



**Board Member**

**Placement Guide**

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## Leadership Role

**Position Type:** President

**Number of Positions:** 1

**Years Served:** 1, 2 or 3. Position can be Co-Presidents.

**Committee:** Strategic Planning

**Committee Overview:** The Strategic Planning Committee’s purpose is to oversee the ongoing strategic planning process, and ensure that all efforts and objectives of the Chapter are met and are continuously aligned with it’s Mission, Vision, Values, and Goals of the Chapter.

### **Placement Description:**

The President shall serve as the Principal Executive Officer of the Chapter, and shall supervise and control all of the administrative matters and business affairs of the Chapter. The President shall implement policies as established by the members of the Executive Board. The President shall preside over all meetings; execute all conveyances, notes, contracts, or other instruments authorized by the membership; appoint all Committees and Chairpersons as provided in the Chapter Bylaws; serve as an ex-officio member of all standing Committees; and perform and discharge all duties incident to the office of the President and other duties as may be assigned by the members of the Executive Board. The President shall also be a member of the Strategic Planning Committee. The Strategic Planning Committee is responsible for maintaining the strategic plan for the organization with the help and input of the other members of the Board.

- Set schedule of Board meeting for the year
- Prepare Board meeting agenda and disseminate to all Board members at least 10 days prior to each meeting
- Prepare written invitation for Board meetings and disseminate to all Board members and members at large at least 10 days prior to each meeting
- Preside over all meetings
- Touch base with each Committee Chair regularly to oversee all projects, provide guidance, resources, and assist as needed
- Actively participate in all activities and meeting of the Strategic Planning Committee
- Attend all Chapter events and assist in recruitment
- Develop and cultivate relationships within and outside the organization, including those with community partners, government agencies, and other professional organizations
- Continuously develop and evaluate organizational goals
- Provide guidance and mentorship to all members of the organization
- Review and approve all communications before forwarding to the membership

### **Overview of Meetings:**

- Board meetings will be held for 2-3 hours bi-monthly at a time that is mutually agreeable (usually on a Saturday morning).

- Additional meetings will be required and scheduled as needed for strategic planning and for planning and oversight of the election process.
- Meetings are usually face-to-face. Locations for face-to-face meetings include board members' homes, restaurants, places of business, or other agreed upon destinations.
- A dial-in option may be arranged if member is unable to attend a board meeting face-to-face. This must be requested at least one week in advance.
- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 10-12 hours per month**

**Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference

**Unique to Position:**

- Strategic Planning Committee meetings (in person or conference call) as scheduled
- Meetings with President and Immediate Past President as scheduled (at least two meetings per year; beginning of year and end of year)
- Additional meetings/communication with Committee Chairs as needed
- Activities related to the elections process (Executive Board and Chapter awards process.)
- Submission of quarterly President's Message for newsletter
- Some additional work may be required at home and at the convenience of the member

**Desired Skills:**

- Computer skills and email access required
- Writing and editing skills
- Familiarity with the strategic planning process
- Ability to evaluate and implement developments goals
- Strong interpersonal and networking skills
- Leadership, mentoring, and team building skills essential

- Excellent organizational skills

**Training Received:**

- President shall serve as a mentor in becoming familiar with the duties of the President.
- Increased expertise in the strategic planning and elections process.
- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.
- Excellent opportunity to work with a wide range of members at all levels of leadership.
- Attendance at NAPNAP National Conference is sponsored by the Board and offers specialized training during selected sessions for Chapter Presidents.
- Valuable networking opportunities within the organization, potential employers, and community partners.

**Next Steps:**

If you are interested in pursuing a placement on this committee, please review the above placement description. Upon review, you are encouraged to contact the current President. This individual will provide you with more information regarding the role and can answer questions you may have. Thank you for your consideration.

Current President: Veronica Torres, [la.napnap@gmail.com](mailto:la.napnap@gmail.com) 562-201-2975

Incoming President: Amy Goodier, [amygoodier@gmail.com](mailto:amygoodier@gmail.com) 303-862-0000

The following succession documents are available on the CA: Los Angeles online library via the National NAPNAP website ([www.napnap.org](http://www.napnap.org)).

- Under the folder entitled “Strategic Planning”:
- [Enhancing Board Effectiveness Through Strategic Planning]
  - [NAPNAP-LA Strategic Plan 2012]
  - [NAPNAP-LA Board Member Placement Guide]
  - [NAPNAP-LA Year End Report & Succession Planning Guide]
  - [NAPNAP-LA Bylaws]
- Under the folder entitled “Forms/Documents”:
- [Chapter Name Change Form]
  - [NAPNAP Chapter Mailing List Agreement Form]
  - [NAPNAP-LA Meeting Agenda Outline]
  - [NAPNAP-LA Letterhead]

## Leadership Role

**Position Type:** President-Elect

**Number of Positions:** 1, 2 or 3. Position can be Co-Presidents Elect.

**Years Served:** 1 year

**Committee:** Strategic Planning

**Committee Overview:** The Strategic Planning Committee's purpose is to oversee the ongoing strategic planning process, and ensure that all efforts and objectives of the Chapter are met and are continuously aligned with its Mission, Vision, Values, and Goals of the Chapter.

### Placement Description:

The President-elect shall become familiar with the duties of the President and shall automatically succeed the presidency at the conclusion of the President's term of office. The President-elect shall be a member of the Executive Board. The corporate powers, affairs, policies, and property of the Chapter shall be exercised, conducted, and controlled by the Executive Board. The primary function of the Executive Board shall be to formulate the policies and procedures by which the Chapter will operate. The President-elect shall also be a member of the Strategic Planning Committee. The Strategic Planning Committee is responsible for maintaining the strategic plan for the organization with the help and input of the other members of the Board.

- Become familiar with the duties of the President
- Perform the duties of the president in the absence of the President
- Perform any other duties as the members of the Executive Board may specifically prescribe
- Renew memberships for the Chapter in the following organizations: American Academy of Nurse Practitioners, yearly, and Continuing Education Provider status with the BRN, every 3 years (last done 2011).
- Attend National NAPNAP Conference

### Overview of Meetings:

- Board meetings will be held for 2-3 hours bi-monthly at a time that is mutually agreeable (usually on a Saturday morning).
- Additional meetings will be required and scheduled as needed for strategic planning and for planning and oversight of the election process.
- Meetings are usually face-to-face. Locations for face-to-face meetings include board members' homes, restaurants, places of business, or other agreed upon destinations.
- A dial-in option may be arranged if member is unable to attend a board meeting face-to-face. This must be requested at least one week in advance.

- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 10-12 hours per month**

**Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference

**Unique to Position:**

- Strategic Planning Committee meetings (in person or conference call) as scheduled
- Meetings with President and Immediate Past President as scheduled (at least two meetings per year; beginning of year and end of year)
- Additional meetings/communication with Committee Chairs as needed
- Activities related to the elections process (Executive Board and Chapter awards process.)
- Submission of newsletter articles and updates regarding the strategic planning process
- Some additional work may be required at home and at the convenience of the member

**Desired Skills:**

- Computer skills and email access required
- Writing and editing skills
- Familiarity with the strategic planning process
- Ability to evaluate and implement developments goals
- Strong interpersonal and networking skills
- Leadership, mentoring, and team building skills essential
- Excellent organizational skills

**Training Received:**

- President shall serve as a mentor in becoming familiar with the duties of the President
- Increased expertise in the strategic planning and elections process
- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.

- Excellent opportunity to work with a wide range of members at all levels of leadership.
- Attendance at NAPNAP National Conference is sponsored by the Board and offers specialized training during selected sessions for President-Elect
- Valuable networking opportunities within the organization, potential employers, and community partners.

**Next Steps:** If you are interested in pursuing a placement on this committee, please review the above placement description. Upon review, you are encouraged to contact the current Newsletter Chair. This individual will provide you with more information regarding the role and can answer questions you may have. Thank you for your consideration.

Current President-Elect: Amy Goodier, [amygoodier@gmail.com](mailto:amygoodier@gmail.com) 303-862-0000  
 Incoming President-Elect

The following succession documents are available on the CA: Los Angeles online library via the National NAPNAP website ([www.napnap.org](http://www.napnap.org)).

- Under the folder entitled “Strategic Planning”:
- [Enhancing Board Effectiveness Through Strategic Planning]
  - [NAPNAP-LA Strategic Plan 2012]
  - [NAPNAP-LA Board Member Placement Guide]
  - [NAPNAP-LA Year End Report & Succession Planning Guide]
  - [NAPNAP-LA Bylaws]

## Leadership Role

**Position Type:** Immediate Past President

**Number of Positions:** 1, 2 or 3. Position can be Co-Immediate Past Presidents.

**Years Served:** 1 year

**Committee:** Strategic Planning

**Committee Overview:** The Strategic Planning Committee's purpose is to oversee the ongoing strategic planning process, and ensure that all efforts and objectives of the Chapter are met and are continuously aligned with it's Mission, Vision, Values, and Goals of the Chapter.

### Placement Description:

- Remains active in the planning and implementation activities of the Executive Board as designated by the President
- Chairs the Strategic Planning Committee
- Oversees the Election Process
- Explains the candidate role descriptions, application time table, nomination review process, and campaign guidelines to potential candidates
- Follows up to see that all candidates receive their appropriate role description and a copy of the NAPNAP-LA Strategic Plan
- Notifies the President and Executive Board of slate of candidates and submits slate of candidates to the Executive Board for final approval (vote)
- Approves all election correspondence sent to members
- Notifies the Executive Board of election results.
- Participates in development and implementation of membership surveys.
- Serves as a role model and provides positive mentoring experiences for potential future NAPNAP-LA leaders.
- Prepares, disseminates, and collect Chapter Awards applications from membership and presents to Board for a vote. Later, notified awardees and invites them to be honored at the NAPNAP-LA Regional Conference.

### Overview of Meetings:

- Board meetings will be held for 2-3 hours bi-monthly at a time that is mutually agreeable (usually on a Saturday morning).



- Additional meetings will be required and scheduled as needed for strategic planning and for planning and oversight of the election process.
- Meetings are usually face-to-face. Locations for face-to-face meetings include board members' homes, restaurants, places of business, or other agreed upon destinations.
- A dial-in option may be arranged if member is unable to attend a board meeting face-to-face. This must be requested at least one week in advance.
- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 10-12 hours per month**

**Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference

**Unique to Position:**

- Strategic Planning Committee meetings (in person or conference call) as scheduled
- Meetings with President and President-Elect as scheduled (at least two meetings per year; beginning of year and end of year)
- Additional meetings/communication with Committee Chairs as needed
- Activities related to the elections process (Executive Board and Chapter Awards process.)
- Submission of newsletter articles and updates regarding the strategic planning and elections process
- Some additional work may be required at home and at the convenience of the member

**Desired Skills:**

- Computer skills and email access required
- Writing and editing skills
- Familiarity with the strategic planning process
- Ability to evaluate and implement developments goals
- Strong interpersonal and networking skills
- Leadership, mentoring, and team building skills essential

- Excellent organizational skills

**Training Received:**

- Increased expertise in the strategic planning and elections process
- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.
- Excellent opportunity to work with a wide range of members at all levels of leadership.
- Valuable networking opportunities within the organization, potential employers, and community partners.

**Next Steps:**

If you are interested in pursuing a placement on the Strategic Planning Committee, please review the above placement description. Upon review, you are encouraged to contact the current Past President. This individual will provide you with more information regarding the Strategic Planning Committee and can answer questions you may have. Thank you for your consideration.

Current Immediate Past President : Patty Quan, [pquan@aol.com](mailto:pquan@aol.com) 562-860-2145

Incoming Past President:

Supporting Documents:

The following succession documents are available on the CA: Los Angeles online library via the National NAPNAP website ([www.napnap.org](http://www.napnap.org)).

- Under the folder entitled “Strategic Planning”:
- [Enhancing Board Effectiveness Through Strategic Planning]
  - [NAPNAP-LA Strategic Plan 2012]
  - [NAPNAP-LA Board Member Placement Guide]
  - [NAPNAP-LA Year End Report & Succession Planning Guide]
  - [NAPNAP-LA Bylaws]
- Under the folder entitled “Awards”:
- [NP of the Year Award Nomination Form]
  - [Outstanding Colleague of the Year Award Nomination Form]

## Leadership Role

**Position Type:** Treasurer

**Number of Positions:** 1

**Years Served:** 2 years. Re-election occurs on even-numbered years

**Committee:** Finance

**Committee Overview:**

This Committee shall have charge and custody of, and be responsible for, all funds and securities of the Chapter.

**Placement Description:** The treasurer will receive and give receipts for all monies due and payable to the Chapter from any source whatsoever; deposit all monies in the name of the Chapter in banks or other depositories as shall be decided by the Executive Board; account for and record all financial transactions by the chapter; prepare and render an annual report to the Chapter and to the National Association at the last regular meeting of each fiscal year and whenever requested by the National Association or Chapter; authorize an annual audit/review of financial records of the Chapter in such a manner as directed by the Executive Board; and perform any other duties as may be assigned by the members of the Executive Board.

