



Guidelines for the 2024 ARN Call for Volunteers

Thank you for your interest in volunteering with ARN in 2025! This Call for Volunteers will include all available volunteer opportunities for 2025**. All application materials are due **no later than September 30th, 2024 at Noon CT**.

***The 2025 Conference Planning Subcommittee will not be determined during this call, as it has its own separate call that took place earlier this year.*

About ARN

ARN is a diverse community of nearly 5,000 professional RNs working in acute care, inpatient rehabilitation units, long-term care hospitals, skilled nursing facilities, home health agencies, and academia. Led by a board of directors, ARN focuses on the challenges facing rehab patients, family members, and support systems—as well as rehabilitation care providers.

Our Mission

Promote and advance the rehabilitation nursing practice through professional development, advocacy, collaboration, and research to enhance the quality of life for those affected by disability and chronic illness.

Our Vision

Improve healthcare delivery through the integration of rehabilitation nursing concepts across the care continuum.

ARN Volunteer Position Descriptions

All volunteer position descriptions, requirements, and expectations can be found on the [ARN Website](#). **It is expected that all applicants thoroughly review the description(s) corresponding to the opportunity(ies) they are applying for, prior to submitting their application.**

ARN Call for Volunteers Portal User Instructions

To access the ARN Call for Volunteers Portal click [HERE](#). In order to help you become acquainted with this tool, please read this important information.

For the best user experience, recommended browsers include Google Chrome (preferably the incognito window to remove cache) or Mozilla Firefox. Use of Internet Explorer is not advised.

Please create a new account if you have not yet made one for this year's Call for Volunteers. A new account must be created each year to apply. Once you are on the ARN Call for Volunteers Portal landing page, click "Join Now" at the bottom of the page under "New Users". If you have already created an account and are returning to edit your submission, enter your credentials under the "Already a User" section.

Home Page:

You will be able to create and edit your submissions. To get started, click the green link that says, "Click here to begin a new application."

Start a New Application:

Enter your full name as the title of your application. Then select which type of application you wish to submit.

Task List:

Starting with the first task, you will need to complete each of these sections in order to complete your application. A green checkbox will appear next to each task as it has been completed. A breadcrumb trail navigation path is available at the top of each page. To return to a previous page, click the link of the page name in the navigation.

Candidate Information

You will be asked to complete a general profile with contact and demographic information about yourself. You will also need to submit a biography, CV, and a headshot.

Candidate Eligibility

Complete this section to attest that you have reviewed and meet the qualifications outlined in the opportunity(ies) you are applying for.

Conflict of Interest Disclosure Form

ARN is concerned with conflicts of interest involving those individuals participating directly in decision-making processes that affect ARN programs or activities because the integrity of their decisions and activities is dependent on the avoidance of actual, potential, or apparent conflicts of interest.

This policy reflects ARN's recognition of the many factors that can influence one's judgment. This policy also reflects ARN's desire to make as much information as possible available to all participants in ARN-related decision-making processes. This policy is not intended to create a presumption of impropriety.

All individuals are required to comply with this policy must complete a Conflict of Interest Disclosure Form and shall have a continuing obligation to disclose a significant financial interest in, or other relationship with, an entity having commercial interest in any ARN activities, programs, or decisions.

Experience & Involvement

Please answer the questions in this section related to your experience and involvement corresponding to the opportunity(ies) you are applying for.

Review and Selection Process

All application materials are due **no later than September 30th, 2024 at Noon CT**. The Nominating and Leadership Development Committee will determine who will fill roles on committees. Once members are selected, all applicants will be contacted to confirm acceptance or denial by December 1st, 2024.

For help with any questions, you have regarding your submission, call ARN Member Services at 800.229.7530 or info@rehabnurse.org for assistance.