

Policy Manual

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# National Forum of State Nursing Workforce Centers Policy Documents

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## National Forum of State Nursing Workforce Centers Forum Subscription Policy

**Purpose:** The purpose of this policy is to establish subscription eligibility criteria and benefits.

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Description automatically generated with medium confidence

**Eligibility for Forum State Representative Subscriber:**

1. The State Representative Subscriber is recognized as the state nursing workforce center. There shall be no more than one State Representative Subscriber per state.

1. State Representative Subscribers pay an annual fee.
2. State Representative Subscribers are statewide entities that meet the following criteria:
   * Ability to contribute to the goals of the Forum
   * Focus on nursing workforce issues across the continuum of care

* Presence of nurse leadership
  + Presence of collaboration of a diverse group of stakeholders in nursing care, such as nursing education and the healthcare industry
  + Have an active internet address and a Web site

1. State nursing workforce centers that do not meet all State Representative Subscriber criteria may apply to the Forum Board of Directors for review on a case-by-case basis. The Forum Executive Committee may grant temporary State Representative Subscriber status to applicant centers until all criteria are met.
2. State Representative Subscriber applications received after July 1 will be prorated.
3. To remain a State Representative Subscriber in good standing, each subscriber will:

* Pay dues each year.
* Complete annual survey.
* Participate in meetings and conferences and/or serve on committees or the board.
* Submit accomplishments periodically for posting in association with annual conference and mid-year executive director meetings and/or newsletters

The Forum Administrator will report annually the status of subscribership to the Board of Directors.

***See Appendix A for State Representative Subscriber Form***

Date Adopted: 1/21/2016

Date Revised:

**National Forum of State Nursing Workforce Centers**

**Forum Meetings Policy**

**Purpose:** The purpose of this policy is to define the meetings hosted by the Forum.

The following meetings will be hosted by the Forum:

1. National Forum of State Nursing Workforce Centers Annual Meeting of the Subscribers/

Subscribers

1. This meeting is usually held in conjunction with the Forum’s annual conference.
2. All subscribers (in good standing) are invited to attend.
3. Each State Representative Subscriber in good standing has one vote on any voting item presented to the Forum Subscribership.
4. All information items to be voted on at this meeting must be provided to subscribers/

subscribers no less than 30 days prior to the date of the meeting.

### National Forum of State Nursing Workforce Centers Mid-Year Meeting of Center Leadership

1. This meeting is held annually, approximately mid-year after the annual conference.
2. All State Representative Subscribers in good standing are invited to attend.
3. The Executive Director (or other leadership title) or designee would attend.
4. Each State Representative Subscriber has one vote on any voting item presented to the Forum Subscribership at this meeting.
5. All information related to items to be voted on at this meeting must be provided to subscribers/subscribers no less than 30 days prior to the date of the meeting.
6. All attendees at this meeting are responsible for covering their own expenses related to travel, hotel, and any meals not provided by the Forum.

Date Adopted: 1/21/2016

Date Revised: 05/18/2021

**National Forum of State Nursing Workforce Centers**

### Standing and Ad Hoc Committees

**Primary purpose and role:** Standing and Ad Hoc committees are established to ensure activities and operations of the Forum are effective and sustainable in order to carry out the mission of the organization. Committees are a resource to the Board of Directors and assist the Board so that it may fulfill its mission and vision to its subscribers/subscribers and nursing, and health workforce partners and initiatives in the nation.

**Composition:** Standing and Ad Hoc Committees shall consist of at least three subscribers unless otherwise specified in a specific Committee Policy.

**Committee Chair:** Committees shall nominate a Chair to the President of the Board unless Chair role is assigned by specific Committee policy or bylaws. The President shall confirm Committee Chairs. All State Level Subscribers shall be eligible to serve as Chairs except for President; no one person may hold two or more committee chair roles. Committee Chair shall call committee meetings. Committee chairs or designees on the committee shall provide committee reports as defined in Minimum Responsibilities. Committee Chairs may appoint Ad Hoc work groups as needed. Committees should review chair appointment nomination at least annually.

**Committee Subscribers:** All State Level Subscribers shall be eligible to serve as Chairs and committee subscribers, except for President of Board of Directors who serves as ex-officio on all committees. State Level Subscribers and Associate Subscribers may hold one or more committee subscriber role(s).

**Ex-Officio Committee Subscriber:** President of the Board of Directors serves as ex-officio on all committees. See Article V of the Bylaws, Roles and Responsibilities, for detail.

**Minimum Responsibilities:**

1. Develop work plans to achieve the primary purpose and goal of the committee.
2. Develop reports and recommendations, as appropriate.
3. Submit recommendations to the Board at least 30 days prior to intended Board discussion or vote.
4. Report at least annually activities, including meeting outcomes, reports, and recommendations of the Committee, to the subscribers/subscribers at the Annual Forum meeting and at the request of the President of the Board of Directors.

**Ad Hoc Committee Continuation:** Annually, the Committee shall recommend to the Board continuation or dissolution of the Committee. Recommendations shall be based on work plan status and Forum needs.

**Committee Reports:** Outcomes of committee meetings, reports, and recommendations shall be presented annually at the subscriber annual meeting and more frequently at the request of the President.

**Meetings:** Committees will meet at least semi-annually or when necessary to fulfill their responsibilities. The Committee may meet either by conference call or in-person in conjunction with Annual Forum meetings.

Date Adopted: 1/21/2016Date Revised 10/7/2021

**National Forum of State Nursing Workforce Centers**

**Development Committee**

**Ad Hoc**

**Purpose and Role**: The Development Committee will identify, and if needed develop internal support and resources for the Forum. An added role is to build the reputation of the Forum with external stakeholders as nursing workforce data experts.

