

**Association of Perioperative Registered Nurses  
Fox Valley Chapter - Illinois  
# 1412**

**POLICY MANUAL  
2003-04**

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## **Board of Directors**

### **Definition of Term:**

The board of directors is elected in alternating years for a term of two years. The Board of Directors includes officers and is chaired by the President of the Chapter. The Board of Directors is charged with the overall responsibility of conducting the affairs of the chapter.

### **Responsibilities:**

To act in the best interest of the Membership by conforming to the purposes for which the Chapter was formed as outlined in the bylaws.

### **Duties:**

The Board of Directors Shall:

1. Direct the business and financial affairs of the Chapter.
2. Establish administrative policies and procedures.
3. Formulate the annual goals and objectives of the Chapter.
4. Foster growth and development of the Chapter.
5. Review committee reports and determine action to be taken.
6. Approve fund raising functions as established by the Budget and Finance Committee.
7. Authorize the formulating and awarding of all contracts.
8. Assume other duties as appointed by the President.
9. Function as Credentials Committee in determining membership status.
10. Formulate and approve the yearly chapter budget.

Individual duties:

1. Serve on committees as assigned.
2. Be expected to attend all Board of Directors meetings and a minimum of five chapter meetings. If a member becomes non-functioning, an unexcused

absence from two consecutive Board meetings means automatic resignation from the Board.

3. Keep well informed of the activities of the Chapter as well as National AORN.
4. Arrive promptly for meetings and come prepared to discuss items of business.
5. Accept and complete special assignments as delegated by the President.

Operating Guidelines:

1. One business meeting shall be held during the year.
2. A quorum shall consist of five members; at least three of whom are officers.
3. The President, as needed, may call for special meetings.
4. The minutes of Board meetings belong to the Board and are not given to the membership. However, a Board report may be given at the Chapter meeting.

## **PRESIDENT**

### **Definition of Term:**

The president serves a one-year term, immediately following a one year term as President-elect.

### **Responsibilities:**

The president serves as the official representative of the Chapter and presides at all meetings of the Chapter and Board of Directors.

### **Duties:**

1. Prepares an agenda in advance of all Chapter and Board of Directors meetings.
2. Is a member ex-officio of all committees except the Nominating Committee.
3. Represents the Chapter at meetings of other organizations.
4. Appoints the chairperson of all standing and special committees, with the approval of the Board of Directors.
5. Terminates committee appointments when the appointees are non-functional.
6. Directs preparation of, and signs when applicable, all official communications.
7. Speaks on behalf of the Board of Directors for all official matters.
8. Keeps Board and membership informed of all Association activities as received from National AORN.
9. Has authority to sign checks in the Treasurer's absence.
10. Serves as a delegate to National AORN Congress.
11. Responds promptly to all communications from National AORN.
12. Prepares an annual written report citing achievements and giving recommendations. The original is given to the secretary, and one copy is kept in the President's Handbook to be given to the next President.
13. Completes election results form and mails to Headquarters immediately after the election.

## **PRESIDENT-ELECT**

### **Definition of Term:**

The President-elect is elected every year to serve with the Board of Directors in conducting the affairs of the Chapter. The President-elect is being prepared specifically to serve as president and provide continuity in chapter leadership.

### **Responsibilities:**

Observes and assists the President in preparations for assuming the duties and responsibilities of that office.

### **Duties:**

1. Assists the President with her/his requests throughout the year.
2. Acts as the representative of the President in any designated capacity.
3. Serves as a member ex-officio, without vote, on all standing and special committees.
4. Serves as Chairperson of the By-laws and Policy Committee.
5. Prepares an annual report citing achievements and recommendations. The original is given to the Secretary.
6. Serves as a Delegate to National AORN Congress.

## **SECRETARY**

### **Definition of Term:**

The Secretary is elected for a two-year term to serve with the Board of Directors in conducting the affairs of the Chapter.

### **Responsibilities:**

Records the activities of the Board and membership, handles correspondence, and maintains written records.

### **Duties:**

1. Sends a copy of the minutes to the Board of Directors.
2. Preserves correspondence, annual reports, and records in a permanent file.
3. Writes correspondence for the Chapter, at the direction of the President.
4. At Chapter meetings:
  - a. Asks for approval of minutes of previous meeting as published in the newsletter posted on the web site or read at the beginning of the monthly meeting.
  - b. Reads correspondence as directed by the President.
  - c. Files the Treasurer's report.
5. Notifies Officers, members of the Board of Directors and Committee Chairpersons that annual reports are due before the June meeting.
6. Prepares an annual written report citing achievements and recommendations.
7. Maintains record of communications sent to committees for two years.
8. Assists committees with correspondence pertaining to their activities.

