International Association of Forensic Nurses
Committee Handbook

ForensicNurses.org
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Committee Descriptions

If you apply and are placed on a committee, participation is expected. Committees primarily communicate thru email and conference calls. Most terms are for 1 year, but may be longer, based on the committee chosen.

STANDING COMMITTEES

Awards Committee

The purpose of the Awards Committee is to solicit nominations for the various awards given by IAFN annually. The committee reviews all nominations and selects the winners for each year.

Education Committee

The purpose of the Education Committee is to support and coordinate the development, implementation, marketing and evaluation of current and future IAFN educational programs by working with IAFN’s Education Director. In addition, the Committee works to approve outside educational opportunities applied for through the IAFN Approvership program.

Finance and Audit Committee

The purpose of the Finance and Audit Committee is to support a fiscally responsible organization through review of financial reports and approval of the overall Association budget.

Government Affairs Committee

This Government Affairs Committee reviews public policy that impacts forensic nursing research and practice. The committee also maintains a global networking initiative that promote the dissemination of knowledge on public policy issues related to forensic nursing.

Membership Committee

The purpose of the Membership Committee is to educate forensic nurses and associates on the importance of membership in the International Association of Forensic Nurses. The committee also promotes and supports the IAFN by increasing the membership.

Program Planning Committee

The Program Planning Committee is charged with overseeing all aspects of educational content for the annual conference program. This includes the review of all abstracts and making a decision on the various topics to be presented. This committee requires a greater time commitment than other committees. Membership is limited to one-year.
Research Committee

The Research Committee is charged with review and approval of all research grant applications following the applicable Association policy.

Social Justice

The Social Justice Committee is charged with exploring issues diversity, equity and inclusion as they relate to forensic nursing and the IAFN. This includes developing and delivering associated education for Board staff and members.

SPECIAL COMMITTEES/BOARDS

Commission for Forensic Nursing Certification (CFNC)
The CFNC is the oversight Board for the IAFN certification programs, and adheres to its own set of organizational policies.

IAFN Foundation
The IAFN Foundation is the 501C(3) charitable arm of the Association and has its own independent Board of Directors.

Journal of Forensic Nursing (JFN) Editorial Board
The JFN Editorial Board provides oversight for the Association Journal, led by the hired JFN Editor and collaborating with the contracted publisher.

Nominating Committee
The Nominating Committee is a membership-elected group charged with development of the Association’s annual ballot of Directors.

AD HOC COMMITTEES

By-Laws Committee

The Bylaws Committee's purpose is to prepare proposed amendments for action by the Board of the IAFN. The committee serves as a channel through which any members of the IAFN, including committee members, can submit proposed revisions of the Bylaws to the Board.

Education Guidelines Task Force
IAFN produces multiple types of Education Guidelines. In an effort to keep these documents up-to-date and in-keeping with current evidence, the guidelines undergo regular review by an appointed task force of experts from the Board, staff and membership.

Ethics Committee

The Ethics Committee develops and maintains ethics standards for forensic nursing practice, educates members about ethics issues, serves as an ethics resource for members, and advises the Board of Directors as requested regarding ethics issues.

Committee Responsibility

Policy
The IAFN has a variety of policies related to the work of its committees. It is expected that all members of a committee, Board or task force read and understand the policies under which they function. All Association policies can be accessed through the website.

Terms of Office
Generally speaking, a term of office for any committee member is one year unless otherwise specified.

Roles
IAFN Board President: Appoints a Chair to all applicable committees at the beginning of their term as President. Proposed Committee Chairs are then approved by the full IAFN Board of Directors

Committee Chair: The Chair is responsible for
• following any associated policy
• choosing the members of the committee from a list of members who have applied during the Association annual call for applicants (the goal is to find member representation from across the US, and where possible have at least one representative from outside the US)
• developing the meeting agenda with in conjunction with the staff liaison
• working with the staff liaison to schedule and invite all participants to the scheduled meetings
• facilitating the committee meetings
• ensuring one committee member is assigned to take minutes
• the minutes are approved and submitted to the staff and Board liaisons

Board liaison: The Board liaison is responsible for representing the Board at committee meetings, providing suggestions or recommendations during meetings and communicating committee activity back to the Board and vice versa. The Board liaison is not a voting member of the committee.
**Staff liaison:** The staff liaison is there for support and as a resource to the committee, including meeting scheduling and communicating committee activities back to the CEO. The staff liaison is not a voting member of the committee.

**Decision-making**
Decision-making inside a committee is conducted following [Roberts Rules of Order](#) and by majority rule. Regardless of decision-making inside a committee, final approval on all resources and plans must run through the IAFN Board of Directors.

**Meetings**
Meeting time and frequency is determined by the committee and or policy outlining the duties of a specific group. It is the expectation that members attend at least 75% of the meetings. If a committee member becomes unable to fulfill their responsibility, in an effort to continue the work of the committee successfully, arrangements should be made to replace the member. In general, meetings occur virtually through an online platform.

**Record-keeping**
It is the expectation that minutes be kept for all Association meetings. Minutes should be given to the Board and staff liaison for Association filing and audit purposes.

**Product Development**
Any and all resources developed by a committee of the Association is considered Association intellectual property and must be submitted in draft form to the IAFN Board of Directors for edit and final approval.