



Policy Number: VII - GOVERNANCE - 1

Policy Name: **PURPOSE**

Adoption Date: 2/13/1998

Revision Date: 12/2000, 2/2002

Review Date: 2/2009

Purpose: To establish the purpose of the Board of Nursing.

- Policy:
- A. The Board of Nursing was created to protect the public from unsafe nursing care.
 - B. The Board assures that:
 - 1. Only qualified applicants are licensed.
 - 2. Scope and standards of practice are clearly defined.
 - 3. Nursing education programs meet established standards.
 - 4. Alleged violations of the Nursing Practice Act and administrative rules are investigated.
 - 5. Disciplinary procedures are appropriate for public protection.
 - 6. Accurate, relevant information related to nursing education, licensure and practice is accessible and used as the basis for development of public policy.



Policy Number: VII - GOVERNANCE - 2

Policy Name: **VALUES AND ASSURANCES**

Adoption Date: 2/13/1998

Revision Date: 12/2000, 2/2002

Review Date: 2/2009

Purpose: To establish the values and assurances that guide the Board in its work.

Policy: A. The Board of Nursing endorses these values and assurances for application in all Board activities and decisions, including those delegated to staff, appointed bodies and contractors.

B. The Board values:

1. Integrity--being honorable, forthright, and acting with conviction based upon a firm intention to do the right thing for the right reason
2. Accountability--taking responsibility to see that organizational processes are consistently applied toward outcomes
3. Collaboration--working with others to reach solutions
4. Quality--implementing best practices in all endeavors
5. Respect--acting with consideration and attentiveness in all encounters
6. Leadership--using knowledge and experience to influence the perceptions, understanding and behaviors of others

C. The Board assures:

1. Fiscal accountability
2. Compliance with requirements of state and federal laws
3. Issues of economics and access to care are considered in making policy decisions
4. Processes for licensure, discipline and program approval are unbiased, reasonable, fair and consistent.
5. Records and proceedings are appropriately managed as defined by law.



Policy Number: VII - GOVERNANCE - 3

Policy Name: **BOARD PHILOSOPHY OF GOVERNANCE**

Adoption Date: 5/8/1998

Revision Date: 2/2002

Review Date: 2/2009

Purpose: To clarify principles of Board structure, governance and organization.

- Policy:
- A. The Board will approach its responsibilities with a focus on:
 - 1. Strategic leadership;
 - 2. Encouragement of diversity in points of view;
 - 3. Clear distinction of Board and staff roles;
 - 4. Collective decisions;
 - 5. Proactivity.
 - B. Toward this end, the Board:
 - 1. May enforce upon itself whatever discipline is necessary to govern with excellence and commitment.
 - 2. Will be accountable to the public for competent, conscientious accomplishment of its responsibilities.
 - 3. Will monitor and regularly discuss the Board's own process and performance.
 - 4. Will initiate policy, not merely be a reactor to staff initiatives.
 - 5. Will focus primarily on long-term goals.
 - 6. Will allow the Executive Director to administer the agency as defined in Board policies.
 - 7. Will adhere strictly to the Board's Mission in all decision-making.
 - 8. Will adhere strictly to provisions of Idaho law.



Policy Number: VII - GOVERNANCE - 4

Policy Name: **BOARD AND BOARD MEMBER RESPONSIBILITIES**

Adoption Date: 5/8/1998

Revision Date: 2/02, 1/04

Review Date: 2/2009

Purpose: To clarify Board structure, governance and organization.

- Policy:
- A. The responsibility of the Board is to assure that the Mission of the Board is accomplished.
 - 1. The Board is responsible for decisions related to nursing practice, education, licensure and discipline.
 - 2. The Board is responsible for development of policies directing their own governance as well as that of the organization as a whole.
 - 3. The Board is responsible for adherence to established policies, for continually assessing the effectiveness of policies and for participating in modification of policies toward the goal of continued improved governance.

