



**Application for Trustee  
of the  
American Board of Neuroscience Nursing for 2025**

(This application should be submitted electronically by sending to [kpodkowa@abnncertification.org](mailto:kpodkowa@abnncertification.org)  
no later than 5 PM CT on October 9, 2024.)

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

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Time Zone:** \_\_\_\_\_

**Reference (criteria below)**

Provide one (1) **typed** reference from a colleague based on the criteria below for review by the Nominations Committee. More than 1 reference will not be accepted.

Please submit completed Reference letter with application materials. Please note that your reference may be contacted for additional information or clarification.

*Criteria:* Based on the ABNN Leadership Competencies below (pg. 5-6), please select the top 3 qualities that you have seen this candidate demonstrate. Please provide a specific example illustrating your observation.

**Photograph**

Please electronically send a photograph (head shot) of yourself with this application. This may be published in the Neuro News or on the website, along with your application information.

**Application Completion Checklist** (all applications must be typed):

- Review ABNN Candidate Guidelines
- Application (pg. 2-3)
- Demographics/Competencies Survey: <https://www.surveymonkey.com/r/2025TrusteeApplicant>
- ABNN Board Competencies Responses (pg. 7)
- Reference letter from colleague based on criteria above
- Electronic Photograph
- Code of Conduct and COI/Confidentiality Form (pg. 8-9)

# ABNN Trustee Application

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Number of Years in Nursing: \_\_\_\_\_

Number of Years CNRN Certified (if applicable): \_\_\_\_\_

Number of Years SCRN Certified (if applicable): \_\_\_\_\_

Demographic/Competencies Survey: <https://www.surveymonkey.com/r/2025TrusteeApplicant>

## In-Person Meeting Acknowledgement

- I understand and am available to attend the mandatory 3 in-person Board meetings each year (Spring, Summer, and Fall) and have approval from my supervisor to take off time, if needed, to attend these meetings. ABNN will cover travel, hotel, and food expenses during the meetings. Tentative schedule is below.

### 2025

- March 14<sup>th</sup>-18<sup>th</sup> – New Orleans, LA (ABNN Spring Board meeting/AANN Annual Conference)
- July 27<sup>th</sup>-29<sup>th</sup> – Phoenix, AZ (ABNN Summer Board Meeting. AANN Stroke Conference is optional.)
- October/November – date/location TBD (2 days)

### 2026

- March/April – date/location TBD in conjunction with AANN Annual Conference (4-5 days)
- August – date/location TBD in conjunction with AANN Stroke Conference (2 days)
- October/November – date/location TBD (2 days)

### 2027

- March/April – date/location TBD in conjunction with AANN Annual Conference (4-5 days)
- August – date/location TBD in conjunction with AANN Stroke Conference (2 days)
- October/November – date/location TBD (2 days)

**Education:** (list most recent first)

**Awards/Honors:**

**Accomplishments in Professional Positions** (150 word limit)

**Accomplishments in Leadership Positions** (150 word limit)

**Statement on the Importance of Neuroscience/Stroke Nursing Certification** (200 word limit)

**Why are you interested in serving on the ABNN Board and what would you hope to accomplish?** (200 word limit)

# ABNN Board Competencies

## **Communication**

### *1. Relationship Management*

Working effectively with team or work groups or those outside formal line of authority to accomplish organizational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus. Expressing ideas effectively in individual and groups situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.

- Exchanges information freely
- Supports group decisions
- Puts group goals ahead of individual or own goal
- Expresses thoughts clearly
- Solicits ideas, suggestions and opinions from others
- Listens to all points of view with an open mind

### *2. Leadership/Motivating Others*

Using appropriate interpersonal styles and methods to inspire and guide individuals toward goal achievement; modifying behavior to accommodate tasks, situations, and individuals involved.

- Focuses on the situation, not the person
- Asks for and gains commitment to action
- Mutually agrees on accomplishments

### *3. Judgement/Problem Solving*

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints, and organization value.

- Considers alternatives
- Considers all pertinent facts
- Weighs pros and cons or impact of alternatives

### *4. Mission/Vision/Values*

Creating and achieving a desired future state (vision) through influence on organizational values, individual and group goals, reinforcements, and systems.

- Defines a desired future state
- Communicates direction with enthusiasm
- Gains commitment to vision and values

### *5. Negotiation*

Effectively exploring alternatives and positions to reach outcomes that gain all parties' support and acceptance.

