



Association for Nursing
Professional Development

Committee Orientation Handbook

Association for Nursing Professional Development

Version 2024_01_05

ANPD Committee Orientation

Welcome

Thank you for dedicating yourself to serve on an Association for Nursing Professional Development (ANPD) committee. The efforts of those who serve in a volunteer capacity are the driving force behind the success of ANPD.

We focus on providing the education, tools, and resources to advance the ongoing professional development of our members and community in alignment with [ANPD Core Values](#) of leadership, practice excellence, and inquiry.

The ANPD Board of Directors, committee members, and staff work together as a team to provide products and services to meet the needs of our members.

What is ANPD?

ANPD Mission

ANPD's mission is to advance quality health care by defining and promoting nursing professional development practice.

The goal of ANPD is to be acknowledged as the expert voice, advocate, and leading resource for nursing professional development practice.

ANPD Vision

ANPD is the thought and practice leader for nursing professional development.

ANPD Core Values

ANPD core values reflect the vision and mission statements of the organization.

- Leadership
 - Visionary leadership of every NPD practitioner
 - Inter/Intra professional collaboration
 - Engagement of members, learners, and stakeholders
 - Commitment to excellence
 - Commitment to diversity in leadership and membership
- Practice Excellence
 - Focusing on outcomes including NPD specialty, learner, patient, organization, and stakeholder
 - Advocacy for the learner, organization, practice settings, and patient outcomes
 - Life-long learning
 - Transformation, changing practice and closing practice-gaps
- Inquiry
 - Innovation and risk-taking
 - The Spirit of Inquiry
 - Basing practice on evidence
 - Advancing the specialty

ANPD Strategic Goals

The ANPD Board of Directors is responsible to set the strategic plan and goals for the organization.

Access the current strategic plan and goals [here](#) .

History of ANPD

ANPD (formerly National Nursing Staff Development Organization) originated in 1987, when a group of nursing staff development educators, led by Belinda E. Puetz, met to discuss the possibility of starting a specialty nursing organization for themselves and their colleagues in this specialty area of practice. While it seemed a good idea, the group was not certain of the response of nursing staff development educators and others to the concept, so they decided to conduct a feasibility study to assess the level of interest in the potential organization.

The feasibility study was conducted throughout the remainder of 1988, and most of 1989. The results of the survey were positive and encouraged the group to meet again to discuss further steps.

Based on the results of the feasibility study, the group agreed to launch the new organization

in 1989. The organization was given a name and a logo was designed. The Steering Committee was formed, and membership solicitation started. The Steering Committee members were Kathleen J. Fischer, Ann Arbor, MI; Sandra Holmes, San Diego, CA; Karen Kelly, Washington, DC; Janice Ward, Indianapolis, IN; Judith Warmuth, Madison, WI; and Belinda Puetz, Pensacola, FL.

- The first certification exam was held on April 20, 1992, in collaboration with the American Nurses Credentialing Center (ANCC).
- ANPD published its first book, *Quality Indicators in Staff Development*, in 1992, and published the first edition of the *Core Curriculum in Nursing Staff Development* in 1995.
- ANPD collaborated with the Medical College of Pennsylvania for its conferences in 1990 – 1993 and held its first independent convention in Chicago in 1994. The Annual Convention currently has an average attendance of 1,400 NPD practitioners.
- ANPD's first affiliate, the Central Ohio Nursing Staff Development Organization, was chartered on November 8, 1991. ANPD now has over [60 Affiliates and growing](#).

ANPD Committees:

Role and Function of ANPD Committees:

The ANPD Board of Directors commissions each committee to complete specific tasks each year. The committee year is from August 1 – July 31. Current committee tasks and chairs can be found [here](#).

Committees:

The following committees are standing committees of ANPD. Their general function is listed below the committee title.

Convention Content Planning Committee

- Support and review convention abstract submissions and selection process under the direction of the NPD Education Team.
- Identify and select speakers for game changer and invited sessions, as well as workshops, under the direction of the NPD Education Team.
- Attend the convention as a volunteer and support convention activities.
- Recommend innovative approaches to scheduling and content.