 - B. The Board acts as a committee of the whole. Individual Board members:
 - 1. Actively participate in policy and decision making activities during meetings of the Board of Nursing.
 - 2. Adhere to the Governance Policy on Ethics and Conduct of Board Members.
 - 3. Serve their appointed term until officially notified of their replacement by the Governor.

 - C. The Governance Committee, chaired by the Board Chair and staffed by the Executive Director, assists the Board by:
 - 1. Handling actions between Board meetings that are necessary but do not warrant a special meeting of the full Board. All such decisions of the committee must be communicated to and affirmed by the full Board at its next meeting.
 - 2. Facilitating the on-going Board self-assessment.
 - 3. Facilitating the annual Executive Director assessment.



Policy Number: VII - GOVERNANCE - 5

Policy Name: **BOARD MEMBER CODE OF ETHICS/CONDUCT**

Adoption Date: 5/8/1998

Revision Date: 2/8/2001, 2/2002

Review Date: 2/2009

Purpose: To establish a code of conduct and professional expectations for Board of Nursing members.

- Policy:
- A. The Board expects members conduct to be ethical and professional. This commitment includes proper use of authority and appropriate behavior by the group and by each individual when acting as a Board member.
 - B. Board members will:
 - 1. Assume personal responsibility to be knowledgeable of and uphold the Idaho Nursing Practice Act and the Rules of the Board of Nursing.
 - 2. Review and make decisions regarding all issues presented to the Board from the position of protection of public safety, health and welfare, and without regard to race, color, religion, gender, national origin, age, disability or other discriminating factors.
 - 3. Publicly uphold majority decisions of the Board regardless of personal opinion.
 - 4. Not speak or act on behalf of the Board without authorization.
 - 5. Not hold elected or appointed office in a state, regional or national association or body if such an office might result in potential, actual or appearance of conflict of interest.
 - 6. Abstain from voting on any question if they determine the issue to have real or perceived personal, private or financial conflict of interest. However, they may participate in the business of the Board and its committees relative to such questions or issues, except for voting; in doing so they are presumed to act in good faith and in the public interest.
 - 7. Deal honestly and fairly with issues, considering a variety of options and avoiding polarization based on group affiliation, personal prejudice, or partisanship.



8. Prepare for review of issues presented to the Board by consulting available information regarding current trends and standards as well as other appropriate resources.
9. Protect the confidentiality of Board matters, including documents, discipline matters and other protected information.
10. Attend and participate in scheduled Board meetings. In the event of missed attendance, Board members assume responsibility to acquire information resulting from the meeting and for upholding any Board decisions.



Policy Number: VII-Governance – 6

Policy Name: **BOARD ORGANIZATION**

Adoption Date: February 2002

Revision Date: February 2002, January 2004, April 2016, July 2020

Review Date: February 2009, April 2013, July 2014, October 2015

Purpose: To clarify Board structure and governance; clarify what constitutes a quorum; and establish when the Chair may vote.

Policy: **A.** The Board annually elects from among its members a chairman and a vice-chairman as its officers and a Program for Recovering Nurses Committee chairman who serve on the Executive Committee along with the Board’s Consumer Member.

B. The Executive Committee provides leadership in making quality decisions regarding the current and future operations of the Board. In the absence of the full board, the Executive Committee may make decisions on behalf of the full board and present those decisions to the full board at the next full board meeting for a vote of support.

Membership:
The Committee consists of four Board members, including Chair, Vice-Chair, Public Member, and the Program for Recovering Nurses (PRN) Chair. The Chair of the Board serves as the Chair of this Committee. Committee staff will include the Executive Director of the Board, the Executive Director’s Management Assistant, and the Board’s Legal Counsel.

If a Board vacancy exists for one of the Committee positions, the Board will appoint an interim member until the appropriate Board position is filled.

Responsibilities of the Committee Chair

- Preside over Committee meetings.