## **TREASURER**

### **Definition of Term:**

The treasurer is elected for a term of two years to serve with the Board of Directors in the conduction of the affairs of the Chapter.

### **Responsibilities:**

Manages the financial affairs of the Chapter. Serves as Chairperson of the Budget and Finance Committee.

### **Duties:**

1. Presents a financial statement at each Board of Directors and Chapter meeting.
2. Maintains a balanced checking and savings account.
3. Signs all checks, pays all bills, and oversees additional transactions.
4. Provides a check to be used for reimbursement of postage and miscellaneous expenses by everyone requiring money from the Treasury.
5. Provides a check to delegates and alternate delegates as determined by the membership of the Chapter.
6. Notifies Headquarters immediately if dues are changed.
7. Deposits all checks promptly.
8. Keeps current printout of membership and submits copies to appropriate individuals.
9. Keeps a record of all receipts and disbursements.
10. Forwards to Headquarters new members application forms with appropriate local and National dues, and initial all membership applications to verify correctness.
11. Prepares an annual financial report and gives the original copy to the Secretary.
12. Prepares the books for audit at the end of each fiscal year.
13. Prepares an annual written report citing achievements and recommendations and gives the original copy to the Secretary.

## **COMMITTEE CHAIRPERSONS**

### **Definition of Term:**

The President appoints the Committee Chairpersons annually.

### **Responsibilities:**

Committee Chairpersons assume the responsibility for fulfilling the objectives of their committees.

### **Duties:**

1. In conjunction with the President and Board of Directors, committee chair appoints members to the committee.
2. Communicates the policies of the committees, the charges to the committees and the Chair's expectations of the members.
3. If unable to function after accepting to serve, submits a resignation to the President so that the President can replace the Chair immediately.
4. Attends or assigns a designee to attend, any Chapter function that directly involves that committee.
5. At the end of their term, delivers all property and committee data to the incoming Chair.
6. Prepares a written report of the year's activities of their committee. The original is given to the Secretary and a copy is passed on to the new Chair.

### **Duties for Committee Members:**

1. Attend committee meetings and Chapter functions involving that committee.
2. Perform the activities required that are related to the functioning of that committee.
3. Any member wishing to leave a committee must apprise the Chair who will then be able to replace the member as necessary.

## **BUDGET AND FINANCE COMMITTEE**

### **Definition of Term:**

The Budget and Finance Committee is a standing committee of the Chapter. The Chairperson will be the Treasurer. The committee will consist of a minimum of two members.

### **Responsibilities:**

The Budget and Finance Committee will establish monetary objectives and limitations for the financial operation of the Chapter and will monitor all accounts.

### **Duties:**

1. Present a budget for allocation of Chapter funds.
  - A. Have a budget available for the first fall Board of Director's meeting.
  - B. Following Board of Directors approval, have budget prepared for publication in the September newsletter.
  - C. Present the budget at the first Chapter meeting after publication so that members can vote on the budget.
2. Plan and promote fund raising activities.
3. Review ledgers for the purpose of submitting the books for audit at the end of each year. At the discretion of the Board of Directors, an audit of the Chapter's books may be mandated at any time.
4. Submits an annual written report to the Board of Directors, giving the original to the Secretary.

## **BY-LAWS AND POLICY COMMITTEE**

### **Definition of Term:**

The By-laws and Policy Committee is a standing committee of the Chapter. The President-elect chairs it. The committee consists of the membership in attendance.

### **Responsibilities:**

The Committee will review the By-laws and Policy manuals and submit recommendations for change and/or amendments to members for approval.

### **Duties:**

1. Reviews By-laws annually to ensure that they are not in conflict with national AORN's mission and purpose.
2. Submits recommendations for bylaws changes to the Board of Directors.
3. Ensures that any proposed bylaws amendments are published and made available at least thirty days prior to the date of the vote.
4. Suggests policies that clarify definitions or descriptions from the chapter bylaws.
5. Submits two updated copies of the bylaws and policy manuals to national AORN bylaws committee to document that a review has been done and communicate to national AORN approved bylaws changes.
6. Copies of the additions of changes to the policy manual and amendments to the bylaws should be available to the membership.
7. Prepare and submit an annual report to the Board of Directors, giving the original to the Secretary.

