NAHN 2021 Nominations & Elections
Positions, Process, & Board Service Requirements

Presented by NAHN Nominating Committee & Leadership
Housekeeping Information

Martin Nava, MS
NAHN Executive Director
Agenda

- Welcome - Adrianna Nava, PhD, MPA, MSN, RN
  NAHN President

- Open Board Positions - Jennifer Gil, MSN, RN
  Nominations Committee Chair

- Duties and Board Characteristics - Martin Nava, MS
  Executive Director

- Board Service - Carli Zegers, PhD, APRN, FNP-BC
  NAHN Treasurer

- Nominations, Campaigning, Voting Processes -
  Nomination Committee Members

- Closing Remarks and Q & A - Nominating Committee
President's Welcome & Introductions

Adrianna Nava, PhD, MPA, MSN, RN
NAHN President
Role of the Board

Set Direction
Provide Oversight
Ensure Resources
Engage in Outreach
Markers of a Great Board

- Climate of trust and candor
- Willingness to share information
- Culture that invites multiple perspectives
- Commitment to assessment of collective board as well as individual board members

Six Key Attributes of Board Members

1. The ability to **think strategically** and **analytically** and to effectively **communicate** thoughts and the reasons for them.

2. Possession of earned respect of other key stakeholder group members.

3. The ability to **work well with others** as a member of a collaborative group with **group decision-making authority** and an understanding of the fiduciary duties of **loyalty**, **care**, and **obedience**.

4. A demonstrated understanding of the differences between “**oversight**” and “**supervision**”.

5. An earned reputation for **emotional maturity**, personal **integrity**, and **honesty**.

6. A demonstrated familiarity with the **body of knowledge** related to both the **process** for which the group is responsible as well as the substantive content of the subject area within which decisions and choices will have to be made.

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Introduction to the Open Positions

Jennifer Gil, MSN, RN
Nominating Committee Chair
Executive Board

President-Elect
Secretary
Treasurer
President-Elect

**Duties**

- Perform duties as identified in the bylaws or assigned by the President.
- Serve as the Parliamentarian of the Board of Directors.
- Serves in the absence of the President.
- Assumes the office of President when the term of office of President expires.
- Participates in the work of the Board and manages progress of the Strategic Plan.
- Chairs the Annual Business Meeting
Duties

• Perform such duties as identified in the bylaws or assigned by the President.
• Oversees the custody of all corporate records.
• Monitors the accuracy and timely distribution of meeting minutes.
• Prepare a summary of board action for dissemination to the membership.
Treasurer

Duties

• Performs such duties as identified in the bylaws or assigned by the President.

• Oversees all funds, transactions, financial records, and fiscal management resources.

• Collaborates with staff on preparation of annual budget; and approval by the board.

• Reports on the financial status at board meetings.

• Reviews tax filings signed by the Executive Director.

• Serve as the Ex-Officio Chairperson of the Finance Committee.
Executive Board

Time Commitment

Term of Office
As mentioned earlier

In-Person Meetings
2 meetings annually

Monthly Conference Calls
held via zoom
Board of Directors

3 Director Positions
Board Member

Duties

• Establish the mission, purposes, goals, and program priorities to be implemented through a strategic planning process;
• Ensure that appropriate policies have been developed, adopted, and implemented as well as determine and set overall policy;
• Establish fiscal policy, including fiduciary responsibility for budget authorization and oversight;
• Ensure the legal and ethical integrity of the association;
• Determine, monitor, and strengthen programs that are responsive to the needs of Hispanic nurses;
• Advocate the mission, values, accomplishments, and goals of the association to the public at large.
Board Member

*Time Commitment*

- **2 Year Term**
  - July 2021 - July 2023

- **Monthly Conference Calls**
  - held via zoom

- **Committee Chair (Co-Chair)**
  - held via zoom
Board Member

Time Commitment (cont’d)

Special Meetings
as needed

Interim Ballots
held via zoom
Reimbursement

Travel

• As permitted by the NAHN Budget and subject to change.

• Travel expenses are reimbursed for two (2) face to face meetings each year.

• Airfare and misc. travel expenses up to $500.

• Hotel rooms provided for additional nights required to perform board work.

• Stipends paid via check and distributed on site and each event.
Duties and Characteristics of Board Members

Martin Nava, MS
NAHN Executive Director
Duty of Care

• Board members must use good judgement in handling the affairs of NAHN.

• They should use the same standard of concern and prudence that they would use in managing their own affairs.
• Board members must act in the best interests of the organization and should not put their own interests before the interests of the organization.

• Any conflict of interest must be disclosed and may require Board members to step away from decisions where there is a conflict.
Duty of Obedience

- Board members are required to follow the law and the rules of the organization.
- Board members cannot exceed those powers.
• NAHN Board members receive regular financial and investment statements and participate in the budgeting and budget approval process.

• Board members are responsible for participating in these processes, including reviewing materials provided and asking questions where any information is unclear.
NAHN Board members are to avoid any appearance of impropriety in connection with a conflict of interest and to refrain from entering into an agreement or contract with companies, individuals or other entities that could be construed to be a conflict of interest.

