

**AMERICAN ASSOCIATION OF INDIAN NURSES OF NEW JERSEY CHAPTER 2 (AAIN-NJ2)**

**NOMINATION AND ELECTION COMMITTEE 2023-2024**

DEADLINE September 20th, 2022, 11:59, 2022 (EST)

Dear AAIN-NJ2 members,

The election officers are glad to inform AAIN-NJ2 members of the nomination procedureand processes for the upcoming election term 2023-2024.You are invited to submit the names of active members who are willing to serve, if elected.

1. Call for AAIN-NJ2Governing Board Positions

2. AAIN-NJ2 Nomination & Election Procedure (for information)

Please complete the required documents and submit them to the email address listed in the document**. Incomplete documents will not be accepted.**

Executive Board members of AAIN-NJ2 shall be the members in good standing and have the experience of at least one to two years in a leadership role in the current governing board or past members of the AAIN NJ2 governing board. Members of the Executive Board include President, Vice President, Secretary and Treasurer.

Nominations are also being accepted for the role of Committee Chairs. It is an ideal way for members to get involved in AAIN-NJ2.

Please give your consideration to the best qualified candidate for each position and return your nominations no later than September20, 2022.

Thank you for your participation.

Sincerely,

Sandra Emmanuel

Umamaheswari Venugopal

E-mail: aainnj2electionschair@gmail.com

**Call for AAIN-NJ2 Governing Board Positions (2023-2024):**

As a member of the AAIN-NJ2 community, one of the responsibilities and privileges is electing the organization’s next leaders. You do this when you vote in the AAIN-NJ2 election and nominate colleagues for leadership positions. Currently, AAIN-NJ2 accepts nominations for leadership positions on the AAIN-NJ2 Executive Board and the AAIN-NJ2 Committee chairs. The competencies for these positions have been defined in the AAIN-NJ2 framework for Executive leadership positions in AAIN-NJ2 bylaws. We ask that you carefully consider the defined competencies and submit nominations for colleagues who demonstrate the competencies and who you believe would provide strong leadership in moving AAIN-NJ2 towards achieving its mission and vision. You may also nominate yourself. Complete the required documents and submit by September 20, 2022, 11: 59 PM (EST)deadline. No nominations will be accepted after September 20, 2022, 11:59PM (EST)

Following are the positions for which nominations are being sought. Terms for allpositions will begin on January 1, 2023toDec 31, 2024.

**Executive Board**

• President

• Executive Vice President

• Vice President

• Secretary

• Treasurer

**Committee Chairs**

* Advance Practice Nurse (APN)
* Awards and Scholarship
* Bylaws
* Cultural
* Editorial/Journal
* Elections
* Membership
* Professional Development/Educational
* Website/Communication

**Qualifications of the Executive Board members:**

To qualify for submitting the nomination for the Executive Board (EB) of AAIN-NJ2, the following criteria must be met.

Have a total of 2years of leadership experience as chapter **GB member** prior to the election term. Eligible candidates should be in good standing and must be approved of having 80% attendance per calendar year at AAIN-NJ2 GB meetings. (To be verified by election officers with the attendance roster received from the AAIN-NJ2 secretary at the time of the election process and chapter presidents to confirm the attendance). The attendance will be calculated until June of the second year (18months).

**Qualifications of the Committee Chairs and Co-chairs:**

To qualify for submitting the nomination for committees chairs the following criteria must be met

AAIN-NJ2 General members can apply for a committee chair or co-chair position.Be in good standing with chapter membership dues.

**Eligibility to receive election ballot for voting:**

GB members who have a minimum of 80% attendance inclusive of three excused absences per calendar year and paid chapter membership fees. (To be verified by election officers with the attendance roster received from the AAIN-NJ2 secretary at the time of the election process and chapter presidents to confirm the attendance). The attendance will be calculated until June of the second year (18months).

