

# **Wisconsin Society for Cardiovascular and Pulmonary Health and Rehabilitation Policy Manual 2017**

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### SECTION 1: ADMINISTRATION

## Definition of the Policies

### Policy

This policy document is the statement of the rules, codes and practices of the Wisconsin Society for Cardiovascular Health and Rehabilitation (WISCPHR). The objective of this policy manual is to establish the process and authority for setting policy.

### Procedure

1. The Board of Directors (hereafter referred to as the Board), as WISCPHR's governing body, is entrusted with the authority to establish policy for the governance of WISCPHR. Board policy establishes the parameters and guidelines for Board members and committees.
2. Policy decisions will be made by majority vote of the Board at Board meetings or by electronic vote.
3. Before adopting any policy, all Board members will receive a copy of the proposed policy in advance of the vote
4. Policies will be reviewed by the individual committee chairs, with final review by the Leadership Committee for accuracy and appropriateness. Recommendations will be made to the Board for amendment, addition or elimination.
5. Except as otherwise provided by law, any policy of the Board may be suspended, repealed, amended or waived by a majority vote of the Board, provided that appropriate advance notice has been given of the intention to consider revocation, repeal, waiver, or amendment by the individual committee chairs
6. WISCPHR's Bylaws require WISCPHR members, as a condition of membership, to abide by these policies and all other rules and regulations adopted by WISCPHR. In addition, all participants in WISCPHR activities, as a condition of their participation, shall similarly agree to abide by WISCPHR Bylaws, rules, policies and codes of conduct.
7. While these policies attempt to cover WISCPHR activities, those activities or situations not addressed herein are subject to review and action by WISCPHR Board.

## Code of Conduct

### Policy

In order that WISCPHR may better achieve its purposes, the following Code of Conduct is adopted and shall govern the conduct of all members, member representatives, conference attendees and staff.

### Procedure

All members, member representatives and attendees in connection with all WISCPHR matters and activities shall:

1. Conduct themselves and their activities in a professional manner marked by integrity and a spirit of fair play.
2. Refrain from engaging in any activity which would violate confidentiality commitments and/or proprietary rights of the Society.
3. Abide by the Bylaws and Policies of WISCPHR.
4. Not distribute any materials or post displays of any kind at WISCPHR activities without prior approval.
5. Not use the WISCPHR name/Logo other than in the conduct of WISCPHR business as determined by the Board.

6. Not use the WISCPHR membership or conference attendee lists or any part thereof except in the conduct of business as determined by the Board.
7. Restrict the use of WISCPHR confidential documents and other information presented to the WISCPHR Board for purposes defined in the Bylaws and/or as authorized by the WISCPHR Board or WISCPHR policies.
8. Conduct themselves in a manner that is consistent with, and not disruptive to, the business and social activities sponsored by WISCPHR.

#### Bylaws: Amendments & Review of Proposed Amendment(s)

##### Policy

In order to meet the changing needs of the Society, suggestions for amendment to the Bylaws will be presented by the individual committee chairs, reviewed by the Leadership Committee, and approved through the WISCPHR Board. The term "amendment" means and includes any and all of the following: the adoption of a new bylaw; the change in part or whole of an existing bylaw; or the repeal of a bylaw.

##### Procedure

1. Amendments to the Bylaws of the Society may be proposed to the Board by any Committee Chair or voting member of the Society.
2. The Leadership Committee will review proposed amendments to the Bylaws and provide recommendations with rationale to the Board for review.
3. The Bylaws may be amended at any regular or special meeting of the Board or by mail or electronic vote. A favorable vote of two-thirds (2/3) of the Board members shall be required for amendment.
4. Voting members may make amendments to the Bylaws. Such action may only be taken at an annual meeting and only if a notice of the proposed amendment is given at least 60 days prior to the meeting. A favorable vote of two-thirds (2/3) of all voting members in attendance shall be required to approve a proposed amendment by the voting members.

#### Conflict of Interest

The Society Conflict of Interest Policy (1) defines conflicts of interest; (2) identifies classes of individuals within the Society covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and, (4) specifies procedures to be followed in managing conflicts of interest.

All Board members and officers, committee chairs, committee members and staff shall exercise good faith in all transactions impacting on their duties and responsibilities with WISCPHR. They shall not use their positions, or knowledge gained as a result of these positions, to cause a conflict between the interest of WISCPHR and that of the individual, a relative, or any other organization with which they are associated.

##### Procedure

1. Definition: A conflict of interest exists when an individual is in a position to derive any type of benefit financially directly or indirectly through application of authority, influence, or knowledge. A conflict of interest also exists if a relative or business with which the person is closely associated benefits, or when the organization may be adversely affected by the actions of a Board member, committee chair, or committee member in any way. Individuals covered by this policy shall include the Society's voting members, elected Officers, and Committee Chairs.
2. Any member of the Board receiving compensation from a manufacturer of any products related to the Society, or a firm providing services to WISCPHR, must disclose that interest and decline from voting on issues related to the company.

3. Any elected officer of WISCPHR must disclose any relationship (advisory or contractual) to a manufacturer or vendor. The Board will determine if relationships represent a conflict and if such conflict is acceptable.
4. Should the WISCPHR Board decide to do business with a company or vendor who has a relationship with an elected or appointed member of the WISCPHR Board, they may do so only with full disclosure of the relationship.
5. All acts of elected and appointed individuals shall be in the best interest of WISCPHR.
6. One may not use the title of elected office or appointed position (i.e. WISCPHR President) for the purpose of promoting a specific product or service.
7. No elected or appointed individual's name or organizational title shall be lent, used or related to any promotion not officially endorsed by WISCPHR.
8. Elected or appointed individuals should be cautious to discern or clarify in public when their communications are on behalf of the WISCPHR or are personal/professional perspectives.
9. Persons covered by this policy will annually disclose or update to the Board President, on the Conflict of Interest Statement (Appendix A) individual interests that could give rise to a conflict of interest, i.e. family members, substantial business or investment holdings, other transactions or affiliations with business, other organizations, or those of family members.
10. Procedures to manage conflicts. For each interest disclosed to the President, the President will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related Society discussions or decisions; or (d) ask the person to resign from the Society position or, if the person refuses to resign, become subject to possible removal in accordance with removal procedures in the Society Bylaws. The Secretary will document proposed or ongoing transactions for conflicts of interest and disclose to the President in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred. Concerns or disputes regarding potential conflict of interest activities will be handled in the following manner. A two-thirds (2/3) vote of the Board is necessary to suspend or expel one from their position (elected officials, contractors, or members holding appointed positions).
11. A copy of this policy will be provided to all members officially representing the Board, committee chairs, and committee members. If questions arise, an opportunity for clarification will be arranged by the Board. Each member of the Board, committee chair and committee member will read and sign the attached Conflict of Interest Statement (Appendix A) annually to confirm his/her knowledge of and agreement with the statement.
12. In the event that circumstances should change during the course of a given year, each representative is responsible to disclose his/her conflict to the Board, abstain from voting on issues associated with the conflict, abstain from discussions related to the conflict and/or resign.
13. Acknowledgement statements are maintained by the Secretary and are available upon request.

## WISCPHR Logo

### Policy

The WISCPHR logo is the graphic identity for the Wisconsin Society for Cardiovascular and Pulmonary Health and Rehabilitation. The following describes the official logo of WISCPHR and outlines conditions for its official use and by other authorized organizations

### Procedure

1. The official logo of the WISCPHR (Appendix B) is:



2. The official colors of WISCPHR are: 540 and 651 in the PMS color palate. The fonts are: large type with the acronym "WISCPHR" in Optima Bold, the smaller type is Frutiger Bold Condensed with the very bottom italic type being Frutiger Bold Italic.
3. The name of the Society, The Wisconsin Society for Cardiovascular and Pulmonary Health and Rehabilitation, is the sole property of WISCPHR.
3. This logo is a valuable trademark and is the sole property of WISCPHR. The logo can only be used in conjunction with programs or products of the WISCPHR or with specific permission of the WISCPHR.
4. Any additional copy below the logo must be the distance of the logo's baseline to the name's baseline. Other elements must not crowd the logo which must be easy to read. The official WISCPHR logo must be used as it is currently designed including the use of the official colors. Adding specific effects to the logo or distorting it artistically is not permissible.
5. Consent of the President must be obtained prior to use of the WISCPHR logo.

## **SECTION 2: LEADERSHIP ROLES AND RESPONSIBILITIES**

### Scope, Authority and Responsibilities of the Board of Directors

#### Policy

The affairs of the WISCPHR shall be managed by or under the direction of its Board of Directors. The Board is elected by the membership in accordance with Society's Bylaws and has the following powers and scope of authority.

#### Roles of the Board of Directors:

1. **Enterprise Governance:** The primary role of the Board is organization governance, setting policies for the Society and overseeing implementation of those policies. This includes monitoring the performance of the Society and any Society subsidiary organization, maintaining fiscal integrity, setting and monitoring strategic direction, and protecting the Society's assets and reputation.
2. **Stakeholder Representation:** The Board represents those involved in the delivery of cardiac and pulmonary health and rehabilitation.
3. **Resource Development:** The Board contributes to the Society resource development in areas such as member recruiting and retention, professional partnerships, sponsorships, and Society product sales.
4. **Policy and Advice:** The Board has a policy-setting authority in regards to public affairs and clinical position statements.

