

CALL FOR NOMINATIONS!!!!!!

THE ARMED FORCES SECTION BALLOT FOR SECTION ELECTED LEADERS HAS BEEN EXTENDED!!!!!!!!!!

JOIN US NOW AND APPLY TODAY!!!!

The 2010 AFD AWHONN Leadership team still has openings for Section Chair and Section Secretary/Treasurer. We are looking for highly motivated military officers (all ranks) to join our team. This year's rotation will call for a highly motivated Navy officer to apply for Section Chair and highly motivated Army officer to apply for Section Sec/Treasurer. Job descriptions can be found below:

Any potential candidate needs to be:

1. Candidates **must be full voting members as of June 30, 2009** of the Armed Forces Section at the time of their application, have been full voting members of the Armed Forces Section for at least **two** years prior to submitting their application and for the duration of their term if elected.
2. Requires **two-year** commitment for Section Chair and Section Secretary/Treasurer.
3. **Time commitment/Duties:** Highly encouraged to attend the AWHONN Leadership Conference. The 2010 Leadership Conference will be held January 23-25, 2010 in Washington DC. AWHONN headquarters will pay for the Section Chair and Section/Secretary Treasurer to attend the conference.

The National AWHONN convention and Armed Forces Section meeting will be funded by the section or the individual's facility; 1-2 conference calls per year; and several hours per month reading/responding promptly to emails for section business.

The leadership team possesses a proven ability to lead and inspire others to join in a shared vision for the section. The team facilitates the establishment of the mission, purpose, and goals for the section, the section priorities, and policies and expectations of the section.

We strive to create an effective leadership team with sound management of the section and as an outcome of this shared effort we hope to foster greater group cohesion and team building. In addition, the leadership team will be expected to be knowledgeable of professional and military issues that affect the mission, purpose, activities of the section and adherence to AWHONN national strategic priorities.

→Nominations and applications due by 28 AUG 2009 to tara.chavis@spangdahlem.af.mil

→Then VOTE on the webpage (www.awhonn.org) on 22 SEP 09

"Job" description.....

Duties of Section Chair

- Preside at section meetings and meetings of the section coordinating team

- Serve as chair of the section coordinating team
- Coordinate section activities and monitor chapter activities
- Provides leadership to enable the section to perform core program and fiscal functions as defined by the Board of Directors
- Provides for orientation and recognition of section and chapter leaders
- Submits periodic reports on section program and fiscal activity to the AWHONN Board of Directors as requested
- Appoints, with section coordinating team approval, other section leaders as necessary to carry out the functions of the section
- Oversees section website and listserv
- Supervises section level awards program to include Junior Nurse and Advanced Practice Nurse
- Coordinates section Awards of Excellence program to include supervising package scoring, submitting nomination letter to AWHONN, and award announcement
- Perform all other duties usually associated with the office of Chair
- Ensure section compliance with AWHONN requirements and policies
- Serve as section Nominating Committee chair in year following term as section chair
- Responsible for leadership, membership and program development activities, the section chair leads the Section Coordinating Team comprised of elected and appointed section and chapter leaders and the secretary treasurer manages the fiscal responsibilities for the section.

Duties of Section Secretary-Treasurer

- Assist the section chair
- Preside at section meetings and meetings of the section coordinating team
- Ensure meetings are conducted according to Robert's Rules and keep meeting minutes
- Manage section funds, including funds from chapters/section activities
- Prepare annual section operating budgets for Finance Committee review and Board of Directors approval
- Establish an efficient record-keeping system that allows for orderly retention and quick retrieval of information, and ensures transfer of records to new leaders when they assume office
- Submit financial reports to headquarters as required
- Assists Section Chair with oversight of section website and listserv

- Supports Section Chair with section Awards of Excellence program to include package scoring, writing/submitting nomination letter to AWHONN, and award announcement
- Provide regular budget updates to section website and listserve
- Perform all other customary duties of the office and other duties as assigned
- Ensures section compliance with AWHONN requirements and policies.
- Serve as member of section Nominating Committee in year following term as secretary-treasurer

Application Instructions

All application materials should be submitted electronically. Please be thorough in completing your application, as this is an important part of the selection process.

The application packet consists of:

- Armed Forces Application for Section Elected Position
- Resume or CV
- Letter of Support from an AWHONN colleague or co-worker to include the following information:

→In what capacity and for what length of time have you known the applicant?

→What characteristics of the applicant lead you to support the application for this position?

→Other comments/information you would like to share with the section leadership?

- Letter of Support from a supervisor

Application Process and Timeline

- **Candidates submit the application packet by email to the Nominating Committee Chair MAJ Tara Chavis at tara.chavis@spangdahlem.af.mil.** Application materials for eligible candidates are then submitted to

the Section Leadership Team for review and recommendation.

- Election results are communicated to the member by email and to the section via the website by **NLT 28 AUG 2009**(the results will be communicated by September 25, 2009).

Leadership Orientation and Succession Planning

- Successful candidates begin their orientation via email and telephone communication with their current service specific coordinator after notification.
- Attendance at the national Leadership Conference in Washington, DC in January 2010 based on available section funds or funded by the individual.
- Members in good standing are eligible to serve a four year term in position if elected twice.

AWHONN Application for Section Elected Positions

Name (Last, First, MI) and Credentials (in order preferred)

Position for which you are applying:

Preferred Mailing Address

Membership Number and Expiration Date

Home Phone Work Phone

Fax Preferred Email

Current Employment /Duty Station (Facility, City/State, Title, Years of Employment)

Education (Institution/Degree/Year – Please list in chronological order, most recent first)

Name of Institution	Degree Received	Year Received	Additional Comments

AWHONN Leadership Experience (Position/Title or Role/Year for the last 5 years starting with the most recent)

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Other Non-AWHONN Related Paid or Volunteer Leadership Experience (Please choose/list five (5) of your most recent positions, excluding your current employment)

In 500 words or less, please summarize why you are uniquely qualified for the Section position you are seeking and, if elected, what you plan to accomplish as a Section leader.