Responsibilities of the Committee

- Suggest Committee agenda items.
- Review and make recommendations on items relating to the Board's mission statement.
- Conduct an annual review of position statements, philosophy statements, and interpretive statements and make recommendations to the Board regarding changes
- Educate/orientate new board members.
- Review the budget of Board operations quarterly and the Cash Balance Policy annually.
- Initiate the annual performance review of the Executive Director.
- Initiate the hiring process of the Executive Director. Initiate job coaching and or termination when appropriate.
- Review impact of proposed legislation related to nursing regulation.
- Review and make recommendations for proposed legislation.
- Recommend Board agenda items and approve final agenda for full Board Meetings.
- Review and make recommendations on public information forums that can be used to educate the public about Board services.
- Review Director's Expenses.
- Call out-of-time Board Meetings.

Committee Rules

Quorum

A majority will constitute a quorum. Staff will be ex-officio and not counted in the quorum.

Voting

Each Board member, including the Chair, will have one vote. Staff will be ex-officio with no vote.

Amending Rules

Rules can be amended with approval of the full Board.

Minutes

Minutes will consist of a report of major actions of the group to the Board and placed in the consent agenda. Consumer Member will report appropriate information to the Board.



Meetings

Meetings will be conducted at least quarterly between the Quarterly Board Meetings or whenever the agenda items dictate a meeting. Any member of the committee may make a request to call a meeting. Meetings may be conducted in person or electronically. These meetings are not considered public meetings because this is an advisory committee.

C. The Board annually elects from among its members one member who serves as chair of the Program for Recovering Nurses Advisory Committee.

D. Five Board members present at any meeting constitute a quorum.

E. A vote of a majority of Board members present at a meeting where a quorum is present determines the action of the Board.

F. The Chair may vote when the voting is done by ballot and when the Chair's vote would alter the outcome of the motion (e.g. majority vote is needed to pass the motion and the vote is a tie; the Chair votes with the majority to break the tie).



Policy Number: VII - GOVERNANCE - 7

Policy Name: **BOARD CHAIRPERSON'S ROLE**

Adoption Date: 5/8/1998

Revision Date: 2/02, 1/04

Review Date: 2/2009

Purpose: To define the role of the Chair of the Board.

- Policy:
- A. The Chairperson facilitates the Board's process.
 - B. The Chairperson:
 - 1. Assures that the Board's behavior is consistent with its own policies, including that:
 - a. Meeting discussion adheres to the published agenda.
 - b. Deliberation is timely, orderly and thorough.
 - 2. Has authority to make any decision on behalf of the Board that is consistent with Board policies. Toward this end, the Chairperson:
 - a. Is empowered to chair meetings with all the accepted powers of that position.
 - b. Has limited authority that does not extend to supervising staff, interpreting Board policies or to otherwise directing the Executive Director.
 - c. Is the liaison to the Executive Director between Board meetings.
 - 3. Chairs the Board's Governance Committee and appoints alternate members to participate in the absence of the appointed member.
 - 4. Is the only person authorized to speak for the Board except for the Executive Director, other than in authorized circumstances.



Policy Number: VII - GOVERNANCE - 8

Policy Name: **BOARD MONITORING OF EXECUTIVE PERFORMANCE**

Adoption Date: 5/8/1998

Revision Date: 2/2002

Review Date: 2/2009

Purpose: To establish a process by which the Board determines Executive Director adherence to established directives and accomplishment of defined goals.

Policy:

- A. The Executive Director is accountable for assuring that Board Mission and strategic goals are accomplished within parameters established in Executive directives and related policies.
- B. The Executive Director is responsible for producing data sufficient to assure the Board of executive accomplishment of desired outcomes as well as adherence to limitations established by the Board.
- C. Executive Director performance is monitored continually through:
 - 1. Executive reporting: Data that assures the Board that performance reflects the Board's established policies.
 - 2. External audits: External resources that measure and report compliance with specific policies.
 - 3. Direct inspection: Board member review of specific documents or activities.