#### Role Responsibilities

1. Board members must understand, uphold, and support the mission, Bylaws, policies of the Society. The consent of this understanding shall be obtained annually with signature of review and agreement. (Appendix C)
2. The Board shall represent the members with respect to WISCPHR's activities and purposes set forth in the Bylaws and the written policies of WISCPHR.
3. The Board shall establish committees and task forces necessary to implement Board decisions and policies.
4. The Board shall participate in the development, review and approve the annual budget of WISCPHR.
5. The Board shall establish procedures for the administration and disbursement of funds and for the orderly organization and operation of WISCPHR activities.
6. The Board along with the Membership and Leadership Committees shall monitor and review the participation within WISCPHR regions, encouraging activity and the development of tools to improve leadership of Regional Representatives.
7. Each Board member shall undertake such other duties as may be determined by the Board.
8. The Board shall interpret the WISCPHR Bylaws and these policies.
9. Board members shall attend all WISCPHR meetings of the general membership and board meetings.
10. The Board shall perform all other duties which customarily pertain to the Board.
11. The Board shall be responsible for the development, review and oversight of the strategic plan of WISCPHR.
12. The Board shall assure basic legal and ethical responsibilities are fulfilled.
13. Board members shall serve as Board liaisons to committees, task forces, or other groups as assigned.
14. Board members shall keep informed of issues affecting cardiovascular and pulmonary rehabilitation locally and nationally.
15. Board members participate in and facilitate Board decision making in the following manner
  - a. Issues will be debated in an objective manner with the sole aim of finding the solutions which best represent the interests of the Society.
  - b. Discuss decisions only within the confines of a Board meeting unless the Board has decided to make the decision public.
  - c. Once a decision has been made, the Board will speak to the membership as one voice on specific decisions made by the Board.
  - d. The Board will hold in strictest confidence an individual member's positions and statements on issues.
  - e. The President (or his/her designee) is the official representative when stating the Society's aims or positions within and outside the organization.

#### Tenure

As designated by the Bylaws.

#### **Executive Committee, Scope and Authority**

##### Policy

This policy document is intended to clarify the composition, purpose, scope, authority and responsibility of the Executive Committee of the WISCPHR.

##### Composition of the Executive Committee

1. Members of the Executive Committee include the President, President-Elect, Treasurer, Secretary, Immediate-Past President; and Treasurer-Elect as a non-voting member.

2. Other leaders in WISCPHR will be asked to participate on scheduled calls depending on the issue under discussion.

#### Purpose of the Executive Committee

1. Maintain formal communication (i.e. conference calls, email) as needed, between full Board meetings, to discuss general administrative responsibilities for the affairs and activities of the WISCPHR. Reports of such activity will be communicated to the full Board.
2. Ensure that ongoing communication occurs between the Board, committees, work groups, staff, contract employees, affiliate leaders, members, corporate partners and liaison organizations.
3. Ensure that committees, work groups, and members are performing in accordance with, and making progress toward, the goals of the Society.
4. Assist in planning the agenda for each Board meeting.

#### Scope and Authority of the Executive Committee

1. Must operate under the Bylaws, policies and code of conduct as set forth by the WISCPHR Board of Directors.
2. Will discuss and make decisions regarding the operations and communications of the association. The discussion and decisions of the Executive Committee are made in a consensus mode.
3. Will decide, or act only upon issues that require a vote by the Board. In the event that a Board vote is required prior to the next Board meeting, the Executive Committee will request an electronic vote.

#### Responsibilities of the Executive Committee

1. Oversee and monitor the ongoing affairs of WISCPHR to ensure alignment with the interests of the Society.
2. Communicate with the Board in a timely and consistent matter about ongoing activities of the association.
3. Interact with committee chairs and Regional Representatives as necessary to provide support, guidance, and mentorship.
4. Ensure that appropriate communication is maintained to internal and external constituents.
5. Focus on the strategic direction of the organization and prepare Board agenda items.
6. Review or appoint a task force to review third party vendor contracts for alignment with current WISCPHR mission and initiatives. See Appendix D.

#### **President, Role Description**

##### Policy

The President of the WISCPHR Board of Directors is the highest ranking elected Officer of the Society. The president is elected by the membership in accordance with the Society's Bylaws. The President has the following duties and responsibilities.

### Role Responsibilities

1. Preside at all meetings of the Board and of the Society Membership. While presiding at meetings, the President is responsible for keeping the meeting moving forward to address items identified on the agenda.
2. Assure resolutions of the Board are carried out.
3. Serve as an ex-officio member, without vote, of all committees except the Nominating Committee. He/she shall be informed (via written or verbal notification) of all activities undertaken by committees, task forces and regional groups.
4. Assist the Treasurer, along with the President-Elect and Finance Committee in budget preparation.
5. Communicate activities of the WISCPHR to members of the Board, committee chairpersons, and Society members.
6. Establish (with majority approval of the Board,) committees, task forces and work groups as needed to support the purposes of the Society.
7. Make appointments, subject to the approval of the Board and specifications of these Policies, to standing and other committees.
8. Assign voting members or request volunteers from the Board to serve as liaisons to groups of standing committees, task forces, and work groups in order to keep the Board informed of the progress of such operational units.
9. Serves as the Society's official representative to meetings of other related organizations or may appoint a Society member(s).
10. Together with the Board, evaluate current governmental, societal, economic, practice trends, and needs of the Society with respect to impact on growth, organizational structure, and level of volunteerism.
11. Ensure strategic planning activities occur to address WISCPHR's short-term and long-term needs.
12. Has signature authority for the affairs of the Society. In the event the President is unavailable, the President-Elect will assume authority.
13. The President has one vote at the Board level.

### Tenure

As designated by the Bylaws.

### **Immediate-Past President, Role Description**

#### Policy

The Immediate-Past President continues as a full voting member of the Board after serving a one year term as President. The following are the duties and responsibilities of the Immediate-Past President.

### Role Responsibilities

1. Serve as advisor to the Board.
2. Assist the President in formulating the goals of the Society.
3. Serve as Co-Chair of the Annual Conference Planning Committee.
4. Perform the role of parliamentarian at Board meetings.
5. Represent the organization as requested by the President.
6. The Immediate-Past President has one vote at the Board level.

### Tenure

One year as designated by the Bylaws.

### **President-Elect, Role Description**

#### Policy

The President-Elect is the second highest ranking elected Officer of the Society. The President-Elect is a member of the Board and is elected by the membership in accordance with the Society's Bylaws. The President-Elect has the following duties and responsibilities.

#### Role Responsibility

1. Exercise all functions, including signature authority, of the President during the absence or disability of the President.
2. With mentorship from the President and the Board, orient to the position of President.
3. Serve as Co-Chair of the Annual Conference Planning Committee.
4. Assume responsibilities as delegated by the President and Board.
5. Assist the Treasurer, along with the President and Finance Committee in budget preparation.
6. Automatically ascend to the presidency when the President's term ends.
7. Near the end of the President-elect term, the President-elect, with the assistance of the President, makes contingent appointments for chairs and members of Society committee to be effective and implemented when the President-elect succeeds to the office of President and subject to the Board's approval where required by the Bylaws.
8. Facilitates the annual review and update of the Policies with the assistance of the Board and committee chairpersons.
9. The President-Elect has one vote at the Board level.

#### Tenure

One year as designated by the Bylaws.

### **Treasurer, Role Description**

#### Policy

The Treasurer is the third highest ranking elected Officer of the Society. The Treasurer is elected by the membership in accordance with the Society's Bylaws.

#### Role Responsibilities

1. Serve for a term of three years, staggered with the term of the Secretary.
2. Assure appropriate documentation and review of the financial records of the Society.
3. Oversee the collection, payment and record of monies for all Society activities and obligations, in accordance with policies and procedures established by the Board.
4. Chair the Budget & Finance Committee and present quarterly financial reports (at minimum) as well as an annual audited financial report to the WISCPHR Board.
5. Prepare financial reports to be available to the members at the Annual Conference.
6. Facilitate on-going communication between the President, President-Elect, and Budget and Finance Committee regarding budget preparation.
7. Develop the annual budget, present the draft budget to the WISCPHR Board for review and approval, and oversee the actual expenditures and revenues compared to the budget throughout the year.
8. Recommend changes in fiscal policy, and implement as necessary.
9. Review and analyze all financial reports, i.e. monthly revenue & expense reports, quarterly and year-end audit reports, and investment advisor's reports.
10. Preserve all financial reports in a permanent file.
11. Maintain signature authority for funds and property of the Society.
12. Mentor the Treasurer-Elect.
13. The Treasure has one vote at the Board level.

### Tenure

Three years, as designated by the Bylaws

### **Treasurer-Elect**

#### Policy

The Treasurer-Elect shall serve a one year term. This will serve as a mentoring period for the Treasurer-Elect to be fully prepared to transition into the position of Treasurer at the end of the one year term.

#### Role Responsibility

The Treasurer-Elect is elected by the membership in accordance with the Society's Bylaws and has the following duties and responsibilities.

1. Serve mentorship under the current Treasurer of the Society for a one year term to learn the role and responsibilities of the Treasurer.
2. Actively serve on the Finance Committee.

### **Secretary**

#### Policy

The Secretary of the WISCPHR Board is elected by the membership in accordance with the Society's Bylaws.

#### Role Responsibilities

1. Serve for a term of three years, staggered with the term of the Treasurer.
2. Assure appropriate minutes and records of the Annual Conference Planning Committee and Board of Directors meetings.
3. Preserve correspondence, reports, records, acknowledgement statements, Bylaws and the Procedure Manual of the Society in a permanent file.
4. Ensure that notice of all official meetings of the Board of Directors is given including notice of the Annual Business Meeting.
5. Obtain and maintain annual signed statements of Conflict of Interest, Bylaw review and Policy Manual review.
6. Request committee and regional reports two weeks prior to Board meetings to be included in the meeting agenda.
7. Mentor the Secretary-Elect.
8. The Secretary has one vote at the Board level.

