



AORN SURGICAL
CONFERENCE
& EXPO 2015

Candidates Handbook

2014 - 2015

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OVERVIEW

This booklet has been developed as a guide for candidates for national office. The Nominating and Leadership Development Committee (NLDC) has created a timeline of important activities and information for candidates. Please utilize the checklist to assist you as you organize activities and prepare for your candidacy and Expo week activities. You may find it helpful to add these deadlines to your personal calendar.

Your personal statement and candidate application has already been completed and received. You may want to refer to these as you write your election statement and prepare your candidate's speech.

Your candidate's biographical information, election statement, and photograph are published in the Pre-Conference *Journal*, the AORN *Governance* book, and on the AORN website. Editorial staff and other Headquarters staff will work with you to ensure that accurate information is published. *You are a leader in our organization and we want to showcase your accomplishments.*

ELIGIBILITY FOR NATIONAL OFFICE

AORN Bylaws – Article VII Section 1: Eligibility

A. To be eligible for elective office as a member of the Board of Directors or as a member of the Nominating and Leadership Development Committee, a nominee must currently provide or have previously provided perioperative nursing care that addresses(ed) the needs of patients preoperatively, intraoperatively, and postoperatively.

B. To be eligible for elective office as a member of the Board of Directors or a member of the Nominating and Leadership Development Committee, a nominee must have been a member of the Association continuously for two (2) years immediately prior to being nominated and may not be an employee of AORN Headquarters.

C. To be eligible for the office of President-elect or Vice President, a nominee must have served at least one (1) year as a member of the Board of Directors, be a CNOR, and must possess a minimum educational preparation of a BSN or bachelor's degree in a related field.

D. The members of the Nominating and Leadership Development Committee may not be listed as candidates for election on a slate that they have prepared.

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

**CODE OF CONDUCT POLICY/
FULL DISCLOSURE POLICY** (Approved 4/91; Revised 7/07)

Board members must represent unconflicted loyalty to the interests of the membership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any board member acting as a consumer of the organization's services.

Board members must avoid conflict of interest with respect to their fiduciary responsibility.

When the Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall announce the conflict of interest. Voting privilege shall be determined by the Board.

Board members will annually disclose their involvement with other organizations, with vendors, or any other associations that might produce a conflict. Disclosure should be presented to the President in writing at the summer Board meeting or when the conflict arises.

Board members should avoid using their position or the Association's assets in a way that would result in pecuniary or monetary gain.

When representing AORN, Board members interacting with the public, the press, or other entities must speak based upon AORN's stance.

Board members will respect the confidentiality appropriate to issues of a sensitive nature.

This policy shall be distributed to all candidates for elected office at the time the candidates are informed of their nomination.

(July-AORN Surgical Conference & Expo/Congress)

NOMINATING AND LEADERSHIP DEVELOPMENT COMMITTEE RESOURCE PERSON

A member of the NLDC will be assigned as a resource to assist you throughout candidacy. You are encouraged to contact them throughout the process.

Office/Candidates

Resource Person

President-Elect *(one to be elected)*

Martha Stratton..... Mary Russell

Treasurer *(one to be elected)*

Stephanie Davis..... Vangie Dennis

Darin M. Prescott Jay Bowers

Board of Directors *(four to be elected)*

Sandy Albright..... Merideth Lewis-Cooney

George Allen Vangie Dennis

Lady Sue Bell Karen Lemmons

James (Jay) Bowers Mary Russell

Melanie Braswell Vangie Dennis

Jane Flowers Steve Balog

Karen M. Knapp Steve Balog

Kelly (Boyle) Kollar..... Merideth Lewis-Cooney

Sue Seitz..... Karen Lemmons

Nominating and Leadership Development Committee *(two to be elected)*

Connie Garrett..... Merideth Lewis-Cooney

Rebecca Holland Vangie Dennis

Kristy Simmons..... Merideth Lewis-Cooney

Diana L. Wadlund..... Karen Lemmons

Kristy Wheeler Mary Russell

Dawn Myers Yost Mary Russell

NLDC MEMBER CONTACT INFORMATION

The contact information for the members of the NLDC is listed below. Any written information should be sent to Rhonda Minthorn at AORN headquarters.

