

CFNC COMPOSITION

Policy Number: 100.003
Approved By: International Association of Forensic Nurses Board of Directors
Changes Authorized By: International Association of Forensic Nurses Board of Directors
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Composition

The CFNC is composed of nine (9) Commissioners as listed below. Officers of the CFNC are the Chair and Vice-Chair.

Position	Number	Selected By	Voting Status
SANE-A and SANE-P certificants	5	Elected by the Association members	Voting
IAFN Member (non-SANE certified)	1	Elected by the Association members	Voting
Educator	1	Elected by the Association members	Voting
Employer	1	Appointed by the CFNC	Voting
Public Member/Patient Advocate	1	Appointed by the CFNC	Voting

Other Requirements:

- At least one (1) CFNC Commissioner must be an international representative.
- The CFNC must include individuals who hold the SANE-A credential **and** individuals who hold the SANE-P credential. Both credentials must always be represented on the CFNC.
- The Chair and Vice-Chair are required to be SANE-A- and/or SANE-P-certified **and** must be Association members in good standing.
- The Chair is invited and encouraged to attend any or all of the Association's Board of Director meetings to ensure an open channel of communication between the Association's Board and the CFNC.

Certification program staff members will attend and participate in CFNC meetings to support the Commission and certification programs.

Individuals who are not Commissioners of the CFNC and who are directly involved in developing training courses and/or materials or in presenting educational offerings may not participate in

or observe examination development activities (including item writing and item review) that result in knowledge of the examination content that is not publicly available. These individuals will not attend any CFNC meetings or participate in any discussions that involve examination content or other confidential certification information.

Terms

CFNC Commissioners are selected for two (2) -year terms. Initial Commission terms will be staggered so that approximately one-third (1/3) of the terms are scheduled to end each year.

Members of the first Commission may include members from the interim commission as appointed by the Association's Board of Directors.

CFNC Commissioners, if re-elected/re-appointed, may serve up to three (3) terms.

Terms will begin on the first of January.

CFNC officers serve two (2) -year terms and may be re-elected to serve additional terms as officers as long as they remain eligible to serve on the CFNC.

Duties

The Commissioners of the CFNC are responsible for:

- Selecting the Chair and Vice-Chair;
- Appointing the Public Member and the Employer Member Commissioners;
- Filling vacancies on the CFNC as provided in these policies and procedures; and
- Fulfilling the responsibilities of the CFNC.

Duties of Officers

The Chair is responsible for:

- Presiding at all meetings of the CFNC;
- Attending the Association's Board of Directors meetings as needed;
- Maintaining open lines of communication between the CFNC and the Association's Board;
- Collaborating with the certification director and the Association's staff members whose duties include the certification programs;
- Overseeing the appointment of committees and committee members in compliance with the CFNC policies and procedures;
- Performing such other duties as pertain to the office or as designated by the CFNC policies and procedures;
- Preparing and/or approving meeting agendas; and
- Preparing updates and reports for the Association's Board, certificants, the Association's members, and other stakeholders as needed.

The Vice-Chair is responsible for:

- Assisting the Chair with activities and decisions of the CFNC as needed;

- Presiding over meetings when the Chair is unable to do so;
- Participating in leadership development for the CFNC;
- Ensuring that the meeting minutes and records of the CFNC decisions are properly recorded and retained; and
- Assisting the Chair in preparing stakeholder reports as needed.

