AALNC

AMERICAN ASSOCIATION OF
LEGAL NURSE CONSULTANTS

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

Position Summary

The Director-at-Large serves as a voting member of the American Association of Legal Nurse Consultants (AALNC) Board of Directors and contributes to the strategic leadership, governance, and advancement of the specialty of legal nurse consulting. Directors-at-Large represent the interests of the membership, support organizational priorities, and ensure AALNC fulfills its mission with integrity, excellence, and accountability. The Director at Large plays a critical role in shaping the future of AALNC, strengthening the legal nurse consulting profession, and ensuring members receive high-quality education, community, and leadership.

Key Responsibilities

1. Governance & Leadership

- Participate actively in all board meetings, discussions, and decision-making processes.
- Uphold fiduciary, legal, and ethical responsibilities as defined by AALNC bylaws and policies.
- Contribute to the development, review, and implementation of AALNC's strategic plan.
- Support the mission, vision, and values of AALNC through consistent leadership behavior.

2. Strategic Oversight

- Provide insight, expertise, and perspective on issues affecting the legal nurse consulting profession.
- Monitor organizational performance and progress toward strategic goals.
- Engage in long-term planning to strengthen AALNC's relevance, sustainability, and impact.

3. Member Representation & Engagement

- Serve as a voice for members, ensuring diverse perspectives inform board decisions.
- Promote member engagement, volunteerism, and participation in AALNC programs.
- Represent AALNC at events, meetings, and professional activities as requested.
- Communicate with individuals who contact AALNC seeking guidance from a practicing legal nurse consultant.

4. Chapter Support & Liaison Responsibilities

The Director-at-Large (DAL) plays a key role in supporting AALNC chapters and ensuring alignment with national standards.

DALs are expected to:

- Check in with assigned chapters quarterly by facilitating chapter leadership calls, fostering communication, collaboration, and shared learning across chapters.
- Offer guidance to chapter leaders on operational, governance, or compliance matters.

5. Committee & Volunteer Support

- Serve as a board liaison to assigned committees, task forces, or workgroups.
- Support volunteers who contribute expertise to AALNC programs and initiatives.
- Work collaboratively with the Executive Director and AALNC staff to ensure volunteers have the resources and guidance needed to succeed.

6. Organizational Stewardship & Financial Oversight

- Participate in the stewardship of AALNC's finances, including review of financial reports and resource allocation.
- Contribute to the creation of and approval of the annual budget in collaboration with the Executive Director and AALNC staff.
- Support risk assessment and mitigation efforts to protect the organization's long-term health.

7. Collaboration & Communication

- Maintain open, respectful communication with board members, staff, volunteers, and sponsorship partners.
- Foster a culture of inclusion, professionalism, and constructive dialogue.
- Communicate final board decisions and priorities clearly and appropriately.

Qualifications

- Active AALNC RN membership in good standing.
- Active RN license in the United States in good standing.
- Five or more years of experience in legal nurse consulting.
- LNCC preferred
- Prior leadership experience within AALNC or other board (committee, task force, volunteer role, or professional leadership) is encouraged.
- Ability to think strategically, work collaboratively, and engage in governance-level decision-making is encouraged.
- Commitment to AALNC's mission, values, and ethical standards.
- Conclude service on any chapter board prior to national term of service. This is to avoid conflicts of interest and ensure clear governance separation.

Term & Time Commitment

- **Term:** Three-year term, option to renew for one additional term.
- **Meetings:** Attendance at all monthly board meetings, and two in-person board meetings (Fall and during the Annual Forum).
- **Time Commitment:** Approximately 15-20 hours per month, varying with liaison, committee, task force assignments and organizational needs. Additional meetings may occur throughout the year, including Chapter meetings, LNC Lounge, LNC Awareness Week, Webinars, and member outreach.

Expectations of Conduct

Directors-at-Large are expected to:

- Act in the best interest of AALNC and its members.
- Maintain confidentiality of board discussions.
- Disclose conflicts of interest and avoid situations that compromise integrity.
- Model professionalism, respect, and accountability.