Chair:

**Mary Russell, MN, RN, FNP-BC, CNOR
Nurse Practitioner**

2233 NE 41st Avenue
Portland, Oregon 97212
Cell (503) 754-7327
Email: marycrussell@aol.com
mary.russell@va.gov

Advisor:

**Rosemarie Schroeder, BSN, RN, CNOR
Director Surgical Services**

1000 W. Colonial Street
Marshfield, WI 54449
Home (715) 207-0731
Work (715) 387-7449
Email: Rosemarie.Schroeder@ministryhealth.org

Steve Balog, MSN, RN, CNOR

Staff Nurse

13 Rusty Rail Lane
Hilton Head Island, SC 29928
Cell (703) 283-5476
Email: orsteve1@hotmail.com

Ex Officio:

**Linda Groah MSN, RN, CNOR,
CNA, FAAN**

CEO/Executive Director
2170 S Parker Rd, Ste 400
Denver, CO 80231-5711
Work: (800) 755-2676 ext. 220
Fax: (303) 750-2927
Email: lgroah@aorn.org

Karen Lemmons, BSN, RN, CNOR

Ortho Team Leader

2541 Tot Hill Farm Road
Asheboro, NC 27205
Cell (336) 953-6247
Email: karenlemmons@gmail.com

Staff Liaison:

Rhonda Minthorn

2170 S Parker Rd, Ste 400
Denver, CO 80231-5711
Work: (303) 338-4892
Cell: (720) 382-3121
Fax: (303) 368-6248
Email: rminthorn@aorn.org

Merideth Lewis-Cooney, BSN, RN, CNOR

Perioperative Safety Officer

206 Greenview Drive
Daly City, CA 94014
Cell (415) 260-9749
Email: sfmerideth@mac.com

PICTURE SUBMISSION

Deadline: September 8th, 2014

Mail two 5x7, black & white, **business, professional quality photographs taken within the last two years** to Rhonda Minthorn. Business attire is required (see pictures below). One will be used for the candidate display at Congress; the other will be used for publication in the Journal and Congress Resources.

NOTE: Black and white photos take more time to be developed, so consideration should be given to completing this as early as possible should retakes or reprints be necessary. Photos are to be of the same pose with a professional solid background.

- **Your photographer must sign a copyright release form and this form must be returned with the photos to Rhonda Minthorn.** *A copy of the AORN photo release form is included in this handbook (Attachment 1). If no copyright release is received your photo cannot be used by AORN for publication or display.*
- Keep in mind when choosing the picture to send to the Journal that many members will recognize you by this picture when you meet them at AORN Surgical Conference & Expo. (For example: if you will be wearing glasses during Expoweek make sure you are wearing them in your picture.)
- Consider color contrasts when selecting an outfit for your black & white photo.
- All photos are subject to AORN approval.
- In addition to the two printed copies you provide of your photo, it is also required that you submit them in a digital format (**jpeg or tif**) via email or a copy on CD to *rminthorn@aorn.org*.



AORN STATEMENT ON WRITTEN CAMPAIGNING ACKNOWLEDGEMENT

Deadline: September 8th, 2014

To promote fairness and equality among the candidates, the AORN Nominating and Leadership Development Committee will not allow campaigning by candidates and prohibits candidates from campaigning **after** the ballot has been established and/or published. This includes, but is not limited to, promoting the candidacy of any individual or soliciting votes via written or electronic letters, cards, e-mails, list-serve communications, text messages, social networking (OR Nurselink, Facebook, YouTube, Twitter, etc), and other means of advertisements.

An example of this might be: "I am Mary Brown and I am running for the National Board of Directors, please vote for me."

Any infractions of this policy will be addressed by the Nominating and Leadership Development Committee with recommendations to the AORN Board of Directors and could result in immediate removal from the AORN slate of candidates.

