



Agnes Marshall Walker Foundation Candidate Guidelines For 2018 Director-at-Large Appointments

The Agnes Marshall Walker Foundation (AMWF) is an independent, not-for-profit foundation dedicated to supporting the profession of neuroscience nursing through education, research, professional development, and certification to promote excellence in patient care.

The AMWF Board of Directors (BOD) is composed of no less than four (4) and no more than eight (8) members who shall be appointed in equal numbers by each of the Members. The Foundation's Executive Director shall be invited to attend and participate in all meetings of the Foundation's Board of Directors, other than those held in executive session.

Your decision to run for, or be appointed as, a Director-at-Large of AMWF carries with it a serious responsibility. Individuals who serve on the BOD volunteer their personal time and effort into advancing the goals and objectives of AMWF. This candidate application booklet will help to inform you of those responsibilities.

Mission

The Agnes Marshall Walker Foundation (AMWF) is dedicated to supporting neuroscience nursing through education, research, professional development, and certification to promote excellence in patient care.

AMWF Purposes

The purposes of the Foundation are charitable, educational and scientific. Specifically, the Foundation:

- a. Supports neuroscience nursing through education, research, and professional development;
- b. Supports certification to promote excellence in patient care; and
- c. Supports the strategic initiatives of the American Association of Neuroscience Nursing and the American Board of Neuroscience Nursing.

Criteria for Office

Those serving as Board of Directors must have the following qualifications:

- Board members must be cognizant and supportive of AMWF's mission, purpose and goals
- Board members, except ad hoc members, must be current AANN members in good standing
- Board members must have demonstrated experience and expertise in the area of Neuroscience Nursing

General Board of Directors Responsibilities

The general responsibilities of the Board of Directors are the following:

- Attends all Board meetings and actively participates in the discussion and decision making process at the meetings
- Supports and upholds the decisions of the Board
- Maintains the confidentiality of all matters pertaining to AMWF

- Copies all correspondence relative to AMWF matters to the President of the Board and the AMWF Executive Director
- Answers all correspondence in a timely manner and maintains a record of such correspondence
- Informs the Secretary/Treasurer and Executive Director of changes in address, telephone number, fax number, e-mail address, or other contact information
- Ensures that assigned projects/activities stay within the approved budget
- Submits reimbursement forms and receipts in a timely manner, i.e., within thirty (30) days of expenditure
- Completes assigned tasks in a cost-effective, efficient manner
- Orients the successor to the position
- Completes Conflict of Interest annually
- Completes the full term of office

Estimated Time Commitments

Time commitments vary according to time of year and project responsibility. Travel to the annual educational meeting and attendance at a minimum of one additional board meeting is required. Failure to attend any/or all AMWF meetings or events may result in removal from the board. In addition to attending the Board meetings, which includes submitting and reviewing agenda materials, the candidate may assume the time commitment will be between 5 and 10 hours per month.

Application Process/Deadlines

Candidates must submit a **typed, completed application, one (1) letter of reference, and a completed Code of Conduct and Disclosure Form and Conflict of Interest form.**

Applications must be submitted electronically by **May 22, 2018**. Send completed applications to:

Agnes Marshall Walker Foundation
info@amwf.org

The top qualified candidates will be interviewed once all applications have been reviewed.

If you have any questions, please contact AMWF, at **888.557.2266** or **847.375.4895**.