Policy Number: VII - GOVERNANCE - 9

Policy Name: **BOARD SELF-ASSESSMENT**

Adoption Date: 5/8/1998

Revision Date: 2/02, 1/04

Review Date: 2/2009

Purpose: To ensure the Board continually maintains and improves the quality of its performance through a process of self-evaluation.

- Policy:
- A. The purpose of self-assessment is to maintain continual progress toward accomplishment of Board Mission and strategic goals with adherence to Board governance policies.
 - B. Board self-assessment will be future focused.
 - C. Board self-assessment will provide the basis for organizational and executive assessment.
 - D. The Governance Committee composed of elected officers of the Board, and one (1) member-at-large, is responsible for facilitating annual assessment of Board accomplishment of Mission and strategic goals.



Policy Number: VII - GOVERNANCE - 10

Policy Name: **ASSESSMENT OF EXECUTIVE DIRECTOR PERFORMANCE**

Adoption Date: 5/8/1998

Revision Date: 2/2002, 1/2004, 4/04

Review Date: 2/2009

Purpose: To describe the process for assessing executive performance and determining compensation.

- Policy:
- A. Members of the Board of Nursing conduct an annual self-assessment prior to assessing the performance of the Executive Director.
 - B. Assessment of performance of the Executive Director is based primarily on overall organizational performance and in addition, considers achievement of annual performance targets.
 - C. The Governance Committee of the Board will establish a process for the annual review of the Executive Director's performance.
 - D. The Executive Director assists the Board in accomplishing its charge to assess Executive Director performance by preparing an annual self-assessment.
 - E. The Board shall award compensation and one-time monetary awards on the basis of the annual performance assessment.
 - F. The written performance assessment will be placed in the Executive Director's personnel file as a confidential document exempt from disclosure pursuant to the Idaho Public Records Law.



Policy Number: VII - GOVERNANCE - 11

Policy Name: **EXECUTIVE DIRECTOR COMPENSATION**

Adoption Date: 7/2007

Revision Date:

Review Date: 2/2009

Purpose: To attract, retain and motivate qualified individuals in the role of executive director through competitive compensation in order to continue to shape the Board's future and to advance its Mission.

Policy:

- A. Executive Director compensation will be determined by the Board consistent with directives and parameters adopted by the Legislature as well as the Board's executive compensation philosophy.
- B. Adjustments to executive compensation will be considered annually and shall take into account:
 - 1. Annual performance of the executive director to include sustained contributions to the Board
 - 2. Accomplishment of organizational goals and strategic objectives
 - 3. Market ranges for nurses and agency administrators with similar education, experience and responsibilities
- C. Compensation will follow established state compensation guidelines and budget appropriations



Policy Number: VII - GOVERNANCE - 12

Policy Name: **COMMITTEE PRINCIPLES**

Adoption Date: 5/8/1998

Revision Date: 2/2002

Review Date: 2/2009

Purpose: To define the relationship of appointed Board committees to the Board and to staff.

- Policy:
- A. The Board may establish committees and task forces to help carry out its responsibilities.
 - B. Committee/task forces, when used, will be assigned a specific responsibility.
 - C. Board committees:
 - 1. May not speak or act for the Board, but instead will recommend to and advise the Board on specific issues.
 - 2. Are to assist the Board, not to assist staff. Committees will assist the Board by preparing materials, strategies and alternatives for Board consideration.
 - 3. Do not exercise authority over staff.



Policy Number: VII - GOVERNANCE - 13

Policy Name: **ROLE OF COMMITTEE CHAIR**

Adoption Date:

Revision Date:

Review Date: 2/2009

Purpose: To define the role of the committee chair in order to facilitate effective, efficient discharge of committee responsibilities.