For questions or clarification of the above policy, please contact the Nominating and Leadership

Development Committee Chair, Mary Russell at 503-754-7327

Please return AORN Statement on Written Campaigning Acknowledgment (Attachment 2 at the end of the handbook) by September 8, 2014 to:

AORN
Attention: Rhonda Minthorn
2170 S. Parker Road, Suite #300
Denver, CO 80231-5711

AORN CANDIDATE CAMPAIGNING DO'S AND DON'TS

DO (without formal campaigning)

- Attend local, state, and national AORN events to increase your visibility without announcement of formal candidacy.
- Discuss your experience, abilities, skills and talents.
- Discuss your ideas and goals for AORN.
- Network with other AORN members regarding professional perioperative issues on ORNurseLink.
- Submit professional manuscripts for the *AORN Journal* and/or *Connections*.
- Present educational programs.
- If invited, attend chapter, and State Council meetings at Expo.
- Attend other professional nursing association events and meetings.
- Continue to serve on appointed committees and/or task forces (if applicable).
- Continue to serve on the AORN Editorial Board (if applicable).
- Continue to serve on the CCI Board and/or Committees (if applicable).

Register for AORN Surgical Conference & Expo/Congress

The registration fee will be waived for all candidates placed on the ballot. All additional fees including hotel, Pre-Conference registration, social events, tours and other outside Conference activities will be the financial responsibility of the candidate. On your registration form, write "fee waived - candidate for national office". If registering on-line, please contact Kelly Myers in Customer Service at AORN headquarters (800-755-2676 x 375).

DON'T

- Distribute (or encourage others to distribute) any written material or electronic media identifying or promoting yourself as a candidate for national office, including written letters, cards, e-mails, list-serve communications, photos, text messages, social networking, or advertisements.
- Distribute business cards that identify you as a candidate (personal and professional business cards are acceptable).
- Identify yourself as a candidate when presenting professional or educational programs.
- Identify yourself as a candidate on ORNurseLink.
- Identify yourself as a candidate when submitting manuscripts to the *AORN Journal*
- Identify yourself as a candidate when speaking at House of Delegates or Forum Sessions.

ELECTION STATEMENT FOR THE AORN JOURNAL

Deadline: September 8, 2014

The election statement is the candidate's chance to speak to the membership about current issues that are facing professional nursing and their impact on perioperative nursing. Statements for candidates running for President-elect are allowed 400 words. **Statements for candidates running for Treasurer, Board, or the NLDC are allowed 250 words.**

When preparing your messaging to the membership throughout the election process, remember to convey why you are qualified for the office you are seeking.

It is best to write your statement in a recognized word processing system (e.g., Word) and run a word count and utilize spell check on the document before you send it to Headquarters. If the word count submitted is more than allowed, the statement will be edited for the correct number of words by the editorial staff. Please send your statement by e-mail. Address your statement to:

Rhonda Minthorn

E-mail: rminthorn@aorn.org

After editing for Journal style, your election statement will be returned to you, along with your biographical information, by October 13th, 2014. You will have until October 17th, 2014 to check it, make any changes, and return the approval form.

(September/October)

The editorial staff members draft the biographical information for the Journal from the information submitted on the Candidate Application form. You do not have to re-submit this information. The editors will send you a draft for your approval. To be fair to everyone, the editors follow very strict guidelines about what can be included. Only information from the past 10 years is included (2005-2015) except for Awards/Honors.

The biographical information is listed in the following order:

1. Office you are seeking (this information is not included in the biographical data information).

2. Name, credentials, current position, primary employer, secondary employer (if appropriate), city, and state.

Regarding credentials: Only highest academic degree earned is listed (unless a lower degree is necessary to clarify nursing studies). Studies in progress and candidate degree status are not listed here. Only nationally recognized licenses and certifications are listed.

3. Education and current specialty nursing certification.

The name of the degree is spelled out, followed by the name of the school and city/state where the degree was earned. Studies in progress may be written out here, but only if the candidate is actually enrolled in a course of study leading to a degree. This would apply to all academic degree studies (i.e., bachelors, masters, doctorate). The letters “PhD(c)” will not be used as credentials with names. Other “training” routinely required is not included (e.g., ACLS, ATLS).

4. Number of years as a perioperative nurse and member of AORN.

5. Chapter, Member at Large, Councils, and Specialty Assembly affiliations.

This can include any memberships with these AORN-affiliated groups. The year(s) of membership is included. NOTE: This includes memberships only -- Offices held, awards, etc, related to these groups is not included here. This information can be included in item 7 (see below)

6. Number of Congresses attended; number of times as delegate and alternate.

7. Awards/honors.

Only awards/honors awarded by professional/community service organizations are recognized. The date of the award is included, but the description (on form) is not. Scholarships are not listed. Include all awards/honors regardless of the year awarded.

