



Agnes Marshall Walker Foundation Public Member Candidate Guidelines

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. Agnes Marshall Walker, co-founder of the American Association of Neuroscience Nurses, was a loved and respected figure in the profession of neuroscience nursing. Agnes lent her time and talents to developing an association dedicated to the specialty of neuroscience nursing. AMWF was founded with a generous bequeath from Agnes Marshall Walker and works collaboratively with the American Association of Neuroscience Nurses and the American Board of Neuroscience Nursing to help support neuroscience nursing education in Agnes's honor.

AMWF Board of Directors

The Board of Directors 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 Public Member of AMWF carries with it a serious responsibilities. 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 shall:

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

Duties of the Board of Directors and Public Member

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

AMWF Public Member Purpose/Criteria:

The AMWF Foundation serves the general public, nursing profession, and the specialty of neuroscience nursing. Public input broadens the perspective of the foundation, enhances decision-making, and helps focus attention on consumer concerns as they relate to quality, cost effectiveness, and access to care.

The duty of the AMWF Public Member shall be to help assure that the grant programs are responsive to the needs of consumers of neuroscience and its subspecialties of nursing care. The public member should therefore be aware of issues facing individuals with neurological illnesses and be void of any healthcare interest, as well as have fundraising experience. The Public Member is a non-voting member of the AMWF Board.

The duties of the Public Member shall be to:

- Participate in strategic planning and disciplinary decisions
- Attend all of the annual AMWF meetings held in the spring at the AANN meeting, as well as any other official board meetings scheduled during the year (as described above)
- Provide input on relevant issues, generally by phone or e-mail
- Assist with generating fundraising ideas and/or relationships as necessary
- Maintain confidentiality of all board proceedings and grant applicants and/or decisions.

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 meetings 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 and reviewing grant applications, 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, curriculum vitae, 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 **March 20, 2018**. Send completed applications to:

Agnes Marshall Walker Foundation
Attention: Kelly Podkowa
info@amwf.org

The top qualified candidates will be interviewed by the Board members once all applications have been reviewed.

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