

V. Chapters

V.A. Chapter Leader Facilitator/Co-Facilitator Position Descriptions

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Last Reviewed: September 2012

1) DESCRIPTION:

The purpose of the Chapter Leader Facilitator and Co-Facilitator position is to represent Chapter Leaders on a national level and guide the chapters in advancing the field of neuroscience nursing. Chapters provide an avenue for AANN members to network within a specific geographical area via professional meetings and educational programming which may take place locally or electronically. This “grassroots” network is the foundation for our national organization to grow membership and promote neuroscience nursing within specific geographical areas. Chapter leadership consists of a Board Advisor, Facilitator, Co-Facilitator, Chapter Presidents and other Chapter leaders as indicated.

2) REPORTS TO:

Board Advisor

3) CHAPTER LEADER FACILITATOR

a) Qualifications:

- i. Current AANN member
- ii. Current Chapter member
- iii. Must have previous experience in the role of chapter leadership position
- iv. Available to serve for two consecutive years (1 year – Co-Facilitator, 1 year – Facilitator)

b) DESCRIPTION:

Oversees and guides chapter leaders to meet all responsibilities. He/she will facilitate professional development of chapter leader members and networking opportunities through the Chapter Leadership group. He/she will assist chapter leaders in meeting to the requirement of the national organization including year-end compliance reporting, financial reporting, IRS tax filing and effective leadership transition.. The President-Elect appoints a candidate to the Facilitator position for a two year term, to include one year as co-facilitator and one year as facilitator.

c) RESPONSIBILITIES:

- i. Encourages chapter participation on a national and local level
- ii. Facilitates and actively participate in all chapter discussions on the listserv
- iii. Communicates national information to the chapter leaders
- iv. Initiates and lead exchanging of ideas to further chapter growth
- v. Copies all correspondence relative to chapter matters to the Board Advisor and national office staff.
- vi. Works with the Board Advisor to present proposed Chapter projects and recommendations to the AANN Board of Directors for approval when necessary.
- vii. Notifies the Board Advisor if a chapter leader is not performing to his/her full capacity and discusses possible courses of action if needed.
- viii. Participates on quarterly chapter leadership conference calls

- ix. Prepares an agenda for quarterly meetings and coordinate with staff and Board Advisor to notify all chapter leaders.
- x. Understands AANN's strategic plan and policies and procedures and how the Chapter Leadership objectives fit in with the AANN strategic plan.
- xi. Facilitates the Chapter Leadership meeting at the Annual Educational Conference
- xii. Assists in identification of future Chapter Facilitators as part of the annual appointment process.
- xiii. Mentors the Co-Facilitator in the role of the Chapter Facilitator as needed for succession planning.

4) CHAPTER LEADER CO-FACILITATOR

a) DESCRIPTION:

A Chapter Committee Co-facilitator assists the Chapter Committee Facilitator with the leadership and business of the Chapter Leadership group. They will offer additional support to communicate pertinent information regarding clinical practice, chapter initiatives and AANN news. The President-elect of AANN appoints a candidate for each Co-facilitator position on a yearly basis. The length of term is one year after which the Co-Facilitator will move into the Facilitator role.

b) QUALIFICATIONS:

- i. Current AANN member
- ii. Current Chapter member
- iii. Must have previous experience in the role of a chapter leadership position
- iv. Available to serve for two consecutive years (1 year – Co-Facilitator, 1 year – Facilitator)

c) RESPONSIBILITIES:

- i. Participates on quarterly Chapter Leadership conference calls.
- ii. Assists the Chapter Facilitator in monitoring the listserv and generating conversation.
- iii. Maintains regular contact with the Chapter Facilitator regarding current and upcoming national chapter business matters.
- iv. Attends the Chapter Leadership meeting at the Annual Educational Conference and conducts the Chapter Leadership meeting in the event the Facilitator is not able to attend.
- v. Assumes the role of Facilitator in case of absence.

5) ANTICIPATED TIME COMMITMENT

2 hours/week

V.B. Policies and Procedures for AANN Chapters*Issue Date: November 2003**Last Reviewed Date: September 2012*

Chapters of the American Association of Neuroscience Nurses (AANN) are authorized by and are accountable to the AANN Board of Directors. Chapters must be organized and operated in accordance with policies and procedures adopted by the AANN Board of Directors. Chapters are an integral component of AANN, and as such are afforded the opportunity to realize benefits such as the group exemption with the IRS, assistance with marketing efforts, and networking opportunities. In exchange, AANN requires chapters to file an annual report that demonstrates the chapter continues to meet viability criteria as outlined in these policies. Failure to comply may result in revocation of the chapter charter and the rights contained within that agreement.