- Policy:
- A. The chair of any Board of Nursing committee is appointed by the Board for the term designated
 - B. The chair guides the committee in its work as outlined by the committee charge
 - C. The chair's responsibilities include:
 - 1. Presiding over meetings of the committee
 - 2. Assisting the committee members to understand their charge and the expected outcomes of their work
 - 3. Reporting to the committee on decisions of the Board that affect the committee's work or activities
 - 4. With staff, developing agendas and materials for committee meetings
 - 5. Collaborating with staff to ensure that the work of the committee is carried out between meetings
 - 6. Serving as spokesperson and reporting on behalf of the committee to the Board
 - 7. Approving minutes of committee meetings prior to their public distribution
 - 8. Encouraging the full participation of committee members
 - 9. Assuring completion of the committee's evaluation process



Policy Number: VII - GOVERNANCE - 14

Policy Name: **REPORTING RESPONSIBILITIES OF BOARD APPOINTEES/NOMINEES**

Adoption Date: 5/01/08

Revision Date:

Review Date: 2/2009

Purpose: To promote communication between the Board and its various constituents.

Policy:

- A. All Board appointees and Board nominees that are appointed to serve on committees, task forces, organizations and associations, shall provide reports to the Board of Nursing regarding activities of the group to which they are appointed.
- B. Unless a different reporting period is specified, reports shall be submitted quarterly for review at scheduled meetings of the Board
- C. Reports shall be in writing and shall address:
 - 1. Purpose of the committee/organization, role of the appointed member
 - 2. Relationship of the committee/organization to the Board of Nursing
 - 3. Primary activities, including pertinent research, legislative initiatives, recurring themes, etc.
 - 4. Issues of concern/hot topics
 - 5. Future activities/areas under consideration
 - 6. Recommendations to the Board



Policy Number: VII - GOVERNANCE - 15

Policy Name: **DELEGATION TO THE EXECUTIVE DIRECTOR**

Adoption Date: 5/8/1998

Revision Date: 2/2002

Review Date: 2/2009

Purpose: To identify functions delegated by the Board to the Executive Director and to clarify the relationship between the Board, the Executive Director and staff of the Board of Nursing.

- Policy:
- A. The Executive Director:
 - 1. Implements Board decisions and policies.
 - 2. Takes actions and engages in activities that are consistent with Board policy.
 - 3. Develops all further operational policies.
 - 4. Is responsible for all authority delegated by the Board to staff.
 - 5. Is solely responsible for delegating tasks and functions to staff of the Board.
 - B. No individual Board member, officer, or committee has authority over the Executive Director.
 - C. The Executive Director is the delegated spokesperson for the Board to the public, the media, the Legislature and other public and governmental entities.



Policy Number: VII - GOVERNANCE - 16

Policy Name: **EXECUTIVE DIRECTIVES - EXPECTATIONS**

Adoption Date: 5/8/1998

Revision Date: 2/8/2001, 2/2002

Review Date: 2/2009

Purpose: To identify responsibilities, authority and limitations of the Executive Director; and to define parameters of the relationship between the Board and the Executive Director.

Policy: The Executive Director:

- A. Adheres to all applicable state and federal laws and policies, and acts with integrity in accordance with commonly accepted professional ethics.
- B. Protects against risk to fiscal integrity or public image.
- C. Assists the Board in accomplishing Board Mission-related goals.
- D. Is accountable for adherence to staff directives and related policies.
- E. Is the only employee who reports directly to the Board and is accountable to the Board as a whole.



Policy Number: VII - GOVERNANCE - 17

Policy Name: **EXECUTIVE DIRECTIVES - FINANCIAL MANAGEMENT**

Adoption Date: 5/8/1998

Revision Date: 2/2002

Review Date: 2/2009

Purpose: To assure that resources are appropriately maintained and protected.

Policy: The Executive Director:

- A. Manages fiscal activities consistent with the Board's approved annual budget.
- B. Assures expenditures do not exceed allocated funds.
- C. Operates with a financial accounting system that adheres to State of Idaho requirements.
- D. Assures a safety reserve of not less than six (6) months of operations at all times.
- E. Maintains all finance and asset files and records in accordance with State guidelines.



