

Chapter Guidelines Three Rivers Chapter of NAPNAP

The following document is to serve as general guidelines for the operation of Three Rivers Chapter of NAPNAP. It is an adjunct to and superseded by the national bylaws. The executive board is composed of the four elected positions; president, president elect, treasurer and secretary. The remaining board members will consist of the committee chairs who are volunteers from the general membership.

General board member expectations:

- Board will meet a minimum of 6 times per year, one of which will include the annual retreat.
- Board members are required to actively participate in 80% of meetings.
- Failure to meet individual board position expectations will result in review of member's status per national bylaws.
- Board members are expected to review the job description and best practices for their position and send an email to the president acknowledging their acceptance.
- Any reports presented at a meeting are due 48 hours before the meeting to the executive board.
- Understand NAPNAP's strategic plan and chapter bylaws
- Understand chapter policies and procedures
- Be familiar with operations and requirements of a nonprofit board officers
- Maintain the fiscal well-being of the chapter
- Prepare for and attend all chapter board meetings
- Deliver appropriate reports at board and general chapter meetings as needed/requested
- Maintain proper reporting channels
- Attend chapter officer training webinars
- Be proficient in email and web technologies
- Participate in budget and financial review process of chapter
- Participate in chapter sponsored events
- Fulfill all duties of office, seeking help when necessary
- Set an example of ethical professionalism and excellence in business
- Encourage members to support the chapter and become involved
- Become familiar and actively download chapter Roster
- The chapter's activities and affairs are managed and conducted by, or under the direction of, the chapter executive board. The board acts collectively
- The chapter board examines the financial records of the chapter at each board meeting
- At any chapter board meeting, a majority of the board members must be present to constitute a quorum for voting purposes

Board member benefits:

- NAPNAP annual conference registration will be paid by the chapter for the executive board and the legislative and continuing education chairs/co-chairs.
- All remaining committee chairs will receive a \$300 stipend to use toward any national NAPNAP conference
 - If a committee is led by co-chairs, the co-chairs decide how to divide the \$300 stipend. Only one stipend is available per committee.
- In order to receive conference funding, board members must meet the goals for that position annually and should attend 80% of board meetings.
- All board members will have the registration waived for the Three Rivers Annual Symposium.

President:

Annual Reporting: CH12 report due January 15. This report is the previous year activity report. Please provide as much detail as possible, as this form is used to vote for the large and small chapter awards. The CH10 report is due 6/1. This report lets us know who the incoming officers.

Job description: The chapter president shall be the chief elected officer of the chapter. The president shall preside at meetings of both the membership and board and serve as primary spokesperson of the chapter. The president shall appoint all committees and the chairperson thereof; and perform and discharge all duties incident to the office of president and such other duties as may be assigned by the executive board.

Leadership: Presides over chapter board and general membership meetings

Board Operations:

- Appoints chapter committee chairs and other volunteers
- Signs official documents on behalf of the chapter
- Represents the chapter at meetings and is the official spokesperson for the chapter
- Maintains communications and a relationship between the chapter and the national association through newsletters and meeting minutes sent to the Manager of Member & Chapter Services at dweitzman@napnap.org and maintains current list of officers, annual chapter activities report sent to the national office
- Encourages national participation in the annual council of chapter presidents meetings at the NAPNAP annual conference representing NAPNAP at the local level and promoting NAPNAP's mission within the area served

Provides Oversight:

- Compliance with laws and regulations of the jurisdiction in which the chapter is chartered.

- Any forms of agreements (e.g. logo use, mailing list license) signed by the chapter president for any year will be binding upon his or her successor should the president leave office before the end of his or her term
- Presides over decisions made for chapter including: chapter logo, address, membership recruitment, finances, and communication.
- Mentor president elect and other chapter board members to succeed in their roles.

President Elect:

Job description: The president-elect shall perform the duties of the office of the president in the absence of the president or in the president's inability to act. When so acting, the president-elect shall have all the powers of, and be subject to, all of the restrictions placed upon the president. The president-elect will fulfill special projects as requested by the president or the executive board.