8. AORN Leadership and Service

May include up to 15 organizational leadership positions within AORN (National, Chapter, Council, or Specialty Assembly). May include committees, task forces, etc. National activities are listed first, followed by Specialty Assembly and Governing Council activities, State Councils, and Chapters. The year(s) is included, but the description (on form) is not.

BIOGRAPHICAL INFORMATION FOR AORN JOURNAL (Cont'd)

9. Leadership and Service in nursing, outside AORN.

May include up to 5 organizational leadership activities (non-work related) not including AORN. The year(s) is included, but the description (on form) is not. CCI activities are listed here.

10. Community Leadership outside AORN and nursing.

May include up to 5 leadership activities (non-work related) from outside AORN and nursing. The year(s) is included, but the description (on form) is not.

11. Written, Speaking and Research

(this information is not included in the biographical data information printed in the Journal). The biographical information is followed by the candidate's election statement.

When the editors send your draft for approval, please check the information, including dates, carefully. **The draft will be emailed to you by October 13, 2014. You will until October 17, 2014 to approve it.**

AORN Journal Timeline

- September 8, 2014* - Mail two professional quality black & white 5 x 7 photos and signed copyright release form to Rhonda Minthorn at the Headquarters address.
- September 8, 2014* - Send election statement *AORN Journal* via email to Rhonda Minthorn.
- October 13, 2014* - Editorial department will email the biographical information and edited election statement for your approval.
- October 17, 2014* - Electronically submit edits and/or approval of biographical information and election statements to Iris Llewellyn.

Questions?

If you have any questions about the editorial procedure or appropriate content, please contact:

Iris Llewellyn

E-mail: illewellyn@aorn.org

Introductory Candidate Videos

The NLDC is having all the candidates for National office do an introduction video for the AORN website. The video will be posted along with your bio's and election statements in December. AORN headquarters will be sending you a camcorder with complete instructions on how to operate the video recorder. You will have 4 days from the date you receive the equipment to record your video and ship back to Rhonda Minthorn. You will have a pre-paid shipping label included in the package. It is very important you adhere to the 4 day deadline to submit your video. We are rotating four cameras between 18 candidates and your tardiness will delay the overall process. Headquarters will be hosting a webinar in September on tips for the best outcomes for your video. You will receive an email to register for this webinar. Below is the tentative schedule to receive your equipment. If you have any conflicts with your scheduled dates, contact Rhonda Minthorn ASAP and we can reschedule you for a better date.

Week 1 9/29 – Martha Stratton, Stephanie Davis, Darin Prescott, Sandy Albright

Week 2 10/6 – George Allen, Lady Sue Bell, Jay Bowers, Melanie Braswell

Week 3 10/13 – Jane Flowers, Karen Knapp, Kelly Kollar, Sue Seitz

Week 4 10/20 – Connie Garrett, Rebecca Holland, Kristy Simmons, Diana Wadlund

Week 5 10/27 – Kristy Wheeler, Dawn Yost

ELECTRONIC MEDIA

(August-AORN Surgical Conference & Expo/Congress)

The NLDC has developed an online candidate group on OR Nurse Link. This is where the NLDC will be posting deadlines, tips, updates, schedule changes and answer questions. As a candidate please check the site weekly and activate the notification option so that you are alerted when updates are posted. If you have difficulty accessing the OR NurseLink, please contact Rhonda Minthorn at AORN Headquarters.

You are permitted to participate on OR NurseLink discussion groups. In fact, you are encouraged to engage with the membership via this electronic forum. Keep in mind identifying yourself as a national candidate or speaking directly about campaign issues on OR NurseLink constitutes written campaigning and is not permitted.

Pre-Congress Candidates Forum on OR Nurselink will be February 2 – February 20, 2015. The headquarters staff will create the forum group and add you to the group. It is the recommendation of the NLDC that you check this site every couple of days and answer the questions that have been posted for the office for which you are running.