### Tenure

Three years, as designated by the Bylaws.

### **Secretary-Elect**

#### Policy

The Secretary-Elect shall serve a one year term. This will serve as a mentoring period for the Secretary-Elect to be fully prepared to transition into the position of Secretary at the end of the one year term.

#### Role Responsibility

The Secretary-Elect is elected by the membership in accordance with the Society's Bylaws and has the following duties and responsibilities.

1. Serve mentorship under the current Secretary of the Society for a one year term to learn the role and responsibilities of the Secretary.

### **Regional Representatives, Role Description**

#### Policy

Role Responsibility: Each of the five regions within Wisconsin will designate two to three members within the region to represent that region as a member of the Board. The Regional Representatives (hereafter referred to as Reg Reps) will be elected by members of that specific region and serve in this capacity as designated in the WISCPHR Bylaws.

#### Tenure

3 Year Term

#### Specifications:

1. Two to three Reg Reps will be elected from each of the regions.
2. Each Reg Rep will serve a total of three years.
3. Call for nominations for new Reg Reps will occur by March 1<sup>st</sup> of each year or at the first regional meeting of the calendar year. Nominations may be made at regional meetings or through emails to current regional representatives.
4. Current Reg Reps to select incoming Reg Rep from list of nominees.
5. Terms will run June 1<sup>st</sup> – May 31<sup>st</sup>. No more than 1 of 2 or 2 of 3 Reps are to be elected in any given year to maintain continuity of leadership.
6. Reg Reps must be current WISCPHR members in good standing.
7. If a Reg Rep is unable to complete the term of office, nominations will be sought and a new election will be held to elect a regional member to finish the term.

#### General Responsibilities:

1. Attend 3-5 WISCPHR Board meetings each year, preferably in person, but may attend no more than 2 by teleconference. Each Reg Rep is to consult with the other Reg Rep(s) to inform of his/her planned absence from the Board meeting.
2. Serve on a minimum of one WISCPHR committee with direction of committees in need of members provided by the President.
3. Report all information from Board meetings to the regional membership, and bring attention to regional issues to the attention of the Board.
4. Submit a Regional Report (Appendix G) two weeks prior to each Board meeting.
5. Attend all four regional meetings, preferably in person, but teleconference is allowed for special circumstances to be discussed with fellow representative. A minimum of 2 in-person attendance is required.
6. Maintain an e-mail roster of regional member's contact information and facilitate updating contact information on society webpage.
7. Each Reg Rep has one vote at the Board level.

#### Specific Responsibilities:

##### Procedure:

1. First year in term:

- a. Maintain current e-mailing list and submit updates to telecommunication chair.
  - b. Track attendance at all regional meetings. Request attendees provide updates of membership and contact information at each meeting. Request contact information of any cardiac and/or pulmonary rehab practitioners within the region not attending the meetings to ensure representation from each facility/program within the region.
  - c. Prepare minutes of each regional meeting and distribute them to the other Reg Reps. After approval, distribute them to the regional membership and attendees. Seek additions or corrections from the membership and make appropriate actions on suggestions. Email approved minutes to the Secretary to be posted on the website within 1-2 weeks post meeting. Send summarized minutes in the Regional Report (Appendix G) to WISCPHR President and WISCPHR Newsletter Editor to include in Board meeting agenda and for addition in the newsletter.
  - d. Coordinate with second and third year Reg Reps to develop a brief list of regional goals to be accomplished between June 1<sup>st</sup> and May 31<sup>st</sup> of that term. Reg Reps may refer to the organizational goals and accomplishments created at the Board level for guidance.
2. Second year in term:
    - a. Assist with coordination of regional meetings with third year Reg Rep. Facilitate regional meetings in time of absence of third year Reg Rep.
    - b. Coordinate with first and third year reps to develop a brief list of regional goals to be accomplished between June 1<sup>st</sup> and May 31<sup>st</sup> of that term.
    - c. Collect newsworthy articles from regional members for coordinating one of the five newsletters during a calendar year according to the WISCPHR Timeline. The Reg Rep must submit information to the WISCPHR Newsletter Editor by the date specified in WISCPHR Timeline.
    - d. Mentor the 1<sup>st</sup> year Reg Rep. Inform the President, Secretary, and Website Chair of his/her contact information so that it can be added to the official Board of Directors listing, the newsletter and website.
3. Third year in term:
    - e. Coordinate and facilitate regional meetings with assistance of the second year Reg Rep.
    - f. Coordinate with first and second year reps to develop a brief list of regional goals to be accomplished between June 1<sup>st</sup> and May 31<sup>st</sup> of that term. Reg Reps may refer to the organizational goals and accomplishments created at the Board level for guidance.
    - a. At the beginning of third year in term, verify and review current Reg Rep information on the website. The website will, at a minimum, hold current information including the Bylaws and Policy Manual for WISCHPR, the regional map with Reg Rep contact information; regional membership phone and email lists; WISCPHR timeline, minutes of previous regional meetings from the last two years; the current contact information of the WISCPHR Board of Directors (which includes the Executive Committee and Reg Reps), contact information for all committee members; and website resources such as the AACVPR Cardiac and Pulmonary Rehab Registry.

## **Members-At-Large**

### Policy

The Members-At-Large are two additional members of the Board. Members-At-Large are appointed by the President and approved by the Board based upon the Society's strategic plans and current goals.

### Role Responsibilities

1. Understands, upholds, and supports the mission, Bylaws, Policies and Procedures of the Society.
2. As designated by the President, may lead or participate on ad hoc committees as deemed appropriate or assists other Committee Chairs in carrying out the Board's duties.
3. As designated by the President, evaluate new opportunities related to the strategic initiatives of the Society.
4. Each Member-At-Large has one vote at the Board level.

### Tenure

One year, as designated by the Bylaws, unless reappointed following succession of the President.

### **Board Meetings**

#### Policy

In accordance with the Bylaws, the Board must have at least one face-to-face meeting but preferably 3-5 meetings per year. Additional meetings may be held in person or via conference call or webinar as needed.

#### Procedure

1. Board Meeting Attendance. Voting Members, as outlined by Bylaws and Policies and Procedures are expected to attend all Board meetings and all meetings of committees to which they are assigned, unless excused. They may not send substitutes or delegates. Excuses for Non-Attendance should be provided in writing (email acceptable) to the President prior to the meeting. The President will determine if the absence should be excused. Absences, both excused and unexcused, will be monitored by the President. A Voting Member is expected to have no more than two excused absences per term.
2. Open Meetings, Executive Session, Voting by Secret Ballot and Minutes. The Board of Directors ordinarily meets in open session. At the discretion of the President, the Board may meet in Executive Session with only Voting Members and invited guests in attendance. The Board may vote by secret ballot if determined by a majority vote of the Board. Minutes will be made of meetings and distributed to Board Members. Members in good standing of the Society and invited guests may attend open Board meetings.
3. All decisions are based upon consensus or majority vote unless a higher quorum is determined prior to the vote count or unless stated otherwise in the Bylaws.
4. All decisions are considered actions of the Society and must be included in the minutes of the meeting. Minutes of each Board Meeting will be recorded, distributed and archived.
  - a. The Secretary will assure that minutes of Board meetings, conference calls, and electronic mail votes are recorded.
  - b. The minutes will be prepared and distributed to the President within two (2) weeks of the Board meeting for approval.
  - c. One approved, the Secretary will distribute the minutes to the Board and post them on the Society website within one additional week.
  - d. The Board will be asked to review and approve the minutes at the beginning of the next Board meeting.
  - e. Minutes of all meetings will be part of the permanent records of the Society and will be kept (both hard copy and electronically) by the Secretary.

5. The agenda of each Board meeting shall be sent prior to the meeting to all members of the Board and all invited guests.

**Historian:** The Historian is responsible for maintaining long-standing record of the organization for historical purposes. The Historian shall maintain historical record by electronic means using Society-established electronic account and any other means necessary. The Historian shall report to the President, but may be called upon by any member or officer of the Society. Term to be established by current Historian with emphasis being placed on longevity of term-length. Records maintained shall be outlined by the Board of Directors and may include, but not limited to, archived minutes, Bylaws, Policies, and financial documents.

## **SECTION 3: FINANCIAL MANAGEMENT**

### **Annual Budget**

#### Policy

The WISCPHR Board of Directors approves an annual budget each year at (or prior to) the Spring Board meeting. The annual budget is developed based on the WISCPHR Strategic Plan. The Budget & Finance Committee develops a draft budget for Board approval. The Chair from each committee will submit an annual budget to the Finance Committee at a date approved by the Board prior to the designated annual budget due date to facilitate the creation of the Society-proposed budget.

Budget assumption should be to apply annual cost of living increase to fees (membership, education, annual meeting, product sales) unless individual committee recommendations indicate different based on program activity.

