pps. 32-33.)
    ▪  For the EDII program of JNN, contact hours will be awarded upon achievement of
      an 80% score on the post-test and completion of the assessment questions. The
      learner prints out their own certificate automatically from AANN’s Web site upon
      successful completion of the program.  Complete data on all participants
      participating in the program (including unsuccessful candidates) is collected by the
      EPC administrator and saved for a period of five years.
    ▪  For future EDII programs developed by AANN, standards for successful completion
      (e.g., passing score on a post-test) will be determined and documented in the EPC
    ▪  For all EDII programs, learners will be informed of the requirements for successful
      completion of the program in the written instructions accompanying the program.

i.  Evaluation
    ▪  Plan for evaluation includes a provision for evaluating the extent to which the
      learning
      objectives are being achieved.
    ▪  Criteria for successful completion of the program and a plan for documenting
      successful completion.
    ▪  Evaluation instrument must include:
      o  Achievement of each individual program objective.
      o  Relevance of the content to the objectives.
      o  Effectiveness of the teaching/learning method.
      o  Documentation of the time required of the learner to complete the
        program.
    ▪  Method determined to provide periodic and/or final diagnostic feedback to the
      learner (e.g., item analysis on tests, providing gain scores from pre-test to post-
      test, providing bibliographic references for underachieved objectives, and
      providing examples of expected outcome behaviors based on standards of
      practice).
17) EPC, *Journal of Neuroscience Nursing* Articles Independent Study (Educational Design II) Program

**Issue Date:** November 2001  
**Last Reviewed Date:** September 2012

a) **DESCRIPTION**  
Selected articles from the *Journal of Neuroscience Nursing* (*JNN*) will be designed as independent study (EDII) programs available on AANN’s Web site.

b) **Planning the JNN EDII Program:**

i) The *JNN* Editor shall serve as Vice Chair of the Education Provider Committee for this program.

ii) One or more CE articles for each issue of JNN are selected by the JNN Editor as appropriate. The JNN Editor will contact the authors of the selected articles and ask them if they are willing/able to provide three CE objectives and eleven multiple-choice CE questions for their article. If the author is not comfortable writing objectives or post-test questions, a nurse member of the JNN Editorial Board with experience in independent study educational programs will draft them for review and editing by the author and JNN Editor.

iii) AANN Education staff will provide to authors and JNN Editor and Editorial Board members instructions on how to write learning objectives and post-test questions related to the objectives, as well as sample questions.

iv) The Editor will notify the EPC Administrator and editorial staff which articles were selected.

v) The Editor reviews the eleven submitted questions and selects the final five. (Authors are responsible for ensuring that they provide the correct answers to the editorial staff.)

vi) Pilot testing: Prior to launch of this program, six articles will be pilot tested to determine the quality and appropriateness of this independent study program. Four to six AANN members representing a cross-section of geography and job description will be asked to review the six articles, take the post-test, and provide feedback on both the quality of the educational experience and the time required to read and complete the post-test for each article.

vii) AANN Education staff will tally the responses from the pilot testers. Together, the Education Provider Committee Chair, Vice Chair and Administrator will review the pilot test results, make any adjustments as appropriate in the program, and assign a standard, defensible CE hour figure to JNN CE articles for the coming year.
Each JNN issue will designate which articles feature CE, but the posttest questions are not printed in the journal. The only way to obtain the CE is to go on-line and complete the posttest and appraisal questions.

Each CE article, including post-tests, is loaded onto the AANN web site, and the answer keys provided to the CE vendor (e.g., Cyberchalk Nursing Network).

Learners who wish to obtain CE credit for a particular article (or articles) sign on to the AANN web site, take the test on-line, and pay the administrative fee with a credit card (or on-line payment service such as PayPal). A passing score is 80% (8 out of 10 questions answered correctly). Successful learners will then receive/print out their certificate immediately.

Participants who do not receive a passing score will be able to retake the test once at no charge, on-line.

After the first year, the data from the learners will be tabulated and the average time taken to complete each exercise calculated. The data will be evaluated by the Education Provider Committee Chair, Vice Chair, and Administrator, and recommendations made for improving the educational program for the following year and/or modifying the amount of credit given per article as necessary.

Articles will remain available for CE for a period of two years, and then will be removed from the Web.

18) EPC, Biographical Data Form  
(See Appendix C)

19) EPC, Independent Study Documentation Form  
(See Appendix D)

20) Checklist for Independent Study Program  
(See Appendix D1)

21) EPC Presenter Information Form  
(See Appendix E)
22) Annual Meeting Planning Committee Chair

*Issue Date: November 2001*

*Last Issue Date: January 2007*

a) **REPORTS TO:**
   Board of Directors through Education Provider Committee

b) **DESCRIPTION:**
   The Annual Meeting Planning Committee Chair will serve for one year from date of appointment
   by the president. Term may be extended to a second term at the discretion of the president.
   Term begins at the conclusion of the annual meeting.

   This registered nurse must have a graduate degree. One degree, either baccalaureate or
   graduate, must be in nursing (See Education Provider Committee Description).

c) **RESPONSIBILITIES:**
   The annual meeting planning committee chair will serve for one year from date of appointment
   by the president. Term may be extended to a second term at the discretion of the president.
   Term begins at the conclusion of the annual meeting. The appointment will be made by the
   president in conjunction with a recommendation from the current Annual Meeting Planning
   Committee Chair.

   Appointment opens to those with prior professional experience in CE activities for the
   professional nurse, and expertise in neuroscience nursing as demonstrated by current
   curriculum vitae. Additionally, the candidate must demonstrate leadership abilities with
   knowledge of CE criteria, mentoring skills, strong communication and organization skills, and
   commitment to AANN. It is a requirement that the recommended chair be a current member of
   the committee.

   Once appointed roles and responsibilities include:

   i) Serves as EPC Vice Chair.
   ii) Collaboration with AANN Board of Directors Liaison, EPC Chair and staff in the
       development of the AANN Annual Meeting.
   iii) Mentors members of the committee regarding the overall activities of the Annual
       Meeting Planning committee to ensure continuity in leadership.
   iv) Coaches individual AANN members as they prepare abstracts for submission and
       presentation at the Annual Meeting.
   v) Oversees all activities of the Annual Meeting Planning Committee and its members.
   vi) Recommends changes and improvements to the Annual Meeting to the board of
       directors. Participates in the evaluation of the Annual Meeting.
   vii) Recommends changes and improvements in the Policies and Procedures of the EPC with
       regard to the planning, implementation, and evaluation of the Annual Meeting.
23) Annual Meeting Planning Vice-Chair

*Issue Date: February 2011*

*Last Reviewed Date: September 2012*

a) **DESCRIPTION**

The Annual Meeting Planning committee co-chair terms should be one year of being the chair of the poster committee, with the possibility of becoming the committee chair the following year.

Term begins at the conclusion of the annual meeting. The appointment will be made by the president in conjunction with a recommendation from the current Annual Meeting Planning Committee Chair and the board advisor to the Annual Meeting Planning Committee.

Appointment is open to those with prior professional experience in CE activities for the professional nurse, and expertise in neuroscience nursing as demonstrated by current curriculum vitae. Additionally, the candidate must demonstrate leadership abilities with knowledge of CE criteria, mentoring skills, strong communication and organization skills, and commitment to AANN. It is a requirement that the recommended co-chair be a current member of the committee.

b) **RESPONSIBILITIES**

Once appointed roles and responsibilities include:

i. Collaborates with AANN Annual Meeting Planning chair and the national office Education Manager in the development of the AANN Annual Meeting.

ii. Mentors members of the committee regarding the overall activities of the Annual Meeting Planning committee to ensure continuity in leadership.

iii. Coaches individual AANN members as they prepare abstracts for poster submission and presentation at the Annual Meeting.

iv. Oversees all activities of the Annual Meeting Planning Poster Committee and its members.

v. Recommends changes and improvements to the Annual Meeting to the Annual Meeting Planning chair. Participates in the evaluation of the Annual Meeting
III. B. Nominations and Elections

1) Nominating Committee
   Issue Date: August 1996
   Last Issue Date: April 2012

   a) PURPOSE:
      To prepare and submit a slate of officers, directors-at-large and nominating committee
      members for the membership to vote on to lead the organization. The slate must include at
      least two candidates for each elected position.

   b) COMPOSITION
      i) The committee will be composed of four members, a Chair and a Board advisor
      ii) Two members will be elected as part of the annual election process. These individuals
          should not be elected during the same election cycle.
      iii) Two members will be appointed by the incoming president-elect, in conjunction with
           the nominating committee chair, from the general membership prior to the annual
           meeting each year.
      iv) Committee Term length
          • Two years.
          • One elected and one appointed member will come on to the committee every year
          • May not serve consecutive terms.
      v) Chairperson:
          • Appointed to a three-year term and reviewed annually by the President-Elect. May
            not serve consecutive terms.
          • Past Association Leadership experience
          • In addition, must meet all qualification of the Nominating Committee member
          • Identify the Vice-Chair
      vi) Vice-Chair
          24) Identified from within the committee
          25) Recommended by the Chair for appointment as a mentee to the leadership role
          26) Succession into the leadership role should not be assumed
          27) Appointed as a one year role
      vii) Board Advisor: The Immediate Past President serves as the board advisor in a non-
           voting capacity.
      viii) Committee members are expected to attend the Annual Meeting

   c) QUALIFICATIONS FOR THE NOMINATING COMMITTEE
      i) AANN member in good standing for five years.
      ii) Active involvement within the past year in local and/or national activities of AANN or
          other professional organization. Has served on an AANN committee, taskforce or Board
          of Directors. May also have served on a board, committee, taskforce, etc of another
          professional organization.
      iii) Communicates effectively orally, written and electronically.
iv) Demonstrates networking skills.
v) Must be willing to reach out to potential candidates and connect with them on a personal level
vi) Previous experience in leadership/management activities (i.e. interviewing/evaluation preferred).

d) NOMINATING COMMITTEE MEMBER SELECTION
i) Appointed Members: selection will be made by a call for volunteers to the membership. Applicants submit candidate application forms to AANN national office as per the same process as that for the board of directors candidates.
   ▪ Committee developed by Chair of Nominating Committee in conjunction with president and/or president-elect and presented to AANN Board for final approval.

ii) Elected Members: AANN members will complete the application process as part of the annual election
   ▪ The application process is the same as that for the Board of Directors and is discussed in the candidate application packet.
   ▪ Potential candidates will be interviewed by the nominating committee for inclusion on the ballot.

e) RESPONSIBILITIES & DUTIES
i) It is the responsibility of the committee to secure at least two (2) candidates for each position on the ballot and present a slate of qualified candidates to the membership for a vote, in an effort to provide the membership with a choice.

ii) The committee members shall consider the specific discussions related to potential nominees to be confidential. Committee members are prohibited from discussion with board members, staff or the membership regarding the status of nominees’ evaluation for office.

iii) The committee shall hold one face-to-face meeting to coincide with the Annual Educational Meeting, with additional business conducted via conference calls, mail, e-mail or fax as deemed necessary by the committee chair with the approval of the board.

iv) Copies of all committee action notes, minutes and, correspondence to potential nominees will be forwarded to and retained at the national office. All such documents or communications are strictly confidential and may be made available to the President for review in the event of a grievance. These documents are confidential and should remain as such, however it does not prohibit the chair from verbal discussions about the candidates with the President in the event of a grievance.

v) The committee members should be familiar with best practices related to governance

f) CHAIR RESPONSIBILITIES & DUTIES
i) Reviews the nominations policies and procedures with the committee, in accordance with the AANN policy review process and provides written suggestions for policy changes to the Board advisor.
ii) Ensures the integrity of the nomination process is maintained. Reports breeches of policy or integrity of the process to the board advisor. The board advisor, in collaboration with the nominating committee chairperson, will then notify the board of the breach in policy.

iii) Presides at all nominating committee meetings, insuring that a ballot, which must include two qualified candidates for each open position, is prepared in accordance with the nominating committee procedures.

iv) Approves the nominations calendar developed by staff which includes:
   - Application deadline
   - Deadline for distribution of nominee information to committee
   - Dates of conference calls or meetings to select slate of nominees
   - Deadline for notification of candidates if they are placed on the final ballot.
   - Election dates
   - Deadline for notifying (via phone and e-mail) all candidates of the election results.
   - Schedules and coordinates with staff the date for the development of the final slate.
   - Ensure accuracy of ballot and nominations materials prior to start of the election.

v) Submits written slate to the board of directors for approval. The slate will then be submitted to the staff once all nominees are notified of their status.

vi) Ensures all potential nominees are notified of final ballot first via phone and e-mail from the association.

g) **MEMBER RESPONSIBILITIES & DUTIES**
   i) Committee members will identify and recruit potential candidates by contacting chapter presidents, SFG facilitators, committee chairs, taskforce leaders and other members to encourage interest in running for AANN’s elected positions.
   
   ii) Attendance at the Annual Meeting is encouraged for the purpose of recruitment of candidates. There will be no financial compensation for being on the Nominating Committee except those authorized by the BOD. Any assistance is at the discretion of the BOD and can change with no notification.
   
   iii) Committee members will review each candidate application and participate in the candidate interview calls to select the slate of candidates.
   
   iv) Committee members may also call the references of candidates, as directed by the chairperson, for additional information or clarification.

h) **BOARD ADVISOR**
   i) Assure that the policies and procedures of the Nominating Committee are followed throughout the nominations process.
   
   ii) Provide input to the committee regarding questions that the candidate may have about the work of the BOD, time commitment, etc.
iii) The board advisor is a non-voting member of the nominating committee.

i) CANDIDATE RECRUITMENT
   i) Candidate solicitation will include a Call for Nominations published in Synapse, placed on the AANN web site home page and blast e-mail to the membership. The Nominating Committee will actively recruit potential nominees beginning at that time.
   ii) The Call for Nominations forms will be returned directly to the AANN headquarters office by the electronic submission date.
   iii) Potential nominees will return (via electronic submission) the completed nomination packets to AANN headquarters by the specified date.
   iv) The committee chair will inform staff of the individuals selected for the ballot.
   v) The committee chair will ensure all candidates are notified as to the final ballot.

j) NOMINATION PROCESS:
   i) Elected Position
      ▪ Submit all information as required in current policy & procedure.
      ▪ Candidates may only submit their application for 1 open position
   ii) Application packets will be sent to the committee members.
   iii) Application packets will be vetted by the committee members
   iv) All applicants who submitted a completed application will be scheduled to interview with the nominating committee
   v) Each committee member will score the applicant independently using the scoring system which the nominating committee approved. After the interview process, the completed score sheets will be sent to the national office.
   vi) The national office will tally applicant’s scores and provide a summary sheet to the committee members.
   vii) Score each candidate utilizing Nominating approved tools.
   viii) If there is more than one well qualified candidate then all well qualified candidates for each open position will be placed on the ballot no matter how many.
   ix) Notification of placement/no placement on ballot by telephone and e-mail.

k) STAFF RESPONSIBILITIES
   i) Work with the committee chair to develop a nominating committee calendar.
   ii) Place the Call for Nominations to the membership through various delivery methods. Verify to the nominating committee chair the nominees, the names of those individuals with completed nomination applications. All candidate information must be submitted in the proper format on or before the deadline.
      In the event that a nominee misses the application submission deadline or submits an incomplete application, staff will notify the nominee that application cannot be accepted. The chairperson shall also be notified.
   iii) Send a list of the nominations received to the committee chair on a weekly basis.
iv) Inform potential nominees of the candidate handbook available on the web site. If requested may send a copy of the candidate handbook to the individual.

v) Distribute a final list of potential nominees and the completed Nomination packets to committee chair and members.

vi) Notify committee members of conference call(s).

vii) After selection of the candidates by the committee, notify all voting members of the online election dates in Synapse, by e-mail or any other reasonable means.

viii) Prepare the materials for the online ballot.

ix) Notify the Committee Chair and the AANN President of the election results.

I) BALLOTS AND ELECTIONS

i) If an individual decides after the slate has been presented and approved by the BOD to withdraw from the election, the election shall continue with the candidates who have already been approved.

ii) The election shall be conducted by an outside firm which will also have the capability to protect the integrity of the election. The national office will not run or certify the election. A ballot containing the slate of candidates will be posted on a secured web site accessible by members only. All members will be notified of the election dates, how to vote, etc.

iii) Reports of the election results will be run at the closing time of the ballot. In the event of a tie vote the membership will be asked to re-vote electronically to break the tie utilizing the same processes outlined beginning after the preparation of the slate (H.1).

iv) The candidate who receives the most number of votes for their position will be considered the winner. If the election has closed and a candidate withdraws from the process, they shall no longer be considered a candidate and will be removed from the election regardless of the election results.

v) Among the candidates remaining on the slate, the one with the most votes for that position shall be considered the winner.

vi) Staff will notify the AANN President, Board Advisor and the Committee Chair of the election results.

vii) The Nominating Chair will insure that the winners and non-winners are notified of the election results by phone and or email. The board of directors shall be notified after all candidates have been notified of the election results.

viii) The results of the election shall be communicated to the membership through the association newsletter or via the web site.

ix) Any candidate may request a recount by submitting a request in writing to the nominating committee chairman and executive director within two weeks of the date they had been informed of the election results in writing.

x) The detailed ballot information shall be retained by the election company for a period of one year, and then archived.

m) NOMINATING CRITERIA

All potential nominees must be active members in good standing and meet the criteria set forth for specific offices as noted in the nomination policy (see Candidate Criteria for Member, Board of Directors).
Members of the nominating committee may not be considered as potential nominees for an elected position during their tenure.

1) NOMINATING CANDIDATE CRITERIA

These criteria are general guidelines that are designed to identify candidates for AANN Board positions. The Nominating Committee will utilize these guidelines to identify and screen potential candidates in the development of an election slate.

a. The AANN Board of Directors is composed of 10 elected members and includes the following positions:
   i. President
   ii. President-Elect
   iii. Secretary-Treasurer
   iv. Immediate Past President
   v. Directors-at-Large (6 serve on the board with the four officers)

b. GENERAL CRITERIA
   i. Cognizant of AANN’s mission, vision and values
   ii. AANN member in good standing for five years and has met at least one of the following criteria within the last five years:
      ▪ Has served on a national association committee or task force.
      ▪ Has contributed to AANN through involvement in membership activities and/or held office in a regional chapter or has been a facilitator of a Special Focus Group (SFG).
      ▪ Demonstrated leadership responsibilities outside AANN as a leader in other professional or community organizations.
      ▪ The President-Elect candidate must have had previous AANN board experience.
   iii. Demonstrates knowledge of and commitment to AANN
   iv. Visionary (good marketing skills, innovative ideas, good resources)
   v. Willingness to evaluate and implement change
   vi. Organized
   vii. Critical thinking and analytical skills
   viii. Mentoring skills
   ix. Objective in evaluating ideas
   x. Strong written and verbal communication skills
   xi. Current involvement in neuroscience nursing practice, education and/or research
   xii. Experience in project management and product development
   xiii. Willingness to commit time and energy to AANN activities
   xiv. Willingness to positively represent AANN and its mission, products and services
   xv. Daily access to e-mail
Individuals currently serving in an elected board position may not seek an additional position until the final year of their elected term. Individuals may not seek to serve in more than one position when running for office.

a) **President-Elect**
   i. Previous AANN Board of Director experience.
   ii. Demonstrates leadership ability on a national level
   iii. Previous leadership activities in AANN not only including Board experience but also committee, task force or special focus group activities
   iv. Good organizational skills
   v. Effective communication skills
   vi. Demonstrated effectiveness in leadership activities and previous board experience

b) **Secretary-Treasurer**
   i. AANN member for five years
   ii. Budgetary or fiscal experience
   iii. Previous leadership experience
   iv. Good organizational skills
   v. Effective communication skills

c) **Director-at-Large**
   i. Willingness to serve as liaison to other organizations when asked (e.g. Brain Attack Coalition, World Federation of Neuroscience Nurses, Neuroscience Nursing Foundation and the American Board of Neuroscience Nursing)
   ii. Good organizational skills
   iii. Experienced in developing new programs
   iv. Effective communication skills
   v. Previous leadership experience

d) **Detailed Responsibilities for Officers and Directors**
   i. Refer to Individual Position Descriptions within the Candidate Guide.
3) NOMINATION APPLICATION MATERIALS  
(See Appendix F)

4) CAMPAIGN POLICY  
(See Appendix G)
III. C. AWARDS AND RECOGNITION PROGRAMS

Issue Date: July 2001
Last Reviewed Date: September 2012

Objectives

AANN is committed to recognizing professional excellence among its individual members and chapters. Individual members can be recognized for exemplary accomplishments and contributions to neuroscience nursing and AANN. Eligibility for awards is limited to members holding regular membership and in good standing with AANN.

Peer or self-designated nominations for all awards must be received in the national office by the end of December but the deadline may be extended at the discretion of the committee.

Chair Responsibilities

- Reports to the AANN Board of Directors via the Board Advisor
- Communicates directly with staff and Board Advisor
- Attends all scheduled committee meetings
- Determines meeting agendas
- Provides update to Board Advisor
- Presents all proposed projects and recommendations to the AANN Board of Directors for approval. Recommendations should be submitted to the Board on a SBAR format through the Board Advisor
- Appoints a committee member or staff liaison to take action notes at each meeting
- Understands AANN’s Strategic plan and bylaws within the framework of policy and procedures
- Understands how committee objectives fit in the AANN’s Strategic Plan

Co-Chair Responsibilities

- Assists Chair to meet all objectives
- Attends all scheduled committee meetings
- Understands AANN’s Strategic plan and bylaws within the framework of policy and procedures
- Understands how committee objectives fit in the AANN’s Strategic Plan

Committee Description

An Awards Committee, appointed by the President, will conduct a blind review and evaluate all applications on the basis of established eligibility criteria. A rating scale of 1-4 will be used to evaluate the application, with 1 being the lowest score (application does not provide evidence of meeting the established criteria) and 4 begin the highest score (application provides the highest evidence of meeting the established criteria). The reviewer’s overall impression will also be scored.