FORMAL SPEECH PREPARATION

(September-AORN Surgical Conference & Expo / Congress)

This is probably the most important and personally challenging public appearance that candidates will make during Congress week. It also can be the most exciting event, if you plan and prepare appropriately. Candidates running for President-Elect will be allowed five minutes to present. All other candidates will be allowed three minutes. Possible suggestions to consider for your formal speech can include some of the following:

- Your personal and professional accomplishments
- Your AORN involvement
- Your qualifications for the position
- Items you would like to accomplish
- Perioperative issues
- AORN issues

When writing your speech think about what makes you different from the others running with you and capitalize on it. Plan to finish your speech 15-30 seconds before your allotted time. This will give you a comfortable cushion should you need it, or will allow you more time to emphasize a point. When you have 15 seconds left, the timekeeper in the front row will hold up a sign indicating the amount of time remaining. When time runs out, another sign will be held up and the microphone will be turned off.

The speech time limit will be enforced!

SPEECH TIPS

- The following tips have been compiled from the past experiences of candidates. You may find many of these helpful as you prepare for Expo.
- We suggest you seek the assistance or advice of a mentor to review and possibly critique your speech.
- After you have written your speech, ask yourself the following questions:
 - Did I highlight why I am qualified to serve in this office?
 - Did I convey my personal vision as it relates to AORN's Vision, Mission, Strategies and Values?
 - If I were sitting in the audience listening to this speech, how would I respond?
- Practice delivering your speech rather than reading it. If memorizing works for you, spend time fine tuning it before Congress.
- Be sure you use various voice inflections and avoid being monotone.
- As you practice, time your presentation with a stopwatch or clock.
- A tape recorder or videotape is the most useful tool for feedback. Look for variations in speed or tone, or for the dreaded audible pauses (um's, er's, 'like's and 'you know's).
- Record yourself periodically to help work on the areas or points you want to emphasize.
- Present your speech to anyone who is willing to listen to it, as often as you can.
- If you have access to a large hall or hospital auditorium, consider practicing your speech there.
- Practice speaking at a podium or lectern.
- Practice speaking directly into a microphone
- Stand with your hands placed directly on the podium or at your sides.
- Pack a second copy of your speech in a separate suitcase or give one to a friend.
- Print a copy of your speech in larger font with double-spacing to make reading or reference easier.
- At the Candidate Orientation, you will have the opportunity to stand at the podium and microphone for a brief sound check (not a speech rehearsal). Step stools will be available upon request.
- Wear comfortable and professional business attire.
- Be aware that stage lights are very bright – do not look directly into lights if reading your speech.
- Be aware that when the presentation room is filled with people there may be an echo (voice feedback) when giving your speech.
- Light can cause a reflection on plastic or metallic pins and jewelry. These items, including your Congress badge, ribbons, and awards should be removed during the Candidates' Forum.
- Use caution when using the steps going up to stage. Please use handrail.
- Take a moment to look over your audience and to smile.
- The time clock does not start until your speech begins.
- No matter how nervous you feel, try to appear calm and relaxed.
- Speak to the entire audience; avoid the temptation to speak exclusively to one or two people.
- Copies of previous Candidates' Forums are available on DVD from Rhonda Minthorn.
- No matter how nervous you feel, try to appear calm and relaxed.
- Speak to the entire audience; avoid the temptation to speak exclusively to one or two people.
- Copies of previous Candidates' Forums are available on DVD from Rhonda Minthorn.

QUESTION AND ANSWER SESSION

After formal speeches are delivered, candidates will answer questions posed by members of the Nominating & Leadership Development Committee. Candidates for each office will be secluded. All candidates for the same office will answer identical questions.

Candidates for President-Elect will answer three questions during the forum. Treasurer and Board candidates will answer two questions. NLDC candidates will answer one question at the Forum.

The Q&A portion of the Candidates' Forum is an opportunity to build a rapport with the membership. It is also a chance to explore topics and give an opinion on issues you may not have had a chance to discuss in your speech. Questions will be situational and geared to the office you are seeking.