**Composition**: The Development Committee shall consist of at least 4 subscribers in addition to the Committee Chair.

**Responsibilities:**

1. Newsletter development for Forum subscribers/subscribers
2. Develop a yearly schedule for quarterly subscribership conference calls
3. Create a needs assessment to identify development topics for subscribers; host a webinar based on one topic from the needs assessment (annually)
4. Develop national partnership and alliance list for Forum outreach efforts
5. Create promotional items, i.e. brochures, displays, marketing materials

Date Adopted:

Date Revised: 10/2021

## National Forum of State Nursing Workforce Centers

## Finance Committee

**Purpose**: To prepare assumptions and financial measures for the annual budget of the Forum. The committee is responsible for oversight of the Forum finances, reviewing financial policies, ensuring a financial review every three years by an independent CPA, addressing audit findings, monitoring risks and exposures, and conducting other duties as assigned by the Board of Directors.

**Composition:** The Finance Committee shall consist of the Treasurer and minimum of three (3) State Representative Subscribers as voting subscribers. The Forum Administrator and the President as ex officio without vote. The Treasurer shall be chair of this Committee and appoint subscribers.

**Responsibilities:**

1. Prepare an annual budget for the Forum for approval by the Board of Directors prior to the annual meeting.
2. Oversee the finances of the Forum and report to the Board of Directors as may be necessary.
3. Evaluate and report on the financial review findings (conducted at least every three years) consistent with generally accepted accounting practices.
4. At the annual meeting of the Forum, a report on the financial status of the Forumshall be presented by the Treasurer to the subscribers. The budget shall be presented at the annual meeting. This budget shall be used as a guide for the work of the following year.

Date Adopted: September 2019

Date Revised: 5/18/2021

**National Forum of State Nursing Workforce Centers**

**Governance Committee**

**Primary purpose and role:** The Governance Committee ensures that the Forum’s structure and operations are effective and sustainable in order to carry out the mission of the organization. The Governance Committee is a resource to the Board of Directors and assists the Board so that it may fulfill its legal, ethical and fiduciary responsibilities.

**Composition:** The Governance Committee shall consist of at least three subscribers, one of whom serves as President- Elect of the FORUM on the Board of Directors and also chairs the committee.

**Responsibilities:**

1. Conduct a biennial review of the Bylaws during odd numbered years and make recommendation for amendments to the Board.
2. Conduct a biennial review of the Forum’s policies and procedures during odd numbered years, and recommend any changes to the Board.
3. Assist in the orientation of new Forum subscribers.
4. Assist the Board in conducting periodic self-evaluation and governance process evaluation.
5. Assist in recruiting and nominating subscribers to serve on the Board.
6. Develop and monitor a process for resolving conflict of interest and complaints from subscribers.

**Meetings:** The Governance Committee will meet at least three times annually or when necessary to fulfill their responsibilities. The Committee may meet either by remote video conferencing, conference call or in-person in conjunction with Annual Forum meetings.

Date Adopted: 1/21/2016

Date Revised: 5/18/2021

**National Forum of State Nursing Workforce Centers**

**Nominations Committee**

**Purpose:** To solicit the best qualified subscriber candidates for the leadership positions within the association. The committee is responsible for overseeing the bylaws established for the nomination of candidates and for conducting annual elections.

**Composition:** The Nominations Committee shall consist of a minimum of three subscribers appointed by the President. The Past President will chair the Nominations Committee.

The subscribers of the Nominations Committee shall serve a one-year term. If any vacancy occurs on the committee, the Board shall appoint a successor to complete the term.

**Responsibilities:**

1. The committee shall solicit nominations for all officers and subscriber directors. The committee shall seek nominations from individual State Representative Subscribers, and individual self-nomination for individuals having knowledge of Board operations and an understanding of competencies required.

2. The slate shall contain candidates who are chief executive officers of subscriber states in the National Forum of State Nursing Workforce Centers reflecting the broad subscribership of the Forum. Subscribers of the Nominations Committee are eligible for election to any position with the Forum during their term on the Nominations Committee.

1. The committee shall prepare and present a report to the Board on such date as the Board may approve. The report shall set forth a slate of candidates eligible for election at the upcoming annual meeting and shall set forth the procedures followed by the committee.

1. Upon approval by the Board of the procedures followed by the committee, the slate shall be published and set forth in the ballots to be submitted to the subscribers of the Forum prior to the annual meeting.

All officers and Subscriber Directors shall be elected by the full individual subscribership of the Forum as provided in Article VI of the Bylaws.

Date Adopted: 1/21/2016

Date Revised: 5/18/2021

## National Forum of Nursing Workforce Centers

## Research Committee

**Purpose and Role**: To provide subject matter expertise on nursing research related initiatives both to the Forum and in representation of the Forum.

**Composition**: The research committee shall consist of a minimum of three subscribers. The research committee represents all regions and is comprised of State Representative Subscribers and Associate Subscribers. One subscriber will serve as chair of the committee for a one-year term. A Co-chair will be elected. The co-chair will become the chair after a one-year term. Co-chairs must be State Representative Subscribers. A Secretary will take notes at meetings and distributes to the Chair/Co-chair who reviews the notes and then distributes to the full committee.

**Responsibilities**:

1. National Forum’s Nursing Supply, Demand, and Education Minimum Datasets (MDS)
   1. Review and update each MDS every three years
   2. Provide guidance and subject matter expertise on implementation of the MDS
2. Annual Subscribership Survey
   1. Review, revise, and implement the annual subscribership survey
   2. Write a report of the results from the subscribership survey
3. Represent the National Forum on national workgroups and committees working on nursing workforce data and initiatives
4. Serves as a resource providing technical guidance or consulting to subscribers regarding their data collection, analysis and interpretation efforts.

Date Adopted:

Date Revised: 5/18/2021

**National Forum of State Nursing Workforce Centers**

**Annual Conference Committee**

**Purpose:**  The purpose of this policy is to establish a conference planning committee.

The National Forum of State Nursing Workforce Centers (Forum) will hold an annual national conference planned by a committee of Forum subscribers. The conference approach and location will be approved annually by the Board of Directors.

**Duties of Forum Conference Committee subscribers**

Subscribers of the Forum Conference Committee, with administrative support by the Forum Director, shall:

* Develop the theme, invite speakers, create presentation schedule, and, when appropriate, secure hotel, and other conference arrangements, as necessary.
* Set the criteria for abstract submission, request abstract proposals, and ensure abstracts are reviewed according to project plan.
* Develop and implement a marketing strategy for the annual conference using the Forum’s logo/branding to include website, social media, and other media outlets as appropriate
* Obtain sponsors, advertisers, and exhibitors for the conference, and ensure proper recognition.
* Submit continuing education application and evaluations for all applicable sessions.