The Awards Committee may contact the professional references provided by the candidate. The AANN Board of Directors will approve the Awards Committee’s recommendations and reserves the right to not present an award in any given year.
Individuals *not* eligible for individual member recognition awards include:

- Directors at Large for AANN
- AANN Awards Committee members
- Recipients within the last 2 years

Candidates may only be considered for one category each. Once applied, candidate may not be moved to other category.

**Awards**

- Rising Star in Clinical Practice
- Excellence in Advanced Practice
- Outstanding Chapter of the Year Award
- Excellence in Clinical Practice
- Excellence in Neuroscience Education
- Mary Decker Mentorship Award

**Staff Responsibilities**

- Assist and support the committee in meeting their objectives
- Schedule, coordinate, and support all meetings
- Notification of all award applicants of the results prior to the Annual Meeting.
- Provide any additional administrative support to committee

**Meeting Requirements**

- All meetings shall be conducted through conference calls

**Anticipated Time Commitment**

- 8 – 12 hours during the year, primarily end of 4\textsuperscript{th} quarter, beginning of 1\textsuperscript{st} quarter

**Term Length**

- Chair – 1 year
- Co-Chair – 2 years (1 year as Co-Chair and 1 year as a Chair)
- Commitment Members – 2 years

**Associated Materials**

Nomination form and application form for each award are available from AANN National Office or on the web.
AANN Awards

Issue Date: August 2004
Last Reviewed Date: September 2012

1) Rising Star in Clinical Practice

Purpose
To recognize excellence in clinical practice for an emerging neuroscience nurse, this award recognizes the potential of a nurse in the novice to competent stage of career development.

Eligibility
This award is open to all AANN members with 1-3 years experience in neuroscience nursing.

Application
- Describe the characteristics that make the candidate a “rising star” in a 2-page summary.
- Describe the individual’s contribution to neuroscience nursing.

Award
The award winner will receive up to $1,200 in reimbursement of conference expenses, including a complimentary registration, travel and related expenses to attend the AANN Annual Meeting where the award will be presented.

2) Excellence in Advanced Practice Nursing Award

Purpose
To recognize excellence in Advanced Practice Nursing in the neuroscience arena.

Eligibility
This award is open to all AANN members with a master’s degree or post masters certificate.

Application
- Describe the characteristics that set the candidate apart as an Advanced Practice Nurse in neuroscience nursing in a 2-page summary.
- Describe the individual’s contribution to neuroscience nursing.

Award
The award winner will receive up to $1,200 in reimbursement of conference expenses, including a complimentary registration, travel and related expenses to attend the AANN Annual Meeting where the award will be presented.

3) Outstanding Chapter of the Year Award

Purpose
To recognize outstanding chapters that support and advance the activities of AANN. This award is given in acknowledgment of chapter innovation that contributes to neuroscience nursing evidenced by development and implementation of innovative projects. Activities may be in the areas of education, health promotion or other areas identified as a need by the chapter.

Eligibility
Chapters not eligible for this award include those who have:
- Directors at large for AANN
• A member on the AANN Awards Committee
• Team that received the award in the previous two years

**Application**
Provide a typed summary (500 word limit) describing the innovative activity and the contribution the project makes to the advancement or promotion of neuroscience nursing. Limit the application to activities completed in the previous calendar year.

**Award $500**

4) **Excellence in Advanced Practice Nursing Award**

**Purpose:**
The Excellence in Advanced Practice Nursing Award is awarded to a neuroscience nurse in an advanced practice role. Nominees for the excellence in advanced practice nursing award demonstrate excellence in nursing care and advancement of neuroscience nursing as a specialty through the development and support of nurses.

**Eligibility:**
This award is open to all AANN RN members practicing in an Advanced Practice role in neuroscience nursing. Advanced Practice role as defined by ANA includes the roles of Clinical Nurse Specialist, Nurse Practitioner, Midwife, and Nurse Anesthetist.

**Criteria:**
• Demonstrates development and support of neuroscience nurses through role-modeling, education, mentorship, and/or other leadership activities.
• Demonstrates application of advanced practice knowledge and skill in the care of neuroscience patients and/or families
• Contributes to AANN at local, regional, and/or national level
• Contributes to neuroscience nursing through professional and community service activities (e.g. publishing, presenting, community service, community education)

**Nomination Criteria:**
The nominator or nominee will submit a summary of how the nominee has met the award criteria. The summary must not exceed 3 typed, double spaced, size 10pt font pages. Exemplars of the nominee's success can take the form of narrative, brief case studies, or reflection. The nominee will submit curriculum vitae with no identifying information included.

**Award**
The award winner will receive up to $1,200 in reimbursement of conference expenses, including a complimentary registration, travel and related expenses to attend the AANN Annual Meeting where the award will be presented.
5) Excellence in Neuroscience Education Award

Purpose:
The recipient of the Excellence in Neuroscience Education Award demonstrates excellence in neuroscience nursing through contributions that inspire, develop, and support nurses in the provision of care to neuroscience patients.

Eligibility:
This award is open to all AANN RN members providing education related to neuroscience nursing including Clinical Educators, Clinical Nurse Specialists, Academic Faculty, and Staff Nurses.

Nominees for the Excellence in Neuroscience Education Award may not be considered for other awards concurrently (e.g. CNS cannot be considered for Excellence in Advanced Practice and Excellence in Education at the same time).

Criteria:
Demonstrates excellence through designing and teaching educational offerings related to neuroscience nursing. These activities should represent innovative and creative approaches to education. Activities conducted in accordance with AANN initiatives (i.e. at Board direction—such as core curriculum) are not eligible for consideration. Examples of activities for consideration include but are not limited to:
- Academic instruction related to Neuroscience Nursing (graduate or undergraduate levels)
- Development of Neuroscience Curricula
- Clinical education activities
- Teaching Staff Development courses
- Participation as faculty in local, regional, national, or international conferences
- Development of independent study modules
- Design and development of distance learning programs

Serves as a role model/mentor, and provides leadership in neuroscience nursing through educational and other activities.

Nomination Criteria:
The nominator or nominee will submit a summary of how the nominee has met the award criteria. The summary must not exceed 3 typed, double spaced, size 10pt font pages. Exemplars of the nominee’s success can take the form of narrative, brief case studies, or reflection.

Specific examples of the educational offering(s) should be provided along with their associated outcomes (knowledge, satisfaction, practice improvement, practice change, success in passing certification exam, etc) associated with the educational offering(s).

The nominee will submit his/her curriculum vitae.

Award
The award winner will receive up to $1,200 in reimbursement of conference expenses, including a complimentary registration, travel and related expenses to attend the AANN Annual Meeting where the award will be presented.
6) **Journal of Neuroscience Nursing Chris Stewart-Amidei Writing Excellence Award**

**Issue Date:** August 2004  
**Last Reviewed Date:** September 2012

**Purpose**  
To recognize the first author of a manuscript published in the *Journal of Neuroscience Nursing* that is timely, relevant, and fills a significant gap in neuroscience nursing.

**Award and Presentation**

**Eligibility Requirements**

- Articles must have been published in *JNN* during the prior calendar year (i.e., the 2005 award will be chosen from the 2004 calendar year *JNN*).
- The first author must be an AANN member.
- Articles authored by *JNN* Editorial board members and AANN, ABNN, and NNF board members are not eligible.
- Special Section articles and Case Study Contest entries are not eligible.
- Corporate-sponsored articles are not eligible.

**Review Process**

The review committee will comprise members of the *JNN* Manuscript Review Board. At least two members will review each article. The review committee will score the eligible articles on a 1–4 scale of evaluation based on the following criteria:

- Relevance to neuroscience nursing
- Importance of topic
- Reliability/accuracy of content
- Clarity and logical development of content
- Consistency with mission/vision of AANN
- Originality.

The scores will be summed and averaged. The top three articles will be reviewed by the Editorial Board according to the same criteria. The scores will again be summed and averaged. In the event of a tie, the *JNN* Editor has the prerogative to make the final decision. The award will be presented at the AANN Annual Meeting.

**Award**

The first author of the award-winning article will receive a plaque and up to $1,200 in reimbursement of expenses, including a complimentary registration, travel and related expenses to attend the AANN Annual Meeting where the award will be presented. All other contributors to the award-winning article will receive a certificate.

There may be up to three Honorable Mention writing awards. The first author(s) of the article(s) selected for Honorable Mention writing award(s) will receive a pen and a complimentary registration to attend the AANN annual meeting when the award(s) will be presented. All other contributors to the articles will receive a certificate.
7) **Journal of Neuroscience Nursing Novice Author Award**

The Novice Writer Award recognizes a writer(s) who have demonstrated excellence in writing for *JNN*. The award is designed to encourage novice authors and to recognize their achievements.

**Eligibility**
- The author (or, in the case of multiple authorship, the primary author) must be an AANN member at the time the article is published.
- The primary author has not previously published in *JNN* or been a secondary author for a previously published article.
- Members of the AANN Board of Directors and the Editor-in-Chief of the journal are not eligible for the award during their terms of service.
- Members of the *JNN* Editorial Board and Manuscript Review Board are not eligible.
- All feature articles or special section articles are eligible.

**Selection Criteria**
The criteria used for the Christina Stewart-Amidei Writing Excellence Award will be used.

**Selection and Award Presentation Process**
- Eligible articles will be reviewed in mid-February of each year with members of the Manuscript Review Board and Editorial Board serving as expert judges.
- One winner will be chosen; notification will take place prior to the AANN Annual Meeting.
- The award will be presented at the AANN Annual Meeting each spring by the *Journal* Editor.
- The award will consist of:
  - A pen for the primary author
  - Certificates for primary and any secondary author(s)
III D. Educational Products

Issue Date: July 2011
Last Reviewed Date: September 2012

1. PURPOSE:
   a) The Educational Products Committee will assess and identify opportunities to market and develop new products, as well as market brokered products.
   b) The Committee will be responsible for the oversight of the content review process for AANN produced & owned products.
   c) The Committee will review, refresh and retire existing products using Product Development Scale.
   d) The Committee will determine a process and set of evaluation criteria to offer brokered products and to retire them.
   e) After assessments, the Committee will make recommendations to the Board.

2. GOAL STATEMENT:
Oversee the development of AANN's educational products/training programs and provide systematic review/evaluation of existing products/training programs which enhance AANN's image as the leading authority in neuroscience nursing and grow revenue.

3. REPORTS TO:
   a) Board of Directors via Board Advisor

4. COMMITTEE COMPOSITION:
   a) The Committee shall be composed of 5 members representing key segments and levels of experience. The following areas will be covered and are matrixed by tenure and specialty:
      i. Adults
      ii. Pediatrics
      iii. Staff RN
      iv. New to the Profession
      v. Seasoned professional
      vi. Educational professional (involved with some aspect of professional education or training)
   b) Other qualifications include:
      i. Active AANN membership
      ii. No educational experience required
      iii. Interest in educational products or training experience is preferred

5. COMMITTEE LEADERSHIP:
   a) Committee will be structured with a chair and co-chair.
   b) Co-chair will assume chair position upon the end of chair’s term.
   c) Leadership will also include Board Director-at-Large Advisor.

6. COMMITTEE TERMS:
   a) The Director-at-Large and the Committee members shall serve staggered two year terms.
   b) The initial term may need to be (+) or (-) 3 years staggered to augment the development of Committee practice and provide project continuity.
7. COMMITTEE APPOINTMENT:
   a) Call for volunteers via the volunteer activity board
   b) The committee chair and members are appointed by the AANN President.

8. CHAIR RESPONSIBILITIES:
   a) Reports to Board Advisor
   b) Works through Board Advisor to recommend new products which AANN should
devvelop or broker that meet strategic goals
   c) Leads the Educational Products Committee in making recommendations to the Board of
Directors related to educational products
   d) Assures that all existing products complete the annual review cycle
   e) Understands how Committee objectives fit in the AANN’s Strategic Plan
   f) Identifies a project manager for new products who works with SMEs or other members as
needed and serves as contact point for staff

9. CO-CHAIR RESPONSIBILITIES:
   a) Assists Chair to meet all objectives
   b) Rotates into Chair responsibilities at end of chair’s term
   c) Understands how Committee objectives fit in the AANN’s Strategic Plan

10. COMMITTEE RESPONSIBILITIES:
The Committee supports the Association through work with the Chair and staff to:
   a) Define and develop new products
   b) Oversee the content review process for AANN produced and owned products
   c) Review /refresh and/or retire existing products using product development scale or other
evidence based tool as determined by the committee
   d) Determine criteria and process for offering brokered products as well as for retiring them
   e) Define “endorsement” and decide which brokered products receive AANN endorsement
   f) Use surveys and review survey results to identify product needs
   g) Make recommendations to the Board
   h) Evaluate effective delivery/instructional methods
   i) Make recommendations for Association/private sector collaboration

11. MEETINGS REQUIRED:
   a) Meetings via conference calls once per month
   b) More calls may be necessary depending on the project

12. STAFF RESPONSIBILITIES:
   a) Staff will provide data, analysis and reports to assist the Committee with the development of
new products and evaluation of brokering opportunities.
   b) Staff will serve as Project Coordinator on each project assuring that communications, timelines,
and resources (internal and external e.g. printers) are progressing on schedule or address
obstacles.
   c) Staff will assist in the search, evaluation and recommendation of “external experts” when
appropriate.

13. ANTICIPATED TIME COMMITMENT:
2 hours per month, with some additional hours as needed depending on projects
14. **EDUCATIONAL PRODUCT POLICIES:**
   a) Create policies as needed
   b) Adhere to policies
III.E. Advocacy Committee

*Issue Date: August 2012*

*Last Reviewed Date: September 2012*

**Policy Statement**
AANN is committed to influencing legislation and public policy that advance neuroscience nursing as a specialty and excellence in patient care.

**Scope**
As the AANN defines the scope of its advocacy work, legislative and regulatory advocacy can include working on its own or in coalition on the development of policy statements on specific issues, educating or lobbying (i.e. making direct appeals to) policymakers on specific issues or proposals, endorsing or commenting on legislative or regulatory proposals or guideline statements, activating members to comment on a policy proposal, or tracking legislation and votes.

**Purpose**
Develop and implement the advocacy program that will allow AANN to respond to various endorsements and initiatives by following a systematic process to prioritize requests while defining advocacy activities that will be compatible with the mission, vision and strategic direction of the association.

**Criteria for Prioritizing Policy/Advocacy Opportunities**
- Does this policy, advocacy issue, or regulatory opportunity clearly align with AANN’s mission, vision, and strategic plan?
- Is there a sound science or evidence to guide advocacy efforts?
- Does AANN have a position statement to guide advocacy efforts?
- Will achieving or making significant progress towards the desired positioning or policy outcome have a meaningful impact?
- Does the internal will and organizational commitment exist to pursue the opportunity? (e.g. volunteer leadership support, staff capacity, and dedication of necessary advocacy resources)
- Is there a reasonable likelihood of success? (issue “ripeness”, receptiveness of decision-makers, acceptable timeframes: short-term vs. long-term, common definition of success)
- Will AANN involvement make any appreciable difference? (policy outcome, AANN positioning and visibility, unique contribution)
- Are the risks acceptable? (failure, impact on image/positioning, association with issue and/or coalitions, unintended consequences on patients/relationships)
- Will AANN’s non-involvement have a significant difference to the outcome of the endorsement? (What does AANN bring to the table)

*Adopted from the AHA/ASA’s Criteria for Prioritizing Policy Opportunities*

**Committee Function and Responsibilities**
- Review, identify, and develop position statements on behalf of AANN
- Development of procedures to support recommended policy
• Review and prioritization of advocacy issues
• Determine the type of endorsement request and systematically process the appropriateness of each endorsement
• Recommendations to the Board based on strategic plan, mission and vision statements, and core values
• Develop grass roots approach in conjunction with the Chapters and SFG
• A quorum of agreement must be met on the Advocacy Committee in order to recommend to the Board for approval. However if the criteria of whether or not the policy aligns with AANN’s mission, vision, and strategic plan is not agreed upon, a committee call must immediately be scheduled for discussion.

Chair Responsibilities and Qualifications
• Experience in advocacy
• Ensure that AANN influences public policy through its endorsements and statements
• Communicate directly with Staff and Board Advisor
• Present all proposed projects and recommendations to the AANN Board of Directors through the Board Advisor
• Understand AANN’s Strategic Plan and Bylaws
• Understand how committee’s purpose fits into the AANN Strategic Plan
• Work with Staff Liaison to schedule committee meetings and preparing the agenda

Co-Chair Responsibilities and Qualifications
• Experience in advocacy
• Ensure that AANN influences public policy through its endorsements and statements
• Understand AANN’s Strategic Plan and Bylaws
• Understand how committee’s purpose fits into the AANN Strategic Plan
• Assist the Chair when necessary in carrying out the responsibilities

Member Responsibilities
• Expertise in the issues that will be addressed - Stroke, Brain Injury, Neurosurgery, Nursing Work force, Spine, Neurotrauma, Movement Disorders, Neuro-oncology, Epilepsy, Geriatrics, Pediatrics, Neuromuscular
• Commitment to effect public policy for neuroscience nursing

Staff Responsibilities
• Coordinate the review of all AANN Endorsements as they are sent to the National Office
• Schedule calls and meetings when necessary
• Assist in communicating endorsements to the AANN membership

Composition and Term Length
Chair – 1 year
Co-Chair – 2 years (Assume the Chair position after 1 year, and 1 year as Past-chair)
5 – 6 Members – 2 years, can be reappointed
  • Volunteers from Chapter Leadership and SFGs

**Anticipated Time Commitment**
5-10 hours per month

**Meeting Requirements**
4-5 conference calls throughout the year and one face-to-face meeting at the annual meeting

Special calls may be scheduled as needed.
III. F. Task Forces

Issue Date: February 1997
Last Reviewed Date:  September 2012

1) **Task Force Leader and Members**

Whenever possible, the volunteer work of the AANN will be accomplished using task forces. Members of the Board of Directors (BOD) will be assigned to individual projects, as determined by the Board or President, and will maintain accountability for project management and the outcome of the project. This accountability exists until such time the project is operational in nature and is managed by the national office.

Task force chairs and members will be sought from the membership via the Synapse, blast e-mail and the web. All volunteers will be asked to submit resumes/vita reflecting their qualifications for the desired position. Task force chairpersons and members, authors, etc. will be selected by special selection committees led by the board advisor responsible for the project and approved by the board of directors. All selections will be based on qualifications for the specific project.

2) **Reports to:**

a) Task force members report to the task force chair.
b) Task force chair reports to assigned BOD advisor.
c) National office staff member reports to assigned BOD advisor.

3) **Board Advisor Responsibilities**

a) In conjunction with the BOD, defines and refines the project into measurable terms, develops broad timeline, fiscal impact, and maintains ultimate accountability for the project. Works with the assigned national office staff member to determine preliminary volunteer; staff time ratio and deadlines.
b) Responsible for identifying potential task force members and works with the President to determine who should act as chairperson.
c) Orients the chairperson to the project, including deadlines responsibility and accountability for project completion, project budget and reimbursement, role of the board advisor, volunteer members and national office staff.
d) Works with the chair to identify volunteer members to participate in project and to create specific timeline, in conjunction with assigned national office staff member.
e) Communicates monthly with task force chair via e-mail or telephone as to completion of deadlines, issues, and problems.
f) Ensures that an evaluative component for the project is in place.
g) Reports progress to board monthly via e-mail updates and at BOD meetings.
h) Notifies President of any significant issues and recommendations for resolution.

4) **Task Force Chair Responsibilities**

a) Provides a monthly update to BOD advisor via e-mail as to the status of the work of the task force.
b) Maintains responsibility and accountability for project completion within timeline and budget.
c) Notifies BOD advisor of any significant issues, barriers and recommendations for resolution.
d) Works with BOD advisor to identify task force members and contacts agreed upon task force members.
e) Works with assigned national office staff members to determine final volunteer staff time ratio for all major points of the project.
f) Facilitates task force’s work to develop project.

5) National Office Staff Member Responsibilities
   a) Maintains close communication with task force chair on an ongoing basis.
   b) Notifies BOD advisor of any significant issues and recommendations for their resolution.

6) Evaluation of Task Force
   At the completion of the project, the members of the task force will examine their work process and identify potential future strategies to improve work flow, address problems etc. as well as what worked successfully or was helpful in completing the project. This will be shared with the board and staff.
III. F. Journal of Neuroscience Nursing

Issue Date: January 2007
Last Reviewed Date: September 2012

1) Editor

The Editor will oversee the management and production of the Journal of Neuroscience Nursing. The Editor assures that the purpose of the Journal for Neuroscience Nursing is met and that the Strategic Plan as established in collaboration with the AANN Board of Directors is achieved. The Editor provides leadership to the Editorial Board, Manuscript Review Panel and potential authors. The Editor is appointed by the AANN Board of Directors and is an independent contractor. The Editor is evaluated annually by the President of AANN.

i. Maintains communication with the AANN Board of Directors through a board-designated liaison, authors, Editorial Board members, Manuscript Review Panel members, LWW staff, and others as needed.

ii. Solicits articles for publication

iii. Coordinates manuscripts review processes

iv. Ensures that JNN content is peer-reviewed

v. Provides coaching and support to authors, Editorial Board members and Manuscript Review members.

vi. Collaborates, within specified timeframes, with the JNN Staff to determine content, length, and design of each issue within budgeted parameters.

vii. Provides oversight of proposed advertising to ensure no ethical conflicts exist.

viii. Makes recommendations to sales staff for potential advertisers.

ix. Assumes responsibility for the editorial in each issue, either through personal authorship or through oversight of others' authorship.

x. Evaluates JNN, along with the Editorial Board, and makes recommendations for revisions to the AANN Board of Directors to ensure a high-quality publication consistent with the mission and goals of AANN.

xi. Provides leadership and direction for the Editorial Board, Manuscript Review Panel and potential authors.

xii. Recommends appointments for the Editorial Board to the AANN Board of Directors

xiii. Appoints members of the Manuscript Review Panel to fill vacancies and to ensure smooth functioning of the editorial process.

xiv. Represents the association in an official capacity as requested by the AANN Board of Directors.

xv. Keeps apprised of major healthcare and neuroscience nursing trends to ensure the JNN reflects the state of the science and to institute new features in the journal.
b) **Performance Review: JNN Editor**

AANN policy and the contract for editor stipulate the need for annual performance review of the editor of *JNN*. The performance review has two components—role performance as defined in the operational guideline and annual goal attainment. The AANN Executive Director will conduct the performance review. The performance review is intended as an opportunity to review progress, and identify areas that may need additional support or resources. Following the review, the AANN Executive Director will make recommendations to the President and the AANN board based on the review findings.

c) **Process**

**Part I: Role Performance**

Input will be obtained from AANN and LWW staff, the *JNN* board advisor, and Editorial Board members as appropriate. Criteria for evaluation are those specific responsibilities noted in the operational guideline for the editor position.

