



Association for  
the Advancement  
of Wound Care®

## 2022 Board of Directors Nomination Guide

### Timeline

September 1-30	Call for nominations
October 1-15	Nominations reviewed and nominees interviewed
October 31	Nominees notified of their status
November 21-December 10	Online member vote period
December 13	Candidates notified of election results

### Open positions

Positions up for election in 2022:

- Treasurer
- Directors:
  - Consumer
  - Member at Large
  - Nurse
  - Physical Therapist
  - Physician

Board members will serve two-year terms, beginning January 1, 2023.


### Eligibility requirements

- Only active, dues-paying members shall be eligible for office.
- Candidates for Executive Committee positions (Secretary, Treasurer, and President-Elect) must be current or past board members who have completed an elected term of office (2 years).
- Candidates for Director positions must have been members for a minimum of one year *prior to serving on the board (joined on or before Jan 1, 2022)*.
- Experience serving on an AAWC committee or task force is strongly recommended.

**Association for the Advancement of Wound Care®**

1818 Parmenter Street, Suite 300; Middleton, WI 53562

(608) 360-6585

 [www.aawconline.org](http://www.aawconline.org)

## **Mission, vision, core values and strategic plan**

Every AAWC Board Member must understand and adhere to the mission, vision, core values and strategic plan of the organization.

### **Mission**

The mission is to advance the care of people with and at risk for wounds.

### **Vision**

The vision is to set the standard and advocate for all wound care.

### **Core values**

The core values are defined in the board-approved strategic plan:

- Advocacy
- Diversity
- Evidence-based practice
- Innovation
- Integrity
- Interprofessional collaboration
- Lifelong learning
- Mutual respect

### **Strategic plan**

The strategic plan is developed and approved by the board to establish the priorities of the association and to create the framework to accomplish the goals.

## **Duties and responsibilities of the Board of Directors**

The AAWC Board of Directors serves to advance the initiatives of the AAWC which are focused on the strategic plan consisting of the three pillars of education, public policy and research. AAWC Board Members have responsibilities that require a great deal of time and effort throughout the year. Board Members are called upon throughout their terms to make policy and other decisions, so it is important to remain active and participate.

**Association for the Advancement of Wound Care®**

1818 Parmenter Street, Suite 300; Middleton, WI 53562

☎ (608) 360-6585

🌐 [www.aawconline.org](http://www.aawconline.org)

## Board member roles

### Role of all board members:

- Meet the legal responsibility of duty of care, duty of loyalty, and duty of obedience as established in nonprofit corporate law.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements.
- Follow conflict-of-interest and confidentiality policies.
- Be informed about the AAWC's mission, services, policies, and programs.
- Comply and carry out the roles as defined the AAWC decision matrix.
- Support the work of the AAWC strategic plan.
- Liaise with volunteer groups (committees, special interest groups, task forces) as assigned.
- Serve on board work groups and other board volunteer roles as assigned and offer to take on special assignments.
- Inform others about the AAWC. Advocate for AAWC.
- Contribute to leadership development for AAWC by suggesting possible nominees to the board.
- Keep up to date on developments in the field of wound care.
- Attend and actively engage in all board meetings and other meetings as assigned for related board activities.
- Review agenda and supporting materials prior to board meetings.

### Role of the President:

- Oversee board and executive committee meetings.
- Work in partnership with the executive director to make sure board resolutions are carried out.
- Call special meetings if necessary.
- Appoint all operating committee chairs and, with the executive director, recommend who will serve on committees.
- Serve as an ex-officio non-voting Member of all standing committees (per bylaws), and make appointments to committees.
- Assist executive director in preparing board meeting agendas.
- Assist executive director in conducting new board member orientation.
- Oversee searches for a new executive director or association management company when necessary.
- Coordinate executive director's annual performance evaluation.
- Act as an official spokesperson for the AAWC and presenting AAWC awards unless a designee is assigned.
- Periodically consult with board members on their roles and help them assess their performance.

### **Role of the President-Elect:**

- Understand the responsibilities of the board president and be able to perform these duties in the president's absence.
- Serve on the executive committee.
- Carry out special assignments as requested by the board president.
- Contribute to the executive director's annual performance evaluation.

### **Role of the Secretary:**

- Serve on the executive committee.
- Ensure the safety and accuracy of all board records.
- Review board meeting minutes.
- Provide notice of meetings of the board and/or of a committee when such notice is required per the bylaws.
- Contribute to the executive director's annual performance evaluation.

### **Role of Treasurer:**

- Understand financial accounting for nonprofit organizations.
- Serve on the executive committee.
- Serve as the chair of the finance committee.
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.
- Work with the Executive Director to ensure that appropriate financial reports are made available to the board on a timely basis. Highlight any notable deviations from budget expectations or performance to ensure sound fiscal management of academy.
- Present the annual budget to the board for approval.
- Review the annual audit (if conducted) and answer board members' questions about the audit.
- Contribute to the executive director's annual performance evaluation.

### **Role of the Immediate Past-President:**

- To ensure continuity of governance by serving as an advisor to the president and board on related matters.
- Serve on the executive committee.
- Carry out special assignments as requested by the board president.
- Contribute to the executive director's annual performance evaluation.