#### Procedure

1. The WISCPHR Strategic Plan will guide the budget process.
2. Budget requests will be distributed by the Treasurer to Committee Chairs and returned for inclusion in the fiscal budget draft.
3. See Appendix A – Financial calendar. The Budget & Finance Committee will evaluate and update this calendar on an annual basis
4. Itemized budgets for each activity and project will include reasonable estimates of expenses and revenue. Revenue items, including but not limited to, rental fees, annual meeting registration fees, exhibitor booth fees, etc. will be determined in conjunction with the overall budget planning process.
5. A contingency fund will be included in each annual budget and will be available to the Board for miscellaneous expenses
6. After a series of calls to review the drafts of the budget the Treasurer and Treasurer-Elect (in collaboration with the Budget & Finance Committee) will send the final draft of the budget to the Board. The Board will have the opportunity to review the budget, ask questions for clarification and approve the final budget at the Spring Board meeting.
7. The complete approved budget will be available on the confidential Board and Committee resources pages of the website. The consolidated budget will be posted on the website for access by all.

## **Fiscal Management**

The Board is responsible for the oversight of the Society's resources and the overall financial health of the organization. The responsibility of the Finance Committee and the Treasurer is a clear understanding of the Society finances and the presentation of the financial reports to the Board.

### Policy

The WISCPHR annual budget serves as the guide for all activities of the Society. During the course of the year, unbudgeted funds may be required for special projects or services. A line item for unbudgeted funds may be planned for and approved in the annual budget.

Committee chairs are held accountable for the revenue and expenditures that pertain to the work of their committee. They will be engaged on a regular basis by the Treasurer to ensure that ownership of financial performance is understood and adherence to financial policy is followed. The Finance Committee may recommend to the Board adjustments in spending based on the current fiscal health of the organization.

A quarterly review of the Society's financials will be conducted by the Treasurer. A significant negative shift in quarterly outcomes (including, but not limited to, changes in revenue and/or expenses on a line item or aggregate basis) automatically triggers a contingency process. A contingency report is provided to the Board, based on a pre-planned outline (submitted by the Budget & Finance Committee along with the yearly budget for BOD approval) of items to be cut in case of the need for the contingency. Additionally the Finance Committee may, at any time trigger a contingency process if there is a significant positive shift in month-to-month outcomes (including, but not limited to, changes in revenue and/or changes in expenses on a line-item or aggregate basis). The Budget and Finance Committee may submit a contingency report to the Board, based on a pre-planned outline (submitted by the Budget & Finance Committee along with the yearly budget for BOD approval) of items to be added in case of positive contingency.

## **Budget Ownership**

Committee Chairs are responsible for oversight of committee expenses. Committee Chairs will communicate with Budget & Finance Committee to assure clear understanding of the approved annual budget.

### Procedure

1. Upon approval of the WISCPHR fiscal year budget at the Spring Board meeting, the Chair of the Budget & Finance Committee will inform each Committee Chair of the approved budget.
2. Budgeted items will provide resources for the strategic initiatives as identified in the Strategic Plan.
3. Committee chairs are held accountable for the revenue and expenditures that pertain to the work they do. They will be engaged on a regular basis to ensure ownership of financial performance is understood.

## **POSSIBLE OTHER POLICIES**

Expense Reimbursement Guidelines  
Speaker Compensation for WISCPHR Programs  
Approval of Funds for Special Projects – Board-designated Fund  
Purpose and Use of WISCPHR Reserve Funds  
Whistleblower Protection Policy  
Records Retention Policy  
Investment Policy

## **SECTION 4: PUBLICATIONS**

### **Newsletter**

#### Policy

The WISCPHR Newsletter is the primary publication of the Society. Under the direction of the Newsletter Editor, the WISCPHR Newsletter shall provide Members information about Society news, updates, events, and other items including, but not limited to research, and program articles, recipes, reimbursement/legislative updates, job postings, and internship listings.

#### Procedure

1. Newsletter Editor develops yearly calendar (Appendix H) for article submissions from each of the WISCPHR regions. This calendar is then distributed to Reg Reps for reference regarding their responsibility for collecting articles.
2. Each WISCPHR Region will be responsible for article submissions for ONE (1) Newsletter. These articles will be requested at a time designated by Newsletter Editor. Article submissions can range from Regional speaker presentations, research article submissions, updates, or other submissions deemed appropriate by Reg Reps.
3. Reg Reps will provide Region Updates using Regional Report Template (Appendix G) at the time of submitting for Board meetings.
4. Current President submits a “President’s Letter” for each Newsletter.
5. Newsletter Editor compiles submissions from Reg Reps, President, and any Committee Chairs that have updates for Newsletter by date specified on yearly calendar.
6. By the date specified on yearly calendar, Newsletter Editor distributes Newsletter to the following: WISCPHR webpage, Society Members through webpage email distribution, and to Society Historian for archiving on Society’s permanent electronic record.

## **SECTION 5: COMMITTEE ROLES AND RESPONSIBILITIES**

### **Committee Appointment and Tenure**

### **Qualifications and Responsibilities of the Committee Chair**

### **Update website pages as appropriate (minimum of quarterly)**

### **Submit a committee report outlining the goals and activities of the committee 2 wk prior to each Board meeting**

### **Qualifications, Responsibilities and Authority of the Committees**

### **Guidelines for Committee Meetings**

### **Standing vs Ad hoc Committees**

### **Annual Conference Planning Committee**

## **Committee**

1. Co-chaired by Immediate-Past President and President-Elect.
2. The Immediate-Past President is responsible for the agenda for each meeting.
3. The committee is comprised of the Secretary (or delegate), Treasurer, Leadership Committee Chair (or delegate), Membership Committee Chair (or delegate) and representatives from the Board and other members that take an active role in planning.
4. Committee meetings will take place immediately prior to regularly scheduled Board meetings. Additional teleconferences may be scheduled as needed.

## **Speakers**

1. Identify potential speakers and topics throughout the year
  - a. Committee members should make strong effort to appropriately evaluate potential speaker, topics, and/or presentations
2. One committee member will serve as the contact person for each speaker. That committee member will confirm agreement to speak (date, time, location, topic), discuss honorarium and other expenses, and speaker needs (AV, computer, etc). This information will be recorded on the Speaker Contact Form.
  - a. The contact person will also introduce that speaker at the conference.
    - i. Speaker bio for introduction will be printed by designated committee member and given to the contact person the day of the conference
3. Speakers should have presentation files ready at minimum 4 weeks prior to conference date.
4. Honorarium and expenses
  - a. WISCPHR offers a \$500 honorarium for keynotes and breakouts. WISCPHR also covers travel expenses (mileage, hotel) if appropriate and approved.
  - b. If a keynote or breakout is shared with more than one speaker, the speakers will split the honorarium. However, travel expenses will be covered individually.
  - c. Keynote and breakout speakers will be offered lunch and registration for the conference. If possible, the speaker contact person will confirm attendance.
  - d. Speed topic speakers will receive a \$150 honorarium. Travel expenses nor conference registration is not included
  - e. Current treasurer will prepare checks for honorariums and expenses. The check will include a short thank you note to the speaker (created and signed by Immediate-past President and current President). Speaker contact person will give the check and thank you note to the speaker the day of the conference. Speakers should contact the contact person or the Treasurer if there are additional expenses.
5. Committee member responsible for Continuing Education Units (CEUs) will contact the speaker for biography, Conflict of Interest, objectives for the lecture, and handouts for the lecture.
6. Handouts for each lecture will be available on Society website at least 1 week prior to the conference and for 2 months after the conference for conference participants.
  - a. Materials that were not made available prior to the conference will be scanned and added to the website after the conference by a designated committee member.

## **Meeting Schedule or Agenda**

1. The final conference schedule will be finalized 8 weeks prior to the conference.
2. Minimal conference details including, but not limited to date, lodging, keynote speakers, will be sent to the graphic designer for Save the Date and brochure at least 16 weeks prior to conference.

## Vendors – timeline

### May / June

- Review vendor / sponsor surveys and make suggestions to ACPC for next year's WISCPHR conference.
- Update vendor / sponsor contact info, conference letter, participation form, and save the date materials for vendors/ sponsors.

### June / July

- Send Save the Date email to vendors / sponsors.

### August / September

- Check hotel contract for info re: exhibitor space, determine # of vendors the space can accommodate.
- Adjust vendors fees if appropriate (verify with the Finance Committee and the Board)

### October / November

- Email letters / participation forms to potential vendors / underwriters

### December / January

- Email a second letter to vendors that haven't responded

### January / February

- Determine Conference Facility info:
  - Address for shipping materials – how to label packages
  - Check on arrival / departure time
  - Availability, location and limitations for equipment being left off for later pick up
  - Location of loading dock, etc where equipment can be brought in
  - Electrical requisition completed. What is the charge?
  - Table skirts included?
  - Room set up details.
  - Numbers of easels needed?
- Send confirmation letters to underwriters / vendors – include suggestions that are desired for drawings, remind them that Friday night social is great time to meet conference attendees, info on passport, and give additional details if necessary.
- Verify sponsorship of events / speakers by the sponsors.
- Ask for current electronic logos for newsletter, and posters. Request hyperlink of Platinum level sponsors website.
- Send email to treasurer, Appleton PO box, that checks will be expected.
- Contact conference site for banquet manager contact info and for electrical contact person with clarification of electrical request was received.
- Request pictures from the past year from WISCPHR members for vendor area power point.
- How many tables needed for WISCPHR booth? And other areas for job boards / poster presentations and etc.

### February / March

- Update list of participating vendors, their contact information; post on website.
- Contact vendors to see if they have additional needs, remind them of date and location, instruct on loading / unloading equipment site, and check for planned arrival time.
- Send electronic versions of sponsors to the person designated to make:
  - 1 large poster of sponsor logos and list of exhibitors
  - Posters for each sponsor event / speaker with logo

- Table tents
- Request 3 easels.
- Send additional confirmation letters to late entry vendors.
- Folder with attendee list with agenda, evaluation, Welcome letter and info on lunch.
- Assign vendor spaces
- What are your electrical needs and cost, number of vendors, and number planning on eating? Who are the sponsor, vendors, and underwriters? Send this to the conference site WISCPHR contact person along with diagram of vendor / sponsor booth locations with areas requiring electrical.
- Keep in contact with treasurer to determine who has paid and to create invoice for day of conference, if necessary.