It is recommended each subscriber of the Forum Conference Committee accept an assignment as lead for a component of planning, such as:

* + Managing Abstract Submission, Review and Logistics
  + Continuing Education Approval and Evaluation
  + Sponsors and Partners
  + Marketing
  + Budget and Registration

**Co-Chairs of the Forum Conference Committee**

The Forum Conference Committee shall designate a minimum of two co-chairs to lead the conference planning committee. Responsibilities of the co-chairs include:

* + Convening meetings regularly
  + Ensuring assignments are completed on-time
  + Communicating with the Forum Board on progress of conference planning

**Forum Conference Budget**

The National Forum assumes financial responsibility for the conference. Seed monies may be available to begin conference planning for the Forum State Representative Subscriber(s) selected to host the conference.

The Forum Treasurer will develop budget for the annual conference in conjunction with the Forum Conference Committee. The budget will be approved by the Board of Directors.

**Forum Subscriber Requirements at Forum Conference**

The Forum Conference Committee should plan for meeting space and time, either prior to the conference start or after the conference concludes, for the following Forum activities:

* Board of Directors annual meeting (approximately 3 hours)
* Forum Subscriber Annual Meeting (approximately 4 hours)

**Benefits for Forum Conference Committee Subscribership**

Subscribers of the Forum Conference Committee will receive the following benefits:

* one free registration for the conference.
* state center recognition (logo on website and marketing materials);
* a free booth for any exhibitor space to showcase committee subscriber’s organization; and
* pre-recorded content about the partner organization for broadcast as part of the conference agenda.

Date Revised: 07/14/2021

**Nursing Workforce National Forum of State Centers**

**Board of Director Expectations**

**Purpose:** Describe the expectations of the Forum’s Board of Directors.

**Obligations of the Board:**

* Set vision and direction
* Establish policy
* Secure adequate funds
* Monitor finances
* Maintain and update long-range plans
* Set key indicators for program monitoring and evaluation
* Ensure that the subscribers are kept informed and aware of actions taken on their behalf.

**Specific Duties:**

* Assure representation and collaboration in national initiatives, particularly those that may impact policies at the state level
* Facilitate information sharing about national initiatives
* Evaluate and recommend changes to the Forum’s fee structure on an ongoing basis, including identification of value-added features
* Assess the need for structural changes in the Forum and make recommendations to the subscribers/subscribers.
* Regularly attend meetings, board retreatsand show commitment to board activities
* Be well-informed on issues and agenda items in advance of meetings
* Contribute skills, knowledge and experience when appropriate
* Listen respectfully to other points of view
* Participate in decision-making
* Assume leadership roles in board activities, including fund raising, subscribership development, task forces
* Represent National Forum to the public and to the industry. Individual Board subscribers must receive Board approval to represent an official position of the National Forum to any other agency or organization in accordance with the Ratification Policy
* Be educated on the needs of the subscribers served
* Participate in periodic board self-assessment
* Attend and participate in National Forum events
* Participate as a committee subscriber if appointed

**Benefits of being a National Forum Board Subscriber:**

* Work with leaders in nursing workforce development
* Opportunity to make an impact and contribute to the nursing workforce centers across the nation
* Hone skills in leadership, teamwork and management that will enhance your professional resume.
* Expand your professional and personal network.

Adopted: 1/21/2016 Revised: 05/18/2021

***See Appendix B for Application for Board of Directors and Appendix C for Conflict-of-Interest Policy Disclosure statement***

**National Forum of State Nursing Workforce Centers**

### Board Attendance Policy

**Purpose:** This policy is intended to support the full participation and contribution of all Board subscribers. All Board subscribers receive a copy of this official policy. The policy is reviewed once a year and maintained in each subscriber’s files. The terms for attendance and associated termination of Board subscribers are in accordance with this policy.

**Definition of a Board Attendance Problem**

A Board attendance problem may occur if any of the following conditions exists regarding a Board subscriber's attendance to Full-Board meetings:

1. The subscriber has two un-notified absences (“un-notified” means the subscriber did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate he/she was unable to attend).
2. The subscriber has three notified absences.

**Response to a Board Attendance Problem**

1. If the Board notices a Board attendance problem with a subscriber, the Board President will contact the subscriber within one week to discuss the problem.
2. The President will share the subscriber’s response with the entire Board within one week.
3. In the next Board meeting, the Board will decide what actions to take regarding the Board subscriber’s future subscribership on the Board in accordance with bylaws.
4. If the Board decides to terminate the Board subscriber’s position, termination will be conducted per bylaws.
5. The Board will promptly initiate a process to begin recruiting a new Board subscriber.

Date Adopted: 1/21/2016

Date Reviewed: 05/18/2021

### National Forum of State Nursing Workforce Centers

### Board Ethics Policy

**Purpose**

This policy is intended to guide toward the highly ethical behavior of each Board subscriber in his/her roles and responsibilities as a Board subscriber in this organization. All Board subscribers receive a copy of this official policy and agree to adhere to the policy. The policy is reviewed once a year and maintained in each subscriber’s Board files.

**Adherence to Following Behaviors**

As a Board subscriber of the National Forum of State Nursing Workforce Centers (Forum), I will:

1. Know my fiduciary duty, roles and responsibilities as a subscriber of the governing Board of Directors.
2. Do my best to be fully informed of the Forum’s operations that can have significant effect on Board subscribers, staff subscribers, State Representative Subscribers and other stakeholders of our organization.
3. Always strive to contribute my best judgment in carrying out my role, including provision of opinions and information during Board deliberations and decisions.
4. Avoid conflict of interest in appearance or in application – my actions as a Board subscriber will always be first and foremost for the benefit of the Forum.
5. Adhere to all of the Board policies included in the Board manual.
6. Maintain confidentiality about all Board information that is deemed by subscribers to be confidential, including that which is generated and decided during closed sessions of the Board.
7. Follow the ground rules for Board meetings as formally agreed upon by fellow Board subscribers.
8. Respect the values and perspectives of fellow Board subscribers, staff and State Representative Subscribers.
9. Represent the Forum in the most positive image when I am dealing with stakeholders.
10. Adhere to the decisions made by the Board – I will avoid public disagreement with decisions, recognizing that all Board subscribers must “speak with one voice.”

