



Joining the National Board: information and application process

The British Association of Critical Care Nurses is a leading non-profit organisation dedicated to the promotion of nursing in critical care. We aim to:

- Provide a National voice to shape the strategy for critical care nursing.
- Promote safe, quality evidence-based nursing care to the critically ill patient.
- Provide wide ranging benefits and opportunities to BACCN members.

The National board is made up of a maximum of 12 members, each with a designated role. Key roles include:

- Chair
- Secretary
- Finance Lead
- Conference Lead
- Corporate/Commercial Partners lead
- Research and Academic advisor
- Membership Secretary
- Professional Advisor
- Engagement Lead
- Regional Advisor
- Independent board member (advisory role)

Each board member is allocated a specific role, and the responsibilities of these roles are outlined in the National Board Members Handbook. Final decisions regarding role allocation are made by the Chair based on vacancies and succession planning. However, the skills and preferences of the individual are also considered. Current appointments can be viewed on the BACCN website at:

<https://www.baccn.org/about/national-board>.

Appointments to the BACCN National board are for an initial two-year period at the Annual General Meeting, renewable thereafter following nomination and seconding by two current BACCN members. Elections take place at the BACCN Annual General Meeting, which is held at the annual BACCN conference. Board membership is a voluntary position with no financial remuneration; however, expenses related to performing the role are reimbursed. These expenses include reasonable travel and subsistence to attend meetings and attendance at the annual BACCN conference.

Five National board meetings are held each year, usually in March, June, September, October and December. These are a mix of face to face and online meetings. Except for a half day meeting following the BACCN National Conference, face to face

meetings are held over two half days (Friday afternoon and Saturday morning) and virtual meetings over one full day (Friday). Additional online meetings may also be organised as required. As a board member, you would be expected to attend at least 75% of full board meetings. In addition, three executive committee meetings are held each year, attended by the Chair, the Secretary, the Finance Lead and a representative from our membership administrator. Dates for all meetings can be found on the BACCN website: www.baccn.org

Appointment process

To be considered for appointment to the national board, you will need to provide:

- A letter of application, which includes a concise supporting statement addressing the following points:
 - Why do you want to join the BACCN national board?
 - What knowledge/skills/experience will you bring to the board?
- A one-page Curriculum Vitae
- Two references, one of whom should be from the Chair of the relevant regional committee (or the secretary if it is a chair who is applying). The other should be from the applicant's professional line manager.

If you are shortlisted, prior to final acceptance onto the board, you will be required to attend a national board meeting. Reimbursement of your travel and subsistence for this meeting will be the responsibility of your regional committee. If you are considered suitable, but no positions are currently available you will be placed on a reserve list until such time that a position becomes vacant.

Applications will be initially reviewed by the National secretary and the Chair against the following criteria:

Essential criteria;

- evidence that you are a current member of the BACCN
- evidence of at least six months as a regional committee member
- working within the field of adult critical care in the UK • demonstrates a clear understanding of the BACCN mission.

Desirable criteria;

- contributed to BACCN workstreams at a national or regional level • published an article or a news piece in the Nursing in Critical Care Journal
- attended the BACCN National Conference.

Expressions of interest, further information requests and/or applications should be submitted to Rebecca Sumnall (Secretary) via support@baccn.org

Final decisions regarding appointment to the board will be subject to agreement by all BACCN National board members.