**Part II: Goal Attainment**

The editor in collaboration with the editorial board will recommend annual goals to the AANN board of directors. Once approved, performance will be measured against those goals by reviewing the annual report provided by the editor.

d) **Timeline**

**Year-end:** Editor completes annual report that addresses progress toward goal attainment and operational information such as number of manuscripts received, articles published, etc.

**Annual Review:** The editor and AANN Executive Director will review the evaluation and note any areas for improvement as well as any areas in which additional organizational support is required to meet goals. Compensation recommendations will be forwarded to the AANN Board of Directors by the Executive Director as an outcome of this discussion.

e) **Evaluation of the Editor**

[See Appendix H]
2) Editorial Board

Members of the Editorial Board are AANN members with knowledge and expertise in both neuroscience nursing and publication. Editorial Board members serve as an advisory group to establish goals, direction, and policy recommendations for *JNN*. Editorial Board members are recommended by the editor and appointed by the AANN board of directors for a term of 4 years with at least one member rotating off the Editorial Board annually. Editorial Board members may be appointed for a second 4-year term.

Responsibilities include the following:

- Assist Editor in developing and evaluating a strategic plan and goals for *JNN* consistent with the strategic plan of AANN.
- Develop methods to effectively solicit articles for publication and to enhance the quality of manuscripts submitted.
- Participate with the Editor in the journal evaluation process.
- Assist with manuscript review as necessary.
- Participate in the Editorial Board meeting held during the Annual Meeting, and in teleconferences throughout the year.
- Assume responsibility for special project areas as designated by the Editor, including serving as an appeal reviewer if necessary for rejected manuscripts.
- Coordinate the preparation of a special section of *JNN* as assigned including solicitation and review of manuscripts.

a) Manuscript Review Panel

Members of the Manuscript Review Panel are AANN members appointed by the Editor based on neuroscience nursing expertise and background in publication and/or manuscript review. Appointments are for a three-year term with the option to renew indefinitely.

Responsibilities include the following,

i. Perform a detailed review of blinded manuscripts in a timely manner following the established review criteria and process.
ii. Complete other tasks as requested by the editor.
iii. Participate, if possible, in the Manuscript Review Panel meeting held during the Annual Meeting.
iv. Recruit manuscripts for possible publication in JNN.
v. Assist in the journal evaluation process.
3) **JNN CE Procedural Guidelines**  
*Issue Date: January 2010*  
*Last Reviewed Date: September 2012*

a) **SUBJECT:**  
Articles Published in the *JOURNAL OF NEUROSCIENCE NURSING* for continuing education

b) **DESCRIPTION:**  
Selected articles from the Journal of Neuroscience Nursing (JNN) will be designed as independent study programs available on the AANN Web site.

c) The *JNN* Independent Study Program operates as follows:

i. The *JNN* Editor serves as Vice Chair of the Education Provider Committee for this project.

ii. When the *JNN* Editor determines the contents of each issue, the Editor designates the CE articles. The Editor notifies the Editorial Staff which articles were selected. The Editorial Staff notifies the Education Staff which articles were selected and provides the authors’ contact information.

iii. The Education Staff contacts the authors of the selected articles and asks them whether they are willing/able to provide three CE objectives and 11 multiple-choice CE questions and answers for their article. AANN Education Staff provides authors with instructions on how to write learning objectives and post-test questions related to the objectives, as well as sample questions and a biographical data form to complete. The deadline for the author to submit the objectives, questions, and answers to the Education Staff is about a month before the issue date.

iv. If the primary author is not able to provide objectives or post-test questions and answers, the Education Staff notifies the *JNN* Editor and the member of the *JNN* Editorial Board designated as the CE person, who then drafts them for review by the author.

v. When the Education Staff receives the objectives, questions, and answers, they send them to the member of the JNN Editorial Board designated as the CE person, who reviews the 11 submitted questions, edits the questions as needed, and selects the final 10. (Authors are responsible for ensuring that they provide the correct answers to the Education Staff.)

vi. When the JNN Editorial Board member has reviewed the objectives, questions and answers and returned them to the Education Staff, the Education Staff conducts a quality control review, looking for stylistic inconsistencies, badly written questions, and so on.

vii. Each issue of the Journal will specify the articles that are featured for CE, but the post-test questions are not printed in the Journal. The only way to obtain the CE is to go online and complete the posttest and appraisal questions.
viii. When the Journal is sent to the printer, LWW publishes the CE articles and post-tests on the JNN Web site.

ix. The Education Staff informs the Editorial Staff that the articles are available online to be proofed. The Editorial Staff proofs each article and sends changes and comments to Education Staff.

x. Learners who wish to obtain CE credit for a particular article (or articles) sign on to the AANN Web site, take the test online, pay with a credit card (or online payment service), and receive/print out their certificate immediately. A passing score is 80% (8 out of 10 questions answered correctly).

xi. Participants who do not receive a passing score will be able to retake the test once at no charge, online.

xii. Periodically the data from the learners will be tabulated to verify the average time taken to complete each exercise. The data will be evaluated by the Education Provider Committee Chair, Vice Chair, and Administrator, and recommendations made for improving the educational program for the following year as necessary.

xiii. After one year, articles will be reviewed by the Editor, and a recommendation will be made to the CE chair whether to keep them online for an additional year or to remove them. After 2 years CE articles will be removed from the Web site.

xiv. Regular articles are assigned 10 posttest questions. A special issue or lengthy articles that potentially could offer more CEUs will be pilot-tested to determine the length of time required for completion. If that time is more than 50 minutes, additional CEUs could be granted.
III. G. Web Site

Issue Date: November 2003
Last Reviewed September 2012

The AANN web site is governed and developed by Association Management Center (AMC) and adheres to the company's guidelines.

Trademark and Copyright Notice
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Disclaimer
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Links or pointers connecting the AANN web site with other Internet sites are provided as a courtesy only and do not imply endorsement, sponsorship or approval by AANN of the linked site or of any organization, product, service, or policy referenced there. The content of any linked site does not necessarily reflect the opinions, standards or policies of AANN. AANN assumes no responsibility or liability for such other sites' content, accuracy, or compliance with applicable laws.

The laws of the State of Illinois in the United States of America will apply to all matters relating to the AANN web site.
III. H. Research Surveys
Issue Date: January 2006
Last Reviewed Date: September 2012

1) POLICY
It is the policy of AANN to consider invitations for research participation of AANN members by investigators, post research surveys on the AANN website, and distribute the AANN mailing list for research purposes after requests have been granted by the Education Provider Committee. AANN will ensure that members’ rights are protected. Members will be informed when they are participating in research studies. All research surveys will be congruent with the missions of AANN and NNF to promote the art and science of neuroscience nursing. A brief summary of findings will be provided to AANN within six months of the administration of the research survey or completion of the research study.

2) SURVEY PROCEDURE

a) AANN national staff will contact the AANN Education Provider Committee chair when requests are received for posting of web-based surveys or AANN membership mailing lists for research purposes.
b) The AANN Education Provider Committee chair will ensure that the following are included in the request and contact the surveyor/researcher as needed:
   i. Evidence of IRB approval for project or IRB exemption status including informed consent if applicable.
   ii. One page abstract including:
       ▪ Background
       ▪ Purpose of the survey and how it relates to the mission of AANN
       ▪ Target population
       ▪ Psychometrics of survey instrument
       ▪ Comments about how the data will be used
   iii. Copy of the final version of the survey.
   iv. Copy of the final version of the cover letter for website posting that includes:
       ▪ The purpose of survey
       ▪ Why potential respondents are selected to participate in the survey (inclusion criteria should be included)
       ▪ An estimate of the time commitment required to complete the survey
       ▪ How the survey results will be used
       ▪ If survey results will be presented or published (and a general description of audience)
       ▪ If and how confidentiality and anonymity will be maintained
c) The AANN Education Provider Committee chair will work with AANN national staff in disseminating request materials to committee members.
d) AANN Education Provider Committee will make a decision whether or not to grant permission for survey website posting or use of AANN membership mailing list based on adequate inclusion of requested materials and alignment with AANN and NNF missions.

e) After notification from the committee, AANN national staff will send official notice to the surveyor/researcher of the committee’s decision within 4 weeks of receiving the request.

f) AANN national staff will follow the policy and procedure on the ‘availability of AANN mailing list’ for AANN membership mailing list requests.

g) The investigator will be charged a fee, set by the AANN Board of Directors to be $75 for members and $95 for non-members, to cover the costs of posting and removing the link to the survey.

h) AANN will provide links to outside surveys that are approved by the research survey approval process. Visitors to the AANN main web page will see a link to a comprehensive web page that contains links to all surveys that AANN is supporting, with text indicating “The following studies are supported by AANN”. The surveyor is to use that web page address in the letter sent out to AANN members.

i) AANN will not advertise research studies or post links to studies other than those that have been approved.

j) It is recommended that researchers acknowledge AANN in their research related publications and presentations.

References

OHRP (Office of Human Research Protections - Code of Federal Regulations

Subpart A Basic HHS Policy for Protection of Human Research Subjects

Authority: 5 U.S.C. 301; 42 U.S.C. 289(a); 42 U.S.C. 300v-1(b).

Source: 56 FR 28003, June 18, 1991; 70 FR 36325, June 23, 2005.

National Association of Clinical Nurse Specialists (NACNS) Member Survey Policy & Procedure
IV. Special Focus Group (SFG)

IV. A. SFG Committee Position Description

Issue Date: August 1996
Last Issue Date: March 2012

1) DESCRIPTION:
Special Focus Groups provide an avenue for AANN members to network within a specific clinical area via professional and clinical focused discussion which take place electronically or at the Annual Meeting. Discussions are often facilitated by a Chair and/or co-chair who are responsible for monitoring discussions of SFG members, communicating association information to SFG members, and leading verbal and written exchange of ideas. The SFG Committee consists of a Board advisor, Chair, Facilitators and Co-Facilitators. Each member must be able to dedicate approximately 2 hours/week to the work of the Committee.

2) SFG CHAIR

a) REPORTS TO:
   i. Board advisor

b) QUALIFICATIONS:
   i. Current AANN member
   ii. SFG Chair must have previous experience in the role of SFG Facilitator and/or have demonstrated leadership skills in another AANN capacity

c) DESCRIPTION:
Oversees and guides facilitators to meet all responsibilities. He/She will facilitate professional development of SFG members and networking opportunities through SFGs. The President-Elect appoints a candidate to the Chair position for a two year term.

d) RESPONSIBILITIES:
   i. Monitors all SFG discussion and contributes when appropriate.
   ii. Copies all correspondence relative to SFG matters to the board advisor and national office staff.
   iii. Works with the Board advisor to present proposed SFG projects and recommendations to the AANN Board of Directors for approval when necessary.
   iv. Notifies the Board advisor if a facilitator is not performing to his/her full capacity and discusses possible replacement. Immediately notify the Board advisor of any resignations.
   v. Prepares an agenda for quarterly meetings and coordinate with staff and Board advisor to notify all team members.
   vi. Understands AANN’s strategic plan and policies and procedures and how the SFGs fit in with the AANN strategic plan.
   vii. Assists in identification of future Facilitators as part of the annual appointment process.

3) SFG FACILITATOR

a) QUALIFICATIONS:
b) **DESCRIPTION:**
A SFG Facilitator assists association members with special interests to establish contact and to create networks for the purposes of sharing knowledge and problem-solving based on clinical topics. The President-Elect appoints a candidate for each Facilitator position. The length of the SFG Facilitator term is one year.

c) **RESPONSIBILITIES:**
   i. Participates on quarterly SFG Facilitator conference calls.
   ii. Leads, monitors and participates in the clinical and professional discussion via the SFG LISTSERV as a means of generating relevant conversation, as well as communicating AANN programs and events.
   iii. Reviews postings on a monthly basis to the AANN Online Resource Center
   iv. Conducts SFG meetings at the annual meeting or is responsible for finding a substitute.
   v. Keeps appraised of current major nursing and health care issues of interest to the group and reports to the SFG membership as appropriate.
   vi. Assists in the development of articles and updates for Synapse e-News.
   vii. Assists in identification and mentoring of future Facilitators as part of the annual appointment process.

4) **SFG CO-FACILITATOR**

**DESCRIPTION:**
A SFG Co-facilitator assists the SFG Facilitator with the leadership and business of the SFG to which they are appointed. They will offer additional support to communicate pertinent information regarding clinical practice and AANN news. The President-elect of AANN appoints a candidate for each Co-facilitator position on a yearly basis. The length of term is one year after which the Co-Facilitator will move into the Facilitator role.

**QUALIFICATIONS:**
   - Current AANN member
   - Member of the SFG to which they are being appointed
   - Available to serve for two consecutive years (1 year – Co-Facilitator, 1 year – Facilitator)

**RESPONSIBILITIES:**
   - Participates on quarterly SFG Facilitator conference calls.
   - Assists the Facilitator in monitoring the listserv and generating conversation.
   - Maintains regular contact with the SFG Facilitator regarding current and upcoming SFG business matters.
   - Attends the SFG meeting at the Annual Meeting and conducts the SFG meeting in the event the Facilitator is not able to attend.
   - Assumes the role of Facilitator in case of absence.
### IV. B. Formation and Development

*Issue Date: February 2002*

*Last Date Reviewed: September 2012*

1) AANN national office is contacted by member(s) of AANN requesting formation of a new SFG.

2) The national office staff contacts the designated board advisor to discuss the possibility of designating a new SFG.

3) If the decision is made by the board to form a new SFG, an article will appear in the Synapse issue prior to the annual meeting announcing the formation of a new SFG. A meeting date, time, and call for interested members will be included in the article.

4) At the annual meeting, the SFG chair will coordinate the initial meeting of the new SFG. The board advisor, along with representation from the Board of Directors and national office, will provide the attendees with information on the development of the SFG and facilitate the development of one or two goals for the next year. The names of members attending the initial meeting will be collected and filed at the national office.

5) If the new SFG has sufficient member interest, as determined by the Board of Directors, a facilitator and co-facilitator for the new group will be appointed by the President and briefed on the guidelines for SFG facilitators.

6) The appointed SFG facilitators will work with the board advisor and national office staff on establishing an infrastructure for developing communication and other initiatives.

7) If the member interest and support is sufficient after one year, the SFG will continue to be recognized. If not, the BOD may determine to disband the SFG. Disbandment of an SFG requires BOD approval.
V. Chapters

V.A. Chapter Leader Facilitator/Co-Facilitator Position Descriptions
Issue Date: May 2011
Last Reviewed: September 2012

1) DESCRIPTION:
The purpose of the Chapter Leader Facilitator and Co-Facilitator position is to represent Chapter Leaders on a national level and guide the chapters in advancing the field of neuroscience nursing. Chapters provide an avenue for AANN members to network within a specific geographical area via professional meetings and educational programming which may take place locally or electronically. This “grassroots” network is the foundation for our national organization to grow membership and promote neuroscience nursing within specific geographical areas. Chapter leadership consists of a Board Advisor, Facilitator, Co-Facilitator, Chapter Presidents and other Chapter leaders as indicated.

2) REPORTS TO:
Board Advisor

3) CHAPTER LEADER FACILITATOR
a) Qualifications:
   i. Current AANN member
   ii. Current Chapter member
   iii. Must have previous experience in the role of chapter leadership position
   iv. Available to serve for two consecutive years (1 year – Co-Facilitator, 1 year – Facilitator)

b) DESCRIPTION:
Oversees and guides chapter leaders to meet all responsibilities. He/she will facilitate professional development of chapter leader members and networking opportunities through the Chapter Leadership group. He/she will assist chapter leaders in meeting to the requirement of the national organization including year-end compliance reporting, financial reporting, IRS tax filing and effective leadership transition. The President-Elect appoints a candidate to the Facilitator position for a two year term, to include one year as co-facilitator and one year as facilitator.

c) RESPONSIBILITIES:
   i. Encourages chapter participation on a national and local level
   ii. Facilitates and actively participate in all chapter discussions on the listserv
   iii. Communicates national information to the chapter leaders
   iv. Initiates and lead exchanging of ideas to further chapter growth
   v. Copies all correspondence relative to chapter matters to the Board Advisor and national office staff.
   vi. Works with the Board Advisor to present proposed Chapter projects and recommendations to the AANN Board of Directors for approval when necessary.
   vii. Notifies the Board Advisor if a chapter leader is not performing to his/her full capacity and discusses possible courses of action if needed.
   viii. Participates on quarterly chapter leadership conference calls
ix. Prepares an agenda for quarterly meetings and coordinate with staff and Board Advisor to notify all chapter leaders.

x. Understands AANN’s strategic plan and policies and procedures and how the Chapter Leadership objectives fit in with the AANN strategic plan.

xi. Facilitates the Chapter Leadership meeting at the Annual Educational Conference

xii. Assists in identification of future Chapter Facilitators as part of the annual appointment process.

xiii. Mentors the Co-Facilitator in the role of the Chapter Facilitator as needed for succession planning.

4) CHAPTER LEADER CO-FACILITATOR
   a) DESCRIPTION:
      A Chapter Committee Co-facilitator assists the Chapter Committee Facilitator with the leadership and business of the Chapter Leadership group. They will offer additional support to communicate pertinent information regarding clinical practice, chapter initiatives and AANN news. The President-elect of AANN appoints a candidate for each Co-facilitator position on a yearly basis. The length of term is one year after which the Co-Facilitator will move into the Facilitator role.

   b) QUALIFICATIONS:
      i. Current AANN member
      ii. Current Chapter member
      iii. Must have previous experience in the role of a chapter leadership position
      iv. Available to serve for two consecutive years (1 year – Co-Facilitator, 1 year – Facilitator)

   c) RESPONSIBILITIES:
      i. Participates on quarterly Chapter Leadership conference calls.
      ii. Assists the Chapter Facilitator in monitoring the listserv and generating conversation.
      iii. Maintains regular contact with the Chapter Facilitator regarding current and upcoming national chapter business matters.
      iv. Attends the Chapter Leadership meeting at the Annual Educational Conference and conducts the Chapter Leadership meeting in the event the Facilitator is not able to attend.
      v. Assumes the role of Facilitator in case of absence.

5) ANTICIPATED TIME COMMITMENT
   2 hours/week
V.B. Policies and Procedures for AANN Chapters

Issue Date: November 2003  
Last Reviewed Date: September 2012

Chapters of the American Association of Neuroscience Nurses (AANN) are authorized by and are accountable to the AANN Board of Directors. Chapters must be organized and operated in accordance with policies and procedures adopted by the AANN Board of Directors. Chapters are an integral component of AANN, and as such are afforded the opportunity to realize benefits such as the group exemption with the IRS, assistance with marketing efforts, and networking opportunities. In exchange, AANN requires chapters to file an annual report that demonstrates the chapter continues to meet viability criteria as outlined in these policies. Failure to comply may result in revocation of the chapter charter and the rights contained within that agreement.

1) **AANN Chapter Charter**

a) **Chapter Formation:** The following items are to be submitted to the national office of AANN to start a new chapter:
   i. Charter Application Form
   ii. Signed and dated copy of chapter bylaws
   iii. Current membership list

b) **Annual Reporting:** Chapter charters must be renewed annually. Chapters will be sent the renewal application form from the national office at the end of the year. Renewal of Chapter charters is dependent on compliance with these "Policies and Procedures for AANN Chapters" and submission of:
   i. Annual report (includes officers list, financial report, and evidence of chapter activities supportive of AANN's purpose and goals.)
   ii. Signed and dated copy of current bylaws, only if they have been revised during the year.
   iii. Updated membership list

c) **Involuntary Closure:** Noncompliant chapters are those who have not submitted an annual report by the stated deadline. AANN will implement the following process to assist chapters in meeting the minimal reporting requirements.
   i. 30 days after the annual report deadline, the AANN Staff liaison will attempt to contact the officer(s) of the chapter on file with the national office.
   ii. If there is no response from the chapter, or contact cannot be made, a registered letter will be sent to at least two of the chapter officers from the national office, requesting that an annual report be filed.
   iii. If there is no response to these requests after 90 days from the reporting deadline, the Staff Liaison will forward a request to the AANN board recommending revocation of the chapter charter.
   iv. Following the decision by the AANN Board of Directors, a registered letter detailing the action will be sent via registered mail to the chapter officers.
   v. In the event of involuntary closure, the chapter is obligated to yield up and surrender all of its books and records and all of its assets and property to the Association. Fund balances will go to support the Neuroscience Nursing Foundation's general fund for scholarships and research grants.

d) **Voluntary Closure:** Chapters may elect to voluntarily revoke their charter with AANN. This decision must be made by a chapter membership vote, and all current members must be notified. Once the decision has been made, the following procedures must be completed:
   i. Notify the National Staff Liaison of the decision.
ii. Notify all remaining members of the decision and provide information on nearby chapters, if available.

iii. The chapter is obligated to yield up and surrender all of its books and records and all of its assets and property to the National Office. Fund balances will go to support the Neuroscience Nursing Foundation’s general fund for scholarships and research grants.

iv. The chapter must cease and desist using any name that implies or connotes association with AANN or status as a constituent of the association.

e) **Inactive Status:** Any chapter may request that its charter be changed to inactive for a period of one year in order to reorganize. During the inactive year, the chapter is not required to meet the minimum reporting requirements for active chapters. The following procedures must be completed to apply for the one-year inactive status:

i. The chapter president should contact the Staff Liaison to request that the chapter’s charter be changed to inactive. The Liaison will forward the chapter’s request to the Board.

ii. Following the decision by the Board, a letter detailing the action will be sent via registered mail to the chapter officers.

iii. During the inactive year, the chapter president is required to contact the Staff Liaison at least twice to provide an update on the reorganization process.

iv. Any chapter that finishes reorganizing before the inactive year has expired, can contact the Staff Liaison to request that it’s charter be changed to active status. The Staff Liaison will forward the information to the Board, which will vote to determine if the charter should be reactivated.

v. Following the decision by the Board, a registered letter detailing the action will be sent via registered mail to the chapter officers.