Policy Number: VII - GOVERNANCE - 18

Policy Name: **EXECUTIVE DIRECTIVES - FINANCIAL PLANNING AND ACCOUNTING REPORTING**

Adoption Date:

Revision Date:

Review Date: 2/2009

Purpose: To ensure that the ongoing financial position of the Board is consistent with directives and priorities adopted by the Board.

Policy: The Board will maintain an effective accounting system, consistent with requirements of the Office of the State Controller. The Executive Director will report quarterly to the Board on the financial position and financial operations of the Board.



Policy Number: VII - GOVERNANCE - 19

Policy Name: **EXECUTIVE DIRECTIVES - ASSET PROTECTION**

Adoption Date: 5/8/1998

Revision Date: 2/2002

Review Date: 2/2009

Purpose: To assure that Board assets are appropriately protected, used and maintained.

Policy: The Executive Director:

- A. Adheres to State of Idaho purchasing guidelines/policies.
- B. Protects against purchases involving any real or perceived conflict of interest.
- C. Assures only authorized persons are responsible for functions related to purchasing, acquisition, dispersal and contractual agreements.
- D. Receives, processes and disburses funds in accordance with State guidelines.
- E. Holds contractors accountable to contract terms and conditions, including agreed upon fiscal constraints.



Policy Number: VII - GOVERNANCE - 20

Policy Name: **EXECUTIVE DIRECTIVES - STAFF MANAGEMENT**

Adoption Date: 5/8/1998

Revision Date: 2/2002

Review Date: 2/2009

Purpose: To assure fair, equitable and consistent treatment of staff who report to the Executive Director.

Policy: The Executive Director:

- A. Assures working conditions are consistently safe, fair and legal.
- B. Operates with written personnel policies and procedures.
- C. Follows a written plan for employee compensation.
- D. Adheres to State of Idaho human resources policies and standards



Policy Number: VII - GOVERNANCE - 21

Policy Name: **EXECUTIVE DIRECTIVES - COMMUNICATION AND COUNSEL TO THE BOARD**

Adoption Date: 5/8/1998

Revision Date: 2/2002

Review Date: 2/2009

Purpose: To clarify channels of communication between the Board and the Executive Director and to assure the Board is adequately informed of and receives legal counsel related to issues and concerns.

Policy: A. The Executive Director assures that the Board remains adequately and accurately informed and receives appropriate legal counsel.

B. The Executive Director:

1. Communicates with the Board as a whole except when
 - a. Fulfilling individual requests for information; or
 - b. Responding to officers or committees duly appointed by the Board.
2. Advises the Board of relevant trends, controversial issues and variance from its own policies.
3. Gathers varying points of view and options for consideration.
4. Assures information is timely and relevant.
5. Provides appropriate legal counsel for the Board.



Policy Number: VII - GOVERNANCE - 22

Policy Name: **EXECUTIVE DIRECTOR SUCCESSION**

Adoption Date: 5/8/1998

Revision Date: 2/10/2000, 2/2002, 7/2007

Review Date: 2/2009, 1/2013

Purpose: To establish a process in the event the executive director departs or is otherwise unable to fulfill the responsibilities of the position.

Policy:

- A. In the event of the departure or extended absence of the executive director (ED), the associate director will serve as acting ED until the ED is able to resume his/her responsibilities or until the Board appoints an ED or interim executive director (IED)
 - 1. Upon notice that the ED is unable to fulfill the responsibilities of the position, the associate director will immediately assume the role of acting ED
 - 2. As soon as is reasonable, the Board will appoint an IED to assume the position. The IED will serve until such time as a new ED is appointed
 - a. The Board may appoint the associate director to serve as IED; or
 - b. The Board may appoint another qualified individual to serve as IED
 - i. The Board may consider former Board officers/members, current/former Board staff, executive directors of other state boards of nursing, industry executives, government or university administrators, unsolicited individuals; or
 - ii. The Board may consult with executive officer referral services for identification of a qualified IED
 - c. The IED shall be licensed to practice professional nursing in Idaho and shall not be a currently appointed member of the Board of Nursing
- B. The Board will appoint a search committee charged to initiate the task of defining qualifications of the Executive Director, recruiting prospective candidates, and screening and selecting candidates for consideration by the full Board
 - 1. The search committee shall include the Board members of the Board's Governance Committee and may include additional



members of the Board or non-Board members. However any candidate for the position of ED shall not be a member of the Search Committee