NAHN Board members are expected to disclose any real or perceived conflict of interest in addition to signing the COI policy form at the beginning of their term.
Board Service Testimony

Carli Zegers PhD, APRN, FNP-BC
NAHN Treasurer
“A genuine leader is not a searcher for consensus but a molder of consensus.” – Dr. Martin Luther King, Jr.
Nominations, Campaigning, and Voting Processes

Nominating Committee Members

Ruth Kroupa, ADN, RN
Cabiria (Bea) Lizarraga, MSN, RN, NE-BC
Lesly Ramirez, BSN, RN
Paulette Rangel, BSN, RN, CCRN
2021 Nominations & Elections Process Timeline

- **April 19, 2021**: Deadline for submission for candidacy
- **April 28, 2021**: Candidates may begin campaigning
- **June 14, 2021**: Online election begins
- **June 28, 2021**: Online election closes
- **July 1, 2021**: Candidates are informed of election results
- **Date TBD**: Election results are read at business meeting for record keeping
Nominations Process

Candidate’s Qualifications

• The candidates must be members in good standing
• Can be self-nominated or nominated by others. Any member of NAHN who is eligible to vote may submit names of a candidate for office, if the person is qualified and willing to serve
• If a candidate drops membership at any time and does not renew within five days, she/he will not be eligible and name will be removed
• Any candidate who is currently a NAHN Board Director may serve a maximum of three (3) consecutive two-year terms. Following at least a two-year hiatus from Board service as a director, the person is again eligible to serve as a director for a maximum of three (3) consecutive two-year terms.
• If an elected candidate drops his/her membership after the election, the position will be considered a vacancy.
Nominations Process

Submissions

Consent to Serve
Members interested need to complete the appropriate form.

Candidate’s Bio
The candidate's bio/platform statement & photograph will be placed on the NAHN website.
Nominations Process

Conduct

• All candidates shall be treated fairly, openly, and equitably.

• Candidates appearing on the slate must maintain both nursing and business professionalism.

• Candidates shall refrain from negative campaigning and personal attacks on other candidates or their supporters.

• NAHN staff shall not endorse, promote, or wear promotional material for any candidate.
• Campaigning is not allowed until the slate is prepared by the nominating committee and widely disseminated to the general membership.

• Campaigning to the NAHN membership may be done by any modality including but not limited to Facebook, Twitter, teleconferencing, or other social media.

• Candidates shall not use the national NAHN website and/or its social media sites; including but not limited to Facebook, Twitter and YouTube, for campaigning.

• Candidates shall not use the NAHN logo and/or mission statement on campaign materials. Candidates are free to use their chapter logo if approved by local NAHN chapter.

• Campaigning may not include “NAHN Sponsored” verbiage in the titles as it may lead to inaccurate and unfair support from NAHN headquarters.
• Candidates shall ensure that any campaign material issued by the candidate or any supporter contains the statement “The content of this campaign material has been reviewed and approved by “candidate’s name.”

• NAHN headquarters will not participate or assist any candidate with personal campaigning or distributing campaign materials.

• NAHN will provide 2 e-mail blasts from any candidate who requests to contact members for campaigning on May 10, 2021 and May 24, 2021.

• Candidates must abide by these campaign guidelines set forth by the Nominating Committee. If not followed, candidates will be removed from the slate. A removed candidate’s name will not be accepted as a write-in the current ballot.
Campaign Guidelines
(cont’d)

• Candidates may not participate in group campaigning.

• The Nominating Committee reserves the right to recommend removal if any comments on the NAHN websites or social media sites that are deemed inappropriate. Each NAHN chapter has the right to moderate the use of their specific chapter sites as relates to the election.

• NAHN is not responsible for designing or disseminating campaign marketing information for individual candidates.

• The NAHN Secretary will notify all candidates of the results prior to the annual conference to ascertain their attendance. The day of business announcement is purely for record keeping.
Email blasts
NAHN will provide two e-mail blasts to any candidate who requests to contact members for campaigning.

Content Deadlines
We must receive the message content by:
May 05, 2021 for first email
May 19, 2021 for second email

NAHN reserves the right to ask for changes if considered inappropriate.

Send-out Dates
All candidates’ messages will be combined into one email message to be sent on May 10, 2021 and May 24, 2021.
Eligible Voters

- Voting members who joined before April 23, 2021 (Date extended)

- Policy states the eligible voters are individuals who are members of NAHN for at least a full two months dated from the 1st of the month prior to the month the vote is held and they are up to date on their dues.

- Voting members are General members (including two-year) and Emeritus members who meet all the requirements of membership.

- Only voting current members will receive an official ballot for voting.
Voting

• Voting this year will occur on June 14, 2021 through June 28, 2021.

• Votes shall be tallied via an online system, Election Runner, and results reported to the candidates before the annual meeting.

• All members may only vote once.

• A plurality vote shall constitute an election.

• In case of a tie, the choice shall be determined by lot.
• The NAHN Secretary will notify all candidates of the results prior to the annual meeting.

• All terms of office begin at the conclusion of the annual meeting.

• All newly elected members are urged to attend the annual meeting during which installation of officers will occur.

• There will be a new Board orientation meeting at a time to be determined.
2020-2022 Nominations Committee

Chair, Jennifer Gil, MSN, RN (Philadelphia)

Ruth Kroupa, ADN, RN (Nebraska)

Cabiria (Bea) Lizarraga, MSN, RN, NE-BC (San Diego)

Lesly Ramirez, BSN, RN (San Jose)

Paulette Rangel, BSN, RN, CCRN (Phoenix)
We thank you for attending our webinar and for your continued dedication to the National Association of Hispanic Nurses!

Questions & Answers

Contact

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Jennifer Gil
Chair, Nominations Committee
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