



CANP Channel Islands Chapter
2018 Executive Board Election

Participation on CANP's Channel Islands Chapter Executive Board is a unique opportunity to enhance your leadership skills, be a part of a dynamic organization and help lead nurse practitioners in the 21st Century. Leadership begins, is demonstrated, and develops at many levels -- at the practice level as well as through state and national positions. Whether your talents are in practice or in education, marketing or public relations, finance or administration, or other areas, your participation is needed.

Holding officer or an appointed position requires knowledge, skill and certain abilities. The current CANP CI Chapter Executive Board is responsible for determining the best fit between prospective candidate(s), and the office to which that candidate(s) aspires.

The following information is intended to offer a clear guide of the role and responsibilities for the following open election/appointed positions.

Submission Deadline | May 1 -31, 2018 by 12:00PM

2018 – 2020 Elected Board Position Available (see position descriptions below)

Elected Positions:

- President (Term: July 2018 – June 2020)
- President Elect (Term: 2018 – 2020)
- VP of Finance | Treasurer (Term: 2018-2020)

Appointed Positions

- Membership Chair (Term: 2018 – 2020)
- NP Student Representative (Term: 2018 – 2020)

To be considered, email a completed "Declaration of Candidacy" form and send it with other supporting details to CANPCI@yahoo.com.

Subject Box | CANP Channel Islands Chapter 2018 Election
Email: canpci@yahoo.com

The slate will include a maximum of two candidates for each Office (President, President-Elect, VP of Finance (Treasurer) and two candidates for the Appointed and Representative positions (Membership Chair and NP Student Representative). **The slate of candidates for the officer positions will be presented to CANP CI Chapter Full NP members ONLY to vote on in June 2018.** The slate of candidates for the appointed and representative positions will be presented and decided on by the CANP CI Chapter Executive Board in June 2018.

DEADLINE TO SUBMIT: Thursday, May 31, 2018

General Criteria for Board Members

In order to qualify for office on the California Association for Nurse Practitioners Channel Islands Board of Directors the candidate must:

1. Have maintained an active full membership in the California Association for Nurse Practitioners – Channel Islands Chapter for a minimum of 3 months;
 - Associate Membership and Student Membership roles do not have the right to vote, which also means they do not have the rights to hold office except for. Although a non-voting position the NP Student Representative position is for Nurse Practitioner students *ONLY* allowing full engagement with the executive board and provides a voice for the chapter's NP students.
2. Demonstrate leadership skills or desire to develop leadership skills
3. Candidates will be required to provide information explaining their leadership experience in the past, prior involvement in other organizations and/or chapter, their leadership style, and their vision for the future of CANP by responding to the Candidates Questionnaire.
4. Follow basic principles of Board leadership and be able to:
 - demonstrate vision for the future growth of the CANP and the chapter;
 - enforce and uphold the policies of The Board of Directors;
 - delegate authority while retaining accountability;
 - demonstrate initiative in realizing the mission and goals of the CANP as per the Strategic Plan;
 - make clear choices and accept the consequences of chosen actions;
 - accept responsibility for difficult decisions;
 - engage in efforts which promote the CANP Public Policy Agenda;
 - seek outside opportunities which expand CANP membership, strategic partnerships, and/or revenue;
 - work with others as a team player; and
 - be open to change
 - support the CANP Political Action Committee (PAC)
5. Understand and be willing to commit the time and financial resources necessary to fulfill their Board responsibilities. This includes conference calls (approximately 1 hour per month); on-site Board meetings (1-2 hours twice a year); recruiting new members to CANP, identifying and recruiting a strong slate of candidates for the biannual election to the CANP-Channel Islands Chapter BOD, attending CANP conferences (HOD, Lobby Day and Educational Conference) making presentations and/or participating in Community outreach on behalf of the chapter.
6. Have general knowledge in the use of computers and be able to:
 - Access the Internet;
 - Download information from websites; and,
 - Send and receive information in an electronic format (such as emails and attachments).
 - Read and respond to email and other Board correspondence within one business day.
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Declaration of Candidacy

DEADLINE TO SUBMIT: Thursday, May 31, 2018



**CANP Channel Islands Chapter
2018 Executive Board Election**

INSTRUCTIONS: Prior to completing this form review all of the election/appointment criteria to ensure that all qualifications are met and information is legibly printed.

DEADLINE: All nominations must be received by CANP no later than Thursday, May 31, 2018 by 12:00 PM. For questions about the election and appointment process contact CANP Channel Islands Board by email canpci@yahoo.com or 805-729-6919.

Please select one or more of the elected or appointed positions:

Elected Positions:

- President (Term: July 2018 – June 2020)
- President Elect (Term: 2018 – 2020)
- VP of Finance | Treasurer (Term: 2018-2020)

Appointed Positions

- Membership Chair (Term: 2018 – 2020)
- NP Student Representative (Term: 2018 – 2020)

**Section One:
Provide the following information**

Name & Credentials _____

Home Address _____

City _____ **State** _____ **ZIP Code** _____

Phone (#1) _____

Phone (#2) _____

Email _____

In addition to this completed candidacy form, the following are also required:

1. Current copy of CV or resume.
2. Current photo to be used as part of the candidate information on the CANP website. Digital photographs preferred.
3. Complete the Candidate Questionnaire

Email your candidacy forms and supporting materials to
canpci@yahoo.com subject box 2018 CANP Channel Islands Chapter Election

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Candidate Questionnaire

SECTION TWO: Candidate Qualifications

On a separate piece of paper, please answer the questions below:

