RUNNING FOR OFFICE FAQ

What are the requirements to run for the ANAC Board of Directors (2020- Director-at-large (3) and Secretary) or 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 as follows:

- Officers for 2020 nomination are secretary and 3 directors-at-large.
- The secretary and directors 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 9:00am and goes until about 5:00pm. The meetings resume on Sunday morning by 9:00am with the meeting ending at noon. Members are encouraged to not arrange return flights home any earlier than 4pm 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 **secretary** is responsible for producing and distributing accurate minutes of all board meetings within one month of the date of the meeting, and for maintaining accurate and complete records of other meetings. (Approx. 2-3 hours/meeting or 6-9 hours annually)
The secretary also works with the executive director to review and update the organizational manual on an annual basis and presents substantive revisions to the board of directors for approval. (Approx. 4 hours annually)

Directors-at-large are all assigned to be ANAC committee liaisons and should attend the assigned committee(s) tele-meetings. The secretary is NOT assigned committee liaisons.

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 director-at-large or secretary could spend anywhere between 5-6 hours each month working on ANAC business in addition to the in-person meetings three times/year and conference.

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

Officers and board members are expected to attend ANAC's annual conference.

Newly-elected (Year One Nov 2020):

- 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 (Year Two &Three Nov 2020 & 2021):

- Attend the pre-conference sessions as assigned on Wednesday.
- Attend the opening session 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 through 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 an orientation in conjunction with the fall board meeting, held September 11 & 12 in Washington DC. This will include ½ day new member afternoon orientation Sept 11, overnight stay and ½ day morning observation Sept 12 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 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 or non-nurse serve as an Officer or Board Member?

Yes, as long as they meet the stated requirements.