2) **Organization of Chapters**

a) **Bylaws:** It is required that chapters adopt bylaws which are in the same form as "Chapter Bylaws" provided by AANN.

i. The chapters are governed by AANN's bylaws, which take precedence over any chapter bylaws.

ii. The chapter must follow a fiscal year of Jan 1-Dec. 31.

iii. Officers must be members of AANN

b) **Chapter Operations**

i. Chapters may issue membership cards upon initial membership and annually when chapter membership is renewed.

ii. Chapters shall hold at least 2 meetings annually for transacting business and presenting educational programs.

iii. It is recommended that chapters have a stable mailing address. A post office box is encouraged. The national office is to be informed of any address changes immediately.

iv. Chapters shall not sell mailing lists that have been provided to the chapter by the national office. Third parties wishing to buy the mailing list should contact the national office for information on list availability.

vi. The AANN logo is a registered trademark of the American Association of Neuroscience Nurses. If the Association's logo is used, the chapter's name must be prominent in the design.

vii. Chapters shall not participate in or contribute to any political campaign on behalf of or opposing any candidate for public office.

3) **Financial Regulations**
a) **Taxes:** Chapters must obtain an employer’s identification number (EIN) from the IRS (even if the chapter has no employees). Form SS-4 is the Application for Employer Identification Number. **A copy of the chapter’s EIN must be filed with the national office within 30 days of obtaining the EIN from the IRS.** If the chapters’ gross receipts are over $25,000, a tax return, Form 990 must be submitted to the IRS. IRS forms can be printed from the IRS website at [www.irs.gov](http://www.irs.gov). Some states require a tax return be filed even if the chapter is included in the AANN Group Exemption. Each chapter should check with their local IRS office. Income of the chapter cannot inure the benefit of any private individual.

b) **Financial Records Retention:** Financial records must be kept for an indefinite period of time. Financial reports must include:
   i. Cash disbursement record
   ii. Cash receipts record
   iii. Bank reconciliation
   iv. Bank statements

c) **Chapter Revenue**
   i. Chapter dues may not exceed national membership dues.
   ii. Chapters may ask for a contribution from members and nonmembers attending monthly education meetings.
   iii. Chapters may sell space for educational exhibits at symposia.

4) **Educational Guidelines**
   a) **Program Considerations**
      i. Educational programs offered by chapters for the nursing community should be geared to the professional nurse level.
      ii. Chapters are encouraged to be responsive to the health and educational needs of the community.
   b) **Program Approval**
      i. Chapters are encouraged to seek CEU approval for educational programs from their respective state nursing associations.
VI. Finance

VI. A. Finance Committee Description

Issue Date: July 2010

a) PURPOSE: To assure that the board exercises its fiduciary responsibilities. These responsibilities are achieved through the development and oversight of the financial activities of AANN including such activities as the annual budget, audit, investments, and other related financial policy.

b) COMMITTEE COMPOSITION: The Committee shall be composed of the Secretary/Treasurer who will serve as the Chair and at least the following members: President, President-Elect, one Director at Large, and two members at large. The Director at Large and the 2 members shall serve staggered three years terms. The Executive Director will serve ex officio.

c) CHAIR RESPONSIBILITIES:
   i. Reviews monthly financial statements. Reports financial status to the board, especially reviewing any significant variances from the budget.
   ii. Develops preliminary budget in cooperation with the staff, and review and revise budget with finance committee input.
   iii. Reports to members annually at the conference and in the annual report.
   iv. Works through the Finance Committee to recommend to the board policies for reimbursement of member expenses.
   v. Lead the Finance Committee in making recommendations to the Executive Committee related to budget approval, finance policy review and approval and other financial matters.
   vi. Assure that an annual independent audit is conducted.

d) COMMITTEE RESPONSIBILITIES: The Committee supports the association through work with the Chair and staff to:
   i. Develop the annual budget for approval by the board
   ii. Conduct an annual audit, including hiring an independent auditor and reviewing the audit report and any recommendations
   iii. Complete tax filing requirements
   iv. Provide oversight of the association’s investments, including the selection of a external financial advisor as appropriate, in conjunction with the board and staff

e) MEMBER-AT-LARGE QUALIFICATIONS
   Active AANN membership. No budgetary experience required, but an interest in finance is preferred.

f) MEETINGS REQUIRED Meetings via conference call once per quarter. More calls may be necessary near year-end in Q3 and Q4. Participation on all calls is expected.

g) ANTICIPATED TIME COMMITMENT
   2 hours a month, with some additional hours needed during Q3 and Q4 to complete year-end financial duties.
VI. B. Budget, Financial, and Monitoring System Policies

Issue Date: April 2001
Last Reviewed Date: September 2012

The AANN Board of Directors has a fiduciary responsibility for the financial planning and monitoring of performance. This is achieved through participation in the budgeting process and in reviewing the financial performance as reported in the monthly financial statements sent to each board member. The treasurer is responsible for working with board members and staff to address any areas of concern or question.

1) Financial Policies

a) The fiscal year for AANN runs from January 1 to December 31.

b) By resolution, the BOD authorizes the President, Secretary/Treasurer, Executive Director and AMC Principle (each with single signature authority) to sign checks and transfer funds for the Association. Investment decisions are outlined in the investment policy.

c) An annual independent audit is conducted by an outside firm selected by the AANN Board of Directors as recommended by the Executive Director. In addition to the audit, the firm will file all necessary annual federal and state tax filings.

d) Staff in accordance with all federal and state requirements for record retention retains financial records.

2) Budget Process

a) Staff drafts the following year budget beginning in the 3rd quarter of the prior year. The budget is based on:

i. Ongoing projects and anticipated changes to those projects

ii. Assumptions for sales, registrations and memberships based on prior years’ experience

iii. New programs or projects initiated through the strategic planning process

iv. Contract information for conferences and other programs that are known

b) The draft budget is then reviewed by the secretary/treasurer, president, and president-elect.

c) Staff responds to any questions or changes, adds a cover memo highlighting major changes in the budget and sends to the board for their review.

d) During a conference call or called board meeting to be held no later than mid-December, the board approves or modifies the budget for the upcoming year.

e) Once the budget is passed, any new programs or projects with a financial impact of greater than $1000 must be submitted to the national office for approval by the AANN Board of Directors. Such requests must include the rationale, and anticipated outcomes. The board will determine if such requests fit within the strategic plan.

3) Financial Monitoring

a) By the 3rd week of the month, staff will prepare the prior month financial reports with a cover memo highlighting the major activity for the month.
b) The financial reports will be sent to the Treasurer for review and then sent to the entire board of directors. If a board conference call or meeting is scheduled within a reasonable timeframe, reports will be held for that meeting.

c) The financial reports include a balance sheet, current month reports by project, year to date reports by project, comparison to budget and the annual budget. Other reports and additional detail on any project is available upon request.

d) At or around mid-year, the Executive Director and Treasurer will review performance in detail and make recommendations as needed for changes to the budget to ensure financial success for the year.
VI. C. Investment Policy

Issue Date: November 1999
Last Issue Date: August 2011

1) Spending Policy and Cash Flow
Staff manages short term cash through the use of checking accounts and money market accounts. The parameters associated with said accounts are found elsewhere in the policy and procedures of the Association.

2) Investment Policy
The investment policy establishes the expectations and objectives for the assets set aside for investment by the Association. The investment dollars will be under the management of a fund advisor who will manage a portfolio on behalf of AANN. The fund advisor will provide AANN with a quarterly report that lists all of the investment assets held and the activity relating to each of those holdings. Any material event that affects, or may affect, these assets must be reported immediately to AANN.

3) Investment Objectives
The investment assets of the Association shall be invested with the goals of:
   a) Maximizing the total return within the guidelines of risk (the variability of the rate of return) and liquidity (the ability to access money).
   b) Providing for adequate liquidity to fulfill operational needs if required.

4) Investment Portfolio
   a) Long-term Investment Funds
      The Association has a stated goal of maintaining a Long-term investment Fund. The ultimate goal is for this fund to maintain a balance of approximately 3-6 months of average budgeted expenses.
   b) Short-term Investment Funds
      The remaining funds set aside for investment will be considered either intermediate or short term assets of the organization and will be maintained in the intermediate or short term funds.

5) Investment Portfolio Classifications
   a) Long-term investment Fund
      The Long-term Investment Fund’s desired asset value will have previously been determined by the Finance Committee with approval from the BOD. Once funds are deposited within this account, they may not be withdrawn without formal approval, by means of a majority vote of the Finance Committee. The vehicles by which these monies are invested will be the responsibility of the Finance committee under the guidance of a fund advisor approved by the BOD. The overlaying principals of this investment remain, as mentioned above, security and maximization of total return.
   b) Eligible Investments: Permitted Asset Classes which include:
      i. Cash & cash equivalents – 5%
      ii. Fixed income – 35%
      iii. Equities – 60%
6) **Permitted Securities**
   a) Mutual Funds
   b) Individual stocks
   c) Individual bonds
   d) Closed end funds
   e) Unit investment trusts
   f) Options as a part of strategy
   g) Bank certificates of deposit

7) **Short-term Investment Fund**
   a) Intermediate Term Fund
      Intermediate funds will be the investment of sponsorship dollars received or dollars set aside by the BOD to be used for designated or un-designated projects. These funds will differ from operating funds as they are to be reserved for an identifiable period of time in anticipation of the initiation or completion of a project, program or series selected by the BOD on behalf of the Association. The safety of these funds is of utmost importance.

      Eligible Investments: Mutual Funds, Fixed Income, or Money Market Accounts

   b) Short Term Funds
      Interest bearing accounts will be used to hold the short term funds of the organization. These monies used to fulfill the short term needs of the Association are meant to be fluid.

      Eligible Investments: Interest Bearing Cash Equivalents or Money Market Accounts

8) **Duties and Responsibilities**
   The advisor is expected to manage the Portfolio in a manner consistent with this Investment Policy Statement. All portfolio decisions will be made by those individuals given authority by the organization.

   The fund advisor will be responsible for:
   - Designing, recommending and implementing an appropriate asset allocation consistent with the investment objectives, time, horizon, risk profile, guidelines and constraints outlined in this statement.
   - Advising the investor about the selection of and the allocation of asset categories
   - Identifying specific assets and investment managers within each asset category
   - Monitoring the performance of all selected assets
   - Recommending changes to any of the above
   - Periodically reviewing the suitability of the investments for the investor, being available to meet with the investor at least twice each year, and being available at such other times within reason upon request.
   - Preparing and presenting appropriate reports

   The Finance Committee will be responsible for:
   - Oversight of the Portfolio
   - Defining the investment objectives and policies of the Portfolio
• Directing the advisor to make changes in investment policy and to oversee and to approve or disapprove Advisor recommendations with regard to policy, guidelines, objectives and specific investments on a timely basis.

• Investor shall provide Advisor with all relevant information on Investor financial conditions and risk tolerances and will notify Advisor promptly of any changes to this information.

• Investor is responsible for and empowered to exercise all rights including rights as are acquired through the purchase of securities, where practical.

• The Finance Committee of the Board should annually review AANN’s portfolio performance. This review should be completed during the 1st quarter of a year following the end of each fiscal year. At the time of this review, the Finance Committee should evaluate the performance of the current funds and determine if any changes need to be made.
VI. D. General Reimbursement Policy

1) Receipts are required for any expenditure of $20 or more.

2) Reimbursement will be made for accumulated actual meal expenses limited to a maximum of $40 per day.

3) When traveling by air, individuals will fly no class higher than coach class and special discount fares shall be used whenever possible.

4) Completed reimbursement forms with the appropriate receipts attached must be submitted to the national office by December 31st of the year services were rendered. For bills that are received after December 31st for expenditures prior to December 31st, reimbursement request forms and the appropriate receipts should be to the national office no later than January 31st.

5) If the reimbursement request exceeds the designated budget for that year:
   a) The secretary/treasurer and executive director will review the request and make a decision as to whether or not the request can be approved.
   b) If the amount is over $1000, a written request will be forwarded to the board for their approval.
   c) The requester is given no guarantee as to the board’s decision and may be held accountable for any unpaid balance on the item/service rendered.

6) Reimbursement is not to be duplicated. If a person is to receive a reimbursement as a committee chair and an invited speaker and the nights for reimbursement coincide, the person would receive the highest reimbursable rate due. However, if the lodging days do not coincide, the person would receive the reimbursement for all nights due.

7) If multiple speakers present a poster/general session, the honorarium will be sent to the primary author.

8) Speakers who present multiple sessions will receive the honorarium one time only.
VI.E. Reimbursement for Communications Board of Directors

Issue Date: August 1996
Last Issue Date: April 2003

1) The members of the Board of Directors are expected to be promptly responsive to communications via whatever medium employed. Each year the Board approves a line item expense it judges sufficient to reimburse Board members for essential communications expenses including:
   - Long distance phone calls
   - E-mail service charges
   - Express or priority mail charges

2) Reimbursement will be processed directly through the AANN national office using whatever forms staff may designate, provided that documentation accompany the request for reimbursement. The documentation should take the form of original invoices from long distance carriers and e-mail or Internet service providers.

3) AANN does not provide reimbursement for the purchase of computer hardware or software or other communications devices. Members who choose not to seek such reimbursement may NOT claim those expenses as charitable contributions on their own income tax, but they may be deductible as unreimbursed business expenses. Each member should rely on the counsel of their tax advisor in such matters.

4) Monetary support for SFG Facilitator and Committee Chair communication is given to the extent approved by the Board and following the above reimbursement description.
VI. F. Annual Meeting Reimbursement Policy and Procedure  
**Issue Date: August  2008**  
**Last Reviewed Date: September 2012**

1) **Purpose**
Define the stratified levels of financial support and procedures for administering such support for the professional volunteers of AANN. Volunteers give their time and talent for the benefit of AANN and thus should be supported. Provision of this support will inspire new leadership and volunteer involvement.

   a) **Full expenses**: Complimentary registration, round trip coach airfare, ground transportation, lodging, meal allowance
      i.  AANN Board of Directors, both current and incoming
      ii.  AANN Executive Director and staff
      iii.  Annual Meeting Planning Committee Chair

   b) **Partial Expenses**: May include any of the following: Complimentary registration, partial lodging, and partial meals
      i.  Recipient to be determined at the time of budgeting. To be utilized for leadership development.

   c) **Complimentary Registration**: not including pre-conference workshops and extra cost events
      i.  Annual Meeting Planning
      ii.  Past Presidents of the AANN
      iii.  Clinical Practice Guidelines
      iv.  Award Winners

   d) **Honorariums**: Cash reimbursements for invited speakers and conference faculty.
      i.  Keynote
      ii.  Preconference/Post conference

   e) **BOD may grant complimentary registration to persons who for specific reasons the BOD feels a volunteer incentive is appropriate.** Member who has made specific contributions to furthering AANN strategic plan and has had direct and critical involvement in AANN project.

   f)  Reciprocal registration may be granted.
VI. G. WHISTLEBLOWER POLICY
Issue Date: November 2008
Last Reviewed Date: September 2012

Procedures for the Submission of Complaints or Concerns Regarding Financial Statement or other Disclosures, Accounting, Internal Accounting or Disclosure Controls, or Auditing Matters

A whistleblower as defined by this policy is an AANN member or staff member who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management are charged with these responsibilities.

The American Association of Neuroscience Nurses (“the Association”) has a responsibility for the stewardship of its resources. In addition to complying with the law, it is the policy of the Association to promote ethical practices and ethical treatment of its members and staff. Instances of known or suspected misuse of the Association’s resources or other improper activities should be reported and appropriately investigated. Members, officers, directors and staff have a responsibility to each other and to the Association to maintain an environment in which (i) problems are reported and addressed immediately, and (ii) those who make such reports are protected from retaliation.

The Association endorses and utilizes internal controls and operating procedures intended to prevent and detect improper activities.

The objective of the Association’s Whistleblower Policy is to establish policies and procedures for:

a. The submission of concerns regarding questionable financial statement or other disclosures, accounting, internal accounting or disclosure controls or auditing matters by staff, directors, officers and other stakeholders of the organization on a confidential and anonymous basis.

b. The receipt, retention, and treatment of complaints received by the Association regarding accounting, internal controls or auditing matters.

c. The protection of directors, volunteers and staff reporting concerns from retaliatory actions.

Procedure for Raising a Concern

1. The Board of Directors shall promptly forward to the Executive Committee any complaints that it has received regarding financial statement disclosures, accounting, internal accounting or disclosure controls or auditing matters, or disclosure violations. Any complaint will first be evaluated to determine whether it falls within the scope of this Policy. If it does not, it will be forwarded to the Association’s General Counsel to handle in a manner in which she deems appropriate.

2. Any staff person or member of the Association may submit, on either a confidential, anonymous basis or a non-confidential, non-anonymous basis, any good faith concerns regarding financial statement or other disclosure, accounting, internal accounting or disclosure controls, or auditing matters to the Association’s President or Executive Director. If the matter concerns either of them, submission may be made to General Counsel:

   Lisa A. Stegink
   Neal, Gerber & Eisenberg LLP
   Two N. LaSalle St., Suite 2200
   Chicago, Illinois 60602
3. Following the receipt of a complaint or concern within the scope of this Policy, the Executive Committee will investigate each matter reported and recommend corrective or disciplinary actions to the Board of Directors. The status of all pending complaints will be reviewed at each regularly scheduled Executive Committee meeting.

4. The Executive Committee may enlist committee members, staff, and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints regarding financial statement disclosures, disclosure concerns or violations, accounting, internal accounting controls, or auditing matters. In conducting any investigation and to the extent possible consistent with the need to conduct an adequate review of any complaint or concern, the Executive Committee shall use reasonable efforts to attempt to protect the confidentiality and anonymity of the complainant.

5. The Association does not permit retaliation of any kind against staff or members for complaints submitted hereunder that are made in good faith. Should the identity of any person making a complaint or reporting a concern hereunder become known, the Executive Committee shall monitor any disciplinary action against such person. Additionally, no staff person or member shall be adversely affected because the staff person or member refuses to carry out a directive which, in fact, constitutes corporate fraud or is a violation of state or federal law.

6. The Executive Committee shall retain as a part of its records, for a period of no less than seven (7) years, all such complaints or concerns, together with the proceedings of the Committee with respect thereto. All such records will be treated as confidential information.
VII. A. Availability of AANN Membership List

Issue Date: January 1997
Last Reviewed Date: September 2012

The American Association of Neuroscience Nurses (AANN) leases the use of its membership mailing to corporate, non-profit (i.e., hospitals and other medical organizations), and private organizations who support AANN and who agree to payment according to the set fee schedule and the following terms.

Terms of Agreement:
1. Each user must sign a form agreeing to the following before the AANN membership list is released:
   a. That it leases the use of the AANN membership list for one stated use only, unless otherwise agreed.
   b. That it will not reproduce the AANN membership mailing list in any form, electronic or otherwise.

Policy:
1. The AANN reserves the unconditional right to refuse to lease the use of its membership mailing list to any person organization it chooses.
2. The AANN membership mailing list will not be leased out to promote external meetings occurring thirty (30) days prior to or post the AANN annual meeting.
3. The AANN membership mailing list must be used within ninety (90) days of AANN sending the list.
4. No individual can rent the mailing list.
5. Segments of the AANN membership mailing list are available to leaders of its own organizational components (eg chapters) at no charge.
6. AANN may request a sample of the material to be mailed to the membership.
7. The AANN mailing list includes all AANN members who released information for distribution. Not all members may be on list (if member requested name to be withheld from distribution).
8. No e-mail or phone numbers will be distributed.

Procedure:
1. Requests are received by national office staff.
2. National office staff ensures that a complete sample mailing piece accompanies all requests and obtains this information as needed.
3. National office staff determines refusal or acceptance of any list order rental.
4. National office staff contacts the user on decision and if applicable, requests user to complete user agreement form and submit necessary fees within 10 days of receiving request.
5. Mailing labels are sent to user within 7 days of receiving the user agreement form and necessary fees.
6. A log is kept for mailing purposes by the national office staff.
VII. B. Honorary Membership

Issue Date: February 2001
Last Reviewed Date: September 2012

Submission of Nominees
Honorary membership is designated for individuals who have demonstrated sustained, exceptional, and outstanding contributions to neuroscience nursing. The Board of Directors will actively seek to identify those individuals who have marked the development of the science and art of neuroscience nursing. By doing so, we clearly delineate their role in our history and honor their specific contributions to it.

Any voting member, including board members, can submit a name for honorary membership to the AANN Board of Directors. Honorary members are not required to be a member of the Association. Nomination recommendations and materials will be reviewed and voted upon by the Board of Directors during a scheduled meeting. The BOD must vote to approve any recommendation for honorary membership. Honorary membership may be bestowed at any time. Honorees are announced during a special presentation at the Annual Meeting.

Following are voting member’s and nominee's responsibilities.

The voting member is responsible for gathering the supportive evidence by:

1) Providing a clear description of the nominee’s name and contributions to neuroscience nursing. The voting member should provide tangible evidence of sustained and outstanding contributions by the nominee at a national or international level related to
(a) Professional expertise related to a specific subject area (s);
(b) Practice excellence and influence on the practice of others;
(c) Program development;
(d) Leadership;
(e) Knowledge development;
(f) Professional service in neuroscience nursing; or
(g) Personal testimony and commitment to neuroscience issues, resulting in a greater public understanding of the unique contributions of our nursing specialty.