The treasurer shall:

Banking:

- Maintain and perform monthly reconciliation of the bank accounts (checking and CDs) through the US Bank.
- Receive monthly chapter dues through electronic transfer from the National Office. A direct deposit of chapter dues will be automatically transferred to the bank account.
- **Confirm the Federal ID number (EIN #) with the bank and the national office at the beginning of their term.**
- Receive remittance checks and other income due to the chapter. All bills, checks and money, including any sponsorship acquired for meetings should be handled by treasurer only. All checks should be sent to and made payable to “Los Angeles Chapter of NAPNAP,” never to an individual person. If cash is received, two copies of the receipt should be made. The receipt should clearly state all items included for the amount given. The only authorized signatories should be chapter officers. Two signatures on checks above \$1,000 are required.

Financial Reporting:

- Prepare **Treasurer’s Report** – prepare financial reports at all Chapter Meeting.

- Prepare and review Chapter's financial accounting and submit below to National Office at the end of each fiscal year:

1. **CH 8 Report** aka as the *Authorization of Exemption Letter*. This form is a letter of authorization for inclusion in the group tax return. If this form is not submitted on time, the chapter will not be considered covered by the group exemption tax return filed and the chapter may be required to pay income tax for income earned that year.

2. **CH 9 Report** – aka as *the Annual Financial Report*. The report includes the Statement of Financial Position (Balance Sheet) and the Statement of Activities. They must be submitted to NAPNAP headquarters within 45 days after the fiscal year end.

a. *Statement of Financial Position (Balance Sheet)* - this CH 9 form indicates chapter assets and liabilities. Assets (cash, inventory) as well as liabilities (commitments) and chapter equity are listed and totaled. Total assets must equal the sum of total liabilities and chapter equity.

b. *Statement of Activities (Income or P&L Statement)* – This form reports chapter financial activity and the results of operations during a certain time period. It reflects the major sources and amounts of revenue and expenses, as well as the amount of surplus or deficit.

3. **CH 11 Report** (*Quarterly Financial Membership Reconciliation Report*) – aka *the Statement of Membership Reconciliation*.

a. This CH 11 form is a quarterly statement of Membership Reconciliation verifying the membership between the chapter and the National Office is reconciled. **This form is due in the National Office quarterly (October 15, January 15, April 15, July 15)**

#### Budgeting:

- Prepare and monitor budget. **The fiscal year of the budget is from July 1<sup>st</sup> to June 30<sup>th</sup>**. The treasurer needs to prepare the annual budget for approval by the Chapter Executive Board. Once the budget is approved, the treasurer monitors the expenses to comply with the budget. The treasurer assists with the periodic review of the chapter financial records. The treasurer's reports should compare budget to actual income and expenses.
- Maintain a system to document approved disbursements.
- Maintain a reserve fund from six months to one year of operating expenses.

#### Bookkeeping:

- Perform bookkeeping. Monitor expenditures to maintain a financial balance, which maintains an appropriate reserve for the chapter to sustain its activities.
- Retain and maintain financial records in accordance with retention schedules and forward to the incoming treasurer. All financial records should be kept in an accounting electronic file using Quicken and Microsoft Excel Budget Form.

Auditing:

- Conduct an annual review for the Chapter. It is required of all Chapters. This review need not be done by a paid accountant if funds are limited, but should at least be performed by a volunteer accountant or a designated Committee appointed by the President. The treasurer does not perform or take part in the review except to provide information and files.
- Please contact our auditor to conduct the annual review for the Los Angeles Chapter :

Fintax Services  
Bryan J. Williams  
10866 Washington Boulevard  
Culver City, CA 90232  
Office: 310-733-4655  
Mobile: 310-283-1533  
Email: williamsbryan@sbcglobal.net

Tax Filing:

- **Treasurers should make sure the chapter's Federal Identification Number (EIN#) is known.** Chapters should verify if state registration is required and if so verify that a copy of the chapter's EIN # is on file. All IRS contacts should be made through the NAPNAP National Office.
- The IRS classifies NAPNAP as a tax-exempt **501(c)6** organization. Thus, the treasurer must report to members that contributions or gifts to the chapter are not deductible as charitable contributions for income tax purposes. NAPNAP is not registered as a 501(c)3 charitable foundation.
- **Each year, NAPNAP includes our chapters in our tax filing. Chapters who have "Gross Receipts" that exceed a threshold of \$25,001 in a year or \$75,000 accumulated in any three year period must file a separate form 990 with the IRS.**

Records Retention:

- At the end of each fiscal year, the treasurer should archive financial files. The accordion file should contain a yearly file, a permanent file, and a working file (see Treasurer Handbook).

**Overview of Meetings:**

- Board meetings will be held for 2-3 hours bi-monthly at a time that is mutually agreeable to all Executive Board members (usually on a Saturday morning).
- Meetings are usually in person. Locations for meetings include board members' homes, restaurants, places of business, or other agreed upon destinations.

- A dial-in option may be arranged if a member is unable to attend a board meeting. This must be requested at least one week in advance.
- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 6 hours per month**

**Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference

**Unique to Position:**

- Some work may be required at home, and at the convenience of the member.
- Transcribe meeting minutes after each meeting and forward to National Office after approval by the NAPNAP-LA Executive Board.
- Make any necessary corrections after minutes are reviewed by the Board.

**Desired Skills:**

- Computer skills and email access required
- Strong writing and communication skills preferable
- Excellent organizational skills
- Basic accounting and finance knowledge and skills, such as budgeting, auditing, federal and state income tax awareness, interpret financial statements, including balance sheets, spreadsheets, and profit and loss statements.

**Training Received:**

- Learn how to review, prepare, and manage financial statements and accounting reports for NAPNAP.
- Develop knowledge and skills in formation and reconciliation of proposed budget
- Utilize accounting systems and spreadsheets in accordance with NAPNAP principles and guidelines
- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.
- Excellent opportunity to work with a wide range of members at all levels of leadership and within the professional organization.
- Attendance at NAPNAP National Conference is sponsored by the Board and offers specialized training during selected sessions for Chapter Treasurers

- Valuable networking opportunities within and outside of the organization.

**Next Steps:**

If you are interested in pursuing a placement on this committee, please review the above placement description. Upon review, you are encouraged to contact the current Treasurer. This individual will provide you with more information regarding the role and can answer questions you may have. Thank you for your consideration.

Current Treasurer: Liz Jia, [liza.j.coe@kp.org](mailto:liza.j.coe@kp.org) 626-221-0349

Incoming Treasurer: Kamala Gipson [kagipson@chla.usc.edu](mailto:kagipson@chla.usc.edu)

The following succession documents are available on the CA: Los Angeles online library via the National NAPNAP website ([www.napnap.org](http://www.napnap.org)).