**Response to Unethical Behaviors**

Any Board subscriber can notify the Board of suspected or actual occurrence of any unethical behavior by a Board subscriber. Penalty for the behavior can be removal from the Board per voting policy.

Adopted: 1/21/2016

Reviewed: 05/18/2021

### National Forum of State Nursing Workforce Centers

### Board Media Relations Policy

**Purpose:** The intents of this policy are to: a) consistently present unified and accurate information to the media, including, but not limited to reporters, free-lance writers, funders and subscribers of collaborating organizations; b) ensure that the most qualified subscriber or staff presents the information to the media; and c) cultivate courteous and respectful relationships with media personnel.

Board subscribers have a fiduciary duty of loyalty to our nonprofit corporation. This includes an expectation that subscribers present accurate, favorable information about our operations, programs and services. Subscribers also have a responsibility to favorably represent our nonprofit to Forumstakeholders. There is a wide variety of occasions where organizational personnel might interact with subscribers of the media. It is not practical to define guidelines for each and every occasion and contingency. However, the following are the principal guidelines that address the vast majority of occasions:

* + - 1. The Board President approves content of press/media kits, standard talking points and other communications (pictures, videotapes, etc.) before it is conveyed to external stakeholders.
      2. Information about our stakeholders (for example, Board subscribers, staff subscribers, clients, funders, collaborators, etc.) will not be shared with media without the expressed consent of each of the individuals or organizations involved.
      3. Content will always be in reference, in wording and in nature, to our branding, including our preferred image and our logo, and to our mission, vision, values. Additional points in reference to the organization’s current operations or events will be approved.
      4. The Board President or designee will be the only designated spokesperson(s) for the organization, unless either of these two persons explicitly permits other organizational personnel to communicate with media. Other organizational personnel who are contacted by media personnel will promptly refer media personnel to the Board President. Organizational personnel will report the referrals to the Board President.
      5. Organizational personnel interacting with media will always be in their best appearance and language, for example: in dress, communications style and positive attitude about the organization.
      6. On occasions where media personnel are persistent and referrals to the Board President are not immediately practical (for example, in the event of a health or facility emergency), organizational personnel will always be respectful, and consistently and concisely focused on the most obvious and verifiable facts.

Date Adopted: 1/21/2016

Date Revised: 04/28/2021

## National Forum of Nursing Workforce Centers Board of Directors

**Board Conflict of Interest Policy**

**Purpose:** Forum board subscribers must disclose any actual, potential, or perceived conflicts of interest with the Forum or its entities.

A conflict of interest may exist in any situation where the activities of a Forum Board subscriber include receiving direct or indirect personal or professional gain, creating an adverse effect or having the potential to create an adverse effect on the interests of the Forum or its entities.

A conflict-of-interest transaction, for example, is one in which a Forum board subscriber, while acting on behalf of the Forum is involved in a matter that might result in personal financial gain or family financial gain. Conflicts of interest can also arise in other instances.

Any actual, potential, or perceived conflict of interest shall be disclosed in writing immediately after the matter arises to the Forum President using the Conflict-of-Interest Disclosure statement.

All conflicts of interest shall then be reported to the Board and recorded in the meeting minutes.

A Conflict-of-Interest Disclosure Statement must be executed by Forum Board subscribers and all employees within 30 days of election or appointment and annually.

***See Appendix C for Disclosure Statement***

Adopted: 1/21/2016

Revised: 5/18/2021

## National Forum of State Nursing Workforce Centers

## Officer Role Descriptions

**Purpose:** The purpose of this policy is to describe the duties of the officers of the National Forum of State Nursing Workforce Centers

**Title: President**

**Term:** Two years

**Responsible to:** Board of Directors and State Representative Subscribers

1. Provides leadership to the Board of Directors.
2. Serves as the principal elected officer of the Forum.
3. Chairs Board and Subscriber meetings.
4. Serves as an ex-officio subscriber of all committees except Nominations Committee.
5. Makes all required appointments of standing and special committees with approval of the Board of Directors.
6. Serves as the official spokesperson for the Forum unless he/she delegates that responsibility to another Officer or subscriber.
7. Ensures ongoing financial planning and financial reports.
8. Supervises director and other consultants.
9. Guides and mediate Board actions with respect to organizational priorities and governance concerns.
10. Leads evaluation annually of the performance of the organization in achieving its mission. Ensures an annual performance evaluation of the board and organization will occur.
11. Signs any legal documents including drafts, deeds, mortgages, bonds, contracts, or other instruments as detailed in the bylaws.
12. Performs other responsibilities assigned by the Board in accordance with the Forum Bylaws.

Adopted: 1/21/2016

Revised: 05/18/2021

**Title: President-elect**

**Term:** One year

**Responsible to:** Board of Directors, reports to President

**Specific Duties:**

1. Serves as successor to the President position.
2. Performs President’s responsibilities when the President is not available.
3. Works closely with the President and Board.
4. Participates closely with the President to develop and implement officer transition plans.
5. Serves as the chair of the Governance Committee.
6. Performs other responsibilities as assigned by the Board.
7. Is sufficiently familiar with major documents and records, for example, Articles of Incorporation, Bylaws, Board Policies, Board Resolutions, etc. Reminds Board subscribers of applicability of documents during Board operations.

Adopted: 1/21/2016

Revised: 05/18/2021

**Title: Past-President**

**Term:** One year

**Responsible to:** Board of Directors, reports to President

**Specific Duties:**

* 1. Serves in the role as advisor for one year following completion of term as President.

* 1. Serves as chair of the Nominations Committee.

* 1. Serves in the role of President in the absence of an elected President and/or President-elect.

* 1. Performs other responsibilities as assigned by the Board.