2) Submitting a copy of the nominee’s curriculum vitae, resume, biographical statement, reference letters, or other supportive materials, to the Board of Directors.

3) Obtaining from the nominee (via interview with nominee, others who know nominee) additional examples of tangible evidence of sustained and outstanding contributions to neuroscience nursing not readily apparent on the curriculum vitae, resume, biographical statement, reference letters, or other supportive materials.
The nominee will:

1) Agree to the nomination by providing a copy of his/her curriculum vitae, resume, biographical statement, reference letters, or other supportive materials to the member submitting the nomination; and

2) Agree to attend the Annual Meeting when the honorary membership is announced.

Honorary Membership includes the following:

- Complimentary lifetime membership to AANN, including the journal.
- Complimentary registration to attend the annual meeting at which honorary membership is announced.
- Complimentary hotel accommodations for two nights to the annual meeting at which honorary membership is announced.
VIII. Annual Meeting Planning

VIII. A. General Policies and Procedures

Issue Date: June 2008
Last Reviewed Date: September 2012

1) Description of the Annual Meeting Planning Committee
The Annual Meeting Planning Committee under the direction of the annual meeting planning chairperson and the BOD liaison leads the development and planning of the AANN annual meeting based on the mission of AANN. Activities of the committee include but are not limited to: development of the meeting theme, development of educational content based on the meeting theme and goals of the association, solicitation, review, and evaluation of meeting concurrent and research abstracts, and ongoing evaluation of the overall annual meeting.

2) Description of the Annual Meeting Poster Committee
The Annual Meeting Poster Committee under the direction of the annual meeting co-chairperson assists with the planning of the AANN annual meeting based on the mission of AANN. Activities of the committee include but are not limited to: solicitation, review, and evaluation of meeting poster abstracts, poster judging while onsite at the meeting, and ongoing evaluation of the overall annual meeting.

3) Committee Membership
a) Committee Chair
The Annual Meeting Planning committee chair terms should be one year Term beginning at the conclusion of the annual meeting. The appointment will be made by the president in conjunction with a recommendation from the current Annual Meeting Planning Committee Chair and the board advisor to the Annual Meeting Planning Committee.

Appointment is open to those with prior professional experience in CE activities for the professional nurse, and expertise in neuroscience nursing as demonstrated by current curriculum vitae. Additionally, the candidate must demonstrate leadership abilities with knowledge of CE criteria, mentoring skills, strong communication and organization skills, and commitment to AANN. It is a requirement that the recommended chair be a current member of the committee.

b) Reports to:
Board Advisor

c) Once appointed, roles and responsibilities include:
   i. Collaborates with Board Advisor and the national office Educational Manager in the development of the AANN Annual Meeting.
   ii. Participates in the selection and appointment of individuals to Annual Meeting Planning Committee.
   iii. Mentors members of the committee regarding the overall activities of the Annual Meeting Planning committee to ensure continuity in leadership.
iv. Coaches individual AANN members as they prepare abstracts for submission and presentation at the Annual Meeting.

v. Oversees all activities of the Annual Meeting Planning Committee and its members.

vi. Recommends changes and improvements to the Annual Meeting to the Board of Directors.

vii. Participates in the evaluation of the Annual Meeting.

d) **Committee Co-Chair**

The Annual Meeting Planning committee co-chair terms should be one year of being the chair of the poster committee, with the possibility of becoming the committee chair the following year.

Term begins at the conclusion of the annual meeting. The appointment will be made by the president in conjunction with a recommendation from the current Annual Meeting Planning Committee Chair and the board advisor to the Annual Meeting Planning Committee.

Appointment is open to those with prior professional experience in CE activities for the professional nurse, and expertise in neuroscience nursing as demonstrated by current curriculum vitae. Additionally, the candidate must demonstrate leadership abilities with knowledge of CE criteria, mentoring skills, strong communication and organization skills, and commitment to AANN. It is a requirement that the recommended co-chair be a current member of the committee.

Once appointed roles and responsibilities include:

i. Collaborates with AANN Annual Meeting Planning chair and the national office Education Manager in the development of the AANN Annual Meeting.

ii. Mentors members of the committee regarding the overall activities of the Annual Meeting Planning committee to ensure continuity in leadership.

iii. Coaches individual AANN members as they prepare abstracts for poster submission and presentation at the Annual Meeting.

iv. Oversees all activities of the Annual Meeting Planning Poster Committee and its members.


e) **Committee Member Selection**

i. A call for volunteer members to the committee will be done via blast e-mail and/or in the Synapse.

ii. Qualifications for committee members include:

- Current AANN membership
- Formal education experience preferred or experience in staff development
- Master’s degree in Nursing or Nursing Education preferred
- Baccalaureate degree minimum
- Neuro-related clinical experience (within last five years)
- Education program development experience
- Abstract review experience preferred
- Good communication skills
- Enthusiasm and passion for professional neuroscience nursing

iii. All members and the chair are expected to attend the annual meeting and will receive complimentary registration.

iv. Applicants will submit a letter of interest and curriculum vitae.

v. The applicants’ letters and CVs will be reviewed by the committee chairperson and the board advisor.

vi. The committee chairperson will conduct telephone interviews of selected applicants. The committee chair may request assistance in interviewing from the board advisor.

vii. After completion of interviews the chairperson will select the committee members in conjunction with the board advisor. The criteria above, “Qualifications for committee members” will be used to rank the interviews. Each of these bullets will have a weight of one (1) with the total score helping to decide committee membership.

viii. Composition: the committee will be comprised of four members, the chair and the board advisor.

ix. The Education Provider Committee (EPC) Chair will provide oversight to the selection of abstracts to ensure compliance with ANCC regulations and will participate as an ex-officio member of the committee.

f) Anticipated Time Commitment
The Annual Meeting Planning committee chair terms should be one year. The Annual Meeting Planning Committee member terms should be no less than two years.
Planning of AANN Annual Meeting

Call for Presentations
(See Appendix I)
The call for presentations will be published annually and made available to all AANN members upon request as well as on the AANN web site. The call will be available annually following the annual meeting.
Preference will be given to proposals pertinent to the annual meeting theme. Presenters are encouraged to develop proposals that are pertinent to the annual meeting theme when possible. This would not be a scored item, but just in keeping with the conference. Selection criteria will include expertise of the presenter and evidence of an advanced level of knowledge. Additionally, poster session proposals will be weighed on the basis of topic relevance, creativity, clarity of content. Application reviewers will give additional weight to proposals that address any of the four meeting objectives.
1. The science and technology of neuroscience nursing.
2. Dissemination of knowledge through research including research in progress.
3. Application, treatment, or intervention in the care of neuroscience patients.
4. Outcomes of an application including physical, psychosocial or spiritual in the care of neuroscience patients.

Abstract Review
(Appendix J)
Applications to present are evaluated using a blinded review process.

A two-tier blind review system is utilized to review abstract submitted for the annual meeting.
- Abstracts will be divided among the committee, SFG’s, and NNF. The first tier is review of topic specific abstracts by the SFG’s and NNF. Each abstract must be reviewed by the same total number of reviewers. This will reduce the number of papers reviewed by each committee member and reduce “reviewer fatigue.” The second tier shall consist of the AANN Annual Meeting Planning Committee members and the Board of Directors Liaison. Abstracts are either accepted or rejected. No conditional acceptances will be granted. Notification of acceptance or rejection will occur by email or mail if email is unknown.
VIII. B. Standing Rules for the AANN Annual Business Meeting

Issue Date: December 1997
Last Date Reviewed: September 2012

For admission to the business meeting and to facilitate identification and seating, members shall be required to wear the official badge issued at registration. Non-members of the Association may attend the meeting. The assembly may, by majority vote, grant a non-member the opportunity to address the meeting.

Members may not speak and debate more than twice to the same question, or longer than 3 minutes, without permission granted by a two-thirds vote without debate. No member may speak more than once to a question if a member who has not spoken wishes to do so.

All main motions offered by an individual shall be in writing, signed by the maker and the seconder, and shall be sent directly to the podium as soon as the speaker has been recognized.

Members may not enter or leave the meeting during a vote on a motion.

A Consent Calendar may be used to expedite the processing of reports to the membership. By majority vote of the body, items may be taken from the Consent Calendar and set on the agenda for discussion. The period of discussion may be limited by majority vote of the body. If no item is selected for withdrawal from the Consent Calendar, then all items on it will be received by the body with one affirmative majority vote and no further discussion shall occur on items so accepted.
VIII. C. Keynote Address

*Issue Date: April 1982*

*Last Reviewed Date: September 2012*

Beginning with the 1983 Annual Meeting, the Keynote Address will be known as the Agnes M. Marshall Keynote Address.
VIII. D. Access for Disabled Persons at AANN Meetings

*Issue Date: January 1997*

The American Association of Neuroscience Nurses and its constituent organizations are committed to providing full and reasonable access to persons with disabilities at all of the Association’s educational, business and meeting sessions, consistent with the limitations of facilities where such meetings are conducted.
IX. External Relations

IX. A. Introduction and Principles

AANN will need to enter into external relationships to fulfill their mission and vision. All of these relationships are governed by the AANN Board of Directors. When a formal relationship is formed, a charge will be issued by the board or a contract will be reviewed and approved by the board that outlines the respective duties and responsibilities of all parties as further defined in the Policy & Procedure Manual. All references to External Relationships within this Policy & Procedure Manual are superseded by the contents of TAB 9.
IX. B. Definitions

1) Types of relationships between AANN and external entities

   a) Foundational Organizations: An ongoing, close, complementary relationship between AANN and its foundational organizations (ABNN, NNF, and WFNN) that contributes to fulfilling AANN’s mission and vision. Resources are committed to such a relationship.

   b) Strategic Alliance: An ongoing, close, complementary relationship between AANN and another professional organization that contributes to fulfilling AANN’s mission and vision. Resources are committed to such a relationship.

   c) Affiliation: A time-limited or project-limited relationship between AANN and another organization that holds direct benefit for AANN members. Resources may or may not be committed to this relationship.

   d) Corporate Partnership: A complementary relationship between AANN and a commercial organization that contributes to fulfilling AANN’s mission and vision. Such a relationship should produce financial benefit for AANN in excess of expended resources.

2) General definition of Liaison

   a) Liaison: A representative appointed by the AANN Board to provide the link between AANN and another entity. The liaison must be a member of AANN and may be a member of both groups.

   b) Member Liaison
      i) The Member Liaison must be a member in good standing of AANN at the time of appointment and remain in good standing throughout their term of service. The Member Liaison will be tasked with directly fulfilling the charge issued by the BOD. The Member Liaison will submit reports as directed in the Charge.
IX. C. Role Descriptions

Liaison Description

TITLE: Member Liaison to Foundational Organizations, Alliances, Affiliations, Corporate Partnerships, and/or Contractual Relationships.

POSITION SUMMARY:

Responsible for assisting AANN in meeting its Mission, Vision, and Values through a connection with an External Entity. The Liaison will work to fulfill the Charge that is issued by the Board of Directors.

MAJOR DUTIES AND RESPONSIBILITIES

Provides and oversees direction for all mutually agreed upon activities between all parties involved in the relationship, as outlined in the Charge.

Directs, coordinates and maintains, in collaboration with the AANN Board of Directors all policies, procedures and protocols applicable to any activity.

Provides AANN Board of Directors regular reports/information to document the activities and communication between the parties to the relationship.

Creates an annual, formal assessment of all relevant activities of all parties in the relationship.

Makes recommendations for future improvements as well as mentoring a successor(s) for the liaison role.

Works with assigned staff(s) to keep open lines of communication between parties involved in the relationship.

Serves as an advocate for AANN at all times.

Maintains a high level of interpersonal skills that allows effective communications with a wide variety of AANN Members, support staff, healthcare professionals, patients, external institutions, and the general public.

Maintains a working relationship with all organization team members involved in the partnership.

Complies with the Code of Conduct, Conflict of Interest, Confidentiality, and any other components of the Policy and Procedure Manual as directed by the Board of Directors.

Remain a Member in Good Standing of AANN throughout the term as Liaison.

APPOINTMENT AND TERM OF SERVICE

The Liaisons will be appointed to a specific term of service to be determined by the AANN Board of Directors.
The Liaison will be provided with a written Charge, approved by the Board of Directors, that will include the scope of work, responsibilities of all parties, and reporting expectations.
IX. D. Existing relationships

The Association will maintain a list of active relationships including the following general information.

- Type of relationship
- Length of relationship
- Current liaison
- History of liaisons
- To whom does the liaison report
- Expected activities of the liaison
- Financial implications
- Type of liaison
- Term of office
IX. E. Process for evaluating and forming future relationships

Issue Date: March 2008
Document Supporting the Liaison Flowchart for AANN

Legend for shapes used in the flowchart (see lower edge of flowchart for elucidation)

Rectangle with one narrow edge - Input or output point
Diamond shape - Decision point
Rectangle with wavy bottom edge – Document that is a hard copy/paper
Rectangle with wavy top and bottom edges - Email document or process
Rectangle - Predefined process
Circle – refer back to policy and procedure manual for supporting information

Using the Flowchart

Partnership opportunities enter the flowchart – top left

The Liaison, Staff member, and/or BOD member prepares a report for the Committee according to criteria that needs to be met.

Application is circulated to the Committee, Staff, etc. as appropriate

If criteria is met, then the application is forwarded to the board for discussion and approval.

If criteria is not met then the feedback document is sent to the Liaison, Staff member, and/or BOD member explaining the denial/rejection.

If the relationship is informal (not a contractual relationship) then the appropriate liaison is established.

If the relationship is contractual, then the appropriate contract will be created with legal support according to the AANN guidelines and relationship parameters.

Timelines should be determined according to the type of relationship and expectations from both parties and a succession plan should be in place.

The flow sheet should be reviewed and/or revised every two years at the same time as the P&P manual, to ensure validity.

Reporting Structure

The Liaison must submit a written report of activities to the designated board member or committee as designated in an appropriate time frame for the fall BOD meeting. The content of the report will include:

- Liaison-related activities for the previous year
- Any action requested from the BOD
- Any expenditures and recommendations for future budgetary consideration
- Current directory of key contacts within the organization
- A review of the Charge that was issued by the BOD
- Were all of the items in the Charge fulfilled
- Do all of the items in the Charge remain relevant
All relationships will have a Charge. This Charge may specify additional reporting requirements. In addition, the BOD may request additional reports as needed, and the Liaison may submit additional reports at the discretion of the Liaison. All reports submitted will be presented to the BOD.

Reports will be submitted with the following distribution, based on the type of Liaison relationship.

- Direct BOD Liaison
  - Directly submit the report to the BOD
  - Once the report is accepted by the BOD, and any actions requiring a vote have been resolved by the BOD, a copy of the report will be provided to the Committee on External Relationships. This report may be redacted to assure compliance with BOD confidentiality requirements
- Indirect BOD Liaison
  - Submit the report to the BOD Member to whom the Liaison reports
  - The BOD Member will submit the report, without modification, to the BOD. If additional information or clarification is required to support the report, the BOD Member may submit a supplement to the report
  - Once the report is accepted by the BOD, and any actions requiring a vote have been resolved by the BOD, a copy of the report will be provided to the Committee on External Relationships. This report may be redacted to assure compliance with BOD confidentiality requirements
- Indirect Committee Liaison
  - Submit the report to the Committee Member to whom the Liaison reports
  - The Committee Member will submit the report, without modification, to the BOD Liaison to the Committee. If additional information or clarification is required to support the report, the Committee Member and/or the BOD Liaison to the Committee may submit a supplement to the report
  - Once the report is accepted by the BOD, and any actions requiring a vote have been resolved by the BOD, a copy of the report will be provided to the Committee on External Relationships. This report may be redacted to assure compliance with BOD confidentiality requirements

Failure to provide complete written reports may result in removal of the Liaison from that role. In addition, a report to the membership may be submitted through the Synapse, with the approval of the BOD. Final decision on publication is subject to available space and approval by the Editor of the Synapse. An alternative venue to be considered is publication via the web.
IX.F. Foundational Organizations

Issue Date: February 2009
Last Reviewed Date: September 2012

American Board of Neuroscience Nursing

The American Board of Neuroscience Nursing (ABNN) is an independent body and separate corporation with a primary interest in the certification of neuroscience nurses. The specific purposes of ABNN are to:

- Encourage the study of knowledge relevant to Neuroscience Nursing practice.
- Determine minimum standards for eligibility for candidates interested in certification in Neuroscience Nursing.
- Develop, maintain, and administer a formal examination for certification reflecting current knowledge of the specialty of Neuroscience Nursing.
- Grant and issue certificates with the CNRN credential to professional nurses achieving successful completion of the certification examination.
- Provide a mechanism for recertification in neuroscience nursing after completing initial certification requirements.
- Protect the public interest by promoting the advancement and standards of Neuroscience Nursing.
- Maintain a registry of individuals holding active and lapsed certifications issued by ABNN.

ABNN has a separate and independent Board of Trustees that supervises and controls the affairs of the corporation. In addition, all monies or disbursements of funds concerning certification activities remains an independent function of the ABNN Board of Trustees.

The AANN liaison will provide direction as needed for any ABNN activities that relate to the mission, vision and values of the AANN. The ABNN Board of Trustees will provide direction as needed for any AANN activities that relate to the purposes and objectives of ABNN. AANN seeks to ensure continuity and congruence regarding certification examination activities.

The AANN Liaison to the ABNN must be a member of the Board of Directors of the AANN, as well as a CNRN, and will be appointed by the President of the AANN Board. The AANN Liaison is a voting member of the ABNN Board of Trustees. If the situation arises in which there are no AANN Board members who fulfill all of the criteria of the AANN liaison, it is the recommendation of the AANN Board to have the ABNN President and AANN President-Elect appoint the person from the current sitting Board membership who is most qualified to fill the AANN liaison position.

The Director appointed as the liaison to ABNN is responsible for tracking ABNN activities as they affect the overall advances within neuroscience nursing. AANN has no specific certification policies or procedures; however, AANN as the professional organization of neuroscience nurses recognizes and supports the value of Certified Neuroscience Registered Nurses (CNRN) in patient care outcomes. AANN promotes the certification process for specialty nursing, in particular neuroscience nursing, and remains active in designation as the only specialty certification for neuroscience nurses.
Neuroscience Nursing Foundation

Issue Date: March 2009
Last Reviewed Date: September 2012

The Neuroscience Nursing Foundation’s mission is to become the premier organization for advancing the science and practice of neuro nursing by identifying and promoting evidence-based practices that optimize patient-centered outcomes.

The Neuroscience Nursing Foundation (NNF) was developed in 1993 as a 501 (c) 3 organization by the American Association of Neuroscience Nurses (AANN) to assist neuroscience nurses in providing the highest quality of care for people with neuroscience disorders, educate the general public about the care of neuroscience patients, and promote the unique specialty of neuroscience nursing. Since its establishment, the Foundation has provided education and research opportunities for registered nurses furthering their careers in the area of neuroscience nursing.

The NNF Board of Trustees sets the number of Trustees within the guidelines that at all times 50% of the sitting Board shall be AANN members and shall consist of a minimum of 9 Trustees, each serving a 3 year term. The officers of the Foundation consist of a President, three Vice Presidents and a Secretary-Treasurer with the Executive Director acting in an ex-officio role.

The channel of communication between AANN and NNF is between the President of AANN and NNF at this time. The AANN Liaison position no longer exists

The Foundation is committed to raising funds to support neuroscience nursing. Funds raised by the Foundation provide undergraduate and graduate scholarships as well as research grants. Funds are available through the NNF Research Grants Program to support research projects that evaluate new modes of therapy, contribute to the scientific knowledge base of neuroscience nursing, and contribute to quality of patient care. The NNF Scholarship Program promotes excellence in neuroscience nursing by awarding scholarships annually to registered nurses pursuing studies to advance a career in neuroscience nursing at the undergraduate or graduate level. The Foundation recognizes the stability and leadership provided by the nursing profession at all levels and is committed to providing support to individual nurses to pursue their goals.

The NNF Executive Director communicates the activities of the foundation by submitting a board report to the AANN board prior to the board meetings each year. The NNF President and President of AANN communicate as necessary between the board meetings. NNF communicates to the AANN membership through reports in the Synapse.
World Federation of Neuroscience Nurses

AANN Liaison to WFNN

Position Description

Purpose:
The AANN Liaison will serve as an active member of the WFNN board in continuing to develop neuroscience nursing globally, and will ensure consistent communication in AANN’s relationship with WFNN. The appointment will be made by the President of AANN for a 4-year term.

Position responsibilities:

- Attends all WFNN board meetings and is prepared to participate in the discussion and decision making process
- Attends the AANN Annual meeting to share information related to WFNN with AANN members
- Acts in the best interest of the AANN and WFNN memberships
- Assists in identifying and recommending opportunities for improvement
- Actively participates in at least one WFNN project
- Communicates AANN strategic activities to WFNN board members and communicates WFNN’s strategic/project activities to AANN board and membership
- Submits board reports related to all WFNN activities to the President and Board of AANN
- Submits items of interest for publication to both IBW and AANN publications
- Answers all WFNN and AANN related correspondence in a timely fashion
- Keeps appraised of current major global nursing and healthcare issues, especially related to neuroscience nursing and is prepared to address them when asked
- Demonstrates professional and ethical behavior
- Complies with all WFNN & AANN policies and procedures

Qualification:

- Member of AANN and CNRN (preferred)
- Demonstrates an interest in and a passion for international neuroscience nursing
- Culturally sensitive
- Willing to travel internationally
- Excellent oral and written communication skills

Time Commitment

- Conference calls as determined
- WFNN meeting held during AANN annual meeting – 2-4 hour meeting
- WFNN meeting held every 4 years (2009, 2013, etc.) – 4 day conference
- Project work
AANN & WFNN MISSION STATEMENTS

AANN

Mission
The American Association of Neuroscience Nurses (AANN) is committed to the advancement of neuroscience nursing as a specialty through the development and support of nurses to promote excellence in patient care.