#### Day of Conference

- Place table tents, posters with easels, and sponsorship signs.
- Contact site for table set up, and electrical hookup.
- Meet / greet vendors and provide them with vendor / sponsor folder and assist with set up if appropriate.
- Get a business card for current info.
- Check in with vendors frequently and troubleshoot as needed.
- Find out what the doors prizes are. Pass info onto president to be included in announcement.
- Draw passports after last vendor session and have ready prior to business meeting with names by prizes laid out on table next to podium.
- Immediately after conference, send thank you letters to vendors / underwriters with remember the date for following year. Send logos to newsletter staff with instruction on size of logos for newsletter (larger sponsor – has a larger logo). Send logo and link to WISCPHR for all platinum sponsors. Send upcoming WISCPHR newsletters to sponsors.

#### Brochures / Save the date

- Save the date information should be sent to the graphic designer, at a minimum, 16 weeks prior to conference date and finalized 11-12 weeks prior to conference date
- Agenda and brochure information should be sent to the graphic designer 16 weeks prior to the conference date and finalized 8-10 weeks prior to the conference date
- Timeline:
  - November: Brief email to members announcing conference and including Save the Date.
  - December: Save the Date mailed 1 hardcopy to each program.
  - February: Brochure and registration information emailed to each WISCPHR member and posted on website.

#### Registration – Timeline

- November committee meeting (earlier?)
  - Decide on conference fees (members, non-members, pre-conference, students, additional fee after Early Bird date) and Early Bird registration date (typically 2 weeks prior to meeting).
  - Update mailing address on conference brochure and on web site.

- December 15
  - Registration fees loaded onto Pay Pal and WISCPHR web site
    - Email Dave Conner to load into both (daconner@wisc.edu)
  - Update WISCPHR web site Annual Conference page
  - Update WISCPHR web site individual member page – change conference year at bottom of Personal Information section
  - Update “Confirmation” emails
- As soon as available, registration materials loaded onto WISCPHR web site
- Ongoing from date conference registration is available on web site through to conference
  - Membership committee (in the past this has primarily been the chair) registers attendees by checking Pay Pal daily and mailed registrations:
    - If person sends membership payment with conference payment:
      - Add membership
      - Send confirmation of payment
      - Email new member packet
    - On the individual’s member page:
      - Check that person is a member to assure correct payment
      - Indicate registration type (pre-conference and/or conference)
      - Indicate payment type
      - Send confirmation(s) of payment
      - Hit “Update Member” button
    - Add attendees to the Registration Excel spreadsheet.
    - Committee members need to tell person doing registrations if they are attending conference (if they’ve attended at least 80% of meetings, they don’t have to pay for conference – do have to pay for pre-conference workshop).
  - Inform other committee members as needed of total registrants for pre-conference and conference registrants
- January 31
  - Determine plan for printing of name tags (i.e., done by facility/city’s conference bureau or by us; 2011 done at Office Max)
- Last BOD meeting prior to conference
  - Schedule Regional Reps to cover conference registration desk (Friday afternoon, early evening, Saturday morning), to collect name tags Saturday afternoon (can help with giving out CEUs)
- 2 weeks prior to conference date (or whenever Early Bird drawing deadline is)
  - Early bird registrations: when deadline passes, print names on slips for drawing, keep separate for drawing
- Variable
  - Name Tags: Download registrants names
    - If printed by us, do so just prior to conference (ex: 1-2 days prior)
    - If printed by facility or city’s conference bureau, will need to email to them by their cutoff date
    - Color code those attending only pre-conference workshop
    - Include name tags for speakers, vendors.
- Just prior to conference (last day possible)
  - Print Registration list, instructions for checking attendees in, how to register walk-ins. Bring to conference.
- First day of conference

- At conference, put Registration list in binders (separated alphabetically – Kim Beyer has binders) with instructions on checking attendees in, how to register walk-ins.
- If possible, have a laptop at registration to register walk-ins.
- Have people staffing registration assemble name tags and attach ribbons, assemble registration packets/folders.

## **Finances**

- Determine conference fees for Annual Conference prior to the Budget approval for the year the conference is to be held. For example, Fees shall be determined prior to 2017 Budget approval for the 2018 Annual Conference. Fees to include various categories of participant including: Pre-meeting workshop, regular conference, and student rates.
- Speaker honorariums (see above)
- Finances to be maintained and managed by Treasurer and Treasurer-Elect
- Costs and Revenue compared to budget to be presented to the Board prior to approval of next Budget.

## **Pre-Conference Workshop**

- The Pre-Conference Workshop to be planned by the Leadership committee. Planning, facilitating, evaluations, and CEUs are handled by the Leadership committee.
- The Leadership Committee Chair or designee shall provide updates regarding the Pre-Conference Workshop at the Annual Conference Planning Committee meetings either in person or by written update.
- Materials for the Pre-Conference Workshop can be uploaded to the website (in the same manner explained below) by the same designated committee member. These materials will only be available to members that have paid for registration for the Pre-Meeting Workshop.

## **Friday night social**

- A social, networking event has historically provided on Friday evening. Event details to be determined by Annual Conference Planning Committee. Given the variety of agendas, speaker needs, and membership requests, the Friday Night Social may be included or excluded from any given Annual Conference.

## **AV/Computers**

- Speaker contact person will determine speaker's needs and remind speaker to bring presentation files on a flash drive or other standardized USB storage device with a back-up.
- Site coordinator confirms with site representative on needs of each speaker by discussing with Speaker Contact Person.
- WISCPHR to provide basic A/V equipment and needs including laser pointers/slide presenters, projectors, and laptops. Equipment beyond basic needs will need to be evaluated and rented or acquired for each individual speaker at the discretion of the Annual Conference Planning Committee.

## **Folders, printed materials**

- The WISCPHR BOD agreed to limited printed materials for the annual conference. However each conference participant will continue to receive a folder that may include but is not limited to:

- President's Welcome Letter
- Conference Agenda
- Continuing Education Unit Instruction Sheet
- Sponsor and Exhibitor List
- General Instructions and information
- Passport
- Notepad
- In addition to documents (above) for the folders, the following will also be printed (historically by the graphic designer)
  - Large agenda with room assignments
  - Save the date (1 per program)
  - Brochure (1 per program)

## Website

- A designated committee member (currently Heather Grant) will work with the membership chair (currently Carol Boe) to update the Annual Conference page of the WISCPHR website. (The membership chair will primarily help with registration information)
- Timeline
  - As soon as possible, general Annual Conference information will be updated (usually by Sept of preceding year)
  - At least 1 week prior to conference date, the following files will be added to the website
    - WISCPHR Updates (request these from appropriate people 1 month prior to conference date)
      - President's Letter
      - Annual conference sponsor and exhibitor list
      - Current year WISCPHR Accomplishments
      - Next year WISCPHR Goals
      - Committee Reports
    - Conference center floor plan if available
    - Friday night speed topic file (include all speed topics in one file) and other updates (sometimes short presentations are given prn)
    - Materials submitted by presenters
      - May include powerpoint slides, and/or supporting articles
- All files should be converted to pdf (in the case of a powerpoint presentation, include 3 slides per page with area to take notes)
- Files will only be available to members that have a paid registration for the conference (except for WISCPHR Updates which should be available for any member to view)
- Information related to the Annual Meeting will remain on the website for 2 months after the meeting.

## Giveaways and Raffle Prizes

- Annual Conference Planning Committee to vote on and approve providing raffle prizes and giveaways through which means the Committee deems reasonable. Financial

prizes, including Conference Fees and Giftcards, to be proposed by the Annual Conference Planning Committee to the Board of Directors for approval.

- Sponsored prizes and giveaways may be provided and distributed at the request of Exhibitors unless deemed inappropriate by Annual Conference Planning Committee.

### **Business Meeting**

- Meeting to be facilitated by the current President during lunch at the Annual Conference in accordance with regulatory procedure and requirement for non-profit organization.
- Meeting to typically include recognition of committee members and chairs, regional representatives, WISCPHR Awards, Exhibitor. To also include any societal updates and information related to the organization structure, year-in-review, and plan for future growth.

### **CEUs / Evaluation Forms**

- An Annual Conference Planning Committee member will evaluate regulatory requirements for CEU and be responsible for developing CEU and Annual Conference Evaluation forms/surveys. This member will also be responsible for developing CEU certificates for Annual Meeting participants.
- Evaluations to be provided via internet survey or paper survey at the discretion of planning committee and designated CEU member.

### **Meeting wrap up and tracking document**

- Evaluation results and comments will be collected, collated, and reported by designated committee member, typically the same member responsible for CEU content, at the May BOD meeting.
- Annual Conference synopsis to be written by current Annual Conference Chair (Immediate-Past President and President-Elect) to be included on website and in newsletter.
- Immediate-Past President and President-Elect to ensure all speakers and exhibitors receive a thank you letter.

### **Sites**

- One committee member will serve as the Site Coordinator. This member will hold the contract and keep committee informed of contract specifics (costs, timeline, inclusions, exclusions, etc). This committee member will also contact site representative as needed (room set up, AV needs, menu, etc).
- Site Coordinator to be approved by Annual Conference Planning Committee and ideally located geographically close to the meeting site for accessibility purposes.
- Future contracts will be decided at board meeting with contracts typically being signed 3 years in advance of conference date.