Diversity Equity and Inclusion Committee

- Identify underrepresented audiences and enrich our understanding of their perspectives.
- Lead ANPD toward incorporating diversity and develop inclusive processes and practices.
- Environmental scanning to identify professional development needs.
- Identify professional resources to address practice gaps.

Innovation Committee

- Conduct robust environmental scanning.
- Assess educational needs of membership.
- Brainstorm innovative solutions to close practice gaps.
- Select topics and speaker selection for webinar series.

Finance Committee (Made up of representative Board members)

- Oversee budget development and monitoring monthly.

Implementation Committee

- Review content from content matter experts.
- Pilot and update products that are beneficial for membership.
- Contribute to the Clinical Education Matrix.

- Contribute to the Environmental Scanning Toolkit.

Recognition Committee

- Promote membership engagement through awards, scholarships, and recognition.

Nominating Committee

- Vet nominees by review of application, resume/CV, and interview.
- Prepare slate of candidates to submit to the ANPD Board of Directors.

Editorial Committee

- Supports the execution of high-value content for *NPD In Motion*, the official content hub of ANPD. The Committee will ensure that ANPD is providing content that serves to support the NPD community in their continuing professional development career, while relaying valuable industry insights.

Task Forces

- The ANPD Board of Directors appoints task forces as needed to accomplish a specific assigned task. Task forces are maintained only as long as necessary to accomplish their assigned commission.

Volunteering for a committee:

A call for volunteers is issued annually via email, social media, and the ANPD website.

Prospective members apply online at the time delineated in the call for volunteers. Only active members of ANPD are eligible to serve on committees. The current committee chair and board liaison or NPD team designee reviews and scores the applications and recommends volunteers for committee membership to the Board. The Board of Directors appoints committee members, chairs, and chair-elects. Committee members are appointed to a 2-year term and may continue on for an additional 2-year term for a total of 4 years. Committee chairs serve in the chair role for a 1-year term.

Please note: ANPD Recognition Committee members shall not participate in the process of nominating and/or writing letters of recommendation for colleagues applying for ANPD Scholarships or Awards.

Committee Member Responsibilities

- Attend monthly conference calls; attendance expected at 80% of the calls.
 - Committee members who are unable to meet their attendance commitment may be asked to resign from the committee.

- Contribute to group projects.
- Promote committee activities to other ANPD members.
- Acknowledge and respect that materials produced by ANPD committees are the property of ANPD. Permission must be obtained for use, including dissemination through either publication or presentation.

Chair Responsibilities

Chairperson – The chairperson is nominated and elected by members of their committee and recommended to the Board for appointment. The Chairperson is responsible for the successful functioning of the committee. Committees also have a chair-elect who learns the role of the chairperson and assumes leadership of the committee the following year.

In collaboration with the Board Liaison and/or NPD Education Team member, the Committee Chair has the following responsibilities:

- Plan committee meeting agendas
- Preside at committee meetings.
- Track progress on committee projects/goals.
- Maintain communication with ANPD Board liaison and staff.
- Consult with the ANPD Board of Directors for activities suggested by membership.
- Review meeting minutes.
- Coordinate sub-group (task force) meetings, with staff support.
- Facilitate dialogue among committee members to achieve consensus.
- Guide the committee to achieve the directives/charges assigned by the Board of Directors.
- Carry out other duties as assigned by the Board of Directors.
- Role model for succession planning with Chair-Elect.

Chair-Elect Responsibilities

- Learn the role of the Chair.
- Assist the chair, NPD Education Team member, and/or Board liaison with creation of the committee agenda.
- Preside over committee meetings in the absence of the chair.
- Assume the role of chair the year following chair elect position.

Resources for committee members:

ANPD Board of Directors	ANPD Membership page
ANPD Committee Chairs	ANPD Professional Development Center
ANPD Discussion Forum	“Contact Us” on ANPD website
ANPD Facebook	Journal for Nurses in Professional Development
ANPD Twitter (@ANPDAspire)	NPD in Motion

ANPD LinkedIn	ANPD Online Store
ANPD Instagram (@anpdaspire)	