Vision
The American Association of Neuroscience Nurses (AANN), as the leading authority in neuroscience nursing, inspires passion in nurses and creates the future for the specialty.

WFNN

The World Federation of Neuroscience Nurses (WFNN) is an international neuroscience nursing organization dedicated to the promotion and development of neuroscience nursing throughout the world.

Mission
Encourage and facilitate interaction among neuroscience nurses throughout the world
Aid exchange and dissemination of knowledge and ideas in the field of neuroscience nursing
Foster the highest standards for patient care in the neuroscience care setting
Promote growth in the specialized area of neuroscience nursing
Encourage nursing research and development in neuroscience nursing and para-nursing areas; and
Encourage establishment of neuroscience nursing societies

Activities of the WFNN, aimed to the above goals, include:
Conduct scientific meetings every four years.
The first WFNN Congress was held in 1973 in Tokyo, Japan. Subsequent meetings have been held in Sao Paulo, Brazil (1977); Munich, Germany (1981); Toronto, Canada (1985); Anaheim, USA (1989); Acapulco, Mexico (1993); Amsterdam, The Netherlands (1997); Sydney, Australia (2001); Barcelona, Spain (2005), and Toronto, Canada (2009)
Issue a newsletter, International BrainWaves (IBW), three times each year.
The IBW serves as a means of communication and dissemination of information from the Executive Committee and Board of Directors to the individual members of the WFNN. It is also a way for WFNN members to communicate with one another.
Representation in the World Health Organization (WHO), concerning prevention and treatment of neurological disorders.
Charge

All external relationships must have a Charge. This charge will be authored by the President, individual member(s) of the Board, or the Ad hoc committee for external relationships, at the direction of the President. The Charge must contain the following information:

- Type of relationship
- Foundational Organization
- Strategic Alliance
- Affiliation
- Corporate Partnership
- Purpose of the relationship
- Specific goals or objectives if applicable
- Procedure for selection of the Liaison
- Name of the Liaison once approved
- Term of service for the Liaison
- Plan for mentoring a future Liaison if applicable
- Term of the Charge
- Role of staff
- Budgetary considerations

The charge must be approved by the BOD before it is issued. Modifications of the Charge must be presented to the BOD for approval before it becomes effective. No Charge will exceed 3-years in duration.
ACCORD
Between The American Association of Neuroscience Nurses and
The American Board of Neuroscience Nursing
September 16, 1998

Introduction
On September 16, 1998, Virginia Prendergast, president, American Association of Neuroscience Nurses (AANN), Donna Diamantopulos, president, American Board of Neuroscience Nursing (ABNN), Karin Germon, director, AANN, Kathy Gilliland, treasurer, ABNN, and met to develop a new accord between AANN and ABNN. This new accord replaces the arbitration agreement developed between the two organizations in 1991.

Goal
The goal of this accord is to foster communication, cooperation and a mutually supportive relationship between the boards while maintaining a valid certification process.

ABNN Scope of Responsibility
All CNRN certification and exam-related policies, procedures and processes shall be directed and governed by the ABNN and its board of trustees (BoT).

Board Composition
The ABNN BoT will determine the proper BoT structure and nomination process to ensure that the organizational mission and goals are met and that the CNRN designees are well represented. A majority of the voting BoT members shall be members of the AANN. It is recommended that at least one BoT voting member holds the CNRN designation, be an AANN member and be elected by all CNRN designees whether AANN members or not.

One member of the ABNN BoT shall be appointed by the AANN president to represent the AANN membership and to serve as a liaison between ABNN and AANN. The liaison will be a voting member of the ABNN BoT and will serve a term of one year. This appointee need not be a CNRN.

Ad hoc trustees representing special communities or functions may be appointed by the ABNN president and ratified by the BoT as needed. Said appointees need not be CNRN members (example: patient advocate).

Administration
The ABNN will choose their staffing component. If ABNN chooses to use AANN national office staff, a management contract will be developed between ABNN and AANN outlining the staffing component necessary, its duties, responsibilities, evaluation, and payment, as well as a conflict resolution procedure. This agreement will be reviewed and evaluated on an annual basis. The ABNN staff liaison identified in the management contract shall be approved by the ABNN president and have the title of ABNN executive director. This individual does not have to be a CNRN and serves in a non-voting capacity.
When the ABNN chooses to utilize the services of outside contract personnel for such items as legal assistance, auditing, etc., acquisition of such services, and the corresponding fees, must be approved by the ABNN Treasurer in order to be paid by ABNN.

Conflict Resolution
AANN and ABNN are both committed to the profession of neuroscience nursing. At the same time, the perspective of a membership organization and a certifying organization can be different. AANN and ABNN desire a process to preserve the professionalism and collegiality between them should differing perspectives result in significant disagreement.

It is expected that the work of AANN and ABNN will result in differing perspectives from time to time and even occasional disagreement. This process is healthy and reflects hard work and commitment by both groups. However, it is desirable that any future major discord can be resolved.

In the event that either the President of AANN or ABNN becomes aware of an area of significant discord they will confer. If they are unable to resolve the matter in consultation or with their boards, the following process will be used to resolve the conflict:

1. Each board will select two representatives who will be charged with the responsibility of addressing and resolving the issues at hand.

2. Once a resolution has been drafted, each representative will take the draft back to their respective boards for evaluation and approval.

3. Once approval has been granted by both the ABNN BoT and AANN BoD, the agreement will be presented to the membership of both organizations for their comment. The comment period will be agreed upon by both boards based on the immediacy and severity of the issue.

4. Depending on the feedback from the AANN and ABNN memberships, the resolution will be either modified or finalized.

5. The final resolution will take precedence over any preceding agreements.

Policies and Procedures Manual
Each organization will maintain a copy of this accord in their policies and procedures manual.
AANN Policy on Partnerships, Endorsements, and External Liaisons

**Last Issue Date: April 2001**
**Last Reviewed Date: September 2012**

The AANN is committed to developing and maintaining collaborative liaison relationships with other nursing, health care, and consumer organizations to promote and extend the art and science of neuroscience nursing and nursing as a whole. Members of the Board of Directors (BOD) and the national office staff are responsible for seeking outside organizations as potential partners for the AANN. These partnering relationships may include, but are not limited to, activities in the areas of education, research, public relation, and networking.

**Policy Statements**

a. These relationships are dynamic in nature and formal relationships will be entered into by consensus of the BOD, in collaboration with the Executive Director.

b. To ensure that all partnerships are ethical and do not create a conflict of interest, due consideration must always be given to the nature of the relationship and its potential outcomes. The decision flow chart (attached) will be used to determine the appropriateness of requests for all partnerships and endorsements.

c. Process is intended for use with all business partnerships, endorsements, collaborations. It is not intended for exhibitors at annual meeting, advertising, special programs at annual, lunch and dinner events at annual, or publication advertising.

d. AANN will not consider requests for political endorsement.

e. AANN will not consider requests for endorsement of highly controversial partnerships.

f. AANN will not consider endorsements of social policy related to controversial subjects such as abortion, death penalty, assisted suicide, euthanasia, and racial and sexist organizations.

g. In situations involving financial support for exhibiting at the AANN's education meetings and sponsorship of written publications, the Executive Director may enter into an agreement independently on behalf of AANN. The Executive Director will ensure that all BOD members are aware of these partnerships.

h. Whenever a financial exchange may occur, the decision flowchart must be followed.
General

X. A. AANN Project Proposal

Policy
Proposals for new projects or additional resources for approved projects need to come before the Board of Directors with information based on the principles of knowledge-based decision making. It is important for the Board to evaluate each request within the context of the strategic and operational plan, available resources, and overall merit of the request. Initiators of such requests must provide enough information to meet that need. For board generated requests, such as those related to strategic planning, the details will be included in the budget development process. For board generated requests that are outside of the budgeting process, or initiated mid budget cycle, AANN staff will develop the proposal and budget. In circumstances where a committee or task force is involved, staff will work with them to complete the process.

Procedure
1. Initiators of the request for additional resources or new projects must submit an SBAR document (Situation-Background-Recommendation). Proposal should include:
   A. background information about the issue,
   B. a statement about the intent of the proposed position statement,
   C. rationale for AANN taking a position on the issue, including rationale as to how doing so will be supportive of AANN’s mission,
   D. the statement of position,
   E. method
   F. relevant references

2. AANN staff will work directly with the initiator of the request to develop the budget proposal. Board members will receive the request as part of the regular meeting materials and evaluate the request as indicated on the form.

Feedback on the request will be communicated to the initiator from the board liaison or champion of the project in writing.

Example
Situation that requires action in a statement
Background information regarding the situation
Assessment of the project/issue
Recommendation for action including references or supporting data.
X. B. Use of the Logo and Stationery

*Issue Date: January 1997*
*Last Reviewed Date: September 2012*

The distinctive logo of the American Association of Neuroscience Nurses, shown here to the right, is reserved for use by the Association and its organizational components for purposes authorized by the Association. Approval for the use of the logo is delegated by the Board of Directors to the executive director of the AANN and his/her designees.

Use of the logo shall be restricted to the identification of official AANN publications, programs and services and not for personal or commercial purpose of any nature.

Members of the Board of Directors of the American Association of Neuroscience Nurses are expected to use official AANN stationery in their correspondence related to AANN programs and services. Administrative staff produces and ships the stationery to AANN leaders. Use of the AANN stationery is preferred over their personal or institutional stationery to establish clear identification of their role and purposes as leaders within the Association. Members of the full-time staff of the AANN are likewise expected to use AANN stationery for business correspondence.

Leaders of other organizational components, including chapters, Special Focus Groups, committees and task forces may be issued stationery for their use in connection with their volunteer activities supporting the goals and purposes of the AANN.

No person or group, not otherwise authorized, may utilize AANN stationery, its form, design elements or style.

In 2001 the AANN BOD adopted a new logo for the association. The original logo seen below will continue to be used on the AANN membership pin and has been archived for use during anniversary celebrations.
X. D. No Smoking Policy for AANN Meetings

*Issue Date: December 1996*

*Last Reviewed Date: September 2012*

The American Association of Neuroscience Nurses prohibits smoking in its educational, business and meeting sessions, consistent with the statutory restrictions, ordinances and policies of the sites where such meetings are conducted.
X. E. Role of Consultants in the Work of the American Association of Neuroscience Nurses

Issue Date: January 1997
Last Reviewed Date: September 2012

The American Association of Neuroscience Nurses relies upon several groups of professional consultants. They perform their valuable services, on a fee basis. In general, the staff, most often in the person of the AANN Executive Director, recommends consultants for selection by the Board of Directors of the AANN. In the case of the accounting firm, the services are secured with a letter of engagement, signed annually. Most consultants provide continuing services without contracts or letters of agreement.

The day-to-day work with the consultants is usually within the province of the staff. A current contact list of all AANN consultants is provided to the Board of Directors.

Consultants include, but are not limited to: law firm, accounting firm, insurance brokers and specialists, investment bankers, a stock broker, benefits consultants and computer specialists. They are paid for their services based on detailed statement of charges. No arrangement with any consultant results in an employer-employee relationship between the AANN and any person.
X. F. AMC Record Retention Policy
Issue Date: 2008
Last Reviewed Date: September 2012
(See Appendix L)

American Association of Neuroscience has approved the Record Retention Policy written by legal counsel.
X. G. Policies & Procedures Manual Review

Issue Date: January 2008
Last Reviewed Date: October 2012

The Policy and Procedure manual will be updated as edits and updates are approved as a matter of course during regular Board of Directors meetings to ensure they reflect current practice.

In addition to updates approved by the Board of Directors throughout the year, the policies will be reviewed every two years (even years) with oversight by the President-Elect. Review of the policies and procedures will be distributed based on the sections identified in the table of contents and will be the responsibility of the group/s (board, committee, task forces), assigned board advisor and staff liaison as outlined. Staff will do the initial review to ensure each policy reflects current practice, then distribute to the designated group for final review and updating. If revisions are needed, the updated policies and procedures will submitted for Board approval by the end of the fiscal year, or in the quarter following conclusion of the groups scheduled activities as indicated.

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XI. A. Bylaws of the American Association of Neuroscience Nurses

Article I - Name and Purpose
Section 1
The name of this association shall be the American Association of Neuroscience Nurses, an Illinois not-for-profit corporation.

Section 2
The American Association of Neuroscience Nurses (AANN) is committed to the advancement of neuroscience nursing as a specialty through the development and support of nurses to promote excellence in patient care.

Section 3
The functions of the American Association of Neuroscience Nurses are to provide for continuing growth and a medium for direct communications in neuroscience nursing.

Section 4
No part of the income or property of this Association shall inure to the benefit of any individual.

Article II - Membership Qualifications
Section 1
Member
Individuals may be accepted as members and may remain as members who are:
  a. Licensed to practice as a registered nurse
  b. Actively engaged in or primarily interested in neuroscience nursing, and
  c. Willing to participate in planned programs of the American Association of Neuroscience Nurses and whose dues are current.

Section 2
Associate Member
Individuals may be accepted as associate members and remain as associate members who are:
  a. Health care providers
  b. Engaged in the care of neuroscience patients and whose dues remain current; or
  c. Are members of the health care industry supplier community or trade press.

Associate members may not vote, hold elective office or serve as committee chairs.

Section 3
Student Member
Individuals may be accepted as student members and remain as student members who are:
  a. Currently enrolled in an entry-level nursing program that leads to eligibility for the NCLEX examination upon graduation, and
  b. Interested in neuroscience nursing and whose dues are current. Student members may not vote, hold elective office or serve as committee chairs.

Section 4
Senior Member
  a. At age sixty and after 10 years consecutive membership, a member may choose to become a senior member.
  b. A senior member:
     1. May continue to participate on committees
     2. Need not pay dues
     3. Retains voting rights
     4. May hold office

Section 5
Honorary Member
The AANN Board of Directors may confer honorary membership upon individuals who have rendered distinguished-service and leadership to the Association or those who have made unique contributions to the field of neuroscience nursing. Honorary members will not be required to pay dues. Association members given honorary membership will retain all the privileges of membership. Others given honorary membership may not have voting or office holding privileges but may serve on special committees.

Section 6
Termination of Membership
Membership in AANN may be terminated or other discipline imposed for “cause,” which means violation of these bylaws or any rule or practice of AANN. Termination or other discipline shall be effected or imposed only upon the vote of two-thirds of the entire board of directors; provided that the member shall have been furnished a full statement of the charges against such member and shall have been
afforded adequate opportunity for a hearing thereon. In addition, the membership of any member who becomes ineligible for membership or who is ninety days in default in the payment of any dues or charges shall be terminated automatically. In special circumstances, the board of directors may delay such termination.

**Article III – Dues**

Dues for members shall be as follows:

a. The board of directors shall have authority to establish membership dues, grant exemptions from payment of dues and impose special assessments.

b. Resignation
   Any member may resign at any time, with no refund of dues, by so stating in writing to the AANN executive director.

**Article IV – Meetings**

Section 1
The American Association of Neuroscience Nurses shall meet annually.

Section 2
a. The registration fee for members and non-members at the annual meeting of this Association shall be determined by the board of directors.

b. The board of directors shall be empowered to select official guests who shall include those invited to participate in the program of the annual meeting.

Section 3
The annual business meeting shall be an open meeting but only members of the American Association of Neuroscience Nurses in good standing with voting rights shall be permitted to vote.

Section 4
Any proposal adopted at the annual business meeting shall become a recommendation to the board of directors for further action.

Section 5
The current issue of Robert’s Rules of Order shall govern the conduct of the meeting of the Association unless otherwise specified.

Section 6
Ten percent of members entitled to vote constitutes a quorum at any meeting of members, and the act of a majority of members present in person or by proxy at a duly-called meeting at which a quorum is present is the act of the members, unless a greater number is required by law as in the case of amendments to the bylaws, the articles of incorporation, or these Bylaws.
Article V - Voting Rights

Section 1
Voting rights shall be allotted to members and senior members, as well as honorary members whose previous membership classification included voting rights.

Section 2
Unless otherwise prohibited by law, (i) any action to be taken or notice delivered under these bylaws may be taken or transmitted by electronic mail or other electronic means; and (ii) any action or approval required to be written or in writing may be transmitted or received by electronic mail or other electronic means.

Section 3
Voting by mail, including electronic mail, is permitted in lieu of a vote at a duly called meeting for any item of business, including the election of officers and directors. For the election of officers and directors, the act of a majority of 10% or more eligible voting members returning ballots by a date certain is an act of the membership. For matters other than the election of officers and directors, the act of a simple majority or more voting members casting votes by a date certain shall be an act of the members (provided that the number of members casting votes would constitute a quorum if such action had been taken at a meeting), unless the action of a greater number is required by law, the articles of incorporation, or these Bylaws.

Article VI - Board of Directors

Section 1
The governance of this Association shall be vested in the board of directors, ten in number, to consist of the president, president-elect, immediate past president (in a nonvoting capacity), secretary-treasurer and six directors at large to be elected among those members who are entitled to vote under Article II of these Bylaws.

Directors are elected to serve a term of 3 years. No director who has served a three-year term shall be eligible for reelection as a director for a consecutive term. The affairs of the Association will be managed according to the bylaws and the policies and procedures of the Association.

a. The board of directors shall meet at least 2 times each year at a place designated by the president.
b. The board of directors shall conduct the general business of this Association in the period between annual meetings.
c. Special meetings of the board of directors may be called at any time by the president, and shall be called by the president on written request of any two members of said board. Written notice shall be sent to each director not less than fourteen days prior to the meeting.
d. A quorum of the board shall consist of five or more members of the board of directors.
e. Each director holds office until his or her successor is elected and qualified or until he or she is no longer qualified to serve.
Section 2
Any director who is absent from one meeting of the board of directors is no longer qualified to serve on the board, unless such director demonstrates to the satisfaction of the president why such absence should be excused.

Section 3
In the case of a vacancy on the board of directors, the president will submit to the board of directors for approval the name of an individual recommended to fill the vacant position. An individual elected to fill a vacancy shall serve for the unexpired term of their predecessor, and until a successor has been duly elected and qualified, or until their resignation or removal.

Section 4
Executive Committee of Board of Directors:
There shall be an executive committee of the board to consist of the president, president-elect, secretary-treasurer, and, in a non-voting ex-officio capacity, the immediate past president and executive director to carry on the affairs of the Association in the interim period between the board meetings. Any actions of this committee are communicated to the board of directors at its next scheduled meeting and reflected in the minutes of the meeting. The executive committee may be empowered by the board of directors to perform such duties as the board may direct.

Article VII - Officers

Section 1
The officers of the Association shall consist of a president, president-elect, immediate past president (in a nonvoting capacity), and a secretary-treasurer. The president-elect shall be elected for a term of one year. At the conclusion of the next annual meeting, the president-elect shall assume the office of president and continue in the office of president until the close of the annual meeting the next year. At the conclusion of the annual meeting that ends their presidential term, the president will assume the office of immediate past president until the close of the annual meeting the following year. The president, president-elect, and immediate past president may not serve two consecutive terms in the same office. The secretary-treasurer shall be elected for a three-year term.

Section 2
Any officer may be removed by the affirmative vote of a majority of the voting members whenever, in their judgment, the best interests of the Association would be served thereby.

Article VIII - Duties of Officers

Section 1
President: It shall be the duty of the president to preside at all meetings of the Association and to see that the Association complies with its bylaws and policies and procedures. The president shall be an ex-officio member of all committees.

Section 2
President-elect: In the absence of the president, the president-elect shall preside and assume the usual duties of the president.

Section 3
**Immediate Past President:** It shall be the duty of the immediate past president to serve as a continuing resource to the current president, officers, and the AANN board of directors. In that capacity, the immediate past president will be assigned to projects and committees as determined by the current president.

**Section 4**

**Secretary-Treasurer:** It shall be the duty of the secretary-treasurer to keep a true record of the proceedings of the meetings of the American Association of Neuroscience Nurses. It shall also be the duty of the secretary-treasurer to review expenditures of the Association, submit financial reports to the membership, prepare the annual budget in collaboration with the executive director, and make recommendations pertaining to changes which may affect the financial status of the Association.

**Article IX - Nominations and Elections**

**Section 1**
Any member may submit the name(s) of a potential candidate(s) to the chairperson of the nominating committee by the deadline(s) established in the Association’s policies and procedures. All potential candidates who meet the criteria as stated by the Association shall be placed on the slate for election in accordance with AANN’s nomination and election policies. The Nominating Committee shall prepare a slate of candidates for the annual election ballot and present it to the board of directors.

**Section 2**
Not less than 40 days prior to the annual election, all voting members will be notified and have access to the official ballot.

**Section 3**
The method of the annual election shall be specified in the Association’s policies and procedures. The candidate receiving the largest number of votes for each office to be filled shall be elected.

**Section 4**
Officers and directors shall take office at the close of the annual meeting following their election.

**Article X - Executive Director**

The administrative and day-to-day operation of the Association shall be the responsibility of a salaried staff head or management firm selected by the board of directors. The salaried staff head or firm shall have the title of “Executive Director,” and shall have the authority to execute contracts on behalf of the Association and as approved by the board of directors. The Executive Director may carry out the duties of the Secretary-Treasurer of the Association as specified in these bylaws and in the Association’s Policies and Procedures Manual.

**Article XI – Committees**

**Section 1**

**Executive Committee:** See Article VI Section 5 of these bylaws.
Section 2  
**Nominating Committee:** There shall be a nominating committee whose purpose shall be to develop a slate of candidates for elected offices pursuant to Article X or as stated in the Association’s Policies and Procedures Manual. The chair shall be appointed by the president subject to approval by the board of directors.

Section 3  
**Education Provider Committee:** There shall be an education provider committee whose purpose is to: (a) ensure compliance with American Nurses Credentialing Center-Commission on Accreditation, ANCCCOA educational design criteria for AANN’s educational offerings; (b) award continuing education credit; (c) provide expertise, advice and consultation on ANCC-COA criteria to AANN committees and (d) complete quality assurance review of compliance with ANCC-COA criteria for AANN offerings. The chair shall be appointed by the president subject to board approval.