### **Miscellaneous**

- Students
- Research

## **Health Promotion and Education Committee**

The purpose of the WISCPHR Health Promotion and Education Committee is to identify, promote, and monitor various education programs and resources and health promotion activities throughout the state which WISCPHR members can use within a specific department, hospital, or community. The Education subcommittee will assist with program planning and funding, utilizing the Educational Grant Program. The Health Promotion and Education Committee meets briefly at each WISCPHR board meeting to review applications for grants and to discuss any new opportunities to promote health promotion and education efforts for all WISCPHR members.

### **Committee Goals:**

1. Provide education and health promotion grants to offset the cost of providing professional or community education meetings and events, group staff education presentations, or health promotion activities. Only a WISCPHR member can apply for a grant. Funds may be applied to cardiopulmonary rehabilitation programs, patient support groups, WISCPHR regional groups, or to community programs.
  - a. Promote the grants through the WISCPHR website, WISCPHR newsletters, and regional and state meetings.
  - b. Provide and update the grant procedure and application form.
  - c. Review and process all grant applications.
  - d. Provide information on cardiopulmonary rehabilitation education and health promotion opportunities to members through the WISCPHR website, board meetings, regional meetings, and the newsletters.
  - e. Encourage all WISCPHR members to submit program ideas and materials.
2. Serve as a resource on cardiopulmonary rehabilitation education for WISCPHR Board members and programs throughout the state.

## **Leadership Committee**

The purpose of the Leadership Committee is to:

1. Create and develop opportunities for WISCPHR members to enhance their professional development to improve the organization of WISCPHR and their respective personal affiliations.
2. Provide guidance and support to the WISCPHR Rep Reps and the Board by keeping the Policies and Procedures and Bylaws current and up to date.
3. Recognize those that provide outstanding service and leadership to WISCPHR.

The annual timeline is as follows

### **Annual Personal and Professional Development Workshop**

July—Conference planning call

Sept—Conference planning call

Nov—Speakers confirmed & contact info to CEU Coordinator, committee call

Dec—CEU Coordinator to contact speakers for additional info, Committee call

Jan 15—Speaker info due to CEU Coordinator

Feb—Committee call

March—Committee update & all speaker content due to for inclusion in web-based conference materials

March—Speaker power pt presentations due to CEU Coordinator  
Committee call—conference, A of E, Letters of Rec update

#### Nomination of Officers

- January 1<sup>st</sup>—The Committee Chair will make a call for nominees for open positions on the website and in the Newsletter. The members of the Society shall be asked to nominate Officers for the upcoming year. The Nominating Workgroup will be responsible for collecting these names and formulating a suggested slate of candidates for each open office. Each region would be encouraged/expected to submit the name of at least one potential person who has served as a regional rep ...so for example...NW might not have a name of someone that would agree to run for President, but they would submit the name of a past or current regional rep for Secretary (if that was the open position for that year) or vice versa.
- Feb-- This slate of candidates will be submitted to the Board of Directors for their approval.
- March 1<sup>st</sup>—The slate of candidates, along with a brief candidate biography, is then posted on the Society's website (a minimum of 30 days prior to the date of the Annual Conference of the Society). The slate of candidates will also be published in the Society's newsletter (or in a Special Edition if the timing of the newsletter is inappropriate) prior to the Annual Conference.
- Annual Meeting—The names of the newly elected officers will be announced during the Business Meeting held during the Annual Conference.

#### Award of Excellence

Nov—Selection Committee Call

Dec—Article due to Newsletter Editors—announcing the call for nominations

Feb 15—Nominations due to Committee Chair (approximately 8-10 wks prior to conference)

March 1—Conference Call to determine winner (approximately 6 wks prior to conference)

April—Award presented at the annual conference

May—Article due to Newsletter Editors—Winner's story written by presenters

#### Award of Excellence Award

The Award of Excellence is given in recognition of outstanding contribution by an individual in the field of cardiac and/or pulmonary health and rehabilitation. This award is intended to identify an individual who is motivated to improve the lives of patients and their families as well as the practice of cardiac and/or pulmonary rehabilitation. This is an individual who leads by example and who is a role model for professionals as well as patients. A committee of past award winners will review all nominations to select this year's Award of Excellence winner.

Criteria:

*Required:*

- Actively working in the field of cardiac and/or pulmonary rehabilitation
- Involved at the regional and state level
  - Is currently or has been a member of the WISCPHR Board of Directors (elected officer or Regional Rep)

- Is currently or has served on or chaired at least one WISCPHR committee
- Is currently or has served/lead various WISCPHR projects such as Day on the Hill, legislative/reimbursement projects, etc.

*Preferred:*

- Currently or was recently involved in AACVPR (committee, task force or other project) or other professional organizations that have a similar mission as WISCPHR (ACSM, PCNA, WI Cardiovascular Health Alliance, ALA, AHA, AARC)
- An example of professional leadership through involvement in administrative, political or community pursuits that further the mission and goals of WISCPHR and cardiac or pulmonary rehabilitation

Distinguished Service Award

The Distinguished Service Award is presented to an individual whose leadership, ideas, and committee work have significantly benefited WISCPHR as an organization. One Distinguished Service Award may be presented in any given year.

Criteria:

- A nominee would include members whose ideas, committee work and/or leadership have benefited WISCPHR in a significant way.
- A nominee must be a current WISCPHR member and have been active in the Association for a period of at least five years.
- A nominee(s) must be currently active in a field related to cardiac and/or pulmonary rehabilitation.
- The selection for the Distinguished Service Award will be made by the Executive Committee.

Presidential Citation & Recognition Award

The Presidential Recognition Award is an opportunity for the outgoing WISCPHR President to formally recognize and thank an individual who has made significant contributions to the president's term and the association as a whole. The Presidential Recognition Award is selected by the outgoing WISCPHR president.

Criteria:

- A nominee should have made significant and unique professional contribution(s), which have had a major impact on WISCPHR's development as an organization
- A nominee could be recognized for expertise in the areas of clinical practice, research, or professional education, or a combination of these
- A nominee may or may not be a current member of WISCPHR.
- A nominee can only be selected by the current President of the WISCPHR Board of Directors

Innovation Award

This project is a way for programs to share their innovative programming ideas with other programs across the state and provides an opportunity to strengthen all programs by encouraging innovation and alternative patient services. The Innovation Award Application Form is located on the WISCPHR website. Innovative programming ideas can be cardiac, pulmonary, chronic disease, or health and wellness related; must be reproducible by other facilities; must only require minimum initial staff and financial commitment (remember that these are things we can do with what we already have); and must result in benefits that are either patient centered or program centered.

The winner(s) will receive some prizes (as determined by the selection committee, Leadership Committee, and approved by the Board), the opportunity to present their project at the following year's Annual WISCPHR Conference.

- The committee consists of all members who have won the award in previous years and other volunteers, including a representative of the Leadership Committee serving as Chair.
- May- Committee presents request for awards to be given out at the following Annual Conference to the Board (Awards may include: free attendance at Leadership Conference; free attendance at Annual Conference; cash award; other)
- November- Committee meets to review application, marketing process, etc.
- January- An article is developed for distribution to the membership in the Newsletter and/or a special newsletter email as appropriate.
- March-
  - Mid-March: Applications are due to the committee
  - End of March: Committee convenes to select the winner.
- April 1<sup>st</sup>- winners are notified with information about program presentation and 10 minute presentation to the membership at the conference.

#### Leadership Promotion

Jan—Leadership Committee to meet w/new Reg Reps following BOD meeting

Sep—Leadership Committee to meet with Reg Reps following BOD meeting

#### Letters of Recognition

April—Letters sent to participants of DOTH (one letter per participant)

May—Letters sent to newly elected officers, committee chairs & Regional Reps

#### Thank You Notes

April—Sent to outgoing officers, Committee Chairs & Regional Reps

#### Membership Committee

1. Process membership registrations and updates membership information on the WISCPHR website.
2. Process annual conference registrations.
3. Provide current and potential WISCPHR members with up to date information regarding membership benefits.
4. Work toward providing a paperless method of becoming a member/renewing membership.
5. To serve the members needs to the best of our capability.
6. Increase membership

The WISCPHR Membership Committee is designed to oversee those activities related to the recruitment of new members from multidiscipline specialties and the retention of current members. Members are provided with the following benefits:

1. Receive the WISCPHR e-newsletters 5 times/year which provides information on statewide issues, AACVPR issues, reimbursement updates, regional news, and timely articles concerning cardiac and pulmonary rehabilitation topics.
2. Online access to the “Members Only” section on the WISCPHR website, which includes the e-newsletters, Board of Directors meeting minutes, Membership Directory, Program Directory, grant applications, employment opportunities, internships, outcome registry and other valuable information.

The committee strives to meet the following goals:

1. Process membership registrations and updates membership information on the WISCPHR website.
2. Process annual conference registrations.
3. Provide current and potential WISCPHR members with up to date information regarding membership benefits.
4. Work toward providing a paperless method of becoming a member/renewing membership.
5. To serve the members needs to the best of our capability.
6. Increase membership

Current and ongoing committee projects:

1. Working on process improvement to make annual conference registration more efficient
2. Updating website for annual conference
3. Recruiting more members, possibly adding a regional rep solely responsible for recruitment
4. Managing PayPal and WISCPHR P.O. Box

Membership committee meets at the BOD meetings as needed. Additional meetings can be arranged via teleconference if an urgent issue arises. Currently, the membership committee has 6 members serving on it.

