RUNNING FOR OFFICE FAQ

What are the 2019 requirements to run for the ANAC board of directors (President-elect, treasurer) or to serve on the nominating committee?

NOMINATING COMMITTEE CANDIDATES:

- Nominees to the nominating committee must be current full, discount or partner members in good standing and must meet criteria as specified in the ANAC bylaws.
- Terms are 2 years, beginning at the November conference after the election.
- Nominating committee members do not travel to board meetings. This committee meets by telephone conference call on a regular basis.
- No reimbursement is provided to nominating committee members to attend the annual conference. The nominations chair is offered a 50% reduced registration fee for the conference.
- The candidate who received the most votes on the nominating committee is appointed as nominating committee chair-elect in year one and chair in the second year of their term.
- Once the call for nominations is published, it is estimated that anywhere between 10-12 hours total over the course of the year. The nominating committee meets for two hours while at the annual conference and meets by conference calls that last less than one hour. Each member is expected to spend additional time soliciting candidates and encouraging members to vote.

BOARD OFFICERS AND BOARD MEMBER NOMINEES:

Nominees to the ANAC board of directors must be current full, discount or partner members in good standing and must meet criteria as specified in the ANAC bylaws. The criteria is as follows:

- Officers for 2019 nomination are president-elect and treasurer. There are no director-at-large vacancies in 2019.
- The president-elect must be a nurse and shall have served at least one term on the national ANAC board of directors. The term is two years, followed by two years as president.
- The treasurer shall have served at least two years on the national ANAC board of directors; or a national committee; task force, editorial board, or interest group; and/or in a local chapter as a member of the board of directors. The term is three years.

WHAT EXPENSES AM I RESPONSIBLE FOR COVERING FOR TRIPS TO BOARD MEETINGS AND CONFERENCES

- The ANAC board of directors (officers and board of directors only) are expected to attend up to three board meetings each year, as well as ANAC's annual conference.
- BOD meeting dates and locations are planned one year in advance.
- Newly elected board members will be invited to attend a mandatory one-day board orientation which is normally held in conjunction with a fall board meeting.

- For regularly scheduled board meetings throughout the year, all board members are expected to arrive at the hotel site Friday evening in preparation for the Saturday board meeting, which begins by 9 a.m. and goes until about 5 p.m. The meetings resume on Sunday morning by 9 a.m. with the meeting ending at noon. Members are encouraged to not arrange return flights home any earlier than 4 p.m. on Sunday.
- In general, RT travel, ground transportation, lodging and meals are covered by the organization as per the ANAC travel policy.
- For questions about reimbursable expenses, please contact the national office for further information.

WHAT IS THE "USUAL" TIME COMMITMENT FOR ANAC OFFICERS?

In addition to attending three board meetings/year and conference:

The president-elect serves as co-chair of the ANAC annual conference for the two years of their term, before assuming the board president role for another two years.

The treasurer serves as the chair of the ANAC finance committee.

It is also likely that ANAC business may require teleconferencing with the full board in between regularly scheduled board meetings. There is also an expectation that officers and board members will spend time reading and responding to personal email, participate in special projects, prepare reports for upcoming meetings, reading and reviewing board reports, editing and reviewing ANAC position statements, reviewing board minutes, and reviewing board packets prior to board meetings. An average estimate would be that an ANAC Officer could spend anywhere between 5-20 hours each month working on ANAC business.

AS AN ELECTED OFFICER OR MEMBER OF THE BOARD OF DIRECTORS, WHAT ARE MY RESPONSIBILITIES AT ANAC'S ANNUAL CONFERENCE?

This is a very good and important question. Officers and board members are expected to attend ANAC's annual conference.

Newly elected (Nov 2019):

- On Thursday afternoon, the annual business meeting takes place. As a newly elected member of the board, you will be officially installed as an ANAC officer or board member.
- Attend the plenaries and awards dinner
- The new ANAC board of directors holds a short business meeting on Sunday morning after the close of the conference on Saturday.

Subsequent Years (Nov 2020 & 2021 etc):

- Attend the pre-conference sessions as assigned on Wednesday.
- Attend the opening session on Thursday and other sessions as assigned to represent the ANAC BOD

- The opening ceremony, business meeting, awards dinner, gala, the keynote, and the plenary speaker sessions are mandatory.

What expenses am I responsible for at the annual conference?

- As a new member of the board, 50% complimentary registration is provided by ANAC and a registration code will be provided to you. You don't officially become a board member until your installation on Thursday of conference.
- Continuing and off-going board members receive full conference registration.
- ANAC shall reimburse or provide thru ANAC travel agent roundtrip transportation to the Annual Conference for all current and incoming board members, in exchange for work preceding and/or during the conference. Travel & other expenses (ground transportation and meals) will be reimbursed as per the ANAC travel policy.
- ANAC shall provide TBD hotel nights (determined annually based on agenda, range 2-4) for outgoing, current and incoming Board members.

What and when is the ANAC board of directors orientation?

The newly elected officers will be invited to a two-day orientation in conjunction with the fall board meeting, held September 6 & 7 in Washington DC. This will include ½ day new member afternoon orientation Sept 6, overnight stay and ½ day morning observation Sept 7 at the actual BOD meeting. Orientation will include topics such as ANAC's organizational structure, the workings of the national office, ANAC bylaws, the ANAC organization manual, e-mail voting procedures, position statements, financial reporting and committee structures.

I have heard the statement that ANAC is a 100% giving board. Can you tell me what this means and what can I expect as far as "giving?"

ANAC initiated an annual fund in 2004 to give members the opportunity to support ANAC's core programs and services. Board participation in the annual fund helps build a strong financial base for the organization and sends the message that the ANAC core family is strongly committed to its mission. In this way, the board can leverage support from others. For these reasons, all board members are expected to participate in the annual fund at a level of $500 each year.

Is it necessary that I be ACRN or AACRN Certified before being allowed to be nominated to the board?

No, ACRN or AACRN certification is not a requirement to hold office or to serve on the ANAC board of directors. However, certification as an ACRN or AACRN is encouraged as it serves to enhance your professional recognition as an expert in the field of HIV/AIDS by your colleagues and those living with or affected by HIV.

Can an LPN serve as an officer or board member?

Yes, as long as the LPN meets the stated requirements.