

NAON Elected Leadership Candidate

Application

**NAON Leadership Search Committee**

330 North Wabash, Suite 2000, Chicago, IL 60611.

Web site: [www.orthonurse.org](http://www.orthonurse.org); E-mail: naon@orthonurse.org

Phone: 800.289.NAON (6266); Fax: 312.673.6941

*Reviewed/Revised 3.10.2022*

Dear NAON Colleague:

Thank you for your interest in serving as a leader of NAON. The *NAON Elected Leadership Candidate Information Packet* is designed to assist you in making your decision to seek an elected office and contains information on the responsibilities and realities of each position.

If you are interested in pursuing an elected position, the next step is to complete and submit the *Candidate Application*.

Based on your completed application, the Leadership Search Committee (LSC) will determine if you are a potential candidate. In addition to a personal interview, your application responses and references are considered. The LSC uses all of this information to compile a slate of the most qualified candidates from which the membership will select NAON’s leaders.

If you know you are interested in running for the 2023-2024 Election, please plan to submit your application by June 30th, 2022. Once submitted, the LSC will schedule a Zoom interview with you.

Below are the key dates you need to be aware of as you consider candidacy for a 2023-2024 Elected Leadership Position.

* All Application and Packet Materials are due: June 30, 2022 (No applications accepted after this date)

If you have any questions, please contact any member of the LSC. We also strongly encourage you to discuss your desire to serve with your employer.

Thank you again for your willingness to serve NAON. Our future depends on YOU!

Sincerely,

*The Leadership Search Committee*

Marjorie Kulesa, RN, BS, ONC, CNOR-E, Chair

Mickey Haryanto, RN-BC, MBA, ONC

Doreen Johnson, MSN RN, ONC

Colleen R. Walsh, DNP, ONC, ONP-C, CNS, ACNP-BC

Lynn Burkett, RN, MBA, ONC

**NAON ELECTED LEADERSHIP CANDIDATE APPLICATION**

**Section A: Application Enclosures Checklist**

Place a check mark in the box to indicate submission of the following documents:

☐Section B: Signed *Candidate Consent Form*

☐Section C: Completed *Biographical Information Form*, including:

☐Scanned copy of current nursing license (or link for electronic verification)

☐Curriculum Vitae or Resume

☐Copy of your certifications and verification of other credentials listed on curriculum vitae, if applicable

☐Reference List

☐Position statement

☐Section D: Volunteer and Leadership Experience Form

☐Section E: Signed *Conflict of Interest Disclosure Statement*

☐Section F: References

* A minimum of three (3) reference letters must be received on behalf of the candidate. Candidates are responsible for contacting their references and ensuring that the LSC receives recommendations (directly from the reference) no later than **June 30, 2022**. **Letters of Reference submitted directly by the potential candidate will not be accepted.**  This reference cannot currently be serving on the Leadership Search Committee or the present NAON Board. See the *Candidate Reference Guide* page of this packet for additional information.

☐Section G: Headshot - One black and white or color photograph as .jpg file sent to naon@orthonurse.org (REQUIRED)

All Candidate Application materials are due to the NAON Leadership Search Committee preferably via on-line submission (although e-mail attachment submission, fax or hard copy submissions also will be accepted) no later than **June 30, 2022.**

**Note: It is the candidate’s responsibility to call or email the NAON National Office at 800.289.6266 or** **naon@orthonurse.org** **prior to the deadline date to confirm the receipt of his or her complete application. Incomplete applications will not be considered.**

**NAON ELECTED LEADERSHIP CANDIDATE APPLICATION**

**Section B: Candidate Consent Form**

(Please fill this entire application in *as a Word document, click next to each item and type and save your response, submitting the electronic file to* *naon@orthonurse.org**.*)

**Name of Applicant** (printed or typed):

1. I hereby submit my name to the NAON Leadership Search Committee (LSC) to be considered for the position of: ☐President-Elect ☐Director ☐Secretary ☐Treasurer
2. I understand the LSC will conduct a remote interview with all candidates for the Executive Board.
3. I have read and understand the *Candidate Reference Guide*. I give permission to the LSC to contact individuals providing references in order to validate my professional qualifications.
4. I have read the *Conflict of Interest Statement* and have provided the necessary information.
5. If applicable, I have discussed with my employer the position description, position responsibilities, and time commitments required for the performance of the position sought. If elected, I attest that I will meet the position responsibilities and time obligations required by the position sought.
6. I understand that all items required for a complete packet, including reference letters, must be received at the NAON National Office by **June 30, 2022** to be considered for candidacy. I further understand that a personal interview with the Leadership Search Committee via Zoom, will be scheduled.
7. I have read and understand the responsibilities of an Elected NAON office. It is my commitment to fulfill all role responsibilities and uphold the mission of NAON.
8. I have read and understand the Campaigning Policy (Policy 8.3). I certify that all information I submit is correct and further, that I comply with these regulations. I agree to allow NAON the right to use submitted campaign materials and photographs in its publications.
9. I understand the NAON Executive Board approves the final election ballot. The NAON Executive Board appreciates all members who volunteer their time and talents to help further the mission of NAON. The NAON Board adheres to a confidentiality policy, all discussions about the slate, ballot, or any candidate will not be discussed outside the confines of the Executive Board. The Board is not obligated to provide any candidate rationale for being included or not included on the ballot. Candidates elected to the NAON Board will be required to sign a confidentiality agreement.
10. I verify that all required information is enclosed in this, my NAON Elected Leadership Candidate Application.