**Responsibilities of the Executive Board:**

AAIN-NJ2 executive board has the authority, accountability, and responsibility for the governance of the association and to oversee its day-to-day operation that include but not limited to:

* Strategic planning to meet the short and long-term goals for the Association.
* Organizing and setting objectives and programs congruent with strategic plan.
* Developing new committees and ad hoc committees that serve the mission, vision and goals of the organization.
* Communicating with boards, committees, and membership to provide relevant information and support in a timely fashion.
* Recognizing and upholding all fiduciary responsibilities vested in the board.
* Providing oversight and direction to committees.
* Leading and managing the organization in accordance with the bylaws.
* Promoting and collaborating with other professional organizations like AAIN-NJ2 for the greater good of all professional nurses.
* Promoting policy making and advocacy at local, regional, and national level for and on behalf of Indian nurses.
1. **President:**
* Provides leadership to the association in accordance with the bylaws.
* Presides at all business meetings of the Executive Board, Board of Directors, and the Governing Board.
* Assures integrity of the Boards.
* Represents AAIN NJ2 at other organizations or designates alternates.
* Delegates duties and responsibilities to Executive Vice President orboard members when unable to attend and feasible.
* Terminates non-functioning committees and positions and noncompliant board members with the approval of the Governing Board and with proper notification.
* Ensure that their chapter bylaws are consistent with and aligned with the NAINA bylaws.
* Performs other duties relevant to the office.
* Acts as the principal liaison between the association and other organizations.
* Enforces adherence to the association bylaws.
* Directs the strategic plan for the association.
* Oversees the financial status of the association and issues checks/payments for authorized transactions in the absence of AAIN NJ2 treasurer.
1. **Executive Vice President:**
* Performs the duties of the President in the absence/vacancy or at the request of the President and the Governing Board.
* Performs other duties as may be delegated by the President or with the consensus of the Executive Board.
* Assists boards and committees in developing and executing a strategic plan for the Association.
* Collaborates with the Fundraising committee to develop a strategic plan for fundraising
* May be commissioned by the Governing board to complete the responsibilities of the
* office of the President in case the president fails to follow the bylaws or steps down from the office.
* Collaborates with the Fundraising committee to develop a strategic plan for fundraising

C. **Vice-President:**

* Performs tasks as assigned by the President and or requested by the Governing Board.
* Identifies areas for progress in the association and makes recommendations to the responsible boards and chairs of the Committees.
* Performs the duties of the secretary in her/his absence and or at the request of the President.

D. **Secretary:**

* + - Takes charge of all record keeping for the elected term.
		- Prepares and distributes the current AAIN-NJ2 Board Directory to Governing Board members at the beginning of the term.
		- Prepares/updates templates for meetings/teleconferences, attendance roster, agenda, and minutes.
		- Updates teleconference numbers and access codes for the term as necessary.
		- Sends out meeting / teleconference announcements to appropriate boards.
		- For pre-scheduled or routine meetings, sends agenda, minutes of previous
		- meeting, attendance record and treasurer’s report at least three (3) business days prior to the meeting.
		- Records attendance, minutes, and other pertinent discussion points during meetings.
		- Preserves reports, records including bylaws, bylaw appendices and other standing rules of the Association in the permanent file.
		- Keeps on file all other pertinent information regarding projects, programs and activities.
		- Collaborates with the Membership Committee Chair to maintain accurate and updated AAIN-NJ2 membership records.
		- Conducts general correspondence of the association and maintains their records.
		- Disseminates information promptly to the Governing Board and members-at-large regarding projects, programs, and activities of AAIN-NJ2
1. **Treasurer**
	* + The treasurer is responsible for the book-keeping of the financial matters of the Association.
		+ Executes authorized banking transactions.
		+ Maintains records of all financial transactions including receipts and disbursements.
		+ Releases association checks for approved payments and secures the President's signature when necessary.
		+ Assists in the fund-raising activities.
		+ Presents financial records for examination by designated auditors.
		+ Works with the Budget and Finance Committee to secure funds.
		+ Sends current financial reports to the secretary at least three (3) days prior to the scheduled Governing Board meetings.
		+ Discusses financial reports further as necessary during the Governing Board meetings.
		+ In collaboration with the Membership Committee Chair, sends out renewal notices to chapter presidents and virtual members in advance of the due dates and follows through until renewals are completed.
		+ Coordinates with Membership Committee Chair to process new membership applications and ensures collection of fees.
		+ Keeps on file an accurate record of the new and renewed membership.
		+ Keeps a record of AAIN-NJ2 current various memberships including honorary membership.

**Committee Chair and Co- Chairs Responsibilities:**

Committee chairs and Co-Chairpersons will be members of the Governing Board. Each committee will have a chairperson and have a co-chairperson. The Chairpersons/ co-Chairs must give periodical reports to the governing board. Additionally, Co-Chairs will also have voting rights provided they meet the attendance requirement. All new committee initiatives must be communicated to and sanctioned by the governing board.