## Legislative/Reimbursement Committee

### Telecommunications Committee

1. **Telecommunications Committee** (combination of the Website and Newsletter Committees—11/15/11). The purpose of the WISCPHR Telecommunications Committee is to provide members with improved accessibility in participating in Regional and Board of Directors meetings through the use of teleconferencing, webinars and webcasting. The committee will also manage webinar and webcasting meetings, as well as coordinate meeting dates that utilize teleconferencing for WISCPHR members. In addition, the committee would provide the state society better means to distribute and network information to cardiac and pulmonary programs throughout the state of Wisconsin by educating and training WISCPHR members on how to utilize teleconferencing software
- 2.

Info to regional contact	Info to Editor	Mailing Date	Region Responsible
December 15	January 1	January 31	Southeast

February 15	March 1	March 31	Northeast
April 15	May 1	May 31	Northcentral
August	September 1	September 31	Northwest
October 15	November 1	November 31	Southwest

### Website Committee

Committee chairs (or designee) to review section of website and update as needed  
 Annual conference information will remain on the website for three months following the conference

## SECTION 4: FINANCIAL MANAGEMENT

### Annual Budget

### Investment Policy

### Fiscal Management

The Treasurer, Treasurer-Elect and the Membership Committee Chair will have access to the Pay Pal account and create the process for transferring funds from the Paypal account into the Society's checking account. (2/28/12)

The Society's Treasurer and President will have their names on all bank accounts. The Secretary will hold the form for any changes (9/14/10)

The President will be granted access to the Society's debit card (2/28/12)

An Audit Overview will be conducted with an accountant every three years when a new WISCPHR Treasurer is elected.

### Budget Ownership

Each committee to submit a budget annually.

### Approval of Funds for Non-budgeted Expenses

### Speaker Compensation

Speakers who receive an honorarium greater than \$6000 must complete a W-9 form for tax purposes. The form will be kept and distributed to appropriate speakers by the Treasurer. (2/28/12)

Approval of Funds for Special Projects

Purpose and Use of Reserve Funds

Whistleblower Protection Policy

Record Retention Policy

## **SECTION 5: EDUCATION/PROGRAM & SPONSORSHIP MANAGEMENT**

Speaker Materials

Corporate Relations Policy

Solicitation of Funding & Sponsorship of Educational Materials/Programs

Exhibit Booth Fees and Table Top Fees

Criteria for Establishing Website Links

Restrictions of the Use of Member Information

External Rental of Membership Mailing List

Requests for Meeting Space at the Annual Meeting

Approval of Continuing Educational Programs

## **Appendices**

- A- Conflict of Interest and Bylaws/Policies Acknowledgement Statements
- B- WISCPHR Logo
- C- Vendor Letter
- D- Vendor Contract
- E- Electronic Voting of the Board/Executive Committee
- F- WISCPHR Timeline
- G- Financial Calendar
- H- Regional Report Template
- I- Newsletter Letter and Timeline
- J- WISCPHR Distinguished Service Nomination Form
- K- Annual Meeting Speed Topics Template
- L- Annual Committee Report Template
- M- Annual Regional Report Template
- N- Committee Report Template
- O- Regional Report Template



**APPENDIX A- Conflict of Interest and Bylaws/Policy Acknowledgement Statements**

**WISCPHR Bylaws and Policy Acknowledgement**

“I, \_\_\_\_\_, have read the Society Bylaws and Policy Manual which includes the Code of Conduct and the Conflict of Interest Policy. I understand what is expected of me as outlined in these documents and have had the opportunity to ask questions and those questions have been addressed to my satisfaction.

I agree to uphold the roles and responsibilities of the position (s) I hold for the 2016-2017 year.

I agree to abide by the Conflict of Interest policy by abstaining from voting or participating in discussions, resigning my position or canceling the activity that is causing the conflict.”

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINTED NAME

WISCPHR Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B- WISCPHR Logo**



## **APPENDIX C- Vendor Letter**



The \_\_\_*th* Annual Wisconsin Society for Cardiovascular and Pulmonary Health and Rehabilitation (WISCPHR) Conference will be held on ***date***\_\_\_\_\_ at ***location***\_\_\_\_\_. We expect up to 220 health care professionals from Wisconsin and neighboring states to attend. Participants include exercise physiologists, nurses, physicians, respiratory and physical therapists, dietitians.

Please join with the many other companies who have made the important decision to become a WISCPHR sponsor. Your partnership helps us advance the mission of WISCPHR and enhance our annual conference.

### **SPONSORSHIP OPPORTUNITIES**

#### **PLATINUM SPONSOR** \$2,500 and above

- Free use of WISCPHR's Membership list (for one-time use)
- Choice of space in exhibit hall
- Sponsor Logo and link on WISCPHR website
- Lunch Saturday at WISCPHR conference
- Sponsor logo on conference materials given to attendees
- Large logo on signage at the entrance to the Exhibit Hall at the conference
- Two skirted 8 foot exhibit tables with electricity
- Verbal acknowledgement by the President of WISCPHR at the conference
- Large logo recognition in our organization newsletter published 5 times/year
- Sponsorship of one of the meals or social events
- As a platinum level sponsor, you will have 15-20 minutes to present important information about your product, and / or programs / educational opportunities available through you company.

\*\*\*\* Please note when there is multiple Platinum sponsors, the choice of speaker sponsored and location in exhibit hall will be chosen based upon order of participation forms received.

#### **GOLD SPONSOR:** \$2,000

- Sponsor logo on conference materials given to attendees
- Large logo on signage at the entrance to the Exhibit Hall at the conference
- Two skirted 8 foot exhibit tables with electricity
- Verbal acknowledgement by the President of WISCPHR at the conference
- Mid-size logo recognition in our organization newsletter published 5 times/year
- Lunch Saturday at WISCPHR conference
- Sponsorship of one of the meals or social events

#### **SILVER SPONSOR** \$1,500

- Logo on signage at the entrance to the Exhibit Hall at the conference
- One skirted 8 foot exhibit table with electricity
- Verbal acknowledgement by the President of WISCPHR at the conference
- Small logo recognition in our organization newsletter published 5 times/year
- Lunch Saturday at WISCPHR conference
- Sponsorship of one of the meals or social events

#### **BRONZE SPONSOR** \$750

- Logo on signage at the entrance to the Exhibit Hall at the conference

- One skirted 8 foot exhibit table with electricity
- Verbal acknowledgement by the President of WISCPHR at the conference
- Listed in our organization newsletter published 5 times/year
- Lunch Saturday at WISCPHR conference

**EXHIBITOR**            \$400

- One skirted 8 foot exhibit table with electricity
- Your company name and contact information listed with other exhibitors.

## **Additional Sponsorship Opportunities**

***\*\*\*Must be a least a Bronze sponsor to participate.***

### **Award Sponsorship**

Through your support of a WISCPHR award, you celebrate the science that supports cardiovascular and pulmonary rehabilitation and honor those investigators and leaders whose legacy lives on through awardees and new research, practice, and leadership excellence. These awards provide excellent opportunities for you to promote your company name and highlight your commitment to the profession.

- **WISCPHR Initiative: Innovation Award** - \$150

Innovative programming ideas are cardiac, pulmonary, or health and wellness related; are reproducible by other facilities; only require minimal initial staff and financial commitment (these are things we can do with what we already have); and result in benefits that are either patient centered or program centered.

The winner(s) will receive two paid registrations for the Leadership Conference for next year, the opportunity to present their ideas at next year's Annual WISCPHR Conference, and the honor of having their innovative programming ideas submitted to AACVPR!

### **Speaker Sponsorship**

Sponsorship acknowledgement includes your company logo displayed on signage and introductory slides for the individual educational session(s), recognition in the Annual Meeting Onsite Program and recognition within the WISCPHR Web site, and WISCPHR Newsletter.

- **Keynote Speaker(s)** - \$550 (Approximately 4 available)
- **Breakout Session(s)** - \$500 (Approximately 6 Available)

***The exhibitors / vendors are in separate rooms from the presentations. Participation forms are sent to other commercial vendors and exhibitor fee is only for exhibiting unless you pay for sponsorship which helps fund the conference.***

If you would like more information, please contact Thorne Wittstruck at St. Clare Hospital (608-253-1837 or thorne.wittstruck@ssmhealth.com). Please complete the enclosed form and email or FAX to Thorne Wittstruck (608-253-1825) before **February 15<sup>th</sup>, 20\_\_**. Our Federal Tax ID is 391681006. Our Wisconsin tax exempt ID number is ES 35848.

We look forward to having your company represented on **date**\_\_\_\_\_.

Sincerely,

Thorne Wittstruck  
Chair – WISCPHR Exhibitor Committee

**APPENDIX D- VENDOR CONTRACT**

**[#] Annual WISCPHR Conference Participation Form  
[DATE]**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Yes! WE WOULD LIKE TO PARTICIPATE AS INDICATED BELOW:**

\_\_\_\_\_ **PLATINUM LEVEL SPONSOR: \$ 2,500 AND ABOVE**

\_\_\_\_\_ **GOLD LEVEL SPONSOR: \$ 2,000**

\_\_\_\_\_ **SILVER LEVEL SPONSOR: \$ 1,500**

\_\_\_\_\_ **BRONZE LEVEL SPONSOR: \$ 750**

\_\_\_\_\_ **EXHIBITOR \$ 400**

(Platinum, Gold, Silver, and Bronze Sponsors: lunch will be provided for you during the business meeting and Award of Excellence presentation. Take a seat and enjoy your meal!!)