Best practices:

- In the absence of the president or in case of inability to act, presides over the meetings of the chapter
- Participates in leadership development opportunities in preparation for role as president
- Participates on the chapter standing committees and other committees or task forces as appointed by the president

The immediate past president shall remain active in the planning and implementation of activities of the executive board. They will participate in committee work, board recruitment as designated by the president. They may provide consultation as determined by the needs of the chapter.

Treasurer:

Annual Reporting: CH8, CH9 and December bank statements are due January 15. The CH8 report CH8 report is an authorization for the chapter to be included under NAPNAP's 501(c)(6) IRS tax status and to allow NAPNAP to file a 990N on behalf of the chapter if applicable. The CH9 report is detailed report of the previous year's revenue and expenses.

Job description: The chapter treasurer serves as the custodian of the chapter's funds, maintaining these funds in a bank account and dispersing them in accordance with the chapter's disbursement policy and principles of transparency.

Best Practices:

- Receive chapter dues through electronic transfer from the national office

- Receive remittance checks and other income due to the chapter
- Prepare a budget with the assistance of chapter officers and allow finances to be managed within that budget
- Assist with the periodic review of the chapter financial records
- Maintains the chapter bank account
- Maintain a system to document approved disbursements
- Prepare financial reports for board meetings and provide complete information to those who need it for decision making
- Monitor expenditures to maintain financial balance, which maintains an appropriate reserve for the chapter to sustain its activities
- Retain and maintain financial records in accordance with retention schedulers and forward to the incoming treasurer
- Follow written reimbursement policies
- Involved chapter officers in financial matters
- Prepare a biannual independent audit of chapter finances

Secretary:

Chapter Meeting minutes: All meeting minutes need to be submitted to the national office to Daniela Weitzman at dweitzman@napnap.org.

Job Description: Chapter secretaries are responsible for helping the chapter president lead their respective chapter and for documenting its activities.

Best practices:

- Attend and keep minutes of the meetings of the chapter including but not limited to:
 - Conference calls meetings
 - General meetings of the chapter board
 - Executive meetings of the Executive Board
 - Annual business meeting of the chapter
 - Any special sessions or meetings called by the president
- Record, type, review the minutes of all meetings and submit to the national office at dweitzman@napnap.org
- After review and corrections are made, distributes the minutes to all board members, chapter membership, and the national office
- Maintains a copy of all minutes of the past four years
- Maintains the chapter calendar and submits it to the national office

Continuing Education Chair:

Job Description: The CEU/program chair plans and coordinates continuing education meetings for the chapter through the year. The chair presides over the program

committee and facilitates the logistics of the event including: location, registration, speaker management, food/beverage, audio/visual and marketing/promotion of the programs. The CE chair works in coordination with the chapter officers and membership to determine the educational needs of the chapter.

Best practices:

- Provide annual program budget
- Submits the activities/goals for the year
- Provides verbal/written reports for the chapter executive board meetings
- Applies for chapter/maintains chapter accreditation
- Establishes speaker honoraria for educational meetings and Annual Symposium
- Fee for educational meetings and symposium to be determined by the board
- The symposium registration fee will be waived for all board members working on symposium and symposium planning committee and speakers attending the conference

Legislative Chair:

Job Description: Legislative chairs play a critical role in chapter leadership and advising/mentoring members. By participating in ongoing, two-way communication with the national office and/or Health Policy Committee, the legislative chair can convey relevant information from national office and Health Policy Committee to the chapter board for review and/or action. The legislative chair participates in state-level policy collaborations with other APRN and child health groups and advises the chapter board on state legislative and regulatory activities.

Because policy is critical to each member's professional practice, it is essential that the legislative chair develop and use tools to educate chapter members about legislative and regulatory priorities requiring grassroots action. The national office shares resources on its state-level repository and advocacy resources web pages. If you have a great tool, please share with healthpolicy@napnap.org so that it can be uploaded to the website for other chapters to use. In addition, the legislative chair can gain valuable insight by attending legislative and/or chapter leader trainings hosted by the national office via webinar or in-person at the national conference.

Chapters are required to contact healthpolicy@napnap.org if they are contacted to support or oppose any federal legislation or regulations. The health policy team will assess the request and provide guidance to the chapter based on our health policy agenda and national legislative positions. Chapters are free to determine their own support or opposition for state legislation and regulation; however, those positions should align with our national Health Policy Agenda.

