

PNCB BOARD MEMBER ROLE DESCRIPTION

Each member of the PNCB Board of Directors is legally responsible for all activities of the PNCB and shares in a joint and collective authority. The PNCB Board currently recognizes one category of Board membership. All Board members are “at-large” members.

PNCB Board Purpose

To act in the best interest of the PNCB as a whole and to exercise the legal duties of nonprofit stewardship:

1) be faithful to the PNCB mission, 2) exercise due diligence, and 3) give undivided allegiance to the PNCB when making decisions affecting the organization.

Board Member Qualifications

- Demonstrated leadership commitment and involvement with pediatric nursing organizations, the pediatric nursing community, and/or the pediatric healthcare community.
- Relevant expertise in the disciplines of pediatric nursing.*
- Commitment to participate in 9 to 12 board meetings a year. PNCB board members are asked to contribute to research, clinical guidelines, policy development, financial reviews, commentary and/or articles, and the awards selection process.
- Positive leadership attributes; emotional intelligence; ability to work collaboratively; and engage in appropriate debate and discussion when needed.
- Visionary and strategic thinker; demonstrated ability of new and innovative ideas and/or programs within their sphere of influence, incorporating strategy, leadership, future focus, and risk taking.

Term of Office

[From Bylaws] Each Board member will hold a three-year term and will be eligible to succeed themselves for one additional three-year term. Exceptions to the term of a member of the Board may be made if the member serves in an officer role by an affirmative vote of the majority of the members of the Board. Otherwise, no Board member may serve more than six years on the PNCB Board.

[From Bylaws] The PNCB Board may include the following categories of At-Large members:

1. A member who holds the credential and provides the expertise for a PNCB certification exam
2. **A Public Member**
 - o The role of the Public/Consumer Member is defined by national accreditation requirements.
 - o The Public/Consumer member will have an interest in the health of children and will speak as an individual advocating for the health of children and not as a representative of the profession.

- o The Public/Consumer member will not be a nurse practitioner, an employer or an employee of the nursing profession, or an employee of any certifying agency during the five (5) years preceding appointment.
- o The Public/Consumer member will not have derived more than five percent (5%) of aggregate income from the nursing profession or certifying agency in any of the five (5) years preceding appointment.
- o The Public/Consumer member will not have a spouse who is a member of the credentialed profession.
- o The Public/Consumer member may hold office, except for the offices of the Chair and Chair-Elect.

3. A Pediatrician

- o A Pediatrician who is a Fellow of the American Academy of Pediatrics.

4. Ad hoc member with a Board-determined stakeholder perspective that aids the Board in its governance responsibility, who may or may not be certified by PNCB (this can be the Nurse Executive).

Method of Appointment

Board members will be appointed by the candidate selection process outlined in the PNCB Board Policy Manual. Board Member appointment or selection to a second three-year term will be governed by the selection process delineated in current PNCB Board policies. Ex officio members will serve automatically.

Accountability

Report to: PNCB Chair, PNCB Chief Executive Officer

Key Relationships

Members of the Board of Directors’ committee/task force members, staff liaison(s), partners.

Responsibilities

- Comply with the PNCB ethical standards, conflict of interests, and confidentiality policies.
- Be informed about the PNCB Strategic Plan, annual priorities, and committee charges.
- Work collaboratively with the Chair and staff to achieve the PNCB goals and objectives.
- Participate actively and constructively in PNCB meetings, including contributing to deliberations by being familiar with distributed materials.
- Respond to email notifications and solicitations in a timely manner.
- Contribute to the timely completion of PNCB products and deliverables, including meeting staff and committee deadlines.
- Volunteer for special assignments or tasks when able.

- Attend regular and special Board meetings and support other PNCB functions and external events. Board members will have no more than two excused absences within a board calendar year.
- Maintain the confidentiality of deliberations and materials.
- Comply with the PNCB travel and expense reimbursement policy.