## **NEWSLETTER AND PUBLICITY COMMITTEE**

### **Definition of Term:**

The Newsletter/Publicity/Education/Research Committee is a standing committee of the Chapter. The President appoints the Chairperson. The chair selects a minimum of two members to serve on the committee.

### **Responsibilities:**

The committee will prepare and mail the monthly newsletter to the membership and is responsible for promoting Chapter activities, as well as OR Nurse Day.

### **Duties:**

1. Compose, edit and arrange for printing of the newsletter. The newsletter must be mailed not less than ten days prior to the regular monthly Chapter meeting.
2. Maintains current membership mailing list.
3. Encourage and solicit committee chairpersons and members to prepare articles for the newsletter.
4. Publicize O.R. Nurse Day, and prepare articles of interest for local newspapers.
5. Acts as the central contact for commercial companies or industry representatives that are interested in sponsoring the newsletter.
6. Submits an annual report to the Board of Directors, giving the original to the Secretary.

## **PROGRAM AND HOSPITALITY COMMITTEE**

### **Definition of Term:**

The Program and Hospitality Committee is a standing committee of the Chapter. The Chairperson is the Vice President who will elect a minimum of two members for the committee.

### **Responsibilities:**

The Program and Hospitality Committee is aware of all the hospitals that employ the members of the Chapter. The committee is responsible for securing programs for the regular monthly Chapter meetings. This committee may be combined with Education and Research.

### **Duties:**

1. Greets and introduces new members and guests in conjunction with the Membership Chairperson.
2. Makes arrangements for the necessary facilities for presenting the program, including the December Christmas Party.
3. Arranges audiovisual equipment as necessary.
4. Writes appropriate thank you notes to presenters.
5. Submits an annual report to the Board of Directors, giving the original to the Secretary.

## **EDUCATION AND RESEARCH COMMITTEE**

### **Definition of Term:**

The Education and Research Committee is a standing committee of the Chapter. The President appoints a Chairperson annually. The Chair may select a committee if needed.

### **Responsibilities:**

The Education Committee lists educational programs available to the membership, appraises the Chapter of pertinent research, and is responsible, with the Program and Hospitality Committee for promoting O.R. Nurse Day. This Committee may be combined with Program and Hospitality.

### **Duties:**

1. Assess the continuing education needs of the chapter.
2. Plans and implements educational activities based on assessed needs.
3. Submit educational activity for approval of contact hours to an accrediting agency.
4. Distribute certificates of attendance.
5. Maintain attendance roster and education files that contain a copy of the application for contact hours.
6. Distributes honorarium and writes appropriate thank you notes to presenters.
7. Submits an annual report to the Board of Directors, giving the original to the Secretary.

## **LEGISLATIVE COMMITTEE**

### **Definition of Term:**

The Legislative Committee is a standing committee of the Chapter. The President appoints the Chairperson. The Chairperson may select a minimum of two members to serve as the committee.

### **Responsibilities:**

The Legislative Committee keeps the Chapter informed of new and/or altered legislation on local, state, and national levels.

### **Duties:**

1. Keeps abreast of new and/or changed healthcare legislation through articles in the AORN Journal and other professional publications as well as through local and national print and television news media.
2. Keeps Chapter membership informed of pertinent healthcare legislation and suggests appropriate action to be taken by the members, accomplished by a monthly legislative report to be given and monthly Chapter meetings.
3. Submits an annual report to the Board of Directors with the original being given to the Secretary.

## **MEMBERSHIP COMMITTEE**

### **Definition:**

The Membership Committee is a standing Committee of the Chapter. The President appoints the Chairperson. The Chairperson may select a minimum of two members for the committee.

### **Responsibilities:**

Promotes and maintains the growth of the Chapter. Welcomes new members and potential members and follows up with members who allow their membership to lapse.

### **Duties:**

1. Obtains attendance list by providing a 'sign in sheet' at each meetings.
2. Provides name tags at each meeting.
3. Introduces new members and guests.
4. Reviews membership computer printout monthly.
5. Gives a plaque from the Chapter to each hospital attaining 100% membership.
6. Writes the eligibility list for delegates for National AORN Congress.
7. Presents the slate of candidates to the membership at the September meeting, and presents the ballot at the October meeting.
8. Submits an annual report to the Board of Directors, with the original going to the Secretary.