2. The Board will identify steps to be taken by the Search Committee to include:
 - a. Preparation of the anticipated executive search and selection budget to be approved by the Board. The budget shall include projected costs for media notices, scope of the search (internal/external), need for additional Board meetings (travel/teleconference expenses), inter-view and relocation expenses, etc.
 - b. Determination of steps and timelines in the recruitment/selection/hiring process
 3. The Search Committee will select the top three to five candidates for interview by the Board
- C. The Board will select and appoint the ED and will set the salary, consistent with the Board's Executive Director Compensation policy and approved budget



Policy Number: VII - GOVERNANCE - 23

Policy Name: **BOARD MEMBER PER DIEM COMPENSATION**

Adoption Date: 5/2/1986

Revision Date: 4/29/2010

Review Date:

Purpose: To clarify provisions for Board member compensation as provided for in Idaho Code 54-1403(3), that indicates "Each [Board] member shall be compensated as provided by section 59-509(h), Idaho Code".

Section 59-509(h) indicates that "members shall receive the sum of fifty dollars (\$50.00) per day, and shall be reimbursed for actual and necessary expenses, subject to the limits provided in...Idaho Code".

Policy: 1. Members of the Board of Nursing shall be entitled to receive per diem compensation at the rate established for each day spent in the performance of Board duties. Performance of duties shall include, but is not limited to:

- a) Attendance at Board of Nursing meetings
- b) Attendance at workshops, conventions, meetings, etc. when serving in the capacity of a member of the Board

2. A day shall be defined as any activity of at least 4-hours in length in which the member is engaged during a single calendar day. Travel to and from the scheduled activity is not included in the calculation of time for purposes of per diem compensation.



Policy Number: VII - GOVERNANCE - 24

Policy Name: **REVIEW OF BOARD DECLARATIONS**

Adoption Date: 11/04/2010

Revision Date:

Review Date:

Purpose: To provide for regular review/revision/affirmation of adopted Board declarations to assure they remain relevant and reflective of the Board's beliefs and positions.

Policy:

- A. Position, philosophy, belief and other declaratory statements adopted by the Board are reviewed, revised and affirmed by the Board at least every five years.
- B. Statements are reviewed for consistency with and relevance to Mission, Vision and Strategic Goals.



Policy Number: **VII - GOVERNANCE - 25**

Policy Name: External Meeting Attendance by Board Members and Staff

Adoption Date: January 28, 2011

Revision Date:

Purpose: To cultivate a clear understanding of the Board's Mission to protect the public by providing opportunities to collaborate with colleagues and others, contribute to policy and regulatory discussions and influence policy decisions.

Policy: Board and staff members will be selected to attend scheduled meetings of external organizations, including the National Council of State Boards of Nursing (NCSBN), in order to network, acquire information related to specific agenda items and issues and speak to and address Board issues as opportunities arise.

- A. The Board will designate Board member representative(s) to attend meetings; the Executive Director will designate staff representative(s). The Board will approve in advance all out-of-state travel expenses consistent with Policy III-13.
- B. Who and how many will attend each meeting will be determined with consideration to:
 - 1) The role and responsibilities of the representative;
 - 2) The purpose of the meeting, including the scope and focus of the meeting agenda in relation to the work of the Board;
 - 3) The importance of maintaining consistency and continuity in organizational interactions and relationships; and
 - 4) The Board's approved budget, including the availability and best use of fiscal resources.