Under the folder entitled “Treasurer”:

- [Financial Management PPT Presentation]
- [Treasurer Handbook]
- [Bank Change Form]
- [Records Retention]
- [PayPal Instructions]
- [UBIT Sample]
- [NAPNA-LA Budget Form & Monthly Detail]

## Leadership Role

**Position Type:** Secretary

**Number of Positions:** 1

**Years Served:** 2 years. Re-election occurs on even-numbered years.

**Placement Description:**

- Transcribe and maintain minutes of all NAPNAP-LA Executive Board meetings.
- Forward approved Chapter meeting minutes to designated person at the NAPNAP National Office.
- Serve as custodian of all records of the Chapter, including meeting minutes, associated documents referenced in the minutes, and Chapter Bylaws.
- Maintain online Chapter library through the NAPNAP National website.
- Serves as a voting member of the NAPNAP-LA Executive Board.
- Participates in the on-going strategic planning process of the NAPNAP-LA Executive Board.
- Perform all duties incident to the office of Secretary and any other duties as the Executive Board may prescribe.

**Overview of Meetings:**

- Board meetings will be held for 2-3 hours bi-monthly at a time that is mutually agreeable to all Executive Board members (usually on a Saturday morning).
- Meetings are usually in person. Locations for meetings include board members’ homes, restaurants, places of business, or other agreed upon destinations.
- A dial-in option may be arranged if a member is unable to attend a board meeting. This must be requested at least one week in advance.
- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 6 hours per month**

**Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference



**Unique to Position:**

- Some work may be required at home, and at the convenience of the member.
- Transcribe meeting minutes after each meeting and forward to National Office after approval by the NAPNAP-LA Executive Board.
- Make any necessary corrections after minutes are reviewed by the Board.

**Desired Skills:**

- Computer skills and email access required
- Strong writing and editing skills preferable
- Excellent organizational skills
- Strong leadership and teamwork skills

**Training Received:**

- Become familiar with chapter documents and procedure for processing Chapter Executive Board minutes.
- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.
- Excellent opportunity to work with a wide range of members at all levels of leadership and within the professional organization.
- Attendance at NAPNAP National Conference is sponsored by the Board and offers specialized training during selected sessions for Chapter Secretaries.
- Valuable networking opportunities within and outside of the organization.

**Next Steps:**

If you are interested in pursuing the role of NAPNAP-LA Secretary, please review the above placement description. Upon review, you are encouraged to contact the current Secretary. This individual will provide you with more information regarding the role and can answer questions you may have. Thank you for your consideration.

Current Secretary: Terri Kyle, [Terikyle1@gmail.com](mailto:Terikyle1@gmail.com) 310-259-6183

Incoming Secretary:

The following succession documents are available on the CA: Los Angeles online library via the National NAPNAP website ([www.napnap.org](http://www.napnap.org)).

Under the folder entitled "Forms/Documents": [NAPNAP-LA Meeting Agenda Outline]

Under the folder entitled "Secretary" you will find previous Chapter meeting minutes.

## Leadership Role

**Position Type:** Membership Chair

**Number of Positions:** 1

**Years Served:** 1 year

**Committee:** Membership

### Committee Overview:

The Membership Committee shall maintain the membership roster, a list of member emails and contact information, and regularly communicate membership updates to the Board. This Committee shall contact and welcome new members, thank returning members for their renewal, and encourage desirable applicants to apply for membership. Finally, this Committee will formulate and recommend plans for increasing and maintaining membership.

### Placement Description:

- Welcome new members by sending Welcome letter/email.
- Thank returning members by sending Renewal letter/email.
- Update membership roster with current member emails/contact information as provided quarterly by the National Office.
- Submit quarterly Membership Reconciliation Report to the National Office.
- Annually obtain list of individuals who pass PNCB NP exam in the Los Angeles area, and send recruitment letter/email encouraging them to join NAPNAP-LA (if not already a member). This list must be requested from the National office annually.
- Supply Membership Brochure, application, and volunteer recruitment flyer for all NAPNAP-LA events.

### Overview of Meetings:

- Board meetings will be held for 2-3 hours bi-monthly at a time that is mutually agreeable (usually on a Saturday morning).
- Membership team meetings may be required and will be scheduled as needed.
- Meetings are usually face-to-face. Locations for face-to-face meetings include board members' homes, restaurants, places of business, or other agreed upon destinations.
- A dial-in option may be arranged if member is unable to attend a board meeting face-to-face. This must be requested at least one week in advance.
- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 6-8 hours per month**

**Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference

**Unique to Position:**

- Some work may be required at home, and at the convenience of the member, especially when quarterly Membership Reconciliation Reports are due to the National Office.
- Must be available for programs and recruitment events if possible.
- Submission of newsletter articles and messages welcoming new members and notifying membership about any recruitment events.

**Desired Skills:**

- Computer and email access required
- Strong organizational skills
- Excellent interpersonal skills
- Able to communicate information clearly in person, on the phone, and in writing

**Training Received:**

- Valuable networking and recruitment skills gained with individuals within and outside the organization.
- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.
- Excellent opportunity to work with a wide range of members at all levels of leadership.
- Attendance at NAPNAP National Conference is sponsored by the Board and offers specialized training during selected sessions for Membership Chairs

**Next Steps:**

If you are interested in pursuing a placement on this committee, please review the above placement description. Upon review, you are encouraged to contact the current Membership Chair. This individual will provide you with more information regarding the role and can answer questions you may have. Thank you for your consideration.

Current Membership Chair: Holly Parker, [hollyeileen@yahoo.com](mailto:hollyeileen@yahoo.com) 917-539-8355  
 Nancy McNeill, [nmcneill@me.com](mailto:nmcneill@me.com) 949-892-7991

Incoming Membership Chair:

The following succession documents are available on the CA: Los Angeles online library via the National NAPNAP website ([www.napnap.org](http://www.napnap.org)).

Under the folder entitled “Membership”:[NAPNAP-LA Welcome Letter 2011-2012]

[NAPNAP-LA Renewal Letter 2011-2012]

[NAPNAP Membership Brochure]

[NAPNAP Membership Application]

[NAPNAP Quarterly Membership Reconciliation Report]

[NAPNAP-LA Member List 9-23-11]

[Member Prospects from PNCB]

[NAPNAP-LA Volunteer Recruitment Form]

## Leadership Role

**Position Type:** Regional Conference Chair

**Number of Positions:** 1-2

**Years Served:** 1 year

**Committee:** Programs

**Committee Overview:**

The Program Committee's shall provide the Chapter with ongoing programs pertaining to the art and science of pediatrics, the role of the nurse practitioner, pediatric specialties and information of interest to the membership.