Date: Click here to enter text. Signature of Candidate: Click here to enter text.

Phone number and best time to reach you (required): Click here to enter text.

**NAON ELECTED LEADERSHIP CANDIDATE APPLICATION**

**Section C: Biographical Information Form / Curriculum Vitae**

*If you are completing this as a hard copy, all information must be* ***TYPED****. If you are slated, the BIOGRAPHICAL INFORMATION provided here* ***WILL APPEAR AS SUBMITTED*** *in NAON publications and on the Official NAON Ballot. All items requested are due to the Leadership Search Committee by* ***June 30, 2022****. If you are filling this in as a Word document, click next to each item and type and save your response.*

|  |
| --- |
| **CONTACT INFORMATION** |

**Name**: Click here to enter text. **Credentials** (IncludeCertifications): Click here to enter text.

**Title**: ☐

**Home Address:** Click here to enter text.

**Mailing Address:** Click here to enter text.

**Preferred (Mailing) Address:** Click here to enter text.

**Email Address:** Click here to enter text.

**Preferred Email Address:** Click here to enter text.

**Phone Number:** Click here to enter text.

**Cell Phone Number:** Click here to enter text.

**(Please indicate preferred phone number)**

**Place of Employment**: Click here to enter text.

**Address:** Click here to enter text.

**Phone Number / Extension:** Click here to enter text.

**Email Address:** Click here to enter text.

**How long have you been a member of NAON?** Click here to enter text.

**Are you currently under contract with NAON?** ☐Yes (please explain)

☐No

**Position Sought:** Click here to enter text.

**Please attach the following to this application:**

* Scanned copy of **current nursing license** (for your protection, write COPY in bold letters across the copy) or link for electronic verification
* Curriculum Vitae or Resume
* Copy of yourcredentials and certifications listed if applicable
* Reference List

*Candidate must submit a list of references, with contact information for references including a preferred phone number and e-mail address.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference Name** | **Reference Title/Position** | **Reference Main Phone Number** | **Reference E-mail** |
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**NAON ELECTED LEADERSHIP CANDIDATE RESUME:**

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree**  | **Major**  | **College / University**  | **Address**  | **Year**  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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**LICENSURE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Licensing State** | **License Number** | **Expiration Date** |
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**CERTIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Credentials** | **Association**  | **Expiration Date** |
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**WORK HISTORY (last 10 years only)**

|  |  |  |
| --- | --- | --- |
| **Facility / Address** | **Dates** | **Position / Responsibilities** |
| Click here to enter text. | Click or here to enter text. | Click here to enter text. |
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**PROFESSIONAL ASSOCIATIONS**

|  |  |  |
| --- | --- | --- |
| **Association** | **Position** | **Dates** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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**PROFESSIONAL APPOINTMENTS / NURSING AWARDS (last 10 years)**

|  |  |  |
| --- | --- | --- |
| **Appointment / Award** | **Date** | **Awarded by** |
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**NAON ELECTED LEADERSHIP CANDIDATE APPLICATION**

**Section C: Biographical Information Form (continued)**

* **Position statement**

*Candidate must provide a personal statement of 500 words or less in which the following questions are answered. If you are filling this in as a Word document, click inside the text box and type and save your response. Should you be slated, this position statement is the statement that will be used on the NAON website during the election.*

* **How do your leadership qualities and life experiences make you uniquely qualified for the position you are seeking, and how will you move NAON forward in its mission and vision?**

Click here to enter text.

**NAON ELECTED LEADERSHIP CANDIDATE APPLICATION**

**Section D: Volunteer and Leadership Experience Form**

**Instructions:**  In the lines below, include positions that evidence your leadership skills, experience working in groups, breadth of professional network, and examples of volunteerism, publications, and presentations. Use the activity column to illustrate skills and accomplishments. If you are filling this in as a Word document, click on each line and type and save your response.