- Explores others' needs, concerns, and positions
- Keeps discussion issue oriented
- Seeks a win-win solution

## **Professional and Personal Attributes**

### *1. Cultural Competence & Diversification*

- Recognizes diversity among individuals and organizations within and outside ABNN
- Supports an environment of fairness and respect; upholding individuals worth and dignity
- Ensures actions of the board are tailored to age, gender, social, and cultural needs of those served
- Self-awareness of one's own views and biases'

### *2. Mentoring Capability*

- Acts as both a formal and informal mentor and role model to other members of the board

- Provides transparency with decision making to facilitate learning for all
- Shares knowledge and previous experiences with others

### 3. *Integrity*

Maintaining and promoting social, ethical, and organizational norms in conducting internal and external business activities

- Shares complete and accurate information
- Maintains confidentiality with board material
- Adheres to policies and regulations
- Meets personal commitments and promises
- Sets high performance standards
- Supports a culture of mutual respect for others while valuing opinions of others

### 4. *Commitment*

Demonstrate commitment to the wellbeing of the ABNN and its members.

- Attends and contribute to board meetings and supporting committees/task forces as assigned.
- Ensures continued performance improvement within the board and personal professional development
- Encourages actions and results from the board

## ***Business Management***

### 1. *Finance*

- Understands the basic principles of business and finance to allow responsible planning and management of resources to ensure optimal outcomes and effective quality and cost controls
- Experience with financial investments and/or audits
- Willingness to uphold the Duty of Trust (Conflicts of Interests) and protect against inurement and conversions

### 2. *Grants/Philanthropy*

- Knowledge of Grant funding (specific project or activity), budgeting and timelines.
- Experience with donations/endowments (support program, service or operations), both restrictive and unrestricted
- Involvement with fundraising-planning, implementing, and evaluating.
- Demonstrates proficiency with dealing with Foundations

### 3. *Strategic Planning*

- Analyzes from a governance perspective, key planning documents, including strategic plans, business plans, and cases for new services
- Plans for business continuity in the face of potential disasters
- Develops and monitors operating strategic objectives that are aligned with the mission
- Evaluates whether a proposed action aligns with the organizational business/strategic plan

### 4. *Innovation*

Generating creative solutions to work situations; trying different and novel ways to deal with organizational issues and opportunities.

- Encourages diversity of thought to support innovation, creativity, and improvement
- Approaches job with imagination and originality
- Generates novel solutions and introduces good ideas for improvement
- Suggests new ways to apply existing knowledge

## ***Health and Healthcare Management***

### *1. Application of ABNN Mission and Vision into Professional Life*

Having and using knowledge of systems, situations, pressures, and culture inside the organization to identify potential organizational problems and opportunities, perceiving the impact of decisions on other components of the organization.

- Understands and uses organizational policies and systems to solve problems
- Anticipates impact of action on other groups (such as AANN and AMWF)
- Articulates, understands, and supports ABNN's mission, vision, values, and expectations
- Demonstrates a commitment to life-long learning and remains current with professional issues
- Has knowledge of exam construction processes (item writing, test analysis, role delineation studies/job analysis, etc.)

### *2. Breadth of Knowledge and Experience*

- Identifies critical issues in neuroscience nursing
- Understands the roles within neuroscience nursing
- Perspective on the workforce (Organizational vs Professional), system structure
- Ability to assess performance of ABNN as part of the service we offer neuroscience nursing

### *3. Community Orientation/Public Advocacy*

- Uses vital statistics and core health indicators to guide decision making and analyze health trends of the population to guide the provision of health services
- Advocacy of neuroscience nursing on a local, national, global scale

Choose three **ABNN Board Competencies** (i.e. Communication: Relationship Management or Health/Healthcare Management: Application of ABNN Mission/Vision into Professional life, etc.) that represent your greatest strengths. Comment on how these qualities would impact the Board. Choose one competency that you would like to further develop while on the Board. Comment on how becoming a Board member would help your growth in this area.

**First Competency:** \_\_\_\_\_

In 150 words or less address how this competency will enhance the Board:

**Second Competency:** \_\_\_\_\_

In 150 words or less address how this competency will help enhance the Board:

**Third Competency:** \_\_\_\_\_

In 150 words or less address how this competency will enhance the Board:

**Competency you would like to see the most improvement:** \_\_\_\_\_

In 150 words or less address how being a Board member will help you further develop this competency:

## CODE OF CONDUCT AND DISCLOSURE AGREEMENT

This Code of Conduct provides behavioral expectations for ABNN board members, volunteers and staff regarding integrity, honesty, ethical conduct and policy and procedural compliance. This Code of Conduct has two parts. Part I discusses the Conduct and Disclosure. Part II outlines the Conflict of Interest and Confidentiality expectations.