Adopted: 1/21/2016

Revised: 05/18/2021

**Title: Secretary**

**Term:** Two years

**Responsible to:** Board of Directors, reports to President

**Specific Duties:**

1. Keeps complete records of all official proceedings.
2. In coordination with Forum Director and fiscal agent, maintains all major documents and

records of the Board and ensures their effective management, retention, and protection.

1. Records and makes available minutes of all official meetings, including the meeting

minutes of Forum board meetings.

1. Manages routine correspondence for the Forum and as identified by the President.
2. Ensures that all notices are duly given in accordance with provisions of the bylaws or as

required by law.

1. Performs other responsibilities as assigned by the Board.
2. Serves as a subscriber of committee(s) as assigned by the President.

Adopted: 1/21/2016

Revised: 5/18/2021

**Title: Treasurer**

**Term:** Two years

**Responsible to:** Board of Directors, reports to President

**Specific Duties:**

1. Assists the Director and the bookkeeping service in ensuring that reports and filings to

state and federal authorities are made in a timely manner.

1. Oversees the management of the finances of the organization as approved and reviewed

by the Board managed by the Director and the fiscal agent.

1. Serves as Chair of the Finance Committee.
2. Provides annual budget to the Board for approval and provides monthly budget updates.
3. Ensures development and Board review of up-to-date financial policies and procedures.
4. Ensures financial policies and procedures are adhered to by Board and staff.
5. Ensures all Board subscribers have sufficient understanding of analysis of finances in

order to produce judicious decisions about finances and their effects.

1. Performs other responsibilities as assigned by the Board.
2. Serves on the Forum conference planning committee.

Adopted: 1/21/2016

Revised: 5/18/21

**Title: Directors at Large- 2 Board Positions**

**Term:** Two Years

**Responsible to:** Board of Directors, reports to President

**Specific Duties:**

* 1. Serve on the Board of Directors.

* 1. Serve as a liaison to standing committees not covered by other board subscribers.

* 1. Perform other responsibilities as assigned by the Board.

Date Adopted: 1/21/2016

Date Revised: 05/18/2021

**National Forum of State Nursing Workforce Centers**

## Data Sharing Policy Statement

**Purpose**: The purpose of this policy is to establish criteria and guidelines for data collected and disseminated by the Forum.

All survey data collected by the National Forum of State Nursing Workforce Centers by any of its designated committees (e.g., Research Committee) will include a purpose statement which outlines the purpose, intended use, method of collection and means of sharing the data to be collected. All data collected by the Forum will be reported in aggregate unless otherwise noted.

**Data covered by this policy:**

This policy applies to data collected by the Forum or any of its designated committees (e.g. Research Committee) and includes but is not limited to questionnaires and surveys sent out to Forum subscriber/ subscribers querying issues of interest to the Forum and issues that can aide in the advancement of Forum initiatives. Examples of such data include surveys on implementation of minimum data set, questions asked as part of subscribership renewal and demographic and salary surveys of Forum State Representative Subscribers.

**Data not covered by this policy:**

This policy does not apply to data collected by individual Forum subscriber states (Licensure Data, Demand Data, Education Data or Individual state survey data)or databases submitted to the Forum by other organizations. Such data should be covered by other policies that are pertinent to the project or purpose of the data and will be made clear to all parties involved.

**Data collected as a part of the annual subscribership survey:**

The annual subscribership survey will be collected and disseminated in adherence to this data sharing policy, except for the items that will be shared publicly in order to communicate about the Forum and its activities. The set of questions indicated below will be shared publicly in the aggregate:

* Nursing Workforce Center Characteristics (number reporting each type: 501c3, private non-profit, public entity, established by statute, volunteer organization, exists as part of coalition, pursuing 501c3, private for-profit and additional categories as added) Funding Sources for Nursing Workforce Centers (number reporting each type: foundation grants, donations, nurse licensure fees, service fees, state/local grants, federal grants, unfunded, legislative appropriations, other, subscribership fees and additional categories as added)
* Total Funding for Nursing Workforce Centers (average and range: current fiscal year, previous fiscal year and two fiscal years ago and additional categories as added)
* Activities Centers Engage in (# by type of activity: many activities are listed and will be added)
* States Collecting Nursing Workforce Data (# of states: supply, demand, and education data)

The following questions will also be disclosed publicly by state and not in aggregate.

What type nursing workforce data is collected in each state (data collected by nursing workforce center, data collected by other organizations, collaboration between nursing workforce center and another organization) for supply, demand, and education data.

Date Adopted: 1/21/2016

Date Revised: 5/18/2021

**National Forum of State Nursing Workforce Centers**

**Forum Director Job Description**

Purpose of Job: To provide consistent, professional, timely and organized leadership for the National

Forum of State Nursing Workforce Centers (the Forum)

Primary Duties and Responsibilities

1. Organizational Management
2. Board management
3. Support organizational development for board subscribers
4. Completes appropriate short and long-term goals of the Forum as directed by the Board of Directors
5. Manages and supervises administrative functions of the Forum
6. Advise the Board on strategic priorities as needed
7. Document Management
8. Keep relevant databases updated
9. Keep electronic files organized and accessible
10. Ensures up-to-date subscribership list
11. Financial Management
12. Recommends budget to finance committee
13. Monitors revenues and expenses
14. Prepares financial reports for Treasurer and Finance Committee
15. Provide oversight of accounting services
16. Assures regulatory requirements are met including filing annual tax returns
17. Webpage logistics / management
18. Work with vendors for webpage hosting
19. Update webpage with news

1. Subscriber Connections
2. Coordinate annual subscriber meeting in collaboration with the Annual Meeting Planning Committee
3. Coordinate annual ED meeting
4. Coordinate quarterly conference calls
5. Build a community of experts and a culture of sharing
6. Transparency with subscribership about fiscal health and organizational structure of the Forum

1. Subscriber Collaborations
2. Coordinate special topic groups and disseminate work
3. Coordinate subscriber research projects and disseminate work
4. Coordinate subscriber projects
5. Organize conference call logistics for standing committee meetings and attend as needed

