



Secretary-Treasurer Position Reference Form

Applicant Information:

Applicant's Name:

Position Applying For: Secretary-Treasurer

Organization Name: AAENP (American Academy of Emergency Nurse Practitioners)

Instructions to the Referee:

Thank you for providing a reference for the above-named individual who is applying for the Secretary-Treasurer position. Your candid feedback will assist us in evaluating the applicant's suitability for this vital role. Please complete this form and return it to us by August 9.

Reference Information

- Referee's Name:
- Referee's Position/Organization:
- Contact Information:

Reference Questions

1. Organizational Skills: Ability to manage tasks, schedules, and records effectively.

Rating: 1 - Poor 2 - Below Average 3 - Average 4 - Above Average 5 - Excellent

Comments:

2. Financial Management: Competency in managing budgets, financial reports, and fiscal responsibilities.

Rating: 1 - Poor 2 - Below Average 3 - Average 4 - Above Average 5 - Excellent

Comments:

3. Attention to Detail: Demonstrates accuracy and thoroughness in administrative and financial tasks.

Rating: 1 - Poor 2 - Below Average 3 - Average 4 - Above Average 5 - Excellent

Comments:

4. Communication Skills: Effectiveness in written and verbal communication.

Rating: 1 - Poor 2 - Below Average 3 - Average 4 - Above Average 5 - Excellent

Comments:

5. Integrity and Ethical Standards: Adheres to high ethical standards and demonstrates integrity in financial matters.

Rating: 1 - Poor 2 - Below Average 3 - Average 4 - Above Average 5 - Excellent

Comments:

6. Problem-Solving Skills:: Ability to identify issues and propose effective solutions.

Rating: 1 - Poor 2 - Below Average 3 - Average 4 - Above Average 5 - Excellent

Comments:

7. Teamwork and Collaboration: Ability to work well with others and contribute to team goals.

Rating: 1 - Poor 2 - Below Average 3 - Average 4 - Above Average 5 - Excellent

Comments:

8. Commitment and Reliability: Demonstrates dedication and reliability in fulfilling responsibilities.

Rating: 1 - Poor 2 - Below Average 3 - Average 4 - Above Average 5 - Excellent

Comments:

9. Additional Comments: Please provide any additional comments or insights about the applicant's contributions to AAENP or other information that you believe would be helpful for the Election and Nomination committee's consideration.

Confidentiality Notice: All information provided in this form will be kept confidential and only used to evaluate the applicant's suitability for the Secretary-Treasurer position.

Digital Signature:

Date: