



BIOGRAPHICAL DATA AND CONSENT TO SERVE

To the IntNSA Board Candidate: Please complete this form
And verify your consent to serve if elected to the Board of Directors.

Please circle the position you are interested in:

Board of Directors

President-Elect

Nominating Committee

Name: _____ Month/Day of Birth: _____

Preferred Name & Credential Listing: _____

Preferred Mailing Address: _____

City _____ State _____ Zip: _____

Country: _____

Education Degrees/Credentials: _____

Phone: Home: _____ Work: _____

Mobile: _____ Fax: _____

Email address: _____ Other: _____

Employer/Business: _____ Position: _____

Are you new to nonprofit boards? Yes No

Experience: _____

How many years have you been a member of IntNSA? _____

Describe your experience with nonprofit board governance: _____

Areas of Expertise:

- Finance
- Nominating
- Program
- Foundations
- Peer Assistance
- Other (please specify): _____
- Legal
- Personnel
- Membership
- Policy
- Publications
- Marketing/PR
- Conference Planning
- Education
- Clinical Practice

Describe your professional background/work history: _____

**IntNSA Board of Directors
Biographical Data & Consent to Serve**

What do you hope to accomplish as a member of the Board of Directors of IntNSA? _____

What committee area of IntNSA would you like to be most involved with? _____

Background Information:

Place of birth: _____

Do you speak a second language? Yes No If yes, what language(s)? _____

In what other states/countries have you resided? _____

College or University attended: _____

Would you like to share anything else about yourself? _____

Optional background information: _____

Thank you for your interest.

Consent to Serve

I have reviewed the duties of an elected Director for the International Nurses Society on Addictions board and understand that there is a commitment of approximately 50 hours per year to attend board meetings (in person and by telephone), the conference and other board related functions as well as to respond to electronic requests in a timely fashion. I also understand that I am expected to participate on at least one board committee and to support the attainment of the organization's fundraising goals.

If elected, I agree to serve as a member of the Board of Directors of IntNSA.

Signature

Date

Send to:
Email: nominations@intnsa.org
IntNSA
P.O. Box 14846
Lenexa, KS 66285-4846
Fax: 913.895.4652

Newly elected board members will be expected to attend the board meeting in Greenwich on Wednesday, October 20, 2010 at 8:00 am, which will include an orientation to your role. More importantly, you must also attend the meeting on Sunday, October 24, 2010 ending at 12:00 pm. Please make travel plans accordingly.

PRESIDENT ELECT:

Role: Elected to serve one term (two years) as president-elect and automatically succeed to one term (two years) as President.

Functions:

- Exercises the powers of the president, in the absence of the president
- Performs duties as may be assigned by the president to allow the president elect to acquire a thorough understanding of the business of the society and the duties of the office of the president.
- Attends all board meetings
- Serves on the executive committee
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership

Requisite Skills and Abilities:

- Previously served in elected position on the Board.
- Demonstrated leadership skills in society, such as Committee Chairperson, Chapter leader, Conference planning
- Leadership experience in work place, professional organization, community organizations
- Prior involvement with not-for-profit board is preferred.
- Knowledge of parliamentary procedure preferred.

DIRECTOR AT LARGE

Role: Elected to serve one term (two years) as Director and eligible for a consecutive two-year term. To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the society so as to support the mission and needs.

Functions:

- Regularly attends board meetings and important related meetings.
- Makes serious commitment to participate actively in committee work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other board members and builds a collegial working relationship that contributes to consensus.
- Participates actively in the board's annual evaluation and planning efforts.
- Provides active role in organizational leadership and advisement
- Contributes to the formulation and oversight of policies and procedures
- Engages in financial management, including adoption and oversight of the annual budget
- Contributes to evaluation of management staff
- Actively promotes the organization

Requisite Skills and Abilities:

- Active engagement in society evident by prior Board service, committee member or chair, officer of Chapter, presentation(s) at annual educational conference of the society
- Demonstrated commitment to addictions nursing, through professional or volunteer service
- Prior involvement with not-for-profit board is preferred.
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee / ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by the society.
- Help communicate and promote the society's mission and programs to the community.
- Become familiar with the society's finances, budget, and financial/resource needs.
- Understand the policies and procedures of the society.