**Placement Description:**

The Regional Conference Chair will create an annual one-day educational regional conference for pediatric nurse practitioners/students and the pediatric nursing community in Southern California. His/her role will include the following:

- Create the educational program for the annual regional conference, including 5-6 topics/speakers
- Obtain CVs and handouts from all speakers
- Update marketing materials for the annual regional conference and obtain NAPNAP mailing list
- Forward marketing materials/brochure/registration to President for forwarding to members via email
- Mail all materials/brochure/registration to members
- Coordinate with Website Chair to post announcements about annual regional conference on Chapter website
- Recruit vendors/exhibitors to support the program
- Select appropriate venue for program
- Select menu for program and arrange all food/drink
- Coordinate and generate CEU certificates for program
- Create registration materials/program/handouts
- Operate registration table
- Coordinate book drive and raffle ticket items
- Serve as "Host" at annual regional conference

**Overview of Meetings:**

- Board meetings will be held for 2-3 hours bi-monthly at a time that is mutually agreeable (usually on a Saturday morning).
- Program team meetings may be required in August/September to plan for annual conference, and as needed.
- Meetings can be face-to-face or via phone or email.

- A dial-in option may be arranged if member is unable to attend a board meeting face-to-face. This must be requested at least one week in advance.
- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 4-8 hours per month for 8 months**

**Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference

**Unique to Position:**

- Some work may be required at home, and at the convenience of the member, especially near Program date.
- Must be available all day on date of Regional Conference
- Submission of newsletter articles and messages regarding Regional Conference details and announcements.

**Desired Skills:**

- Computer and email access required
- Strong interpersonal and team-leading skills
- Excellent organizational skills and planning
- Able to develop and adhere to project timeline

**Training Received:**

- Experience in event planning, development, and team-building
- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.
- Excellent opportunity to work with a wide range of members at all levels of leadership.
- Valuable networking opportunities within the organization, potential employers, and community partners.

**Next Steps:**

If you are interested in pursuing a placement on this committee, please review the above placement description. Upon review, you are encouraged to contact the current Regional Conference Chair. This individual will provide you with more information regarding the role and can answer questions you may have. Thank you for your consideration.

Current Regional Conference Chair: Debbie Harris, [dharris@chla.usc.edu](mailto:dharris@chla.usc.edu) 310-375-1791  
Catherine Goodhue, [cgoodhue@chla.usc.edu](mailto:cgoodhue@chla.usc.edu) 310-283-7624

Incoming Regional Conference Chair:

The following succession documents are available on the CA: Los Angeles online library via the National NAPNAP website ([www.napnap.org](http://www.napnap.org)).

Under the folder entitled “Regional Conference”:

- [NAPNAP LA Conference Brochure 2012]
- [Regional Conference Committee Year End Report & Succession Planning Document]

## Leadership Role

**Position Type:** Professional Development Chair

**Number of Positions:** 1-2

**Years Served:** 1 year

**Committee:** Programs

**Committee Overview:** The Program Committee’s shall provide the Chapter with ongoing programs pertaining to the art and science of pediatrics, the role of the nurse practitioner, pediatric specialties and information of interest to the membership.

**Placement Description:**

The Professional Development Chair is responsible for the development and organization of two or more regional dinner lectures and the NAPNAP-LA end-of-year social event, in order to meet the professional development, networking, and educational needs of NAPNAP-LA members.

- Plans regional educational dinner lectures. May collaborate with other NAPNAP-LA members and/or Board members and contacts for this.
- Plans NAPNAP-LA end-of-year social event

**Overview of Meetings:**

- Board meetings which will be held bi-monthly at a time that is mutually agreeable to all Executive Board members (usually on a Saturday morning.)
- Additional meetings will be required and scheduled as needed for Professional Development Committee members.
- Meetings are usually in person. Locations for meetings include board members’ homes, restaurants, places of business, or other agreed upon destinations.
- A dial-in option may be arranged if a member is unable to attend a board meeting. This must be requested at least one week in advance.
- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment:** Approximately 4-8 hours per month

**Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference



**Unique to Position:**

- Planning/coordinating meetings or phone calls with regional NPs, pharmaceutical representatives and other allied health professionals as needed.
- Activities related to the event-planning process
- Submission of newsletter articles and messages regarding regional dinner lectures and end-of-year NAPNAP-LA social event.

**Desired Skills:**

- Computer skills and email access required
- Ability to network with pharmaceutical representatives and other sponsors
- Ability to identify and create professional development programs to meet the needs of the NAPNAP-LA membership
- Strong organizational skills

**Training Received:**

- Increased expertise in networking and professional development activities
- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.
- Excellent opportunity to work with a wide range of members at all levels of leadership.

**Next Steps:**

If you are interested in pursuing a placement on the Professional Development Committee, please review the above placement description. Upon review, you are encouraged to contact the current Professional Development Chair. This individual will provide you with more information regarding the Professional Development Committee and can answer questions you may have. Thank you for your consideration.

Current Professional Development Chair: Leslie Larsen, [lachaskes@aol.com](mailto:lachaskes@aol.com) 310-301-2143

Lynn Messenger, [lmesscpnp@hotmail.com](mailto:lmesscpnp@hotmail.com) 310-372-2586

Incoming Professional Development Chair:

The following succession documents are available on the CA: Los Angeles online library via the National NAPNAP website ([www.napnap.org](http://www.napnap.org)).

Under the folder entitled "Professional Development": [Professional Development Committee Year End Report & Succession Planning Document]

## Leadership Role

**Position Type:** Website Chair

**Number of Positions:** 1

**Years Served:** 1 year

**Committee:** Communications

### **Committee Overview:**

The Communications Committee shall be in charge of all publications issued by or in the name of the Chapter to all media and membership. This Committee will create a variety of NAPNAP-LA materials to increase visibility within the community, as well as promote the ideals of the Association to prospective members and the general public. These materials include, but are not limited to, a brochure, fliers publicizing events and trainings, the quarterly newsletter for members, postings on the Chapter website, and various marketing materials that may be used for outreach purposes. Upon request of the President or members of the Board, the Communication Committee will develop additional materials as needed to communicate information about events, issues, or other matters as they arise.

### **Placement Description:**

The Website Chair of the Communications Committee shall maintain the Chapter website and use it to promote the ideals and activities of the local and National organization. The Website Chair will use the website as a venue for disseminating information to current/prospective members, the media, industry, and the general public.

