

June 16, 2009

Dear Member:

As chair of the Committee on Nominations and Appointments. I would like to invite you to run for one of the following CNA positions for the 2009-2011 term.

The first opening is for the office of **Vice President**. **The role of the Vice President is as follows:**

- **Assumes duties assigned by the President and/or Board of CNA;**
- **Assumes duties of the President in the absence of the President;**
- **Serves as alternate-at-large to the ANA House of Delegates.**
- **Serves on the Bylaws and Resolutions Committee.**
- **Serves as the chair of the Membership and Communications Committee**

Time commitment for the Vice President office is:

- Attendance @ CNA Board meetings which are usually 1/month for 2 to 2 and ½ hrs. Day, time and frequency vary as determined by the President and Board members.
- usually a 1/yr full day Strategic Planning meeting for the Board
- Attendance @ the CNA Annual Meeting is expected.
- ANA House of Delegates usually meets every other year and the location coincides with the Convention site. Financial support from CNA for attendance varies depending on the current fiscal situation of the Association.

The second opening is for the office of **Secretary**. **The role of the Secretary is as follows:**

- **Ensures that records are maintained of meetings of the annual business meeting, the Board of Directors and the Executive Committee;**
- **Notifies members of meeting of the membership;**
- **Serves as alternate-at-large at all meetings of the ANA HOD;**
- **Term of office is two (2) years.**

Time commitment and expectations for this office are:

- attendance @ the BOD meetings, Strategic Planning meetings and alternate at large for ANA HOD;
- Attendance at the Annual Business meeting.

The third opening is for three (3) positions on the **Nominations and Appointments Committee of CNA. The role of the committee members is as follows:**

- **attend meetings of the Committee on Nominations and Appointments**
- **fulfill the two-year term commitment;**
- **participate in contacting members to run for open positions so that a slate can be prepared that has at least two nominees for each elective office;**
- **Follow the policies and procedures for nominations and elections as established by the CNA Board.**

Time commitment is usually 1-2 meetings per year with most work done via the Internet and phone between the months of March and June.

The fourth opening is for six (6) **delegates to the ANA House of Delegates**. The role of the delegate is as follows:

- **Attend the ANA House of Delegates meeting in Silver Springs, MD on even year.**
- **Term is 2 years or until a successor is elected**

Time commitment and expectations for a delegate are:

- ANA House of Delegates usually meets every other year and the location coincides with the Convention site.
- HOD meetings usually are for 2 to 2.5 days.
- Advance preparation for HOD meetings is necessary.
- Delegates are responsible for lodging and transportation. Financial support from CNA for attendance varies depending on the current fiscal situation of the Association.

The mission of CNA is to speak with a unified voice for nurses across all specialties, in all forums. The Association exerts its organized influence on education, legislation, and compensation to protect and advance the practice of nursing and the health of the people in CT. We connect our members to each other and to our collective passion, power and purpose. In order for the CNA to be an advocate for all nurses in Connecticut, and to truly represent nurses in the State, it needs strong and diversified leadership. By running for one of the offices mentioned above, you will ensure that the organization continues to be a relevant voice for nurses. If you are able and interested in running for one of the above positions, please contact me at 860-618-3134 or via email @ [jbodett@optonline.net](mailto:jbodett@optonline.net) by July 15, 2009. Also feel free to contact me if you have additional questions about the duties of any position.

On behalf of the CNA, I thank you for your thoughtful consideration.

Jeanne Bodett, MBA, BSN, RN, Chair of the Committee on Nominations and Appointments