**AAIN-NJ2 Committees:**

1. **Advance Practice Nurse (APN) Forum:**
* Research, reviews, and analyzes practice issues affecting APNs and make recommendations to NAINA
* Serves as a liaison to represent NAINA in clinical practice projects
* Implements annual APN clinical excellence conferences
1. **Awards & Scholarships:**
* Initiates, reviews, and updates awards/recognition criteria.
* Ensures publishing of the selection criteria on AAIN-NJ2 and chapter websites to select deserving awards/ scholarship recipients.
* Selects the awards/recognition recipients with the approval of the executive board.
1. **Bylaws Committee**:
* Initiates amendments/Reviews/recommendations to the bylaws for review by the Governing Board
* Presents the proposed amendments to the Governing Board.
* Serves as a resource to the chapter bylaw committee chairs and presidents and assists to ensure that the chapter bylaws are aligned with NAINA bylaws so that members understand and achieve the goals and missions collectively.
* Ensures that the bylaws are reviewed/amended and revised as needed on an ongoing basisand provides 30 days comment period.
* Ensures that the bylaws are posted and accessible to members on the AAIN-NJ2 website.
1. **Cultural Committee**
* Acts as an event lead to promote and maintain a healthy organizational environment through organizing various events like picnic, festivals, conferences, etc.
* Brainstorm ideas, plans and conducts cultural events(virtual and/or live).
* Serves as a resource and guide making recommendations to keep chapter members engaged in cultural activities like singing, dancing or music, etc.
1. **Editorial/Journal Committee:**
* Makes recommendations towards strategic plan
* Solicit and publish news and articles for the peer reviewed journals – electronic version every odd year and in addition to the electronic, a commemorative journal to be released at the biennial conference.
* Sends publication materials to website committee
1. **Election Committee:**
* Election committee will consist of the current President and the immediate Past president. In the absence of the immediate past president one of the advisory board members will serve as the election committee member.
* The Nomination and Election Committee Chairperson oversees the execution of the nomination and election process.
* The Nomination and Election Committee Chairperson is solely responsible for the safekeeping of the ballot box, ballots, and voter registry.
* The Nomination and Election committee members work together to preserve the integrity of the election process.
* Reviews and amends election policies and procedures to follow current trends including in the instances of contested elections.
* Informs Governing Board of the candidate eligibility, nomination and election policies and procedures and ensures that they are strictly followed.
* Compiles a voter registry of all eligible voters of the given election.
* Reviews nominations and notifies nominees if ineligibility to contest is obvious.
* Compiles and counts both paper and online ballots.
* Present the Governing Board the names of the winners of the elections and selections.
* Assists the Executive board with the installation of new officers.
1. **Membership:**
* Initiates programs for membership recruitment for the Association.
* Provides assistance and guidance to develop prospective chapters.
* Maintains a copy of the membership roster and fee collection.
* Forwards collected membership forms and fees to AAIN-NJ2 treasurer/ joint-treasurer.
* Maintains membership categories, membership fee structure, membership status, and demographic data.
1. **Professional Developmental/Educational Committee:**
* Continuously assesses, identifies, plans, implements, and evaluates educational programs to meet membership needs.
* Acts as a resource for local chapters collaborates with chapter presidents, Education Committee Chairs, and other professional agencies for the development and implementation of educational programs.
* Recommends educational content for all AAIN-NJ2 conferences.
* Prepares and publishes conference brochures, handbooks, and other relevant materials.
* Identifies national healthcare trends that need to be presented in regional, national, and international conferences.
1. **Website/Communication Committee:**
* Chooses committee members with language knowledge and proficiency that reflects and represents various languages/dialects of the AAIN-NJ2 membership
* Explores and evaluates means of promoting the Association interests.
* Gathers and submits newsworthy materials to various news media with the approval of the Executive board.
* Disseminates information to chapters and members-at-large regarding programs and activities the Association undertakes.
* Assumes responsibility for Website maintenance, social media, newsletter, and Public Relations.
* Updates AAIN-NJ2 website periodically as needed.
* Solicits and posts content, including news, articles, and photos.
* Ensures posting of the Association bylaws, appendices, and Conflict of Interest Policy on the website.

**Please submit the forms to:**

**aainnj2electionschair@gmail.com**

For more information, email Election Officers:

Sandra Emmanuel – aainnj2electionchair@gmail.com

Uma Venugopal – 609-937-5987

**Nominations will be closed on September 20,2022, by 11:59 pm**