As a member of the Board of Trustees (BOT) I will:

- Keep Board proceedings confidential
- Become fully informed and actively partake in discussions before voting on issues
- Conduct discussions regarding confidential ABNN business outside of board meetings only with members of the BOT and relevant other parties (i.e., Liaison relationships), and will report back to the BOT.
- Respect and consider carefully other Board members' opinions
- Respect and abide by all Board decisions
- Bring significant issues impacting ABNN, our certificants, and candidates to the Board
- Represent the interests of all served, not only specific geographic or special interest groups
- Serve as a "trustee" ensuring effective management, financial security, and always operate according to the Board's stated objectives
- Refer complaints promptly to the President or Executive Director as appropriate
- Refrain from using the ABNN name or logo, or imply ABNN sponsorship or endorsement unless specifically authorized by ABNN; and then conform the authorized use to ABNN's name and logo policy;
- Identify and disclose all conflicts of interest involving my Board position, and abstain from voting on or influencing others regarding issues in which I am conflicted
- Review and respond to all electronic and print materials promptly and participate in all meetings and teleconferences. If an unavoidable schedule conflict arises, I will follow ABNN's excusal policy
- Differentiate when speaking on behalf of ABNN versus self
- Recognize the authority vested in the Board to act as the governing body of ABNN
- Not be pending results for or take a certification exam developed and implemented by ABNN during and for 2 years thereafter
- Not prepare any study materials towards an ABNN certification exam during their term and for two (2) years after their term expires, including but not limited to:
  - Planning, organizing, teaching, or participating in delivery of any part of a review or test preparation course
  - Review material directed toward any ABNN certification examination.

The ABNN Board of Trustees may, in its discretion, take all actions to enforce and uphold the Code of Conduct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ I have nothing to disclose

\_\_\_\_\_ I have the following to disclose (attach written disclosure as a separate sheet if needed)



# CONFLICT OF INTEREST AND CONFIDENTIALITY POLICY AND FORM

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The ABNN Board, Test Development Committee members and other individuals acting on behalf of ABNN shall be made aware of and conform to the following policies. The intent of these policies is to avoid any assumption or appearance of conflict of interest or unauthorized representation of ABNN. Conflict of interest is defined as, but not limited to, activities that oppose, detract from, or in some manner could become detrimental to ABNN as described in the Bylaws, policies, and procedures.

1. No individual has the authority to act on behalf of ABNN except with such authority as is outlined in the Bylaws or approved by the Board of Trustees.
2. No individual is authorized to use the ABNN name or logo or any terminology implying ABNN sponsorship or endorsement without prior approval of the Board of Trustees.
3. Individuals acting on behalf of ABNN shall not participate in any ABNN-related decision or action in which they have a financial interest unless the Board authorizes such participation after full disclosure of all relative facts.
4. Duality of interest or possible conflict of interest on the part of any individual acting on behalf of ABNN shall be fully disclosed to ABNN officials prior to entering into any formal relationship with any person, group, or organization. The undersigned shall not use any confidential information acquired through or from ABNN for personal profit or advantage or for the undersigned's employer's personal profit or advantage. The undersigned shall not accept or seek from any individuals or entity conducting or interested in conducting business with ABNN, a gratuity, favor, loan, or gift greater than nominal value beyond the common courtesies usually associated with accepted business practice.
5. Individuals acting on behalf of American Board of Neuroscience Nursing agree that ABNN maintains full ownership of all rights, titles, and interests, including the copyright in and to all items developed for the certification examinations.

Please disclose affiliations or interests that may present a potential or possible conflict of interest:

I have read, understand, and support the above Conflict of Interest Policy. I will direct any inquiries or concerns not specifically addressed in the policy statement to the ABNN Board prior to participating in any association or performing any act that may be considered as a potential or possible cause of conflict of interest to ABNN. I agree that I will maintain the security of examination materials at all times. I understand that I may be privy to confidential information about the examination(s), regarding item content and composition, as well as examination development and standard setting procedures. I agree not to divulge this information. I will not reproduce, divulge, or disseminate **any** portion of these examination materials. I also agree not to retain **in any form**, a copy or copies of the examination materials referred to in this agreement.

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\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

(Print Name)