1. Event Management/Fund Development
2. Coordinate the Annual Conference in collaboration with the Annual Meeting Planning Committee
3. Collect subscriber dues in collaboration with the Treasurer

1. Communications/Partnerships
2. Update content on the Forum website including news and subscriber publications
3. Focus on internal and external communication outlets
4. Build and foster strategic relationships

1. Other Duties
2. Performs other duties request by the Forum Board of Directors

Required:

* Bachelor’s prepared
* 2+ years demonstrated progressive experience in administration
* Experience with budget preparation and financial management
* Communications experience
* Knowledge and ability to manage websites
* Self-directed, and ability to learn quickly

Preferred:

* Organizational Development experience
* Knowledgeable about health systems and workforce issues
* Experience with communications technologies
* Project/Program Management experience
* Building national level relationships
* Proficiency in working with virtual organizations
* Ability to help inspire highly collaborative teams
* Experience with nonprofit boards and management
* Fundraising experience
* Experience working with nursing organizations

Date Adopted: 1/21/2016

Date Revised: 5/18/20211

## National Forum of State Nursing Workforce Centers Forum Fiscal Policy

**Purpose:** The purpose of this policy is to define the role and responsibilities of the Forum Board regarding financial management.

This policy follows the Federal and Michigan State regulations (Forum is incorporated in the State of Michigan). The Forum Board is responsible for managing the Forum finances to ensure fiscal accountability and sustainability. The Forum Board reports/accounts to the subscribership at least annually.

The Forum fiscal year shall begin on January 1 and end on December 31.

The Forum shall utilize online accounting software to provide the opportunity for checks and balances and transparency of financial management with the Board of Directors.

The Forum Finance Committee shall present a budget to the Board annually for approval in the last quarter of the fiscal year. Budget revisions will be approved by the Board as needed/requested by the Treasurer.

The Forum Treasurer shall monitor budget income and expenditures monthly. The Board monitors income and expenditures at least quarterly.

The authority to commit Forum funds for procurement of goods and services shall be as follows:

* Consistent with the Board approved budget
* Finance Committee approval for expenditures greater than $500 not in the approved budget
* Forum subscribers/subscribers shall not commit Forum funds without authorization of the President or her/his designee.
* Director signs checks as aligned with budget or with approval from Treasurer.
* Treasurer will approve all checks to pay for Director costs.

The Forum Board will make decisions on investments.

The Forum Director will be issued the Forum debit or credit card. Under no circumstances will the credit card be used for personal items. The Forum credit card may be used for Forum expenses.

**Savings Account and/or Investment Account Transfers**

The Forum Treasurer and Executive Director can authorize a transfer of up to $20,000 from saving and/or investment accounts to the checking account to cover operational expenses and will report the transfer at the next Board meeting and to the next Finance committee.

The Forum Finance Committee will review the financial status of the organization at each meeting and determine whether a transfer of funds is needed between the savings and/or investment accounts and the checking account. If a transfer of over $20,000 is needed, the Finance committee will make a recommendation to the Board.

**Grant Guiding Principles**

* Formal grant proposal narratives and budgets will be reviewed by the Board of Directors and approved by President and Treasurer prior to submission.
* Must align with the National Forum mission.
* Should include indirect costs to help cover operating expenses as allowed by the grant.
* Must have a separate budget and fund within accounting system.
* Subcontracts must be signed by the President.

**Filing of IRS 990**

The Forum will file the IRS form 990 return for non-profits, on an annual basis. The Board of Directors will review the 990 forms prior to submission as necessary.

Date Adopted: 1/21/2016

Dates Revised: September 2019; October 17, 2019, 010/18/2021, October 13, 2022, November 10, 2022

## National Forum of State Nursing Workforce Centers Forum Travel Policy

**Purpose:** The purpose of this policy is to establish guidelines, procedures, and restriction for reimbursement of expenses related to travel on behalf of the Forum.

Official Forum travel is any travel required to conduct Forum business and initiated by a written request of the Forum Board President.

### 1. *Reimbursement*

* State Representative Subscribers will be reimbursed for reasonable expenses incurred while traveling on Forum related business requested and approved by the Board.
* Original receipts must be retained by the Treasurer for audit purposes.
* Requests for reimbursement should be made only when no other source of funding is available.
* Requests for reimbursements must be submitted on an official Forum travel form within two (2) weeks of being incurred.

### 2. *Authorization*

1. The President must authorize Board subscriber or Forum State Representative Subscriber travel.
2. The Forum will not be responsible for injuries or illness incurred when traveling on Forum business.

**3. *Mode of Travel***

The least expensive form of travel is expected and reimbursed.

1. Air Transportation. Board and Forum subscribers are encouraged to obtain the most economical airfare with ticketing at least 21 days prior to departure. If obtained within 21 days of departure, approval by the President is required. The cost of changing a ticket is the responsibility of the individual and **will not** be reimbursed unless the change was requested by the President. Board and Forum State Representative Subscribers are liable for the costs of any unused airline tickets purchased by the Forum. Funds should be remitted to the Forum within thirty (30) days of the original travel dates.
2. Travel by rented vehicles should **only** be used in those instances where it serves the best interests of the Forum. Unless unusual circumstances exist, reimbursement will not exceed cost of airfare to same destination, as specified above. For private vehicles, reimbursement will be for mileage at the federally approved reimbursement rate plus tolls and parking. If rental vehicles are used, the lowest cost cars should be specified, whichever will result in a substantially lower rate.
3. Taxis to and from airports should be used only when bus or shuttles are not available or convenient.

### 4. *Hotel Accommodations*

1. When approved by the Board, room and tax costs for Forum business meetings will be master billed to the Forum.
2. Board and Forum State Representative Subscribers will be responsible for incidental charges.
3. Charges for early arrivals and late departures will be the responsibility of the individual board or Forum State Representative Subscriber.

### 5. *Meals*

1. Meal charges will be reimbursed at a rate not to exceed $100 per day. Itemized receipts must be submitted for reimbursement. Alcohol is not eligible for reimbursement.
2. Meals provided during Forum business will not be reimbursed.