Rehearse mock Q&A sessions with colleagues at work or in your chapter. Request that they ask you questions appropriate to your potential office and keep your responses within the time limit. Your ability to respond spontaneously to questions will improve with practice. Rehearsing will help you avoid post-question regret: "I cannot believe I forgot to say....!"

OTHER TIPS

- As you prepare for your candidacy, develop some "talking points" of your vision, qualifications and experiences that you can adapt as you answer these questions. These talking points will be beneficial as you interact with members throughout the week.
- Be aware of non-verbal communication.
- Smile at the audience. Pay attention while waiting for your question to be asked.
- Sit up straight. Practice strong confident body language.
- Lean in and speak clearly and slowly into the microphone.
- Remain composed and don't get thrown by the unexpected.
- Paper and pencil will be provided on stage. You may want to write down a few key parts of the question to help organize your thoughts.
- Repeat or rephrase the question to allow you an opportunity to gather your thoughts.
- If you need a moment to form a response, pause for a few seconds. It is better to stop and think rather than stumble on your words until you find your direction.
- Keep your response simple. A concise and appropriate answer is better than rambling

NETWORKING

(September-AORN Surgical Conference & Expo/Congress)

The majority of your networking efforts will be accomplished with the following activities:

- Journal Biographical Data that reveals your Chapter, and Committee activities and other Offices held.
- AORN Journal election statement
- Attendance at Conferences, state council activities and meetings of other Chapters.
- OR NurseLink
- Candidates' Forum at Expo
- Informal conversations with Expo attendees
- Invitations to Specialty Assemblies & State Councils at Congress
- Members take notice of candidates who are approachable and accessible
- During Expo week, be visible. Get out and circulate.
- Ride the bus, sit with someone you don't know, introduce yourself as a candidate.
- Hit the exhibit floor, pound the pavement, get out and meet the membership.
- Wear your badge on your right shoulder so when you shake hands with someone they read your nametag and keep your name visible.
- When attaching your ribbons to your name badge place your candidate ribbon first under your badge, then follow with your other ribbons.
- Consider volunteering to moderate a session at Expo. This will increase your visibility and give you an additional speaking opportunity.
- Volunteer to serve as a session assistant to increase your visibility.
- Be prepared to answer the question, "Why should I vote for you?" and "Why are you qualified for the position you are seeking?" Remember your talking points.
- Pace yourself- it is a full and busy week.
- There may be a lot on your mind this week but remember to Smile! Smile! Smile!

CANDIDATES WEB PAGE

- The Ballot is posted soon after the Nominating & Leadership Development Committee's meeting in July.
- The Candidate's Black & White professional 5 x 7" photo will be posted with the election statement by December 19th, 2014.

ONLINE CANDIDATES QUESTIONS

As a candidate you will receive a set of questions pertaining to the office you are running for by December 1, 2015. All candidates must email their answers to rminthorn@aorn.org no later than December 10, 2014. NOTE: All answers from the candidates will be posted unedited on the web page on approximately December 19, 2014. No answers will be accepted after December 10, 2014.

BOARD MAILINGS

(Jan-AORN Surgical Conference & Expo/Congress)

Starting *approximately* in January, you will begin receiving the Board Bulletin by e-mail *when available*. **Please note that the action items in this bulletin are intended for the Board members only.** This is an **informational** mailing for you as you pursue your elected position.

We recommend you pay particular attention to information that will impact the position that you are seeking, and that will enhance your understanding of perioperative nursing and other issues impacting AORN.

This information will keep you informed of the issues facing the Association. It may be helpful in preparing you for the Candidate's Forum questions and may assist you as you develop your speech.

Time Obligations

Candidates should block out the following times on their preliminary Expo schedules. (These times are subject to change prior to Expo Week.)

Candidates Orientation

What: At the Candidate Orientation, you will have the opportunity to stand at the podium and microphone for a brief sound check (not a speech rehearsal). Step stools will be available upon request.

Where: Mile High Ballroom 2-3 in the Convention Center

When: Saturday, March 7, 2015, 10:00am-11:00am. Consider this when planning your travel and arrival to Denver.

Candidates Forum

What: An opportunity for the candidates to give their speeches and respond to questions during the same session. More information will be sent to the candidates and published in future issues of the January issue of the *AORN Journal*.