Section 4  
**Other Committees:** Special and ad hoc committees may be appointed by the president for special projects. The members of such committees shall serve during the president’s term at the end of which the committee shall be automatically discharged unless otherwise directed and authorized by the board.

Article XII - Special Focus Groups  
Special Focus Groups of the American Association of Neuroscience Nurses shall be organized under the authority of the Association and shall operate in conformity with these bylaws and the policies and procedures of the Association.

Article XIII – Chapters  

Section 1  
Chapters of the American Association of Neuroscience Nurses shall be organized under the authority of the Association and shall operate in conformity with these bylaws and the policies and procedures of the Association.

Section 2  
Each leader of a chapter shall be a member of the Association.

Section 3  
Each chapter shall adopt such bylaws for the governance of the organization as may be approved by the American Association of Neuroscience Nurses. Such bylaws shall not be in conflict with the bylaws of the American Association of Neuroscience Nurses.

Section 4  
Each chapter of the American Association of Neuroscience Nurses shall keep such permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization including specifically, the names of its members, the dues collected and the amounts remitted to the Association. Such books of accounts and records shall at all reasonable times be open to inspection by an authorized representative of the Association.
Section 5
The charter of a chapter shall be subject to withdrawal and the status of the chapter shall be subject to termination for failure to conform to these bylaws or those rules and regulations as may be prescribed by the Association.

Section 6
Each chapter is obligated, upon the termination of its charter by the American Association of Neuroscience Nurses:

a. To yield up and surrender all of its books and records and all of its assets and property to the Association or to such agency as may be designated by the Association or to another organizational component organized under the authority of the Association.

b. To cease and desist from the further use of any name that implies or connotes association with the American Association of Neuroscience Nurses or status as a constituent of the Association; and

c. To carry out promptly, under the supervision of the American Association of Neuroscience Nurses, all proceedings necessary or desirable for the purpose of dissolving such chapter.

Article XIV - Fiscal Year

The fiscal year of the Association shall be from January 1 through December 31.

Article XV – Gifts

Section 1
The Association shall have the power to accept gifts.

Section 2
The board may authorize any officer(s) or agent(s) of the Association, in addition to the officers authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances.

Section 3
All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the Association’s name must be signed by those Association officers or agents that the board of directors has determined by resolution. In the absence of a determination by the board of directors, such instruments must be signed by the Treasurer and countersigned by the President of the Association.

Section 4
All Association funds must be deposited to the credit of the Association in banks, trust companies, or other depositories that the board of directors selects.

Section 5
The board of directors will provide for bonding Association officers and employees as it determines.
Section 6
The Association will keep correct and complete books and records of account and will also keep minutes of the proceedings of the board of directors, all committees having board authority, and all meetings of the Association.

Article XVI – Amendments

Section 1
Amendments to these bylaws must be proposed in writing and submitted to the Secretary-Treasurer six weeks prior to the next scheduled board meeting.

Not less than 40 days prior to the annual election, all voting members will be notified and have access to the proposed amendment ballot with rationale for change.

Section 2
The affirmative vote of two-thirds of the members voting, provided a quorum is present, shall be required for the adoption of an amendment.

Section 3
Bylaws may be amended at the time of the annual business meeting without the previous membership notification if the amendment is presented from the floor. Proposed amendments with notice may also be acted upon at the annual business meeting. In either circumstance, a quorum must be present and amendments must be approved by two-thirds of the voting members present. Any amendments approved by the membership without prior notification under this section must subsequently be approved by the Board of Directors before they may take effect.

Section 4
The board of directors may submit proposed bylaws amendments to the membership for approval at times and using methods other than those set forth in this Article XVIII, including at any regular or special meeting of members or via electronic or written ballot, in accordance with the provisions of Illinois law and AANN policy.

Article XVII - Waiver of Notice

Whenever any notice is required to be given under applicable law, the Articles of Incorporation or these Bylaws, waiver of notice in writing signed by the person or persons entitled to the notice, whether before or after the time stated in the notice, is deemed equivalent to the giving of appropriate notice.

Article XVIII - Indemnification

The Association shall indemnify all officers, directors, committee members, employees, and agents of the Association to the full extent permitted by the Illinois General Not-for-Profit Corporation Act and may purchase insurance for such indemnification to the full extent determined from time to time by the board of directors.

Article XIX – Use of Electronic Communication
Unless otherwise prohibited by law, (i) any action to be taken or notice delivered under these Bylaws may be taken or transmitted by electronic mail or other electronic means; and (ii) any action or approval required to be written or in writing may be transmitted or received by electronic mail or other electronic means.

**Article XX - Dissolution**

Upon the dissolution of the Association, the Board of Directors, after paying or making provision for the payment of all of the liabilities of the Association, shall dispose of all of the remaining assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations as shall at the time qualify as a tax-exempt organization or organizations recognized under Section 501(c)(6) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States internal revenue statute, as the Board shall determine.
XI. B. NNF Research Priorities

Issue Date: July 1997
Last reviewed date: September 2012

The American Association of Neuroscience Nurses (AANN) and the Neuroscience Nursing Foundation (NNF) statement of nursing research priorities represents a synthesis of priorities previously identified by the discipline’s scientific community, including input from the American Nurses’ Association, the National Institute for Nursing Research and the Healthy People 2000 Objectives.

The purpose of the statement is to provide guidelines for systematic development of knowledge in neuroscience nursing through the encouragement of certain nursing research activities. The list of priorities and their descriptions is not meant to be all inclusive of the concerns of neuroscience nurses nor does the order of the priorities imply ranking. In reviewing research proposals, the NNF Board of Trustees will consider the list of priorities as an additional element in the decision-making process when making recommendations for funding. “Neuroscience population” is defined generically, aiming to include recipients of neuroscience nursing care across the lifespan, and their significant others, in all practice settings common to neuroscience nursing.

AANN Research Priorities

- Health Promotion, Injury Prevention, Disease Prevention
  Health promotion research focuses on factors which enhance or promote health or limit morbidity or mortality. It may include strategies which promote compliance with health promoting behaviors, altering unhealthy behaviors which can influence the development of neuroscience disorders, or psychosocial factors which influence health promoting behaviors.

  Injury prevention research may focus on strategies to promote seat belt use, use of helmets by cyclists, reduce alcohol related injuries, and fall related injuries.

  Disease prevention research may pertain to the effect of the environment on the development of neuroscience health problems, strategies to decrease risk factors or patient and family education techniques related to the prevention of disease.

- Acute and Chronic Illness
  Research in this area may focus on the promotion of self-care activities or independence, analysis of the impact of specific nursing intervention on patient outcomes, ethical decision making processes, factors affecting ethical decision making, the effects on the caregiver providing care to an individual, quality of life, coping, or critical pathways.

- Cognitive Impairment
  Research may focus on interventions to prevent and/or manage cognitive impairment. Other areas may include the effects (positive and negative) of drugs on the individual’s cognitive status or quality of life.
- **Nursing Interventions**
  Interventions may include but are not limited to those which are related to symptom management, pain, chronic wounds, community education, managing the effects of medications, lifestyle modifications and those which are most cost efficient or decrease length of stay.

- **Cost Effectiveness**
  This area may include research related to the cost effectiveness of care provided by advanced practice nurses (nurse practitioners, clinical nurse specialists), computerized nursing documentation, alternative modes of health care delivery, and alternative modes of patient and staff education.
APPENDIX A. CODE OF CONDUCT AND CONFLICT OF INTEREST

This Code of Conduct provides guidelines for the behavior of all AANN board members, volunteers and staff regarding integrity, honesty, ethical conduct and compliance to policies. This Code of Conduct has two parts. Part I is the discussion of Conduct and Disclosure. Part II outlines the expectations for Conflict of Interest and Confidentiality.

As a member of the Board of Directors I will:

- maintain the confidentiality of all Board proceedings
- be fully informed of an issue and actively partake in discussions before voting on the issue
- any discussion of confidential AANN business outside of board meetings will be conducted only with members of the BOD, relevant other parties (i.e., SFG Facilitators, Liaison relationships, etc.) and will be reported to the BOD.
- carefully consider and respect the opinions of other Board members
- respect and support all decisions of the Board
- bring to the attention of the Board all issues believed to be of significance to our organization or those we serve
- represent all those whom this organization serves, not only specific geographic or special interest groups
- consider myself a “trustee” of the organization and do my best to ensure that it is well managed, financially secure, and always operating in accord with our stated objectives
- refer complaints directly to the proper level on the chain of command
- use AANN name or logo, or imply AANN sponsorship or endorsement only when specifically authorized to do so by AANN Board in accordance with AANN policy on use of the AANN name and logo
- acknowledge conflicts of interest between my personal life and position on the board, and abstain from voting or attempting to influence issues in which I am conflicted
- consistently review and respond to all electronic and print materials and in accordance with AANN Bylaws will participate in all meetings and teleconferences. If unable to do so, I will communicate directly with the president or their designee.
- differentiate when speaking on behalf of AANN versus self
- recognize the authority vested in the Board to act as the governing body of AANN

The AANN Board of Directors may, in its discretion, take all actions to enforce and uphold the Code of Conduct.

Signed: _____________________________________ Date: _________________________

_____ I have nothing to disclose

_____ I have the following to disclose (attach written disclosure as a separate sheet if needed)
CONFLICT OF INTEREST AND CONFIDENTIALITY

POLICY AND FORM

The purpose of this conflict of interest policy is to protect AANN’s interest when contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or board of director or staff of AANN. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit organizations.

It is expected that all AANN staff, volunteers and board members avoid any conflict of interest between the interests of AANN, and any personal, professional, or business interests. This includes avoiding any actual or perceived conflicts of interest. The purposes of this policy are: to protect the integrity of AANN’s decision-making process, to enable our constituencies to have confidence in our integrity, to protect the integrity and reputation of volunteers and board members and to avoid any legal wrongdoing.

Upon or before election or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate. In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I may be asked to leave the room for the discussion and may not be permitted to vote on the question. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

The individuals mentioned below shall sign and/or review the following statement semi-annually:

Nationally elected officials, and other individuals with discretionary authority acting on behalf of AANN (collectively “Individuals”) shall be made aware of and conform to the following policies. Individuals shall use their best efforts to avoid any actual or apparent conflict of interest or unauthorized representation of AANN. Conflict of interest is defined as, but not limited to, activities that oppose, detract from, or in some manner could become detrimental to AANN or activities involving AANN in which the Individual has a financial interest. Potential conflicts of interest include, but are not limited to, receiving payment for services rendered by another entity, receiving anything of monetary value greater than $25 per annum, serving as officers of other organizations or corporations, having stock or other ownership of corporations for which AANN might become involved.

1. No Individual has the authority to act on behalf of AANN except with such authority as is outlined in the Bylaws or approved by the Board of Directors or President
2. No Individual is authorized to use the AANN name or logo or any terminology implying AANN sponsorship or endorsement without prior approval of the Board
3. Any board member or members of his/her immediate family having any interest that might influence or affect his/her decision in any matter presented to the Board of Directors shall disclose his/her interest in such matter. Such disclosure shall be entered in the minutes of the meeting. Such board member may be asked to leave the room and shall not participate in any discussion thereof (unless such participation is requested by the Board of Directors) and may be asked to abstain from voting thereon.
4. Any Individual other than a board member having any interest that might influence or affect his/her decision in any matter relating to AANN shall disclose his/her interest in such matter to the President or board. Such Individual shall not participate in any decision regarding that matter.

5. Transactions involving interested Individuals, including board members, should not be approved unless the following facts are established, as reflected in the minutes of the meeting of the board:
   (a) AANN is entering into the transaction for its own benefit.
   (b) The transaction is fair and reasonable to AANN at the time AANN enters into the transaction, and AANN’s financial obligation shall not exceed fair market value or price;
   (c) Prior to consummating the transaction or any part thereof, the Board has authorized or approved the transaction in good faith. This action is done by a vote of a majority of the directors then in office without counting the vote of any interested board member or members, and with the knowledge of the material facts concerning the transaction and the individual’s interest in the transaction; and
   (d) Prior to authorizing or approving the transaction the board has considered and in good faith determined after reasonable investigation under the circumstances that AANN could not have obtained a more advantageous arrangement with reasonable effort under the circumstances.

6. The undersigned shall not accept or seek from any person or entity conducting or interested in conducting business with AANN a gratuity, favor, loan, or gift greater than the nominal value beyond common courtesies usually associated with accepted business practice. Usual courtesies include travel expenses (including airfare, hotel and food), recognition of participation.

7. The AANN Board of Directors (BOD) reserves to itself any and all flexibility in the determination of the significance of any reported conflict of interest. Furthermore, the AANN BOD reserves the right to require compliance of interested parties in any decision made by the AANN BOD when such a conflict is noted.

Please disclose affiliations or interests that may present a potential or possible conflict of interest:

________________________________________________________________________

________________________________________________________________________

I have read, understand, and support the above conflict of interest policy. I will direct any inquiries or concerns not specifically addressed in this policy statement to the AANN board prior to participating in any association business or performing any act that may be considered as a potential or possible cause of conflict of interest to AANN.

**Consent to Serve/Confidentiality Agreement**

I agree to keep confidential information that I acquire in my capacity as an AANN volunteer unless disclosure is authorized by AANN or if information is first disclosed to the public by AANN. If I have any questions about the confidential nature of information or issues, I will consult with the AANN President or Executive Director.

I hereby assign to AANN all rights in work products produced by AANN as a volunteer.

Signature    Position     Date
APPENDIX B. EPC EVALUATION PLAN

<table>
<thead>
<tr>
<th>AREA</th>
<th>METHOD</th>
<th>FREQUENCY</th>
<th>RESPONSIBLE PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review current activities, goals, objectives</td>
<td>Submit board reports prior to board meetings as required (include current activities and ideas for future)</td>
<td>Prior to every board meeting</td>
<td>EPC Chair, AANN Board</td>
</tr>
<tr>
<td>2. Prepare report for general membership meeting</td>
<td>Written report reviewing EPC activities, goals and objectives</td>
<td>Annual Meeting</td>
<td>EPC Chair</td>
</tr>
<tr>
<td>3. Review/update existing EPC policies</td>
<td>Review of EPC Policy and Procedure Manual</td>
<td>Every 2 years and as needed</td>
<td>EPC Chair, Administrator, President-elect or Past President</td>
</tr>
<tr>
<td>4. Develop new policies</td>
<td>As indicated by ANCC or by evaluation process</td>
<td>As needed</td>
<td>EPC Chair, AANN Board</td>
</tr>
<tr>
<td>5. Assess EPC resources</td>
<td>Review expenses, Submit a budget, Support services</td>
<td>Annually, and as needed (October)</td>
<td>EPC Chair and Administrator</td>
</tr>
<tr>
<td>6. Individual Education Activities</td>
<td>Course evaluations, General membership survey</td>
<td>Following each educational activity, Specific questions related to EPC educational activities</td>
<td>EPC Chair, Administrator &amp; Vice Chair (if applicable)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>EPC Chair</td>
</tr>
</tbody>
</table>
## APPENDIX C. AANN BIOGRAPHICAL DATA FORM

**Biographical Data Form**

Provide information on the activity's planners and presenters. **Do not attach additional material.**

- [ ] Planner  [ ] Presenter  [ ] Administrator  [ ] Author  [ ] Other (specify) ______

**Name and Degrees** ________________________________________________________________

**Preferred Address** ____________________________________________  
City __________________________ State ______  Zip code _______________

**Preferred Contact:**  
Phone: ______________________________________________________________________

Email: __________________________________________________________________________

### Education *(include basic preparation through highest degree held)*

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
<th>Major area of study</th>
<th>Year degree awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use the space below to briefly describe your professional experience or areas of expertise related to the content of this continuing education activity. (DO NOT INCLUDE CVs).
**Planner, Faculty and Content Specialist Conflict of Interest Statement**

Having an interest in an organization does not prevent a speaker from making a presentation, but the audience must be informed of this relationship prior to the start of the activity and any potential conflict must be resolved. In order to ensure balance, independence, objectivity and scientific rigor at all programs, the planners and faculty must make full disclosure indicating whether the planner, faculty or content specialist and/or his/her immediate family members have any relationships with sources of commercial support, e.g. pharmaceutical companies, biomedical device manufacturers and/or corporations whose products or services are related to pertinent therapeutic areas. All planners, faculty and content specialists participating in CE activities must disclose to the audience any:

A. Relationship with companies who manufacture products used in the treatment of the subjects under discussion.
B. Relationship between the planner, faculty or content specialist and commercial supporter(s) of the activity and/or
C. Intent to discuss unlabeled uses of a commercial product, or an investigational use of a product not yet approved for this purpose.

All information disclosed must be shared with the audience either on the program handouts, advertising and/or audiovisual presentation.

A. Is there a relationship with companies who manufacture products used in the treatment of the subjects under discussion:
   ___ Yes ___ No If yes, list company(ies) with relationship:

**Relationship Name of Commercial Company(ies)**
Research Support
Speakers’ Bureau
Consultant
Shareholder
Other Support
Large Gift(s)

B. Is there a discussion of unlabeled uses: ___ Yes ___ No
   If yes, you must disclose this information during your presentation. How will you do this?
   ___ 1. Verbal statement during the presentation
   ___ 2. Information provided on handouts
   ___ 3. Information provided in audiovisuals (slides, overhead, PowerPoint, etc.)
   ___ 4. Other: Describe other:

C. How will any conflict of interest be resolved?
APPENDIX D. Checklist for Independent Study Programs

1. Planning Committee (Type or print legibly all members including EPC Chair and Vice Chair. Attach bio data forms for each person listed – Attachment A.)

2. Target Audience (Describe target audience and method used to determine need for this program).

3. Method used to determine need for offering.

4. Dates that individual may complete module for contact hour eligibility.

5. Document objectives, content/time frame, faculty & teaching methods (attach completed program documentation form – Attachment B). Attach a detailed content outline along with a description of the total learning package. Include an explanation of how to assess or interact with the resources and list all materials required to complete the independent study program (attach a copy of the program itself, if written).

6. Faculty knowledge base/knowledge base verification (attach faculty biographical data and disclosure form – Attachment A).

7. Attach a written explanation of the pilot study used to validate the effectiveness of the materials. Information should include the average time required for the learner to achieve the objectives. Describe the rationale/method used to determine the number of contact hours to be awarded for successful completion of the independent study program.

   Eligible participants who successfully complete the Independent Study Program entitled: will receive ________ contact hours.

8. Evaluation (attach a copy of the evaluation tool and/or description for the evaluation plan). Describe the method to be used for providing feedback to the learner.
# APPENDIX D1. INDEPENDENT STUDY DOCUMENTATION FORM

**Instructions:** Use this three-column format to provide documentation of Independent Study Criteria D. Objectives, E. Content, and H. Teaching/Learning Resources.

Title of Activity: 

Total Number of Contact Hours: 

Intended Level of Learner: [ ] Basic [ ] Intermediate [ ] Advanced

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Content (Topics)</th>
<th>Teaching/Learning Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>List objectives in measurable terms. For each objective answer the question, “The learner will be able to...”</td>
<td>Provide an outline of the content to be presented for each objective.</td>
<td>List the teaching/learning resources used for each topic or content area.</td>
</tr>
</tbody>
</table>
APPENDIX F. PRESENTER INFORMATION FORM

American Association of Neuroscience Nurses (AANN)
32nd Annual Meeting – March 25-28, 2000
“CELEBRATING OUR FUTURE”
The Fairmont Hotel – New Orleans, Louisiana

Presenter Information Form

Please complete name, credentials and job title as you wish them to appear in published material.

Name: __________________________________________________________________________
Credentials: _____________________________________________________________________
Job Title: _______________________________________________________________________
Employer: _____________________________________________________________________
Work address: ____________________________________________________________________
Home address: ____________________________________________________________________
Telephone: (work):__________________ (home)__________________ (fax) ________________
*Preferred mailing address: ____ work _____home   *Preferred telephone: ___ work ____home
*(PLEASE CHECK PREFERENCE)

Academic preparation/institution(s) (for introductory purposes):
________________________________________________________________________________
________________________________________________________________________________

Relevant Professional/Academic Experience (for introductory purposes)

________________________________________________________________________________
________________________________________________________________________________

Day, Date and Time of Presentation:
Title of Presentation:

________________________________________________________________________________
________________________________________________________________________________

Please write a two to three sentence description of your presentation (this description will be used in
the conference brochure):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

State 1-3 objectives the attendee should be able to achieve as a result of this presentation (these
objectives will be listed in the conference brochure & evaluation form):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Please *fax this information by ____________ to:  STAFF NAME , Education Manager
Ph: 847/375-3694

*FAX: 888/412-7576
APPENDIX G. NOMINATION APPLICATION MATERIALS

The AANN candidate application includes the following documents which must be completed, signed and submitted to the AANN National Office by the close of business on Month Day, Year, 5:00pm Central.

- Candidate Application Form
- Candidate Statements
  - Vision for Neuroscience Nursing
  - Vision for AANN
  - Accomplishments in Professional Positions
  - Accomplishments in Leadership Positions
- References
  - Candidates for Director-at-Large and Secretary-Treasurer must submit a total of two references with the completed nominee application. At least one reference must be from an AANN, ABNN, or NNF leader with whom the candidate has worked on projects or activities, including SFG facilitators, chapter leaders, committee chairs, project leaders, or past board members. More than 2 references will not be accepted. With the exception of the Immediate Past President, current AANN board members are prohibited from providing references to potential candidates.
  - Candidates for President-Elect must submit a total of three references. References shall come from at least two members with AANN, ABNN, or NNF board experience with whom the candidate has worked and one reference from a leader in a non-AANN organization such as another professional organization, community or work organization. More than 3 references will not be accepted. Current AANN board members, including the Immediate Past President, are prohibited from providing references to potential candidates.
- Photograph – professional color headshot, in .JPG format
  Please send in a color photograph (head shot) of yourself with this application for use in the election. This may also be published in the Synapse or on the website, along with your application information.
- Campaign Policy Form
- Code of Conduct, Conflict of Interest and Confidentiality Form

All information must be typed and returned via email to elections@aann.org, Attention: Nominating Committee Chair. Information provided in the application will not be edited so please be sure that you have corrected any errors prior to submission. For your convenience the application materials are also available online at www.AANN.org.