Date Adopted: 1/21/2016

Date Revised: 05/18/2021

***See Appendix D for Travel Reimbursement Expense Form***

## National Forum of State Nursing Workforce Centers

## Forum Web Site Policy

**Purpose:** The purpose of this policy is to establish guidelines and procedures for updates of the National Forum Website.

The National Forum Website [(www.nursingworkforcecenters.org)](http://www.nursingworkforcecenters.org/) is housed and administered by the National Forum.

The purposes of the National Forum Website are:

* Inform others about the National Forum and its State Representative Subscribers.
* Publish position statements, white papers, and products of the National Forum.
* Provide subscribership criteria and a means to submit applications for subscribership.
* Post save-the-dates, program brochures and registration information for the Forum conference and other National Forum meetings.
* Post announcements from and for the National Forum State Representative Subscribers.
* Provide contact information for National Forum leadership subscribers.
* Post official Forum documents.
* Post submitted updates from Forum subscribers.

Date Adopted: 1/21/2016

Date Revised: 08/04/2021

**National Forum of State Nursing Workforce Centers**

**Partnerships Policy**

**Purpose:** The National Forum of State Nursing Workforce Centers (Forum) is committed to partnering with other national nursing and other healthcare organizations for the benefit of strengthening the work of both the Forum and other organizations.

The following identifies the guidelines to be used by the Forum Board of Directors as decisions are made regarding forming partnerships with other organizations on issues related to the nursing workforce:

To be approved by the Forum Board of Directors, the partnership must:

* Serve to benefit the Forum to
  + broaden the sphere of influence of the Forum,
  + assist in workforce data collection and sharing,
  + provide access to information beneficial to the Forum, and/or
  + provide financial support to the Forum.
* Be developed between the Forum and other organizations or individuals,
* Have synergistic vision and goals with the Forum,
* Utilize the expertise of the Forum.

Organizational partners through the National Forum Partnership Program will complete an application form and will require approval by the Board of Directors. Partners will pay an annual fee to participate and will include the following benefits:

* Name and link on front page of Forum's website
* Access to our Logo for listing on their website as a partner
* Social Media Announcement
* Recognition and Invitation to Monthly sharing sessions
* An exhibit booth at Annual Conference
* One newsletter article in the quarterly Forum enewsletter
* One market research survey of all state subscribers, associate subscribers and subscribers.
* Associate subscriber enrollment for up to 5 individuals (see subscriber policy for description of benefits)

Donations from the Forum to partner organizations are only made as the Forum budget allows. The process for donations is as follows:

1. As part of the standard annual budget preparation process, the Finance Committee will include an amount in a Partner Support line item, based on the availability of funds.
2. The Board of Directors is authorized to select how the Partner Support budget line item is spent. Any donation requests more than the budgeted Partner Support line item must be voted on by the entire Forum subscribership.
3. All Forum subscribers who have an interest in the organization receiving Forum funds must complete a Conflict-of-Interest form.

To request Forum Partner Support funds, the organization must submit a letter of intent to the Forum Board for review. The letter of intent must address the bullet-point criteria above as a basis of evaluation.

Date Adopted: 1/21/2016

Date Revised: 05/18/2021

**National Forum of State Nursing Workforce Centers**

**Ratification of National Positions**

**Purpose:**

The purpose of this policy is to identify the process for ratification of national position statements or joint ventures.

**Process:**

Any of the State Representative Subscribers may identify an issue and rationale on which the Forum may want to publish a position statement or propose a course of collaborative action regarding said issue. A recommendation for national action would be sent to the Forum Board of Directors to begin the process of ratification.

* The Forum Board would meet within 60 days of the submission of the recommendation and determine the action to be taken regarding the particular issue.
* The Forum Board may request additional information before making the decision to bring the recommendation before the full Forum Body.
* Upon approval by the Forum Board, the recommendation will be brought before the full Forum Body for a vote in adherence with the Forum’s voting policy and bylaws.
* If the recommendation is rejected by the Forum Body, it can be revised and resubmitted to the Forum Board and the aforementioned process would be repeated.
* In special circumstances when time does not permit securing a vote of the Forum Body, the Forum Board has the authority to decide to accept or reject a recommendation on behalf of the Forum.

Date Adopted: 12/2016

Date Revised: 05/18/2021

## National Forum of State Nursing Workforce Centers

## Changing Mission and Vision Policy

**Purpose:** The purpose of this policy is to establish a process for review and revision of the Forum mission and vision statements.

1. The Forum Board of Directors will annually review the mission and vision statements to determine if revisions are needed.

1. If it is determined that revisions are needed, the President will add the discussion to an Executive Director or State Representative Subscriber meeting agenda that will be sent to State Representative Subscribers in advance of the meeting.

1. State Representative Subscribers will discuss and suggest revisions during the meeting and vote using voting procedures outlined in the bylaws.

1. Change in mission and vision will be sent to all State Representative Subscribers following the meeting with the outcome of the vote.
2. The official vision and mission of the Forum will be listed on the Web site. as well as other locations where the vision and mission are presented and visible.

Date Adopted: 1/21/2016

Date Revised: 5/18/2021

**National Forum of State Nursing Workforce Centers**

**Voting Policy**

**Purpose:** The National Forum voting procedures adhere to parliamentary procedures based on Robert’s Rules of Order, 10th Edition. Parliamentary procedures establish a voting process that not only is efficient and fair, but also duly considers everyone’s opinion. This policy outlines the procedures for voting in compliance with the Forum’s bylaws.

**Process:**

1. Any subscriber may request that the Board bring an issue forward for discussion and/or vote at the Annual or Mid-Year Forum Director meetings for aState Representative Subscriber vote.
2. Issue must be submitted in writing to the Secretary 60 days prior to scheduled meeting so it can be distributed to subscribers 30 days prior to meeting date.
3. The Forum Board may request additional information before making the decision to bring the issue before the full Forum State Representative Subscriber Body for a vote.
4. Items brought forth at the Directors’ Meetings by the Board of Directors on behalf of a subscriber for a subscribers/subscriber vote will require a motion and second to the motion, and time for discussion/debate prior to the President calling for a subscribers /subscribers vote.
5. Items brought forth at the Directors’ meetings by the Board of Directors on behalf of a committee do not require a second.