As a Steward of the PNCB

- Be informed about and support the PNCB mission, policies, programs, and services.
- Be informed about and support the Board of Directors in governing the PNCB, protecting the organization's image and assets, and serve as the moral voice of its stakeholders.
- Champion PNCB programs and interests.
- Keep up-to-date on developments in the field.

As an Ethical Role Model

Strictly adhere to the PNCB conflict of interest and confidentiality policies and the Board of Directors' Code of Ethics, including:

- Annually complete the PNCB Conflict of Interest Policy Form, and proactively update personal disclosure information whenever material changes in circumstances require.
- Comply with the Chair's requests to self-recuse from participating in discussions, meetings/calls, and/or voting as appropriate when a conflict of interest occurs.
- Annually sign PNCB's Board of Directors Code of Ethics and Confidentiality Statement for Board Members
- Maintain the confidentiality of the Board's deliberations and materials.

As a Board Liaison to a Committee(s) or Task Force

Board Liaison Purpose

To foster communication about the PNCB strategic goals and priorities, understand and support the work of the delegated committee, report to the Board of Directors, and mentor the next generation of volunteer leaders.

Board Liaison Term

Some activities are a one-time/one day commitment. However, an Institute of Pediatric Nursing liaison, an Exam Committee liaison, a Pediatric Updates (CE) Committee liaison or other committee positions may have a term of three to six-years. A board member may have an opportunity to act as liaison to both a relevant exam, CE or other committee at alternate times during their term on the PNCB BOD.

Board Liaison Method of Appointment

Board members are appointed to certain committees to align with the relevant PNCB credential they hold. The appointment occurs in discussion with the CEO, staff, and other Board members.

Board Liaison Accountability

Report to: Staff Liaison

Key Relationships: Designated committee, subcommittee, or task force

Board Liaison Responsibilities

- Required to sign annual confidentiality and no-conflict of interest agreements. If serving as a Committee Liaison, additional agreements will be needed. The BOD liaison is expected to report on liaison participation and any organizational decisions during BOD call calls.
- Board members who hold the credential of the Job Task Analysis (JTA) are expected to attend JTA meeting(s) and participate in all relevant discussions. Additionally, the same Board member(s) will be asked if their email signature can be used on survey invitations to relevant credential holders and stakeholders. The Board member will be part of a discussion that finalizes and updates the content outline.
- If a Board member has no volunteer experience with PNCB, they are encouraged to participate in PNCB's annual item writing workshop when it is held to gain a deeper understanding of the science and art of exam item writing.
- Board member liaisons are identified for each PNCB Exam (or Pediatric Updates) committee. Liaisons are always invited to attend the annual item writing meeting to see how the exam development team works with volunteers to improve the item bank or author CE content. An assignment is never required but could always be arranged if there is interest. Item review webinars for exam groups may also take place throughout the year (typically 3 hours). Liaisons can always participate if desired, but there is no expectation. Board members who serve in a faculty role may not participate in exam writing committee assignments.
- Board members do not participate in the actual work of standard setting, but they must participate in approving the "cut score" or "passing point" per accreditation standards.
- Serve on a committee as a representative to the Board and its activities.
- Educate others about the PNCB Strategic Plan, public Board actions and decision-making rationale, and strategic trends affecting the PNCB.
- Serve as a resource for information about the PNCB staff and volunteer structure (who does what), and business processes/procedures (how things get done), including nominations and appointments.
- Encourage innovative thinking and a future focus in committee, subcommittee, or task force deliberations.
- Act as a sounding board and advisor to current and emerging volunteer leaders to help them strengthen their effectiveness, develop their leadership skills, and maximize their contribution to the PNCB mission.

Board Liaison Decision-Making Authority

- Make recommendations to the Chair, Board, and staff.
- The work of exam or CE committees is done by consensus; the board member may participate in the discussion and consensus-building process to promote the best outcomes or decisions.
- Vote on matters brought before the PNCB at the Chair's discretion.
- Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion.

Estimated Time Commitment

1-3 hours per month