- Assist the Executive Board in publicizing information in the electronic media.
- Maintain the Association’s website with up to date information regarding events, issues or other matters as they arise as requested by the Executive Board.
- Comply with privacy and copyright regulations related to posting of images or graphics.
- Attend and participate in regular Board meetings.
- Upload posts and publications promptly as they are received, for example employment postings, quarterly newsletters, community outreach activities, and educational opportunities.
- Obtain training in advanced editing of the Chapter website through the National office. This training is available virtually through Daniela Weitzman; [dweitzman@napnap.org](mailto:dweitzman@napnap.org); 877-662-7627.

### **Overview of Meetings:**

- Regular Board meetings of the Association shall be held at such time and place as determined by the officers. They usually will be held for 2-3 hours about 4-5 times during the year during a time is mutually agreeable (usually on a Saturday morning).

- Special meetings may be required near event deadlines, and will be scheduled as needed.
- Meetings are usually in-person. Locations in-person meetings include board members' homes, restaurants, places of business, or other agreed upon destinations.
- A dial-in option may be arranged if member is unable to attend a board meeting face-to-face. This must be requested at least one week in advance.
- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 6 hours per month**

**Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference

**Unique to Position:**

- Some work may be required at home, especially near deadlines, and at the convenience of the member.
- Varies throughout year. Approximately 1-2 hours per week to adequately maintain current information online as requested by the Executive Board.
- Flexible – work may be completed at home, on the weekends, and at the convenience of the website chair member.

**Desired Skills:**

- Computer, internet, and email access required
- Basic knowledge of editing Word documents and graphics. Training in advanced editing of the Chapter's website may be obtained through the National Office.
- The ability to work quickly and often on short notice are definite assets
- Good judgment
- Organizational skills
- Proofreading

**Training Received:**

- Advanced editing and graphics knowledge obtain through practice.

- Maintain informed of the latest current events, resources, information, and opportunities related to the profession.
- Opportunity to provide input in NAPNAP-Los Angeles leadership and activities of the organization.
- Excellent opportunity to work with a wide range of members at all levels of leadership.
- Valuable networking opportunities within and outside the organization

**Next Steps:**

If you are interested in pursuing a placement on this committee, please review the above placement description. Upon review, you are encouraged to contact the current Newsletter Chair. This individual will provide you with more information regarding the role and can answer questions you may have. Thank you for your consideration.

Current Website Chair: Veronica Torres, [la.napnap@gmail.com](mailto:la.napnap@gmail.com)

Incoming Website Chair: TBA

## Leadership Role

**Position Type:** Newsletter Chair

**Number of Positions:** 1

**Years Served:** 1 year

**Committee:** Communications

**Committee Overview:**

The Communications Committee shall be in charge of all publications issued by or in the name of the Chapter to all media and membership. This Committee will create a variety of NAPNAP-LA materials to increase visibility within the community, as well as promote the ideals of the Association to prospective members and the general public. These materials include, but are not limited to, a brochure, fliers publicizing events and trainings, the quarterly newsletter for members, postings on the Chapter website, and various marketing materials that may be used for outreach purposes. Upon request of the President or members of the Board, the Communication Committee will develop additional materials as needed to communicate information about events, issues, or other matters as they arise.

**Placement Description:**

The Newsletter Chair of the Communications Committee shall create and disseminate the quarterly Chapter Newsletter as a means of communicating information to current/prospective members, the media, industry, and the general public.

- Create quarterly newsletter (February, May, August, and November)
- Send board member reminder email for newsletter item submission.
- Develop invitations for the spring luncheon

**Overview of Meetings:**

- Board meetings will be held for 2-3 hours bi-monthly at a time that is mutually agreeable (usually on a Saturday morning).
- Communications team meetings may be required near publication or event deadlines, and will be scheduled as needed.
- Meetings are usually face-to-face. Locations for face-to-face meetings include board members' homes, restaurants, places of business, or other agreed upon destinations.
- A dial-in option may be arranged if member is unable to attend a board meeting face-to-face. This must be requested at least one week in advance.
- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 6 hours per month**

**Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference

**Unique to Position:**

- Some work may be required at home, at the convenience of the member, especially near publication deadlines.
- Active participation in the NAPNAP-LA Annual Conference

**Desired Skills:**

- Computer and email access required
- Strong writing and editing skills preferable, with creativity
- The ability to work quickly and often on short notice are definite assets
- Camera skills and eye for photo content are helpful in support of editorial text
- Good judgment
- Organizational skills
- Proofreading

**Training Received:**

- Learn layout, production, and publication of newsletter and other marketing materials.
- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.
- Excellent opportunity to work with a wide range of members at all levels of leadership.

**Next Steps:**

If you are interested in pursuing a placement on this committee, please review the above placement description. Upon review, you are encouraged to contact the current Newsletter Chair. This individual will provide you with more information regarding the role and can answer questions you may have. Thank you for your consideration.

Current Newsletter Chair: Leslie Larsen [lachaskes@aol.com](mailto:lachaskes@aol.com) 310-301-2143

## Leadership Role

**Position Type:** Legislative Chair

**Number of Positions:** 1

**Years Served:** 2 years. The 1st year is served as Legislative Chair-Elect, under the supervision and guidance of the Legislative Chair.

**Committee:** Legislative

**Committee Overview:**

The Legislative Committee’s purpose is to communicate important information about local and national legislation affecting children’s health and NP scope of practice. The committee will evaluate proposed federal, state, and local legislation for its implications, and will advise the Executive Board and Chapter membership about proposed actions. Additionally, the committee will increase visibility of legislative matters to NAPNAP members. Finally, the Committee will research, initiate, or participate in the writing of bills and creation of legislative initiatives or advocacy as appropriate.

**Placement Description:**

- Maintain the NAPNAP Legislative page on the Chapter website
- Update Legislative Tracker yearly
- Update Legislative Resources on the Chapter website yearly
- Align the National Health Policy Agenda with NAPNAP- LA Chapter’s Agenda
- Align Advocacy groups with Chapter’s goals
- Utilize NAPNAP-LA Annual Member Survey results to direct legislative advocacy focus areas, and communicate with Community Outreach Chair to ensure consistency in focus of projects.
- Write Blog entries for members as appropriate
- Write Legislative column in the quarterly Chapter newsletter
- Renew CANP membership annually and maintain communication with CANP Legislative Chair
- Participate in NAPNAP National Fly-In Day if possible

Annual Fly-In to Washington, DC, to interact with the Health Policy Committee and NAPNAP’s Washington Representative on Capitol Hill. 1 day event in March

- Participate in the Junior League of Los Angeles Public Policy Institute annually

Training program that helps prepare community organization representatives to serve with skills in the areas of public policy. The institute consists of four components: 1) a six session course consisting of two hours per session on a weeknight, 2) an issue area salon, 3) an optional non-paid internship and 4) optional field trips to the Los Angeles City Hall (Day at City Hall) and the California State Capitol (Day at the Capitol). Participation in all of these events/opportunities is highly encouraged.

