

## **IPN COMMITTEE MEMBER ROLE DESCRIPTION**

IPN committee members are enthusiastic, highly engaged volunteers with robust experience and a deep commitment to pediatric nursing. Read about **current members**. Each IPN committee member represents an area of expertise and serves with others to facilitate successful implementation of the IPN objectives. Members volunteer for specific tasks based on writing skills that support dissemination, networking and making connections, providing insights into the current state of pediatric nursing, and idea generation that addresses current and future pediatric nursing challenges.

### **IPN Purpose**

The IPN Committee exists to optimize the health and well-being of children, youth, and their families through the development of a sustainable, highly qualified pediatric nursing workforce.

### **Responsibilities**

- Serves a 3-year term beginning July 1 with option to serve a second 3-year term
- Participates in one face-to-face committee meeting per year
- Participates in monthly conference calls
- Serves on a task force or work group to support the progress of PNCB strategic goals

### **Committee Diversity and Number of Members**

- Committee membership should be representative of pediatric and school nursing and strive to achieve diversity including practice setting, education, and geographic location
- A minimum of eight members to include the Chair is recommended

### **Expertise in One or More of the following areas is required**

- Nursing research
- Community/school
- Hospital care
- Nursing education
- Advance practice
- Health policy

### **Term of Office**

Each committee member will serve for a three-year (3) term with the option to serve another three years. Committee members will be expected to begin terms on July 1<sup>st</sup> and conclude June 30<sup>th</sup> of the fulfillment year.

### **Committee Member Responsibilities**

- Full participation in the committee's activities and responsibilities. Review assigned materials prior to committee meetings and come prepared for discussion.
- Attend face-to-face and web-based meetings in their entirety and be available for participation in conference calls as needed.
- Maintain active practice in their area of expertise.
- Avoid conflicts of interest. Disclose actual or perceived conflicts of interest to the CEO and refrain from acting on issues where a conflict of interest is present.
- Refrain from using confidential information obtained from the committee for personal gain. As a courtesy, committee members desiring to publish or present on PNCB related products, processes or research are asked to submit drafts of articles, slide presentations, newsletter submissions or editorials to the PNCB for a review for accuracy.
- Sign and comply with the PNCB's confidentiality statement.
- Provide input into a semi-annual report of activities to the PNCB Board.
- Comply with the PNCB Expense and Travel Guidelines.

### **IPN applicants possess the following attributes**

- Demonstrated leadership commitment and involvement with pediatric nursing organizations and/or the pediatric nursing community
- Engagement in nursing trends and passion about strengthening all roles that touch pediatrics.
- Relevant expertise in the disciplines of pediatric nursing
- Positive leadership attributes; emotional intelligence; ability to work collaboratively and engage in appropriate debate and discussion when needed
- Commitment to one distance meeting per month, one in-person meeting per year, and time to devote to assigned activities to move forward the strategic priorities of the committee

### **As a steward of the PNCB and an ethical role model**

- Be informed about and support the PNCB mission, policies, programs, and services
- Be informed about and support the Board of Directors in their governance of the PNCB, protecting the organization's image and assets, and serving as the moral voice of its stakeholders
- Championing PNCB programs and interests
- Strictly adhere to the PNCB conflict of interest and confidentiality policies and the Board of Directors' [Code of Ethics](#)

### **Monthly time commitment**

- Estimated to be 1-3 hours