

Policy and Operational Guidelines: FELLOWS

POLICY

Fellow status is an honor conferred by the National Gerontological Nursing Association (NGNA) on individuals nominated for this recognition. Fellow status is intended to recognize outstanding leadership in gerontological nursing for distinguished contributions to the field. Contributions should include participation/leadership in the Association, consultation, research, teaching, practice, administration, and/or public service.

PROCEDURE

- The NGNA Board of Directors confers recognition as a Fellow upon recommendation of the NGNA Fellows Selection Committee.
- The total number of NGNA Fellows shall not exceed 10 percent of the total number of NGNA members.

Eligibility

- Individuals at all stages of career development are eligible to apply for Fellow status. Fellows are expected to be able to demonstrate a record of significant achievement and contributions to gerontological nursing.
- Applicants for Fellow status must have a record of accomplishments in at least three of the following five areas:
 - Significant contributions to NGNA (e.g., board leadership, committee leadership, chapter leadership).
 - Unique and outstanding contributions to gerontological nursing.
 - Notable contributions to consultation, education, research, practice, or administration (whichever fits the individual's primary role).
 - Status or recognition among the individual's peers (honors and awards received).
 - Special contributions to the community in the area of gerontology (e.g., service to a gerontology-related organization).
- Applicants must be:
 - Members of NGNA for at least 5 years.
 - Endorsed by at least 2 Fellows or current or former members of the NGNA Board of Directors.

Endorsement must include 3 letters of recommendation, each of which addresses one or more of the selected areas of contribution.

In addition, the application for consideration for Fellow status must include a letter of commitment from the applicant accepting the responsibilities of Fellow status in the event that his/her application is accepted.

Applications must be accompanied by a check, payable to NGNA, in the amount of \$70.00 to cover the costs of processing.

Selection Process

- A Call for Applications for Fellow status will be distributed through the NGNA newsletter in January of each year. The Call for Applications for Fellow status also will be distributed to the NGNA Chapter Presidents.
- All applications for Fellow status must be received in NGNA National Office no later than May 1. Applications must be complete in order to be considered. Incomplete applications will be returned to the applicant.
- Members of the Fellows Selection Committee will review all applications and recommend candidates to the NGNA Board of Directors for approval. A maximum of 10 candidates will be recommended for approval as Fellows each year. Those candidates whose applications are not recommended for approval will be encouraged to submit an application the following year.
- Candidates will be admitted to Fellow status at the Annual Business meeting or Gala event during the NGNA convention. Candidates will be encouraged to attend the Annual Business meeting or Gala event in order for Fellow status to be conferred.

Responsibilities of Fellows

- NGNA Fellows are recognized as leaders and valued members of the organization. This group of individuals has the responsibility to:
 - Support the goals and mission of NGNA.
 - Advocate for older adults and age-related health issues in cooperation with NGNA.
 - Offer their talents and expertise to the organization as desired, needed, or requested by the NGNA Board.
 - Communicate issues of concern to the NGNA Board of Directors.
 - Participate in activities sponsored by the Fellows, including annual meetings.

Specific actions that would help meet these responsibilities are listed below:

Support the goals and mission of NGNA.

- Attend the annual convention and assist in welcoming and engaging new attendees.
- Participate in convention activities such as: concurrent/main session presenter or moderator; poster presenter; roundtable discussion member or facilitator.

Advocate for older adults and age-related health issues in cooperation with NGNA.

- Disseminate relevant information regarding issues of importance to elders and caregivers.
- Support and encourage other NGNA members to share gerontological nursing research and clinical projects through diverse media: popular and professional journals, electronic, video or other communication venues.
- Collaborate with NGNA, when needed, to strengthen advocacy efforts.

Offer their talents and abilities to the organization as desired, needed, or requested by the NGNA Board.

- Respond to requests from the national office/NGNA Board for consultation, attendance at national meetings, and/or assistance with various initiatives.
- Proactively offer one's talents, expertise, and vision for strengthening NGNA's effectiveness in improving health care of older adults.

Communicate issues of concern to the NGNA Board of Directors.

- Read and respond to the strategic plan and current initiatives.

Participate in activities of the Fellows.

- Attend annual Fellows meeting during the convention.
- Communicate electronically and respond to feedback or suggestions on NGNA issues.
- Nominate candidates for Fellow status.
- Plan and participate in the Fellows pre-convention workshops and other Fellows initiatives.
- Keep abreast of the Fellows website.

▪ NGNA Fellows are required to:

- Maintain membership in the organization.
- Contribute an amount equivalent to $\frac{3}{4}$ of the annual dues for regular members. These dues will be added to the Fellows Expense Fund each year.

The NGNA National Office shall budget for Fellows activities.

Inactive status:

If after 2 years of no dues payment, the Fellow will be placed on inactive status and noted on the Fellow roster.

Governing Board:

The NGNA Fellows shall select three persons from the body of Fellows to serve as the initial Fellows Governing Board. The Fellows Governing Board shall be responsible for directing the activities of the Fellows and for establishing an elections process for subsequent Fellows Governing Boards. The terms of office for the initial Fellows Governing Board shall be staggered as follows: Two Fellows shall serve a one-year term and one Fellow shall serve a two-year term. Initial terms will be determined by lot. In subsequent years, members of the Fellows Governing Board shall serve two year terms, with two members being elected in the odd year, and one member being elected in the even year.

The Fellows Governing Board shall select one of its members to serve as Chair of the Fellows. The term as Chair shall begin at the conclusion of the annual meeting. The Fellows Governing Board shall meet via conference call at least twice each year, or as needed to accomplish the work of the Fellows.

FELLOWS SELECTION COMMITTEE

The Fellows Selection Committee will consist of 3 fellows appointed by the Fellows Governing Board to 2 year terms. The Fellows Selection Committee has as its responsibility to:

1. Review applications for Fellow status.
2. Recommend no more than 10 candidates each year to the NGNA Board for approval.
3. Review and revise the criteria for Fellow status and the application process as necessary.

Revised: 03-14-08

Proposed Revisions: 10-31-08

Approved by NGNA Board: 12/12/08