

## Appendix C

### CFNC Commissioner Position Descriptions

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#### Function

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A Commissioner who serves on the Commission for Forensic Nursing Certification (CFNC) is responsible for the essential decisions related to the development, administration, and ongoing maintenance of the CFNC's certification programs.

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#### Duties and Responsibilities

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- Selects the Chair and Vice-Chair;
  - Appoints the Public Member and Employer Commissioners;
  - Fulfills the following duties of the Commission:
    - Establishes the policies and procedures for which the CFNC is responsible as outlined in the CFNC Policy and Procedure Manual;
    - Proposes a budget for the operation of the certification program;
    - Provides oversight to all certification program committees and establish and oversee committees as needed; and
    - Establishes and implements policies and procedures for, and oversees the ongoing operational processes of, the certification programs.
  - Attends and participates in CFNC meetings to support the Commission and certificate programs;
  - Participates in certification program committees as needed; and
  - Has no history of felony convictions or misdemeanor convictions involving any act(s) of violence or dishonesty.
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#### Position-Specific Qualifications

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*A certificant commissioner is elected by the Association's membership and must meet the following qualifications:*

- Holds the SANE-A and/or SANE-P credential in good standing;
- Is an Association member in good standing;
- Is preferred to have, but is not required to have, previous experience as an examination development committee member or a subject matter expert;
- Is preferred to have, but is not required to have, a minimum of three (3) years of forensic nursing experience;
- Is not an employee of the Association; and
- Is not a member of the Association's Board of Directors.

*An Association member commissioner is elected by the Association's membership and must meet the following qualifications:*

- Holds an active, unrestricted license as a registered nurse in the United States or a license as a first-level general nurse in the country/jurisdiction of practice;
- Is an Association member in good standing;
- Does not hold SANE-A or SANE-P certification;
- Is not an employee of the Association; and
- Is not a member of the Association's Board of Directors.

*An educator commissioner is elected by the Association's membership and must meet the following qualifications:*

- Is employed as an educator of forensic nursing at an academic institution in a department of an accredited school of nursing;
- May be, but is not required to be, a member of the Association;
- May hold, but is not required to hold SANE-A and/or SANE-P certification;
- Is not an employee of the Association; and
- Is not a member of the Association's Board of Directors.

*An employer commissioner is appointed by the CFNC and must meet the following qualifications:*

- Is an employer of sexual assault nurse examiners (e.g. healthcare employer, advocacy or other nonprofit agency director, attorney general or the equivalent, law enforcement agency representative);
- May be, but is not required to be, a member of the Association;
- May hold, but is not required to hold, SANE-A and/or SANE-P certification;
- Is not an employee of the Association; and
- Is not a member of the Association's Board of Directors.

*A public member commissioner is appointed by the CFNC and must meet the following qualifications:*

- Meets the requirements as defined in the CFNC Policy and Procedure Manual;
- Demonstrates professional organizational leadership and advisement;
- May have served as a Public Member for boards other than that of the Association;
- Demonstrates commitment to support the work of the CFNC; and
- Maintains an awareness of community concerns pertaining to forensic nursing.