**NAON Participation (National and Local - Past 10 years only)**

|  |  |  |
| --- | --- | --- |
| **Year(s)** | **Position** | **Activity** |
| *Example:**2015 - 2016* | *Committee Chair* | *Coordinated activities of committee, developed strategies to meet strategic plan goals.* |
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**Healthcare and orthopaedic-related organizational experience; Other professional nursing organizations (e.g., Arthritis Association, ANA); Additional volunteer experience (e.g., PTA, faith-based, community, etc.)**

|  |  |  |
| --- | --- | --- |
| **Year(s)** | **Position** | **Activity** |
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**Publications and/or presentations within last 10 years; Work-related skills and leadership roles**

|  |  |  |
| --- | --- | --- |
| **Year(s)** | **Topic/Title** | **Audience** |
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**NAON ELECTED LEADERSHIP CANDIDATE APPLICATION**

**Section E: Conflict Of Interest Disclosure Statement**

*(If you are filling this in as a Word document, click on each line and type and save your response.*)

In accordance with the Conflict of Interest Policy adopted by the Executive Board, it is required for a position on the NAON Executive Board that you complete this disclosure statement. This disclosure statement is confidential and will be available only to the Leadership Search Committee Chair and to the NAON Executive Board. Statements will be kept on file in the NAON National Office.

I, Click here to enter text. hereby declare that I have read and understand the NAON Conflict of Interest Policy (Policy 1.3). At this time I do not have any conflict of interest to disclose as delineated in the NAON policy and procedure.

Date: Click here to enter text. Signature of Candidate: Click here to enter text.

I have read and understand the Conflict of Interest Statement and hereby disclose the following as conflict of interest in accordance with the policy:

Click here to enter text.

Date: Click here to enter text. Signature of Candidate:

For electronic submissions:

☐ I am checking here to acknowledge my electronic signatures in this document on the Candidate Consent Form and the Conflict of Interest Disclosure Form

**NAON ELECTED LEADERSHIP CANDIDATE APPLICATION**

**Section F: Candidate Reference Guide and Form**

The Leadership Search Committee uses information from your professional references, as well as Volunteer Evaluations submitted from your previous service in NAON, to better understand your leadership qualifications as perceived by colleagues and collaborators. References factor heavily into consideration for slating as an Executive Board candidate. Please review the following information carefully and contact the Leadership Search Committee with questions. **References are not to be from a member of the LSC or any current board members.**

**A minimum of three (3) references are required in the following categories:**

* At least one (1) NAON volunteer reference must be provided: this should be from a NAON member who can attest and speak to your NAON involvement. This reference cannot be currently serving on the Leadership Search Committee or the current NAON board, however may be a NAON contracted employee who is a member of NAON.
* At least one (1) professional reference must be provided. This may be a supervisordirector/manager or peer reviewer (if no immediate superior).
* One (1) additional reference must be provided from either of these categories. This reference should come from a *direct supervisor* in a volunteer or professional role.
* You may provide up to five (5) names, for the Leadership Search Committee to contact for additional information about your qualifications.

To help expedite the application process, references are strongly encouraged to send their *Reference Forms* via e-mail or fax (see below). If they will be mailed, candidates must provide all references with a self-addressed stamped envelope with the address below**. No reference forms/letters will be accepted if submitted by the potential candidate.**

**NAON National Office**

**c/o Leadership Candidate Application Reference Form**

**330 North Wabash, Suite 2000, Chicago, IL 60611.**

**Fax: 312.673.6941**

**E-mail:** naon@orthonurse.org

**Ensure that your references are aware they must return the *Reference Form* to the NAON National Office on or before and June 30, 2022 for the Regular Application Deadline. If references are not received by June 30, 2022, the application will be considered incomplete.**

Please provide your references with the appropriate policy description for the position you seek, which describes the qualifications and responsibilities of the position (available on the NAON web site under the Resources / Publications tab in the file library), the realities of position information (also on the website in the volunteer with NAON section) along with a copy of the Leadership Competency Model (found at the end of this document).

By submitting your name for consideration to the Leadership Search Committee, you hereby release NAON and all of the individuals providing references from any and all liability with respect to your candidacy. All information provided to NAON by your references will be kept strictly confidential and will not be disclosed to you.

**NAON CANDIDATE FOR ELECTED LEADERSHIP POSITION REFERENCE FORM**

**Application Deadline: June 30, 2022**

**Instructions to candidate:**  Ensure that each of your references has access to, or a copy of, this form. You can download the form [at the link here](http://www.orthonurse.org/d/do/10525) and send it to your potential references. You may wish to fill in your name and the positions you are seeking for your reference. Your references are due by the above indicated deadline dates, or applications will be considered incomplete. **No reference forms/letters will be accepted if submitted by the potential candidate.** (*If you are filling this in as a Word document, click next to each item and type and save your response.*)

Candidate Name: Click here to enter text.

Position sought by applicant: Click here to enter text.

