AALNC

AMERICAN ASSOCIATION OF
LEGAL NURSE CONSULTANTS

American Association of Legal Nurse Consultants (AALNC)
Position Description: Director-at-Large: Novice

Position Summary

The Director at Large-Novice role on the AALNC Board of Directors is to introduce emerging legal nurse consultants to association governance through a structured, developmental board role and brings the voice of a new to practice, legal nurse consultant to board discussions and decisions. The Novice Board Member serves as a full voting director, contributing to strategic decision-making while receiving mentorship and guided support to build foundational governance competencies.

Role Overview

The Novice Board Member participates fully in board deliberations, votes on board actions, and contributes insights from the perspective of an early-career legal nurse consultant. This role strengthens AALNC's leadership pipeline by developing future leaders through hands-on governance experience paired with structured mentorship.

Key Responsibilities

- Attend and actively participate in all board meetings.
- Review board materials in advance and contribute to informed discussion.
- Vote on motions and actions brought before the Board of Directors.
- Engage in governance training, orientation, and mentorship activities.
- Support strategic initiatives through assigned tasks such as research, environmental scanning, member feedback summaries, or preliminary drafting.
- Uphold confidentiality, fiduciary responsibility, AALNC's mission and values.
- Collaborate with fellow directors and staff in a professional, constructive manner.
- Network with new legal nurse consultants and meet with those interested in learning more about AALNC and how to get started.
- Chapter liaison, as assigned
- Board liaison state list liaison, as assigned

Qualifications

- Active, unencumbered RN license.
- AALNC member in good standing.
- 2-3 years, at the time of application within the legal nurse consulting profession.
- Completion of introductory legal nurse consulting education.

- Demonstrated knowledge of legal proceedings and legal nurse consulting roles and responsibilities.
- Ability to commit time to board meetings, preparation, and mentorship.
- Interest in association leadership and professional development.

Expectations

- Attend monthly scheduled board meetings (virtual and in-person, if applicable).
- Attend Annual Forum.
- Complete Board orientation and onboarding.
- Maintain confidentiality of board discussions and documents.
- Demonstrate professionalism, reliability, and growth throughout the term.
- Seek guidance from the assigned Board Mentor as needed.
- Uphold fiduciary duties: care, loyalty, and obedience.

Term & Time Commitment

- **Term:** Two-year term. The term starts at the time of the AALNC Forum and continues for two years through AALNC Forum. Novice Board Members may be considered for future AALNC volunteer leadership roles based on engagement, performance, and demonstrated readiness.
- **Meetings:** Attendance at all monthly board meetings (1-2 hrs), and two in-person board meetings (Fall and during the Annual Forum (1-2 days).
- **Time Commitment:** Approximately 15-20 hours per month, varying with committee, task force assignments and organizational needs as assigned. Additional meetings may occur throughout the year, including Chapter meetings, LNC Lounge, LNC Awareness Week, Webinars, and member outreach.

Position Benefits

- Direct experience in nonprofit governance as a voting director.
- Mentorship from experienced board leaders.
- Exposure to strategic planning, financial oversight, and association operations.
- Development of leadership, communication, and governance competencies.
- Potential pathway to future AALNC board or volunteer committee leadership.