Where: Mile High Ballroom 2-3 in the Convention Center

When: Saturday, March 7, 2015, 1:00pm – 3:30pm

Second House of Delegates – Teller's Report

What: Election results are announced by the President.

Where: General Session Hall in the Convention Center

When: Wednesday, March 11, 2015 – 12:30pm-2:00pm

Action: At the conclusion of the House of Delegates, please find your NLDC Resource Person at the front of the Hall by the stage to receive letter, election results and an evaluation form. Your feedback is important to the NLDC. Complete the evaluation form and return it to Rhonda Minthorn in the self-addressed envelope at Headquarters within 10 days of the election.

Closing Session

When: Wednesday, March 11, 2015 – 4:30pm-5:15pm

Action: Newly elected Officers, Board and NLDC will have reserved seating and will be called on stage prior to closing session.

Conference Reminders

Travel: Denver: Looking forward to returning to the city of AORN Headquarters!

Food: Healthy food and beverages. On Saturday, have breakfast before coming to the convention center

Hotel: Arrange to stay in a Expo hotel close to the convention center or on the bus route

Clothing: Business attire for all Expo meetings and comfortable shoes. Since the pictures for the Board and NLDC are taken on Wednesday after the election results, plan your wardrobe as you would like to be seen in pictures.

Post Conference Meetings/Travel Schedule

When making return travel reservations, plan as if you will be elected and will be required to attend the post Conference meetings / orientations on Thursday,

March 12, 2015. You will receive a letter from Headquarters advising you about this in time to make reservations. Do not book your returning flight before 5:00pm on Thursday (plan for at least 2 hours of travel time prior to departure). If elected, AORN will reimburse you for the additional Wednesday night hotel and food expenses.

VOTING PROCESS AND DATA SECURITY

1. Member has to login to the voting application using their member ID and last name. Member ID is unique to every member. This information has to be valid in order to vote. Wyndham Jade validates against the member information sent by AORN.
2. Once logged in, a member can vote for President (only one), Treasurer (only one), Board of Directors (up to 4) and Nominating & Leadership Development Committee (up to 2).
3. Once a member completes a voting process, they cannot modify their selections. Nor can anyone else.
4. Once the Voting is done, it's saved in the database and there is a report that gives the details on which candidate received how many votes. There is no way to manipulate this information at the application level.
5. During testing Wyndham Jade has scripted all voting combinations to ensure the math worked correctly. Testing is conducted by AORN Staff, AORN IT, and the Nominating & Leadership Development Committee.
6. The security of the data is the same that exists for the thousands of credit cards stored in Wyndham Jade's system. Wyndham Jade is completely PCI compliant and they employ state of the art intrusion detection and denial of service software to protect AORN's data.

NEWS RELEASES *(Optional)*

At your request, if you are elected, AORN will provide a template of a press release for you to send news releases to your hometown newspapers, hospital or place of employment public relations departments and specialty nursing journals (cc to candidates). Contact Rhonda Minthorn via email (rminthorn@aorn.org) for a copy of the news release template.

Checklist

NLDC Resource Person _____

Phone/Email _____

September 8, 2014

- Professional Photos obtained and submitted
- Photography copyright (Attachment 1) form obtained and submitted
- Journal statement prepared and mailed by deadline
- AORN Statement on Written Campaigning Acknowledgement (Attachment 2) signed and mailed

October 17, 2014

- Review and confirm that candidate biographical information is correct and respond appropriately to editorial staff by this deadline: Answers to questions for website submitted

September/October, 2014 – Candidate Introductory Videos (4 day turnaround)

- Week 1 9/29 – Martha Stratton, Stephanie Davis, Darin Prescott, Sandy Albright
- Week 2 10/6 – George Allen, Lady Sue Bell, Jay Bowers, Melanie Braswell
- Week 3 10/13 – Jane Flowers, Karen Knapp, Kelly Kollar, Sue Seitz
- Week 4 10/20 – Connie Garrett, Rebecca Holland, Kristy Simmons, Diana Wadlund
- Week 5 10/27 – Kristy Wheeler, Dawn Yost