**Overview of Meetings:**

- Board meetings will be held for 2-3 hours once per month at a time that is mutually agreeable (usually on a Saturday morning).
- Additional in-person meetings or phone conferences may be scheduled among committee members, legislative representatives, or partnering organizations/agencies
- Meetings are usually face-to-face. Locations for face-to-face meetings include board members' homes, restaurants, places of business, or other agreed upon destinations.
- A dial-in option may be arranged if member is unable to attend a board meeting face-to-face. This must be requested at least one week in advance.
- Conference calls may be set up with one or multiple other members of the committee in between Board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 8-10 hours per month****Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference

**Unique to Position:**

- Some work may be required at home, especially near deadlines, and at the convenience of the member.
- Submission of quarterly Legislative Update for publication in the Chapter newsletter.
- Attend monthly National Health Policy Phone Conferences
- Attendance of Public Policy Institute (6 x 2 hour sessions on weekday evening, usually starting in September-December)
- Attendance at Day at City Hall, Day at the Capital, and National Fly-In Day may require additional time

**Desired Skills:**



- Computer and email access required
- Strong writing and editing skills preferable, with creativity
- The ability to work quickly and often on short notice are definite assets
- Organizational skills
- Desire to learn about public policy
- Excellent interpersonal skills
- Able to communicate information clearly in person, on the phone, and in writing

**Training Received:**

- Learn the language and basic skills set to navigate public policy through the Public Policy Institute
- Vital networking opportunities with local legislators at Day at City Hall/Day at the Capital
- Attendance at NAPNAP National Conference is sponsored by the Board and offers specialized training during selected sessions for Legislative Chairs
- Learn from National legislators and key NAPNAP leaders at Fly-In Day to the National Capital
- Learn about NAPNAP’s National policy goals and receive National legislative updates through Health -Policy Committee Phone Conferences
- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.
- Excellent opportunity to work with a wide range of members at all levels of leadership.

**Next Steps:**

If you are interested in pursuing a placement on this committee, please review the above placement description. Upon review, you are encouraged to contact the current Legislative Chair. This individual will provide you with more information regarding the role and can answer questions you may have. Thank you for your consideration.

Current Legislative Chair: Joana Duran Nathanson [joanaRduran@gmail.com](mailto:joanaRduran@gmail.com) 310-266-8379

Legislative Chair Elect:

The following succession documents are available on the CA: Los Angeles online library via the National NAPNAP website ([www.napnap.org](http://www.napnap.org)).

Under the folder entitled “Legislative”: [Legislative Primer]

[Legislative Committee Year End Report & Succession Planning Document]

Additional document available regarding the legislative initiative  
ACR 62 - Read Across CA, which NAPNAP-LA  
coauthored/sponsored.

## Leadership Role

**Position Type:** Community Outreach Chair

**Number of Positions:** 1-2

**Years Served:** 1 year

**Committee:** Community Outreach

**Committee Overview:** The Community Outreach Committee shall serve to identify and develop humanitarian chapter projects upon approval by the Executive Board. These projects will support worthy causes that relate to the health and well being of children and their families. These activities will meet the educational needs of children and families in the Los Angeles area, and may or may not be carried out in conjunction NAPNAP's National outreach efforts, or in partnership with local schools and community organizations.

### Placement Description:

- The Community Outreach Chair oversees and supports the Community Outreach Committee and its designated activities.
- Identifies outreach and educational needs of the community of Greater Los Angeles.
- Partners and networks with regional agencies and community organizations to develop relationships and joint efforts.
- Identifies, creates, implements, sustains and disseminates community outreach projects, efforts and activities.
- Utilizes NAPNAP-LA Annual Member Survey results to direct community advocacy focus areas, and communicates with Legislative Chair to ensure consistency in focus of projects.
- Evaluates outcomes of community outreach projects including collecting data, processing results, and sharing them with the Chapter.

### Overview of Meetings:

- Board meetings will be held for 2-3 hours bi-monthly at a time that is mutually agreeable to all Executive Board members (usually on a Saturday morning).
- Additional Community Outreach Committee meetings may be scheduled as needed.
- Meetings are usually in person. Locations for meetings include board members' homes, restaurants, places of business, or other agreed upon destinations.
- A dial-in option may be arranged if a member is unable to attend a board meeting. This must be requested at least one week in advance.

- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 8-10 hours per month**

**Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference

**Unique to Position:**

- Community Outreach Committee meetings (in person or conference call) as scheduled
- Additional meetings with Executive Board members as needed
- Participation in Community Outreach activities
- Contacting community agencies and partners
- Creating or gathering educational materials
- Updating presentations
- Submission of newsletter articles regarding current activities and projects

**Desired Skills:**

- Computer skills and email access required
- Writing and editing skills
- Public speaking
- Good interpersonal skills
- Ability to evaluate data, outcomes and, and evaluate efficacy of activities and projects
- Leadership and mentoring experience/skills useful
- Organizational skills

**Training Received:**

- Increased expertise in the process of community outreach and collaboration with community members and organizations.
- Experience in project development and evaluation.

- Improved proficiency in public speaking and presenting information in a variety of community forums.
- Increased sensitivity to needs of the community and outcomes of interventions.
- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.
- Opportunity to work with a wide range of members at all levels of leadership.
- Valuable networking opportunities within the organization, potential employers, and community partners.

**Next Steps:**

If you are interested in pursuing a placement on this committee, please review the above placement description. Upon review, you are encouraged to contact the current Community Outreach Chair. This individual will provide you with more information regarding the Community Outreach Committee and can answer questions you may have. Thank you for your consideration.

Current Community Outreach Chair: Shannan Stephenson, [shannanstephenson@gmail.com](mailto:shannanstephenson@gmail.com)  
310-721-9650

Incoming Community Outreach Chair:

The following succession documents are available on the CA: Los Angeles online library via the National NAPNAP website ([www.napnap.org](http://www.napnap.org)).