## **NOMINATING COMMITTEE**

### **Definition of Term:**

The Nominating Committee is an elected committee of the Chapter. The committee members select the Chairperson. The immediate Past President is a non-voting member of the Committee.

### **Responsibilities:**

The Nominating Committee prepares and presents a slate of candidates to serve in elected capacities.

### **Duties:**

1. Presents a ballot to the membership for election of Officers, board members, and members of the Nominating Committee at the April meeting. Nominations will also be accepted from the floor at the meeting.
2. Obtains signed "Consent to Serve" forms from all candidates, including those nominated from the floor.
3. Obtains, from the Membership Committee, the list of qualified voters and their addresses.
4. Mails ballots, after the April meeting, to all qualified voters, with voting instructions. Allows at least two weeks for the return of ballots.
5. Serves as election judges and count the ballot.
6. Makes all arrangements for the annual Installation Dinner, to be held in June.
  - A. Funds dinner for outgoing Officers and Board members as budget permits.
  - B. Orders the President's plate and token gifts for the outgoing Officers and Board members.

Instructions for voting:

1. Vote for the correct number by placing an "X" in the boxes.
2. Place ballot in envelope marked "ballot" and seal.

3. Place ballot inside the mailing envelope addressed to the Nominating Committee Chairperson.
4. Affix member's name and return address to the outside of the mailing envelope. If member's name and return address are not on the outside of the mailing envelope, the **BALLOT WILL BE VOIDED.**
5. Ballots must be received by the designated date to be valid.
6. Submits an annual report to the Board of Directors, with the original given to the Secretary.

## **DELEGATES AND ALTERNATE DELEGATES**

1. In addition to the Delegates Article IX from the bylaws, whenever possible, nominate a member who has not been an elected delegate or alternate, excluding President or President-elect, to National AORN Congress in the preceding three years.
2. In order to be eligible to be nominated as a delegate or alternate, a member must have attended a minimum of five business meetings per year. This is calculated as September thru June of the previous year.
3. The Membership Committee must prepare a list of eligible members and present the slate at the September meeting, and in the September newsletter. The slate will be finalized after anyone wishing to withdraw his or her name has done so.
4. Final ballots must be mailed by late September to be returned one week prior to the October meeting.
5. Delegates elected for Congress will be announced at the October meeting.
6. The Board of Directors will request that eligible members who are attending Congress at their own expense to serve as alternate delegates. A stipend will be given from the Chapter if funds are available.

### **Delegate Responsibilities:**

1. Delegates and alternate delegates shall become familiar with and adhere to the directives forwarded from National AORN headquarters prior to attending Congress.
2. They shall attend ALL BUSINESS MEETINGS and special delegate activities at Congress. Delegates and alternate delegates who are funded by the Chapter must attend the ICORN meeting, which is held during Congress week.
3. They shall seek information, circumspectly, on all issues under discussion and act in the best interest of the Chapter.
4. They shall attend educational and scientific meetings and exhibits at Congress.
5. Delegates and alternates will give a written report of Congress activities at the Chapter meeting the month following Congress.

6. Delegates at Congress do not have the authority for impromptu appropriation of Chapter funds. If any donation is to be made in the name of the Chapter, it is to be decided by majority vote at the Pre-Congress meeting.
7. Expenses:
  - a. The sum of money to be recommended by the membership based on the Treasury balance will be paid by the Chapter upon approval by the membership.
  - b. Any additional expenses are to be paid by the individual delegate.

**Credentials:**

1. The President shall send a list of delegates and alternate delegates for the annual National AORN Congress to National Headquarters. All pertinent data pertaining to each delegate shall be included with the list and shall be postmarked no later than six weeks preceding Congress.
2. Delegates shall register at the Delegates Booth with the following:
  - a. Current R.N. License
  - b. Current AORN membership card.
  - c. Official delegate authorization letter from National Headquarters.

### **TIME AND PLACE OF CHAPTER MEETINGS**

1. The regular monthly meetings shall be held on the third Tuesday of each month, September, through June.
2. Meetings shall be called to order promptly at 6:00 p.m.
3. The President shall determine the Order of Business.
4. Potential members are invited to attend a maximum of two meetings prior to becoming a member.
5. Only members may vote at business meetings.

## **AMMENDMENTS**

1. Amendments to the Policy Manual may be adopted by majority vote at any regular business meeting.