**Quorum**

A quorum is required to conduct business.

* 1. ***Forum State Representative Subscribers:*** A simple majority, 50% plus one of the Forum State Representative Subscribers in good standing, shall constitute a quorum for the transaction of business.
  2. ***Forum board subscribers:*** A simple majority, 50% plus one of the Board of Directors, shall constitute a quorum at Board meetings.

**Voting**

* + - * 1. ***Forum State Representative Subscribers*** at Forum Meetings—each State Representative Subscriber in good standing present/responding will have one vote. Executive Director (or other identified leader) is the voting subscriber.
        2. ***Forum board subscribers*** at Board of Director Meetings—each board subscriber will have one vote.

**Approved methods of voting**

* ***In person*** by ballot or voice
  1. Voting by paper ballot will require the appointment by the President of two tellers to distribute, collect and count the ballots
  2. Voting by voice will require each eligible voter to say “aye” or “nay.”
* ***Authorized mail*** – certified mail to Forum secretary
* ***Electronic vote by email*** – email vote must come from the designated State Representative Subscriber email address on record with return receipt.
* ***Proxy*** – proxy assignment must be verified by the subscribing Workforce Center ED to the Forum secretary by phone, mail or email at least 24 hours in advance of specified vote.
* ***Abstentions*** will be counted as votes for the prevailing side.
* ***No vote/blank ballots*** are not counted in the final tally of votes for majority or 2/3 vote.
* ***Documentation*** - All votes will be recorded in the meeting minutes.
* ***Electronic voting***- Votes can be collected online survey collect tool.

**Issues requiring a majority vote *(one more than half of the votes cast):***

* Election of officers
* Budget
* Policy adoption
* Issues involving normal transaction of business

**Issues requiring a 2/3 vote *(of votes cast):***

* Bylaws with prior 30-day notice
* Ratification of National Positions which includes MDS
* Removal of subscriber or officer

Date Adopted: 6/2017

Date Revised: 05/18/2021

**APPENDIX A**

**State Representative Subscriber Application**

**Contact**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name First Name

**Position at Center**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Numbers** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Land Line Fax Line Cell Phone #

**E-Mail Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Center Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number or PO Box City State Zip code

**Street Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Support Staff Information**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name

**Telephone**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Fax Line Cell Phone #

**Web site address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please briefly describe how your Center meets the *required* subscription criteria below**

(Additional pages/documents may be submitted with the application):

1. The subscriber is recognized as the state nursing workforce center.
2. There shall be no more than one subscriber per state.
3. Subscribers are statewide entities that meet the following criteria:
   * Ability to contribute to the goals of the Forum.
   * Focus on nursing workforce issues across the continuum of care.
   * Presence of nurse leadership.
   * Presence of collaboration of a diverse group of stakeholders in nursing care, such as nursing education and the healthcare industry.
   * Have an active internet address and Web site

Application is to be submitted electronically to the Forum at [info@nursingworkforcecenters.org](mailto:info@nursingworkforcecenters.org). The Forum Director will keep all subscribership application forms on file.

### APPENDIX B

### National Forum of State Nursing Workforce Centers

### Application for Board of Directors

Serving on the Board of Directors is a leadership opportunity that will allow you to be creative, influential and connected to people and organizations involved in promoting nursing education. We appreciate your submitting your credentials to serve on the National Forum of State Nursing Workforce Centers Board of Directors.

|  |  |
| --- | --- |
| NAME | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| PHONES | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| EMAIL | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CENTER | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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OTHER LEADERSHIP EXPERIENCE (board, professional and/or community involvement)

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QUALIFICATION STATEMENT- PLEASE ATTACH (A brief description of skills, resources and experience make you a qualified candidate for the Board - 50 – 100 words for ballot and website)

PLEASE ALSO PROVIDE:

* Resumé or CV
* Headshot photo (preferably professional for ballot and Web site)

**APPENDIX C**

## Conflict of Interest Policy Disclosure Statement

All Forum Board subscribers must comply with the conflict-of-interest policy and must complete this conflict-of-interest disclosure statement on an annual basis.

By signing this statement, I agree that:

* I have read the Forum Conflict of Interest Policy and will abide by it.

* In accordance with this policy, I will disclose any actual, potential, or perceived conflicts of interest with the Forum or its entities.

* It is my responsibility to update the information in this disclosure statement at such time that changes occur.

* At the present time, I believe I have the following conflict(s) of interest, as described:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* At the present time, I believe I have no conflict of interest.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print) Signature Date

### APPENDIX D

**Travel Reimbursement Expense Form**

## Note: Please submit within two weeks of travel completion

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street & number) (City) (State) (Zip)

Purpose of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Only necessary, actual and reasonable expenses incurred by Forum representatives while in attendance at meetings or functions shall be reimbursed.
2. Expenses will be reimbursed subject to the following maximum allowances:

Hotel: the rate secured by the Forum at designated hotel

Meals: $100 per day, including tax and tip.

*Note:* ***The Forum does not reimburse for alcoholic beverages***

1. Mileage: Per Federal mileage rate for personalautomobileplus related tolls and parking fees. ***Detailed dated receipts must be included***
2. Car mileage allowance is permitted ***when less expensive means of transportation are not available***. Train travel is reimbursed for economy fare; any upgrade costs will not be reimbursed.
3. Economy air travel is reimbursable when time saved and reduced room and meal expenses justify the expenditure. The Forum does not reimburse for first class and business upgrades.
4. Fully itemized original receipts for hotel bills, transportation, etc. shall accompany the voucher.
5. Vouchers are requested within two (2) weeks after incurring expense. The Forum shall make every effort to provide reimbursement within four (4) weeks of receipt of voucher.

**EXPENSES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE | TRANSPORTATION  Specify mode of travel | TOLLS & PARKING  Please specify | MEALS | HOTEL | MISCELLANEOUS  Please itemize |
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| TOTALS |  |  |  |  |  |

SPECIAL REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Attach all itemized original expense receipts

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_