- Under the folder entitled “Community Outreach”:
- [List of School Partners]
  - [KYSS Presentation Evaluation (Spanish)]
  - [KYSS Presentation Evaluation (English)]
  - [KYSS Presentation.ppt]
  - [Introduction Letter for Schools & Parents]
  - [Community Outreach Committee Year End Report & Succession Planning Document]

## Leadership Role

**Position Type:** Scholarship Chair

**Number of Positions:** 1-2

**Years Served:** 1 year

**Committee:** Scholarship

**Committee Overview:** The primary focus of the Scholarship Committee is to financially assist members in achieving their educational goals. This is done through fundraising events as well as direct monetary contributions to the scholarship fund from sources within and outside of the Los Angeles Chapter. In addition, the committee is responsible for developing and cultivating relationships with local PNP University programs in order to provide support to students and encourage involvement in our professional organization.

### Placement Description:

#### Objectives:

- To actively recruit at least 20 new student members per year from the surrounding Los Angeles Nurse Practitioner University programs.
- To deliver an information session each year at each of the 3 local PNP University programs (University of California, Los Angeles; Azusa Pacific University; California State University, Long Beach) regarding the mission, events, and opportunities of NAPNAP-Los Angeles. Communicate with the following University program Directors to set this up:
  - UCLA - Jan Fredrickson (bruin9999@aol.com)
  - APU - Margaret Brady or Jan Haley (mbrady@apu.edu, jhaley@apu.edu)
  - USCLB - Natalie Cheffer (ncheffer@csulb.edu)
- To appoint one student liaison from each program listed above to attend board meetings and provide information to peers as well as feedback to the NAPNAP organization.
- To award two \$500 scholarships yearly to qualified and deserving applicants who are enrolled in a Nurse Practitioner University program and are current members of NAPNAP-LA.
- Be available to mentor NP students.

### Overview of Meetings:

- Board meetings will be held for 2-3 hours bi-monthly at a time that is mutually agreeable to all Executive Board members (usually on a Saturday morning).

- Additional Scholarship Committee meetings may be scheduled as needed.
- Meetings are usually in person. Locations for meetings include board members' homes, restaurants, places of business, or other agreed upon destinations.
- A dial-in option may be arranged if a member is unable to attend a board meeting. This must be requested at least one week in advance.
- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 6-8 hours per month**

**Common for all Executive Board members:**

- Executive Board meetings – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning)
- Active participation in NAPNAP-LA Regional Conference

**Unique to Position:**

- Some work may be required at home, at the convenience of the member, especially in preparation for presentations given at local University programs, or during dissemination and collection of scholarship application packets.
- Submission of newsletter articles and messages regarding scholarships awarded.

**Desired Skills:**

- Computer skills and email access required
- Writing and editing skills
- Availability to go to local schools to recruit and deliver presentations
- Leadership and mentoring experience/skills
- Organizational skills

**Training Received:**

- Experience in recruitment/mentorship
- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.
- Opportunity to work with a wide range of members at all levels of leadership.
- Valuable networking opportunities within and outside the organization

**Next Steps:**

If you are interested in pursuing a placement on the Scholarship Committee, please review the above placement description. Upon review, you are encouraged to contact the current Past Scholarship Committee. This individual will provide you with more information regarding the Scholarship Committee and can answer questions you may have. Thank you for your consideration.

Current Immediate Past Scholarship Chairs (s): Lily Grybauskas, [lilygrybauskas@gmail.com](mailto:lilygrybauskas@gmail.com)  
614-519-6713

Nancy McNeill , [nmcneil@me.com](mailto:nmcneil@me.com); 949-892-7991

The following succession documents are available on the CA: Los Angeles online library via the National NAPNAP website ([www.napnap.org](http://www.napnap.org)).

Under the folder entitled “Scholarship”: [Scholarship Letter]

[Scholarship Application Form]

[NAPNAP-LA School Presentation]

[Scholarship Committee Year End Report & Succession  
Planning Document]



## Leadership Role

**Position Type:** Student Representative

**Number of Positions:** 3 positions. 1 representative at each of the three PNP University programs in the Los Angeles area.

**Years Served:** 1 year. Representative is elected during the 2nd year of Master’s program, and represents their school until the time of graduation.

**Committee:** Scholarship

**Committee Overview:** The primary focus of the Scholarship Committee is to financially assist members in achieving their educational goals. This is done through fundraising events as well as direct monetary contributions to the scholarship fund from sources within and outside of the Los Angeles Chapter. In addition, the committee is responsible for developing and cultivating relationships with local PNP University programs in order to provide support to students and encourage involvement in our professional organization.

**Placement Description:**

- Actively participate in Board meetings to provide input/feedback regarding how NAPNAP-LA can best support PNP students in the Los Angeles area.
- Relay information about upcoming events, opportunities, and available scholarships to peers at respective University program.
- Assist Scholarship Chair(s) in organizing 1 presentation per year for students at respective University program. This presentation will be for the purpose of reaching out to students, providing information about available mentorship, volunteer, educational, and scholarship opportunities, encouraging membership within our professional organization, and recruiting 1 student from each University program to serve as Student Representative.

**Overview of Meetings:**

- Board meetings will be held for 2-3 hours bi-monthly at a time that is mutually agreeable (usually on a Saturday morning).
- Meetings are usually face-to-face. Locations for face-to-face meetings include board members’ homes, restaurants, places of business, or other agreed upon destinations.
- A dial-in option may be arranged if member is unable to attend a board meeting face-to-face. This must be requested at least one week in advance.
- Conference calls may be set up with one or multiple other members of the board in between board meetings if certain items need to be discussed. These will be arranged as needed, and will likely not exceed one hour.

**Time Commitment: Approximately 2 hours per month**

- Evenings – some work may be required at home during evenings. This usually entails forwarding emails and announcements to peers about upcoming events, opportunities, and/or available scholarships.
- Daytime / Weekend – approximately 2-3 hours every other month for board meetings (usually held on a Saturday morning). Also, assist Scholarship Committee with 1 presentation per year for students at respective University program.
- Flexible – work may be completed at home, on the weekends, and at the convenience of the member.

**Desired Skills:**

- Computer and email access required
- Strong writing and presentation skills preferable
- Good judgment and relational skills
- Critical thinking skills, able to provide useful input and relay important information
- Organizational skills

**Training Received:**

- Gain insight into NAPNAP-Los Angeles leadership team and the activities of the organization.
- Excellent opportunity to work with a wide range of members at all levels of leadership.
- Valuable networking opportunities within the organization, potential employers, and community partners.

**Next Steps:**

If you are interested in pursuing a placement on this committee, please review the above placement description. Upon review, you are encouraged to contact the current Student Representative at your University program. This individual will provide you with more information regarding the role and can answer questions you may have. Thank you for your consideration.

**Current Student Representatives:**

- UCLA –
- Azusa Pacific University \_\_\_\_\_
- CSULB \_\_\_\_\_

**Incoming Student Representatives:**