Phone interviews and slating of candidates will occur in August and candidates will be notified promptly.
CANDIDATE NOMINATION APPLICATION

Applications for the President–Elect position cannot be submitted until the candidate has completed their term on the board, if they are currently on the AANN Board of Directors. Applicants may only submit their application to run for one position. The nomination application that you submit will not be revised by AANN staff in any manner; it will be reproduced for the ballot exactly as submitted. Applications that do not adhere to the election regulations will not be accepted. Applications are limited to no more than two 8 1/2 x 11, two-sided pages. Applications must be submitted electronically and received by Month Day, Year. Please send completed applications and statements to elections@aann.org, Attention: Nominating Committee Chair.

If you have any questions, please contact AANN, at 888/557-2266 or 847/375-4733.

Position for which you are seeking office

| ☐ | President-Elect | ☐ | Director | ☐ | Secretary/Treasurer |

Name__________________________________________________________

| First | Middle | Last | Credentials |

Address________________________________________________________

City________________________________________State________Zip Code

Home Phone________________________Work Phone________________________

Fax Number________________________E-Mail________________________

Time Zone (eastern, central, rocky mountain, etc.) ________________________________
This information will be used to set up your candidate telephone interview.

Education: ___________________________________________________________________

____________________________________________________________________________
Awards/Honors: __________________________________________________________________
CANDIDATE STATEMENTS
Submit an individual statement (250 words or less) in paragraph style for each item listed below in the order specified, using the headings specified.
1. Vision for Neuroscience Nursing

2. Vision for the Association

3. Accomplishments in Professional Positions

4. Accomplishments in Leadership Positions
AANN ELECTION - CANDIDATE REFERENCE FORM

Typing of this document is required. Completed materials should be sent to elections@aann.org

Name of Candidate: ____________________________________________________________

Running for the position of:
☐ Director
☐ Secretary/Treasurer
☐ President-Elect

I have worked with this candidate when I was:
☐ Board Member
☐ President-elect
☐ President
☐ Past-President
☐ Committee Chair
☐ Special Focus Facilitator
☐ Chapter leader
☐ Special Project Leader
☐ Committee Leader
☐ Other _________________

I worked with the Candidate during the following time period _________________ and while with ______________________________ (name of organization).

Please give specific examples of this candidate’s work for AANN or other organizations through your first hand experience with the candidate:
Contributions to AANN or ________________________________

Demonstration of Leadership Abilities

Communicates Professionally

Self Motivation/Self Directed/ Ability to Meet Deadlines

Quality of Work/Excellence
Demonstrates Vision/Creativity/Innovation

Function with Accountability and Integrity

Other information, which may support the candidacy of this individual.

Signature ____________________________ Date ________________

Address ____________________________________________

Phone ____________________________ Email _______________________________________

References may be contacted for additional information or clarification of information.
APPENDIX H

Issue Date: August 2006
Last Issue Date: December 2007

AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES
BOARD OF DIRECTORS
ELECTIONS

CANDIDATE CAMPAIGN POLICY FORM

Information about each candidate will be published on the AANN website, or in Synapse, in support of the election ballot. Materials will be reproduced exactly from the application statements submitted by each candidate, except that AANN may remove material it deems outside the scope of the application or election process.

Beyond publication on AANN’s Web site or in Synapse, AANN does not permit any type of campaign activities, including but not limited to: distribution of literature (mailings, sign postings), public speeches, advertising, e-mails, phone solicitation, articles or editorials in any publication (including chapter newsletters). A candidate is assumed to be responsible for any campaign activity conducted directly or indirectly on her/his behalf.

Violation of this policy may result in a candidate being removed from an election ballot.

Any questions regarding AANN elections and practices should be directed to the Nominations Committee, in care of the AANN National Office staff. Reports of violations will be addressed on a case-by-case basis.

Acknowledgment

I have read, understand and agree to abide by AANN’s Campaign Policy.

Signature _____________________________ Date _____________________________
APPENDIX I

Issue Date: April 2003

Evaluation of the Editor
Journal of Neuroscience Nursing

PROCESS The evaluation tool will be distributed to the Editor, JNN Editorial Board members, AANN staff including the Executive Director, LWW staff, and AANN Board advisor to the JNN for their input. Results will be collated and presented to the Editor by the AANN Executive Director.

RATERS The Editor will evaluate all criteria. Editorial Board members will rate those criteria designated as All and EB. Staff will rate those criteria designated as All and ST. The AANN Board advisor will rate those criteria designated as All and BL.

RATING SCALE

| 1 | Exceeds expectations |
| 2 | Meets expectations    |
| 3 | Partially meets expectations |
| 4 | Minimally meets expectations |
| 5 | Does not meet expectations |
| NA | Unable to evaluate |

<table>
<thead>
<tr>
<th>Role Component / Criteria</th>
<th>Raters</th>
<th>Rating</th>
<th>Comments / Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supports a vision for the journal that promotes the integration of sound research into clinical practice.</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solicits manuscripts consistent with the journal’s professional profile and objectives as defined in editorial policy.</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicates with and encourages current and potential authors.</td>
<td>ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develops and monitors guidelines for authors, distributes calls for papers, and promotes the journal in a variety of settings.</td>
<td>ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides leadership and direction of the Editorial Board and Manuscript Review Panel. Regularly communicates with Editorial Board through email and teleconferences and with Editorial Board and Manuscript Review Board through meeting at Annual</td>
<td>EB, ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviews all manuscripts and develops an appropriate team to evaluate and provide careful peer review.</td>
<td>EB, ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Makes decisions regarding publication based on the peer review feedback and communicates decisions and reviewer comments to authors.</td>
<td>EB, ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides oversight of proposed advertising to ensure that no ethical conflicts exist.</td>
<td>ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitors for potential conflict of interest in editor, editorial board, manuscript review panel, and authors.</td>
<td>ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotes AANN member participation in the journal via the use of authors, peer reviewers, book reviewers, etc.</td>
<td>EB, ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collaborates with the production manager to determine content, length, and design of each issue within budgeted parameters.</td>
<td>ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designates manuscripts for publication in a specific issue, and submits manuscripts, along with copyright, disclosure statement, permissions, and art to the publisher in both hard copy and electronic form.</td>
<td>ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carefully reviews all proofs to ensure quality and accuracy.</td>
<td>ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collaborates with AANN editorial, LWW editorial, and production staff in all aspects of producing the journal.</td>
<td>ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meets mutually agreed-upon schedules and deadlines for submission of materials to the editorial office.</td>
<td>ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Makes recommendations to sales staff for potential advertisers.</td>
<td>ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supports the AANN mission within the journal. MISSION: The American</td>
<td>All</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Association of Neuroscience Nurses (AANN) is committed to the advancement of neuroscience nursing as a specialty through the development and support of nurses to promote excellence in patient care.

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Party(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keeps apprised of major healthcare and neuroscience nursing trends to ensure that JNN reflects the state-of-the-art of the profession.</td>
<td>EB, BL</td>
</tr>
<tr>
<td>Represents the association in an official capacity as requested by the AANN Board of Directors.</td>
<td>BL</td>
</tr>
<tr>
<td>Participates in AANN activities as requested to promote the journal and encourage authorship.</td>
<td>BL</td>
</tr>
<tr>
<td>Maintains communication with the AANN Board of Directors through a board-designated liaison.</td>
<td>BL</td>
</tr>
<tr>
<td>Appoints members of the Manuscript Review Board to fill vacancies and to ensure smooth functioning of the editorial process.</td>
<td>BL</td>
</tr>
<tr>
<td>Formulates an annual set of written goals objectives for the journal and submits it to the AANN President for approval.</td>
<td>BL</td>
</tr>
</tbody>
</table>

Overall Comments:

Signed:

Editor

Executive Director

Date
APPENDIX J

XXth Annual Meeting

Title of Program

Call for Abstracts

City, State

Month Dates, Year

The AANN Program Committee invites you to submit a proposal for a concurrent, research or poster session to be considered for presentation at the XXXX annual meeting.

Submission deadline: Day, Month Date, Year

American Association of Neuroscience Nurses
4700 W. Lake Avenue, Glenview, IL, 60025
888/557-2266, www.aann.org

The AANN program committee invites applications to present at the XXth annual meeting of the American Association of Neuroscience Nurses (AANN). The meeting is planned for Month Dates, Year in City, State.

Proposals should be pertinent to the conference theme “Conference Theme”. Applications to present are evaluated using a blind review process (i.e., the reviewers are unaware of the applicant’s identity). Selection criteria include speaker qualification, topic/title interest and relevance, development of purpose and objectives, references and evidence used to support the abstract, and overall fit of the topic to the conference theme.

Proposals may address

- Learning needs of nurses from novice to expert level of practice.
- Shared best practices and evidence based practice guidelines.
- Descriptions of the process of clinical inquiry, critical thinking and research as applied to specific patient care problems.
- Innovative strategies used in patient care management that facilitate change and continued evolution of neuroscience nursing practice.

Abstracts:

Concurrent session (40 minutes plus 10 minutes for questions/answers) or poster abstracts:
In 150 words or less, provide an accurate, succinct, and informative representation of the content you plan to present. The abstract communicates the essence of your presentation to the intended audience. Relevance to neuroscience nursing should be included.

Research session (20 minutes plus 5 minutes for questions/answers) or research poster abstracts:
In 250 words or less, provide an overview of the research to be presented. Research can either be completed or in progress. In narrative form, using topic headings indicating the purpose of your research, previous pertinent research, methods and design, findings and conclusion relevant to nursing.

Presenter Expenses
All presenters are responsible for conference registration fees and personal travel and hotel expenses. All presenters are required to register for the conference at least for the day of their presentation.

Honoraria
The first listed author of a concurrent session will receive an honorarium of $100. The first listed author of a research session will receive an honorarium of $50. The first listed author of a poster presentation will receive an honorarium of $50.

Opportunity for Coaching:
If this is your first application as a presenter, and you would like additional assistance or have questions about content, contact Committee Chair (Phone; E-Mail). Applicants can either be paired with a coach or request a preview of their application by a seasoned reviewer prior to formal submission. To request an abstract preview, please submit your abstract no later than Month Date, Year, with a cover letter requesting the preview.

Application deadline: Central Time, Day, Month Date, Year. Late submissions will not be accepted.

General Submission Guidelines
Abstracts must be in English.
Research Abstracts should describe original work.
If submitting more than one abstract, please submit them separately.
For each presenter and co-author, please provide: name, degrees, job title, mailing address, email address, phone number, fax number, professional experience, and conflict of interest disclosure. These items are not included in the abstract text word limit.
Please use APA format to cite references. Include relevant references.
BE SURE ALL INFORMATION IS PROVIDED, INCOMPLETE SUBMISSIONS WILL BE AUTOMATICALLY REJECTED.
BE SURE TO KEEP THE ABSTRACT BLINDED, I.E. NO NAMES OR FACILITY NAMES SHOULD BE INCLUDED IN THE ABSTRACT OR SPEAKER BIOGRAPHICAL INFORMATION.
You are strongly encouraged to compose the abstract text in your own word processor before submitting it online. Be sure to check spelling, word count, and conformance with the guidelines given above.
APPENDIX K

Abstract Review
Grid for Scoring/Rating Online Abstracts

Element: Overall Abstract Rating (includes the body of the abstract & the content)
Scoring: 4: All of number 3, cutting edge, innovative, high interest
3: Purpose of the presentation is clearly stated, organized abstract, reflects objectives and is pertinent to current Neuroscience Nursing Practice
2: Criteria are met, no purpose stated
1: Topic is outdated, low relevance to current practice, disorganized abstract
0: Required components missing

Element: Title
Scoring: 4: Title reflects abstract, and is of high interest
3: Title reflects abstract
2: Title reflects abstract, but minimally descriptive; title verbose
1: Title does not reflect abstract
0: No entry

Element: Objectives
Scoring: 4: All objectives directly reflect abstract, measurable, clear, concise (includes analysis, synthesis, and evaluation)
3: Most objectives directly link to abstract, plus all measurable, clear and concise (includes knowledge, comprehension, and application level only)
2: Measurable, clear and concise, not directly related to content of abstract provided
1: Unmeasurable objectives, verbose, nonspecific, not related to abstract
0: Absent
* There should be a minimum of two objectives and a maximum of three.

Element: Bibliography
Scoring: 4: All specifically targeted to the topic, articles within 3 years, “topic specific book” with chapter cited
3: All specifically targeted to topic; current within 5 years or classic; 3-4 references; text book with related chapter citation
2: Text Book with related chapter citation; nonspecific references? (may be medical/nursing journals but no connection to the content of the abstract); current peer review journals; all within 5 years or classic
1: Text with no chapter citation; all websites; old, but not classic; too few references
0: Absent
* There should be three to five citations for each abstract.

Element: Faculty Experience/ Bio Form
Scoring: 4: Clinical experience is clearly stated and relevant to topic; all presenters have numerous presentations at the international, national and local levels
3: Regional or local presentations only; clinical experience relevant; first
presentation with experienced mentor
2: No mention of expertise related to the topic; this is a first unmentored-presentation
1: Information is inadequate for determining qualification
0: Information is absent
SBAR Recommendation
March, 2010

Situation:
The situation is a statement of the current situation or problem. The following information explains and lists the recommendations.

Background:
The background is the information of how the situation occurred or how the problem arose.

Assessment:
Impetus for the recommendations that follow includes data and benchmarks used to assess the situation or problem.

Recommendations:
Recommendations on how the situation could be remedied or problem solved.

Examples:

- Board to approve __________________________
- Request that ____________________________
- ________________ to develop a _____________ by date.
Appendix M. AMC Record Retention Policy

Records Retention Policy – Updated Oct 2008

This Record Retention Policy was written by legal counsel and is in effect for AMC and its client organizations unless they have their own policy. In that case, records will be retained as specified in the client’s policy.

The record retention periods specified in the attached schedule are minimum periods. The periods may be lengthened if compelled by business or practical considerations. In addition, no records should be destroyed at any time if they are subject to subpoena. Contract retention periods are linked to the time in which a party may sue on that contract.

Correspondence should be retained for the life of the principal document, if any, it supports. For instance, correspondence concerning a contract should be retained with, and for the same period as, the contract itself. On the other hand, we recommend that “miscellaneous” correspondence be retained for the greater of three years or for the period of time it remains useful to the organization.

Annual financial statements, as well as income tax returns (or information returns), should be maintained with the permanent records of the association. Cancelled checks and bank statements, however, need only be retained for seven years and budgets for three years. Again, retention periods may be lengthened if the documents serve some useful business function.

Please note that the personal files of directors, officers, committee chairmen and other members should not be overlooked since records are discoverable regardless of where they are located. Thus elected leadership and staff should be informed of the record retention policy and reminded that records are official documents and the property of the client and should not be personalized. In other words, care should be taken to ensure that documents do not express an individual member’s opinion, rather than association policy, or are otherwise misleading in some manner.
# Record Retention Schedule – Updated October 2008

<table>
<thead>
<tr>
<th>Type of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCOUNTING</strong></td>
<td></td>
</tr>
<tr>
<td>1099s and 1096s</td>
<td></td>
</tr>
<tr>
<td>Auditors’ reports/work papers</td>
<td></td>
</tr>
<tr>
<td>Bank deposit slips</td>
<td>3 years</td>
</tr>
<tr>
<td>Bank statements, reconciliations</td>
<td>7 years</td>
</tr>
<tr>
<td>Budgets</td>
<td>3 years</td>
</tr>
<tr>
<td>Cancelled checks, generally</td>
<td>7 years</td>
</tr>
<tr>
<td>Cash disbursements journal</td>
<td>Permanent</td>
</tr>
<tr>
<td>Cash receipts journal</td>
<td>Permanent</td>
</tr>
<tr>
<td>Depreciation records</td>
<td>Permanent</td>
</tr>
<tr>
<td>Annual financial statements</td>
<td>Permanent</td>
</tr>
<tr>
<td>Interim/Internal financial statements</td>
<td>Permanent</td>
</tr>
<tr>
<td>General journal or ledger</td>
<td>Permanent</td>
</tr>
<tr>
<td>Inventory lists</td>
<td>Permanent</td>
</tr>
<tr>
<td>Invoices</td>
<td>Permanent</td>
</tr>
<tr>
<td>Payroll journal</td>
<td>4 years</td>
</tr>
<tr>
<td>Petty cash vouchers</td>
<td>3 years</td>
</tr>
<tr>
<td>Vendor Invoices (includes Volunteer &amp; Independent contractors expense reports)</td>
<td>3 years</td>
</tr>
<tr>
<td><strong>CORPORATE RECORDS</strong></td>
<td></td>
</tr>
<tr>
<td>Annual reports</td>
<td></td>
</tr>
<tr>
<td>Articles of Incorporation</td>
<td>Permanent</td>
</tr>
<tr>
<td>Constitution and Bylaws</td>
<td>Permanent</td>
</tr>
<tr>
<td>IRS Determination letter</td>
<td>Permanent</td>
</tr>
<tr>
<td>Qualifications to do Business</td>
<td>Permanent</td>
</tr>
<tr>
<td>Minutes (Board and Committees with Board Authority)</td>
<td>Permanent</td>
</tr>
<tr>
<td>Minutes (Committees without Board authority)</td>
<td>5 years</td>
</tr>
<tr>
<td>Authorization and appropriations for expenditures</td>
<td>3 years*</td>
</tr>
<tr>
<td>Contracts, generally</td>
<td>10 years*</td>
</tr>
<tr>
<td>Contracts, government</td>
<td>4 years*</td>
</tr>
<tr>
<td>Contracts, sales (UCC)</td>
<td>4 years*</td>
</tr>
<tr>
<td><strong>INSURANCE</strong></td>
<td></td>
</tr>
<tr>
<td>Accident reports</td>
<td>6 years</td>
</tr>
<tr>
<td>Insurance claims</td>
<td>6 years*</td>
</tr>
<tr>
<td>Insurance policies</td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>LEGAL</strong></td>
<td></td>
</tr>
<tr>
<td>Claims and litigation files</td>
<td>10 years*</td>
</tr>
<tr>
<td>Type of Record</td>
<td>Retention Period</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Copyright, trade name, trademark registration</td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>PERSONNEL</strong></td>
<td></td>
</tr>
<tr>
<td>Applications</td>
<td>1 year</td>
</tr>
<tr>
<td>Employee earnings/payroll records</td>
<td>6 years*</td>
</tr>
<tr>
<td>Employee files</td>
<td>6 years*</td>
</tr>
<tr>
<td>Employment contracts</td>
<td>10 years*</td>
</tr>
<tr>
<td>Garnishments</td>
<td>10 years</td>
</tr>
<tr>
<td>Medical or exposure to toxic substance records</td>
<td>30 years*</td>
</tr>
<tr>
<td>Pension, profit-sharing plans</td>
<td>Permanent</td>
</tr>
<tr>
<td>Government Reports</td>
<td>6 years</td>
</tr>
<tr>
<td>Employee pension records, including service, Eligibility, personal information, pensions paid</td>
<td>6 years*</td>
</tr>
<tr>
<td>Time cards/sheets</td>
<td>4 years</td>
</tr>
<tr>
<td><strong>REAL ESTATE</strong></td>
<td></td>
</tr>
<tr>
<td>Leases</td>
<td></td>
</tr>
<tr>
<td>Purchases, including title abstracts, opinions, insurance policies, sales agreements, mortgages, deeds</td>
<td>20 years after sale</td>
</tr>
<tr>
<td><strong>TAXES</strong></td>
<td></td>
</tr>
<tr>
<td>Income tax returns and cancelled checks (federal, state, and local)</td>
<td>Permanent</td>
</tr>
<tr>
<td>Payroll tax returns</td>
<td>4 years</td>
</tr>
<tr>
<td>Property tax returns</td>
<td>Permanent</td>
</tr>
<tr>
<td>Sales and use tax returns</td>
<td>10 years</td>
</tr>
<tr>
<td><strong>GENERAL</strong></td>
<td></td>
</tr>
<tr>
<td>Supporting correspondence and notes re patents, copyrights, Licenses, agreements, bills of sale, permits, contracts, Liabilities, etc.</td>
<td>Greater of “life of Principal Document which it supports” or 3 years</td>
</tr>
<tr>
<td><strong>CHAPTER</strong></td>
<td></td>
</tr>
<tr>
<td>Corporate records of individual chapters should be retained</td>
<td></td>
</tr>
<tr>
<td>For the same period as comparable documents</td>
<td></td>
</tr>
<tr>
<td>of parent organization</td>
<td></td>
</tr>
</tbody>
</table>
CERTIFICATION BOARD

Operating Guidelines Policies and Procedures
Minutes
Application Handbooks
Reports, studies, supporting documentation and correspondence
Applications for Examination

<table>
<thead>
<tr>
<th>Type of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Permanent</td>
</tr>
<tr>
<td></td>
<td>Permanent</td>
</tr>
<tr>
<td></td>
<td>Permanent</td>
</tr>
<tr>
<td></td>
<td>Permanent</td>
</tr>
<tr>
<td></td>
<td>Permanent for successful examinees and 2 years for unsuccessful examinees</td>
</tr>
</tbody>
</table>

CERTIFICATION BOARD (CONTINUED)

Examination Scorecards
Examination Scores

<table>
<thead>
<tr>
<th>Type of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 years</td>
</tr>
</tbody>
</table>

Committees
Final reports to Board
Working papers, correspondence related to reports

<table>
<thead>
<tr>
<th>Type of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
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<td>5 years</td>
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</table>

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<table>
<thead>
<tr>
<th>Type of Record</th>
<th>Retention Period</th>
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<tbody>
<tr>
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<td>Permanent</td>
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<tr>
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<td>1 year</td>
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<tr>
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<td>2 years</td>
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An asterisk (“*”) following a number signifies that the retention period begins after final payment, settlement, expiration, termination, etc.