**Additional Sponsorship Opportunities for Sponsors**

***\*\*\*As a Sponsor (Bronze, Silver, Gold, or Platinum level), I would like to add additional sponsorship of the WISCPHR Annual Conference by sponsoring the following as indicated below (first come, first sponsored):***

\_\_\_\_\_ **WISCPHR INITIATIVE: INNOVATION AWARD \$150**

\_\_\_\_\_ **Keynote Speaker(s) \$750 EACH**

\_\_\_\_\_ **Breakout Session(s)**

**\$500 EACH**

**Total of Sponsorship level and Additional Sponsorship Opportunities**\_\_\_\_\_

Need electricity?       No    Yes: \_\_\_\_\_ amps   1 outlet (120v/ 20 amp) is included; there is a charge for

additional outlets (vendors will be responsible for specific plug adapters to match available electrical outlets).

Need large doorway?    No    Yes (please contact Thorne Wittstruck to facilitate)

Set up:                       [INSERT DATE]

***Vendors opportunities (Tentative)***

[INSERT DATE] Grand Opening ( Vendor Opportunity following Preconference).

[INSERT DATE] 9:00-9:30 am

[INSERT DATE] 10:30-11:00 am

Tear down:                 [INSERT DATE] 11:00 – 12:00 pm

Payment is due by [INSERT DATE]. Make checks payable to:  
Wisconsin Society for Cardiovascular and Pulmonary Health and Rehabilitation (WISCPHR)  
ATTN: Jill Kahler  
3140 Bailey Court  
Oshkosh WI 54904

**Please complete this form and FAX to 608-356-1448  
Thank You!**

**APPENDIX E- Electronic Voting of the Board/Executive Committee**

**Electronic Voting by the Board or Executive Committee**

Policy: Members of the Board and/or Executive Committee may submit their votes electronically if a quorum was not available at a regularly scheduled Board or Executive Committee meeting or if the Board or Executive Committee must decide on an issue prior to the next meeting. The suggested format for electronic voting procedures is as follows.

This email is in follow-up to the \_\_\_\_\_ (add date) Board meeting/Executive Committee meeting where the attached proposal/written motion for \_\_\_\_\_ was discussed. Due to the fact that a quorum was not available, or the fact that the below stated

action must be decided upon prior to the next Board/Executive Committee meeting, this email serves as a formal request to approve the attached proposal/motion.

Please review the attached proposal/motion and the discussion points that were captured from the meeting discussion (allows summarization of the face-to-face discussion which may further clarify the issue and expedite the voting process), and provide your vote below by typing your initials in the blank preceding the appropriate option.

Summary of discussion points related to the proposal/motion

- 1.
- 2.
- 3.

Voting options for the proposal/motion

1. \_\_\_\_\_ I approve.
2. \_\_\_\_\_ I approve with the following change(s):
3. \_\_\_\_\_ I would like to discuss further before voting
4. \_\_\_\_\_ I do not approve the following reason(s):

## Appendix F- WISCPHR Timeline

### WISCPHR TIMELINE

JUNE	Change of BOD appointments occur
JUNE	Regional Rep appointments occur
AUG 15 <sup>th</sup>	Newsletter info due to <u>Northwest</u> regional contact
AUG 15 <sup>th</sup>	Article for nominations due in the Sept. newsletter <ul style="list-style-type: none"><li>• Secretary even years (2 year term)</li><li>• Treasurer odd years (2 year term)</li></ul>
SEPT 1 <sup>st</sup>	<b>Newsletter info due to editor</b>
SEPT 31 <sup>st</sup>	Newsletter mailing date
SEPT	New president elect runs BOD meeting
SEPT	<b>Board of Directors Meeting/Committee Meetings</b>
OCT 15 <sup>TH</sup>	Newsletter info due to <u>Southwest</u> regional contact
NOV 1 <sup>st</sup>	<b>Newsletter info due to editor</b>
NOV 30 <sup>th</sup>	Newsletter mailing date
NOV	<b>Board of Directors Meeting/Committee Meetings</b>
DEC	Call for nominations for Award of Excellence due in the January Newsletter
DEC 15 <sup>TH</sup>	Newsletter info due to <u>Southeast</u> regional contact
JAN 1 <sup>ST</sup>	<b>Newsletter info due to editor</b>
JAN 31 <sup>st</sup>	Newsletter mailing date
JAN	Executive Board to Review Bylaws, Policies and Procedures, etc.
FEB	<b>Board of Directors Meeting/Committee Meetings</b>
FEB-MAR	“Special Edition” of the Newsletter mailed at least 30 days prior to the date of the Annual Meeting announcing slate of candidates, along with brief candidate biography
FEB-MAR	Nominating Committee Develop Slate of Candidates
FEB 15 <sup>TH</sup>	Newsletter info due to <u>Northeast</u> regional contact
MARCH 1 <sup>ST</sup>	Call for nominations for regional reps <b>Newsletter info due to editor</b>
MARCH 30 <sup>th</sup>	Newsletter mailing date
MAR – APRIL	<b>Annual Meeting</b>
APRIL	Regional Reps elected at Regional meetings
APRIL 15 <sup>TH</sup>	Newsletter info due to <u>Northcentral</u> regional contact
MAY 1 <sup>ST</sup>	<b>Newsletter info due to editor</b>
MAY 31 <sup>st</sup>	Newsletter mailing date
MAY	<b>Board of Directors Meeting/Committee Meetings</b>



Job Title \_\_\_\_\_

Place of Employment \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP Code/Postal Code \_\_\_\_\_

This address is  Home  Business E-mail \_\_\_\_\_  
*(Please include valid e-mail address.)*

Work Phone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Mobile Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**3. Award Nomination**

I hereby nominate \_\_\_\_\_ for the WISCPHR Distinguished Service Award.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Supporting Statement** *(Please provide a compelling statement in support of your nominee. You may attach as a separate file)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appendix I- Newsletter Letter and Timeline**

Good Afternoon WISCPHR members,

This is a reminder for the \_\_\_\_\_ region that the WISCPHR Newsletter will be going out \_\_\_\_\_, 2017. If you are not in that region and would like to contribute an article to the Newsletter please email it to me.

Please have articles/news items in by \_\_\_\_\_ at the latest.

Below is a list of the Newsletter mailing dates and which region is responsible:

Info to regional contact	Info to Editor	Mailing Date	Region Responsible	Regional contact
December 30	January 15	January 31	Southeast	
February 28	March 15	March 31	Northeast	
April 30	May 15	May 31	Northcentral	
August 30	September 15	September 30	Northwest	
October 30	November 15	November 30	Southwest	

Thank You,

Caitlin Benbow  
 WISCPHR Newsletter Editor

**Appendix K- Annual Meeting Speed Topics Template**

**Speed Topic:**

**Facilitator:** (Name, Credentials, Facility you work for, Contact information including email, phone number, FAX number)

**Description:** A paragraph or two about the topic followed by bullet points that will be focused on.

**Resources:** websites, books, articles, etc

**Email the information above the line to Tammi Smith at [tammism@aspirus.org](mailto:tammism@aspirus.org) by Friday, March 11th. If you have any questions, please email/call Tammi at 715-847-2830.**

Instructions to facilitator:

- The time frame for the Speed Topics will be from 7:00 – 8:15 Friday night. There will be a short introduction to explain how the rotations will work. Starting at 7:08, there will be 4 rotations of 15 minutes with a few minutes in between for participants to move to the next table. This means you will be presenting your topic 4 times.
- To prepare for your speed topic:
  1. Complete the Speed Topic form. This will be handed out to the participants.
  2. Start the session with a short introduction to the topic and the bullet points.
  3. Following the introduction and bullet points, it is basically a Question & Answer format. Have a couple of questions prepared to initiate discussion if this portion needs to be jump-started.
  4. Bring materials/resources relevant to your topic (books, articles, pamphlets) to be put on display on your table.
  5. Include these resources, (along with others you may not have at the table) in the resources section of the handout.

**Appendix L- Annual Committee Report Template**

**WISCPHR Committee Report**

Please report on the activities, accomplishments, and goals of your committee since the last WISCPHR Annual Meeting.

Committee	
Chair(s)	
Members	

Description of your Committee	
2015 Goals	
2015 Activities and Accomplishments	
2016 Goals	
Current Projects	

**Appendix M- Annual Regional Report Template**  
**WISCPHR Regional Report**

Please report on the activities and accomplishments of the region since the last WISCPHR Annual Meeting

Region	
Representatives	
Number of Members	
Number of Meetings since last WISCPHR Annual Conference	
Activities or Accomplishments	

**Appendix N- Committee Report Template**

**WISCPHR Committee Report**

Committee	
Chair	

Members	
---------	--

Please report on the activities of the Committee since the last Board of Directors meeting. **Committee activities should relate directly to the WISCPHR Annual Goals.** If the committee members met or held a conference call, attach minutes of that meeting. Action items that have a fiscal request should include a proposed budget.

Please mark a selection below by marking “X” in the appropriate box below.

	This report is for information only
	This report requires action by the Board of Directors
	This report requires input and suggestions from the Board of Directors

Committee update:

**Appendix O- Regional Report Template**

**WISCPHR Regional Report**

Please report on the activities and accomplishments of the region since the last WISCPHR Annual Meeting

Region	
Representatives	
Number of Members	
Number of Meetings since last WISCPHR Annual Conference	
Activities or Accomplishments	