

Position Description: Director

Responsibilities

The American Legal Nurse Consultant Certification Board (ALNCCB) is a seven-member volunteer Board, with a minimum of four (4) Directors. It is responsible for implementation of the Legal Nurse Consultant Certified (LNCC®) program in accordance with the policy and procedures outlined in the ALNCCB Operations manual.

Key responsibilities include:

- direction of the certification program
- determining eligibility criteria
- development and implementation of a legally defensible and psychometrically sound certification examination
- development and implementation of a sound renewal program
- oversight of finances.

Qualifications

- Active LNCC credential, or LNCC-R (Retired)
- Registered Nurse for a minimum of 5 years
- Legal Nurse Consultant experience for a minimum of 2 years
- Proficient in computer, web-based, and email programs.
- Verbal and written communication skills
- Navigates shared decision-making with skill and respect
- Experience with the certification processes, exam development, or credentialing standards is encouraged.
- Prior experience on boards, committees, or regulatory bodies.

Expectations:

- Maintain confidentiality about the examination, individual certificant or candidate data, and Board information.
- Sign and follow conflict-of-interest policy.
- Support Board decisions.
- Audit LNCC certification and recertification applications as needed
- Review policies for updates as assigned.
- Utilize email and web-based communication and formats.
- Act in accordance with ALNCCB policies and procedures.
- Make decisions in the best interest of the LNCC® program.
- Complete assignments on time.
- Respond to requests from officers, directors, and staff in a timely manner.
- Review agenda materials prior to Board meetings.
- Attend and fully engage in scheduled Board meetings.

Terms

Directors serve a three-year term with the possibility of serving an additional term, or being elected Chair after the first year on the Board. Directors may not exceed 2 terms as a Director and 10 years in any combination of roles on the ALNCCB Board of Directors.

Board Activities

Each board Director can expect to spend up to 80-160 hours per year, including travel time, with board activities. The ALNCCB Chair will have heavier administrative and external responsibilities than the other Directors. A Director may be asked to serve as ALNCCB's representative to the American Board of Nursing Specialties (ABNS) or to attend a meeting. ABNS meets twice annually.

Meeting Commitments (including prep time):

- Monthly via conference call or web-based format: 2.5-3.5 hrs/month
- In-Person once annually at Forum - (expected to attend AALNC Forum annually): 11-13 hrs/yearly
- Fall Board Meeting (virtual or in person pending budget approval): 6-8 hrs/yearly
- Special meetings may be called as needed by the Chair.
- Asynchronous work may be required when workload increases due to the LNCC Certification Program process.
- Directors will be appointed to take on additional assignments, such as writing articles, reviewing draft materials, or serving as board liaison to a task force or panel.