1) AANN Chapter Charter

- a) **Chapter Formation:** The following items are to be submitted to the national office of AANN to start a new chapter:
 - i. Charter Application Form
 - ii. Signed and dated copy of chapter bylaws
 - iii. Current membership list
- b) **Annual Reporting:** Chapter charters must be renewed annually. Chapters will be sent the renewal application form from the national office at the end of the year. Renewal of Chapter charters is dependent on compliance with these "Policies and Procedures for AANN Chapters" and submission of:
 - i. Annual report (includes officers list, financial report, and evidence of chapter activities supportive of AANN's purpose and goals.)
 - ii. Signed and dated copy of current bylaws, only if they have been revised during the year.
 - iii. Updated membership list
- c) **Involuntary Closure:** Noncompliant chapters are those who have not submitted an annual report by the stated deadline. AANN will implement the following process to assist chapters in meeting the minimal reporting requirements.
 - i. 30 days after the annual report deadline, the AANN Staff liaison will attempt to contact the officer(s) of the chapter on file with the national office.
 - ii. If there is no response from the chapter, or contact cannot be made, a registered letter will be sent to at least two of the chapter officers from the national office, requesting that an annual report be filed.
 - iii. If there is no response to these requests after 90 days from the reporting deadline, the Staff Liaison will forward a request to the AANN board recommending revocation of the chapter charter.
 - iv. Following the decision by the AANN Board of Directors, a registered letter detailing the action will be sent via registered mail to the chapter officers.
 - v. In the event of involuntary closure, the chapter is obligated to yield up and surrender all of its books and records and all of its assets and property to the Association. Fund balances will go to support the Neuroscience Nursing Foundation's general fund for scholarships and research grants.
- d) **Voluntary closure:** Chapters may elect to voluntarily revoke their charter with AANN. This decision must be made by a chapter membership vote, and all current members must be notified. Once the decision has been made, the following procedures must be completed:
 - i. Notify the National Staff Liaison of the decision.

- ii. Notify all remaining members of the decision and provide information on nearby chapters, if available.
 - iii. The chapter is obligated to yield up and surrender all of its books and records and all of its assets and property to the National Office. Fund balances will go to support the Neuroscience Nursing Foundation's general fund for scholarships and research grants.
 - iv. The chapter must cease and desist using any name that implies or connotes association with AANN or status as a constituent of the association.
- e) **Inactive Status:** Any chapter may request that its charter be changed to inactive for a period of one year in order to reorganize. During the inactive year, the chapter is not required to meet the minimum reporting requirements for active chapters. The following procedures must be completed to apply for the one-year inactive status:
- i. The chapter president should contact the Staff Liaison to request that the chapter's charter be changed to inactive. The Liaison will forward the chapter's request to the Board.
 - ii. Following the decision by the Board, a letter detailing the action will be sent via registered mail to the chapter officers.
 - iii. During the inactive year, the chapter president is required to contact the Staff Liaison at least twice to provide an update on the reorganization process.
 - iv. Any chapter that finishes reorganizing before the inactive year has expired, can contact the Staff Liaison to request that its charter be changed to active status. The Staff Liaison will forward the information to the Board, which will vote to determine if the charter should be reactivated.
 - v. Following the decision by the Board, a registered letter detailing the action will be sent via registered mail to the chapter officers.

2) Organization of Chapters

- a) **Bylaws:** it is required that chapters adopt bylaws which are in the same form as "Chapter Bylaws" provided by AANN.
- i. The chapters are governed by AANN's bylaws, which take precedence over any chapter bylaws.
 - ii. The chapter must follow a fiscal year of Jan 1-Dec. 31.
 - iii. Officers must be members of AANN
- b) **Chapter Operations**
- i. Chapters may issue membership cards upon initial membership and annually when chapter membership is renewed.
 - ii. Chapters shall hold at least 2 meetings annually for transacting business and presenting educational programs.
 - iii. It is recommended that chapters have a stable mailing address. A post office box is encouraged. The national office is to be informed of any address changes immediately.
 - iv. Chapters shall not sell mailing lists that have been provided to the
 - v. chapter by the national office. Third parties wishing to buy the mailing list should contact the national office for information on list availability.
 - vi. The AANN logo is a registered trademark of the American Association of Neuroscience Nurses. If the Association's logo is used, the chapter's name must be prominent in the design.
 - vii. Chapters shall not participate in or contribute to any political campaign on behalf of or opposing any candidate for public office.

3) Financial Regulations

- a) **Taxes:** Chapters must obtain an employer's identification number (EIN) from the IRS (even if the chapter has no employees). Form SS-4 is the Application for Employer Identification Number. A copy of the chapter's EIN must be filed with the national office within 30 days of obtaining the EIN from the IRS. If the chapters' gross receipts are over \$25,000, a tax return, Form 990 must be submitted to the IRS. IRS forms can be printed from the IRS website at www.irs.gov. Some states require a tax return be filed even if the chapter is included in the AANN Group Exemption. Each chapter should check with their local IRS office. Income of the chapter cannot inure the benefit of any private individual.
 - b) **Financial Records Retention:** Financial records must be kept for an indefinite period of time. Financial reports must include:
 - i. Cash disbursement record
 - ii. Cash receipts record
 - iii. Bank reconciliation
 - iv. Bank statements
 - c) **Chapter Revenue**
 - i. Chapter dues may not exceed national membership dues.
 - ii. Chapters may ask for a contribution from members and nonmembers attending monthly education meetings.
 - iii. Chapters may sell space for educational exhibits at symposia.
- 4) Educational Guidelines**
- a) **Program Considerations**
 - i. Educational programs offered by chapters for the nursing community should be geared to the professional nurse level.
 - ii. Chapters are encouraged to be responsive to the health and educational needs of the community.
 - b) **Program Approval**
 - i. Chapters are encouraged to seek CEU approval for educational programs from their respective state nursing associations.