



American Academy of Emergency Nurse Practitioners (AAENP) Nominations

Elections

AAENP will hold annual elections to fill the board's slate of directors.

Director terms are for two calendar years, beginning January 1 and ending December 31.

Board of Directors (BOD)

Duties:

1. Duty of Care: Prepare for and actively participate in meetings with careful attention to issues.
2. Duty of Loyalty: Avoid conflicts of interest and remain faithful to organizational priorities.
3. Duty of Obedience: Function according to the law, bylaws, and policies while remaining true to the Organization's mission and purpose.

Overall BOD Member Responsibilities:

- Serve as subject matter experts in their respective areas (e.g., education, advocacy, membership).
- Contribute to the development and execution of strategic initiatives.
- Represent the interests of AAENP members within their specialized areas.
- Participate actively in board discussions and decision-making within their area of expertise.
- Engage with AAENP members to gather input and feedback relevant to their areas of focus.
- Attend once yearly in-person board meetings.
- Inform the Board of Directors about developments in their area

Secretary/Treasurer

Responsibilities:

1. Oversee financial matters, budgeting, and recordkeeping.
2. Be an active member of the Executive Team and participate in all Executive Team meetings.
3. Participate in BOD meetings.
4. Ensure compliance with financial regulations.
5. Collaborate with the management group to document and distribute meeting minutes promptly.
6. Provide regular financial reports to the board.
7. Attend and participate in monthly finance committee meetings.
8. Formulate and present the yearly AAENP budget to the BOD for approval.

Nominations and Elections Co-Chair

Responsibilities:

1. Collaborate with the Executive Committee representative on formulating the call for nominations and all aspects of the election process.
2. Vet eligibility of candidates as per the Policy and Procedures of AAENP.
3. Develop and manage the slate of candidates.
4. Promote voting among the Academy membership and announce the results of elections.
5. Present the final election result to the Executive Committee representative and Board of Directors.