1. List your leadership role(s) and experience(s) at the national, state and/or local levels, including the types of involvement and participation at each level and the specific positions held.
2. Outline how your experience fits with the office that you are seeking. For example, if you are applying for the President, President Elect, Membership, Treasurer or NP Student Representative, what experience(s) do you have that would qualify you for that position based on the job description?
3. List your qualifications for the position you are seeking election and the particular skill sets you bring to the role and CANP.
4. Based on your understanding of CANP's Strategic Plan, describe the priority area(s) in which you would want to move CANP-Channel Islands Chapter forward during your tenure as a board member.
5. What do you believe your most valuable contribution as a board member would be?
6. What do you consider to be the primary issues facing CANP now and in the future? As a board member, how would you address these issues

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POSITION DESCRIPTIONS

The slate will include a maximum of two candidates for each Office (President, President-Elect Treasurer, and Secretary) and three candidates for the Representative positions. **The slate of candidates for the Officers will be presented to the CANP CI Chapter Full NP members ONLY to vote on in June 2018.** The slate of candidates for the Appointed and Representative positions will be presented and voted on by the CANP CI Chapter Executive Board in June 2018.

Elected Positions:

President

The president of the board will prepare board meeting agendas, preside at board meetings and chapter meetings, appoint committees and committee chairpersons, sign official documents requiring signature, and may represent the board in public and official capacities as instructed by the board. The president will also:

- commit to a two-year term of office.
- Attend CANP events (Conference, HOD +/- Lobby Day)
- attend general meeting
- chair the Executive Board Committee.
- make special assignments.
- encourage the board to do long-range planning.
- assist board members to build their board skills.
- act to discipline board members who violate ethical standards of the board.
- encourage all board members to participate in board activities.
- ensure that all board members' views are represented in board meetings.
- submit proposed annual budget for position expenses to Treasurer.
- mentor President-Elect into role of President.

President-Elect

The president-elect will preside at board meetings in the absence of the president and assume the office of the president when the board determines that the president can no longer serve.

The president-elect will also:

- attend general meetings
- attend CANP events (Conference, HOD +/- Lobby Day)
- commit to potentially serving a two-year term as President Elect, two-years as President, two-years as Immediate Past President
- work with the president to be prepared to assume that office if necessary
- manage special assignments as requested by the board president
- Follow CANP By-Laws and Policy & Procedure
- Foster and demonstrate CANP Ethical Standards

Vice President of Finance (Treasurer)

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VP of Finance will oversee the financial records of CANP CI Chapter and ensure that the board regularly receives accurate monthly reports of the chapter's financial position. The Treasurer will also:

- commit to a two-year term of office
- attend general meeting
- attend CANP events (Conference, HOD +/- Lobby Day)
- keep chapter checks, ATM card and bank account information safe
- lead all chapter efforts to raise money for CANP PAC
- submit State and Federal tax on time every year (State Taxes is due July 1st & Federal Taxes due November 15th)
- ensure that the chapter financial records are organized for reviews and audits
- present statements to the chapter executive board at the executive board meetings
- prepare annual budget and present for approval by the Board of Directors.
- provide financial report at each executive board meeting
- upload an updated budget to the chapter website each month
- provide financial information for the alignment agreement
- attends the CANP Financial Committee teleconference

Appointed Positions:

Membership Chair

Duties of representatives

Duties of the representatives will vary, but certain basic committee chair responsibilities remain the same for all committees. Those responsibilities include:

- commit to a term of office of two year.
- attending all meetings of the board
- attend CANP events (Conference, HOD +/- Lobby Day)
- organize new member welcome programs and/or activities
- attend CANP Membership teleconferences
- organize new-member recruitment events
- assist the NP Student Representative with events and/or activities
- submit a monthly report of member status
- follow all CANP Alignment Agreement related to Membership

NP Student Representative

As a member of the Channel Islands Chapter executive board the primary role of the NP Student Representative (NPSR) is to collaborate with other advanced practice registered nursing students both in the chapter and in the surrounding Ventura county areas. The objectives of this role are to increase the awareness of CANP, membership benefits, highlight professional accountability and advocate for all nurse practitioner students.

- attend general meeting at least once a quarter

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- attend advocacy, financial or membership conference call at least a quarter (in collaboration with the designated EB board member)
- attend Executive Board meeting at least once a quarter and provide a Student Nurse Practitioner Representative activity report twice a year
- invite non-CANP advanced practice nursing students to join and/or attend the general meetings
- organize a “Meet and Greet Mingle” with non-members and/or current CANP-Channel Islands NP students nursing students
- collaborate with each EB board member to share the voice and opinions on how the chapter can better serve their NP students

Goal: The Student Nurse Practitioner Representative is an Ambassador for the CANP Channel Islands Chapter that will enhance student leadership.

Thank you in advance for taking the time to consider a leadership role advancing the efforts of our chapter, Association and APRN profession.

ELECTION
2018

Email your candidacy forms and supporting materials to
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Subject box - 2018 CANP Channel Islands Chapter Election

CANP-Channel Islands Chapter Executive Team

President – Charlotte A. Gullap-Moore MSN, ANP-BC
Interim Treasurer – Darlene Salas FNP, DNP-BC
VP of Corporate Affairs (Secretary) Jill Collier FNP, DNP-BC
Membership Chair – Teresa Hong FNP, DNP -BC
Education Chair – Nicole Bean FNP, DNP-BC
Legislative Representative – Suzanne Lingl MSN, FNP-BC
NP Student Representative – Carlie Corse MSN, FNP-BC

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