Reference Name: Click here to enter text.

Person providing reference - Please select one of the following as applicable to your relationship to the Candidate:

☐Volunteer Supervisor (NAON Member)

Position(s) held (m*ust not be currently serving on the Leadership Search Committee)*: Click here to enter text.

☐Professional Supervisor/Director/Manager/Peer reviewer

**Instructions to person providing reference:** The Leadership Search Committee carefully reviews reference materials in determining the candidate’s leadership qualities and abilities related to the position. The candidate has provided to you the position description, qualifications, and responsibilities of the position being sought so that you may respond accordingly to this candidate’s ability to fill the role.

Please provide detailed responses to the attached questions regarding this candidate. If you would like to include any additional information for the Leadership Search Committee to consider, please do so. It is recommended that your typed answers to each of the following questions be provided on a separate document that you can send via hard copy or e-mail to the National Office (contact information listed below.)

Include a telephone number and the best time to reach you, and an e-mail address, in the event the Leadership Search Committee would like to follow-up with you regarding your recommendation.

Letters of Reference must be submitted directly by the reference via email, fax, or US Mail.

*-Continued on next page-*

**NAON CANDIDATE FOR ELECTED LEADERSHIP POSITION REFERENCE FORM (continued)**

**Application Deadline: June 30, 2022**

1. In what capacity and for what length of time have you known the applicant?
2. Refer to the enclosed leadership competency model and identify what specific skills and talents of the applicant qualify him/her to pursue the leadership position being sought.
3. NAON’s Core Values include: Integrity, Innovation, Collaboration, Commitment and Excellence. Select one and briefly comment on how the candidate exemplifies this Core Value.
4. Describe this candidate’s time management skills.

Thank you for your thoughtful evaluation of this applicant. Only the members of the NAON Leadership Search Committee will review this Reference Form. Confidentiality will be maintained. This document and any reference to it by the Leadership Search Committee will be destroyed at the conclusion of the slating process and at no time will it be shared with the candidate. The candidate has signed a Consent Form releasing NAON and those providing references from any liability.

I understand the NAON Executive Board approves the final election ballot. The NAON Executive Board appreciates all members who volunteer their time and talents to help further the mission of NAON.

The NAON Board adheres to a confidentiality policy, all discussions about the slate, ballot, or any candidate will not be discussed outside the confines of the Executive Board. The Board is not obligated to provide any candidate rationale for being included or not included on the ballot. Candidates elected to the NAON Board will be required to sign a confidentiality agreement.

Please return the Reference Form **by June 30, 2022** to:

**NAON National Office**

**c/o Leadership Candidate Application Reference Form**

**330 North Wabash, Suite 2000, Chicago, IL 60611. Fax: 312.673.6941**

**E-mail:** naon@orthonurse.org

**NAON**

**LEADERSHIP COMPETENCY MODEL**

**LEADERSHIP COMPETENCIES MODEL (continued)**

**Personal mastery- (Emotional Intelligence)**

* Promotes ethical decision making
* Demonstrates integrity in all interactions.
* Willingness to take calculated risks to move the association forward.
* Demonstrates a passion for excellence
* Projects optimism
* Follows through on commitments and agreements
* Manages self effectively in emotionally charged situations
* Demonstrates commitment to professional growth
* Demonstrates **integrity** in all interactions
* Demonstrates time management skills

**Stewardshi**p

* Mission Driven, member focused
* Effectively communicates the Mission, Vision and strategic plan of the association
* Promotes orthopaedic nursing as a desirable profession
* Takes responsibility for building loyalty and **commitment** throughout the association
* Protects the **integrity** of assets of the association both human and financial
* Act with same care and diligence as in professional life
* Places interest of membership above personal interests
* Acts within scope of authority
* Adheres to bylaws, policies, strategic plan
* Willingness to take calculated risks to advance the goals of the association

**Interpersonal Effectiveness**

* Listens attentively to ideas and concerns of others
* Invites contact and is approachable
* Develops **collaborative** relationships
* Articulates ideas effectively; both verbally and written
* Succinctly communicates viewpoints
* Appreciates and invites diversity of opinion
* Expresses disagreements in a constructive manner
* Values inquiry and creativity
* Engages in consensus building decision making

**Strategic Thinking**

* Provides **visionary** thinking on issues that impact the association
* Effectively communicates the mission, vision, and strategic plan of the association
* Takes responsibility for building loyalty and **commitment**
* Utilizes **innovative** approaches to problem solving

**Resource Management**

* Develops budget based on strategic plan goals and objectives
* Delegates and holds staff accountable for efficient use of resources
* Models coaching and mentoring
* Modifies budget priorities based on budget variances
* Utilizes resources in a judicious manner
* Sets clear and well defined outcomes and tracks progress