



**INTERNATIONAL FAMILY NURSING ASSOCIATION  
NOMINATING COMMITTEE  
TERMS OF REFERENCE 2022-2023 (2-Years)**

**Chair/Co-Chairs**

- Elisabeth Coyne | Australia | Email: [e.coyne@griffith.edu.au](mailto:e.coyne@griffith.edu.au)
- Patricia Beierwaltes | USA | Email: [patricia.beierwaltes@mnsu.edu](mailto:patricia.beierwaltes@mnsu.edu)

**Board of Directors Liaison**

- Lindsay Smith | Australia | Email: [l.m.smith@utas.edu.au](mailto:l.m.smith@utas.edu.au)

**Committee Duties and Responsibilities (per the IFNA Bylaws)**

**Purpose:** Identify nominees, present a ballot, and oversee the election of IFNA officers and Board of Directors.

- The Nominating Committee shall prepare and submit to each voting member a ballot with at least one nominee for each elected office in IFNA.
- Validation of current membership and confidentiality of voting shall be components of the ballot protocol.
- Unless stated otherwise in these bylaws, all rules and procedures for the conduct of the nominations and elections shall be recommended by the Nominating Committee and approved by the Board of Directors.
- The candidate receiving the highest number of votes for each elected office shall be declared elected.
- Tie votes shall be broken by a majority vote of the Board of Directors.
- The Nominating Committee shall oversee the election procedure

**Goals for 2022-2023 (2-Years)**

Goals are to continue developing strategies that support the development of a slate of candidates that represent an engaged international membership that is committed to the mission and vision of IFNA.

- Revise the timeline for election processes to begin strategies for nomination earlier.
- Enhance and add new strategies to engage membership and other committees, i.e., Membership committee and/or Communications Committee in the election processes.
- Engage the Country Liaisons for ideas and to help with above strategies.

**IFNA Guidelines for the Nominating Committee**

**Chairperson's role:** To work collaboratively with IFNA office, committee members of the nominating committee to create a slate of candidates to fill vacancies related to the governance of IFNA. This slate is then presented to the Board of Directors for information. Once the slate is finalized by the nominating committee it is submitted to the membership for election.

**Overarching Principle:** To ensure that IFNA is an international association whose leadership is comprised of individuals who have demonstrated a commitment to the advancement of family nursing and are committed to IFNA's mission. As an international association IFNA has to have international representation on its governing body.

**Action Plan**

- Schedule meetings with committee members and IFNA board of Director Liaison to ensure timely and rigorous nomination and election processes.
- Communicate closely with IFNA office to implement nomination and election processes.
- Review and maintain IFNA bylaws related to nominations and nomination processes of Nominating Committee.
- Identify position vacancies for each election cycle.
- Determine a timeline for the election process.
- Work with IFNA office to issue calls for election to the IFNA membership.
- Develop and implement a variety of strategies to seek nominees.
- Generate a list of nominees that reflect IFNA's representation.
- Inform IFNA Board of Directors of the prepared slate of nominees and guide relevant discussion.
- Work closely with IFNA office to implement the election process and submit the Slate of Candidates to the membership.