December/January 2015

- Register for 2015 AORN Surgical Conference & Expo / Congress and confirm hotel reservations.
- Board Mailings Received and Reviewed (reading only, do not respond to any request) – do not share this material with others.
- Formal speech written.
- Prepare a schedule of Specialty Assembly meetings, educational sessions, State Council meetings, speaking engagements, and specialty interest group meetings at Congress

December 10, 2014

- Answer to on-line question's returned to Rhonda Minthorn

March 2015

- Extra copy of your formal speech packed away for travel to Congress

April 21, 2015

- Candidate Evaluation completed and mailed to Rhonda Minthorn

Candidate Resources: Leadership, Speech Writing and Speech Presenting

- *A Sense of Urgency* by John P. Kotter (2008)
- *Anatomy of Writing for Publication for Nurses* by Cynthia Saver (2010). Sigma Theta Tau International.
- AORN Advocacy - <http://www.aorn.org/IssuesAndInitiatives/#axzz20jMMJ2A6>
- AORN's Committees – http://www.aorn.org/Get_Connected/Volunteer/Committees.aspx#axzz20jMMJ2A6
- AORN'S View on the IOM Report - http://www.aorn.org/Advocacy/Issues_and_Initiatives/IOM_Future_of_Nursing_Leading_Change_Advancing_Health.aspx#axzz20jMMJ2A6
- Competency & Credentialing Institute (CCI) – www.cci-institute.org
- *Eat that Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time.* Bryan Tracy (2007) Berrett-Koehler Publishers, Inc. San Francisco.
- *How Winning Works* by Robyn Benincasa (2012)
- *Race for Relevance: 5 Radical Changes for Associations* by Harrison Coerver & Mary Byers (2011)
- *The 5 Essential People Skills: How to Assert Yourself, Listen to Others and Resolve Conflicts* by Dale Carnegie Training (2009)
- *The End of Membership As We Know It: Building the Fortune-Flipping, Must-Have Association of the Next Century* by Sarah L. Sladek (2011)
- *The Five Dysfunctions of a Team: A Leadership Fable* by Patrick Lencioni (2002)
- *The Power of Teamwork Inspired by the Blue Angels* by Scott Beare and Michael McMillan (2006)
- Toastmasters International – www.toastmasters.org
 - *Tips and Techniques for Public Speaking*
 - *10 Biggest Public Speaking Mistakes*
- *Transformational Leadership: Implications for Nursing Leaders in Facilities Seeking Magnet Designation* by Schwartz, Spencer, Wilson & Wood (AORN Journal – June 2011)

ATTACHMENT 1

AORN Photo Release Form

I/We hereby grant AORN, Inc. permission to reprint and/or adapt all candidate submission for publication.

This permission is valid for all reprint rights for print and electronic media (including all alternative media currently in existence [eg, Internet, CD-ROM] or that may be developed in the future) and international publication rights (including translation).

Name (Please Print) _____

Title _____

Company/Organization _____

Signature _____

AORN Statement on Written Campaigning Acknowledgement

Deadline: September 8, 2014

To promote fairness and equality among the candidates, the AORN Nominating and Leadership Development Committee prohibits candidates from written campaigning after the ballot has been established and/or published. This includes, but is not limited to, promoting the candidacy of any individual by soliciting votes via written or electronic letters, cards, e-mails, list-serve communications, text messages, social networking (OR Nurselink, Facebook, YouTube, Twitter, etc), and other means of advertisements.

An example of this might be: I am Mary Brown and I am running for the National Board of Directors, please vote for me.

Any infractions of this policy will be addressed by the Nominating & Leadership Development Committee with recommendations to the AORN Board of Directors and could result in immediate removal from the AORN slate of candidates.

I have read and understand that any infractions of Written Campaigning will be addressed by the Nominating & Leadership Development Committee with recommendations to the AORN Board of Directors and could result in immediate removal from the AORN slate of candidates.

Name (Please Print) _____

Ballot Election Position _____

Signature _____

Date _____

For questions or clarification of the above policy, please contact the Nominating & Leadership Development Committee Chair, Mary Russell, 503-754-7327

Please return completed statement by September 8, 2014 to:

AORN

Attention: Rhonda Minthorn

2170 S. Parker Road, Suite #300

Denver, CO 80231-5711