Best Practices:

The legislative chair will:

- Be a member of the Pennsylvania Coalition of Nurse Practitioners (PCNP)

- Attend the PCNP annual conference as well as any regularly scheduled meetings of PCNP.
- Following each PCNP board meeting, the chair will provide written summary reports at the next PA Three Rivers board meeting and for membership at large through PA Three Rivers social media and/or the community forum.
- Organize the annual donations for a basket raffle at the state conference as well as the donation to the PAC
- Communicate any information provided by the national office to the board as well as the membership via social media
- Attend Lobby Day in Pennsylvania and Washington D.C. and assist with membership attendance

Membership Chair:

Job Description: Custodian and manager of Chapter's Membership

Best practices:

- Receives lists and compares with chapter membership roster
- Participate in chapter newsletter
- Actively engages in membership recruitment and retention
- Assist with membership renewals
- Respond to inquiries regarding membership
- Contacts and welcome new members

Communication:

Job Description: Manage all email correspondences with membership and from website.

Best Practices:

- Address all email correspondences within 48 hours of being received including forwarding to appropriate people
- Assist board with mass communications to membership with the expectation the requests will be fulfilled within 48 hours

Social Media Chair:

Job Description: Maintain all social media resources for chapter

Best Practices:

- Perhaps the most important rule of having any social media presence is daily, active monitoring and posting to look fresh to the public and control any unusual activity.
- Maintain chapter website
- Make regular posts on social media websites
- Obtain canva training and assist members with canva needs
- Obtain required media training from national
- TeamPeds: Member Network online community is your best option for networking with your current members
- Social media accounts such as Facebook, Instagram and Twitter are great tools for communicating your ideas to people outside of the organization
- Avoid the use of platforms such as TikTok, Snapchat, Reddit or Pinterest
- When posting content, please keep in mind that you are posting as a representative of NAPNAP and your chapter so the views must align with those of our organization. Please regularly review our position statements and official statements to stay up-to-date.

- **Facebook: Must use page concept.**

- In order to properly use a Facebook page, a chapter must fulfill the following requirements:
 - A profile picture that remains static. This could be your logo or an image that your chapter can live with for a very long time. You should upload an image of at least 500×500 pixels. In order to get the necessary square perspective, you can put your logo on a white square background. Note: Facebook's system will reduce the image when viewing on a desktop.
 - A cover photo that can change seasonally. This is a wide rectangular image used in the background on the top of your page. This image displays at 828×315 pixels so look for an image that can be cropped to be long and lean.
 - Success on engaging members and the public is dependent on active posting. Plan to post daily – news about your chapter, child health updates or advance practice issues. At a minimum, you should post at least four times per week.
 - Your social media managers are responsible for maintaining the Facebook page. This includes publishing posts, images and videos as well as monitoring comments posted by consumers and deleting malicious or spam comments. Additionally, the national office will review the page to ensure it is within the organization's guidelines on a monthly basis.

Community Outreach and Social Chair:

Job Description: Coordinate fundraising events, community service events, and social gatherings for chapter in order to promote advocacy for children and build comradery within the chapter and community at large.

Best Practices:

- Assist with chapter community service events
- Plan and assist with social gatherings for chapter

Student Liaison Chair:

Job Description: Coordinates chapter activities with student involvement

Best Practices:

- Attends board meetings as able
- Assists in recruiting students to attend educational offerings and involvement in community outreach
- Encourages other student involvement

School Nurse Liaison:

Job Description: Provides connection with school nurses in the area who are nurse practitioners with chapter

Best Practices:

- Provides information to school nurses from chapter
- Encourages membership in NAPNAP
- Liaison with school nurse SIG at national
- Supports Continuing Education Committee with attaining Act 48 approval for CE events sponsored by the chapter.

Emeritus Chair:

Job Description: Provides a link to retired members to encourage continued involvement in NAPNAP

Best Practices:

- Coordinates communication with retired members
- Work to establish a mentorship program with new graduates
- Provide insight and information to the board

- Address issues unique to those who are retired so the chapter can be supportive of their needs
- Assist with professional issues as they arise
- Promote life-long learning to our retired members

Revised: 10/2023