

THE OHIO ASSOCIATION OF SCHOOL NURSES



BOARD OF DIRECTORS HANDBOOK

2015

THE OASN BOARD OF DIRECTORS

The OASN Board of Directors is composed of six (6) elected officers, **President, President-Elect, Vice-President, Secretary, Treasurer, and NASN Representative**. In addition to these executive officers, the Board of Directors includes one representative from each of the five (5) affiliate regions, a statewide representative-at-large and the chairs of all strategic and standing committees. Each member of the Board of directors has one vote. A majority of the members of the Board constitutes a quorum.

The chairpersons of strategic and standing committees are a combination of elected officers and appointed positions. Elected officers chair the Advocacy, Program and Resources, Finance and Nomination Committees. The President appoints the chairs of Public Relations, Research, and OASN Education and Research Endowment Advisory committees subject to the approval of the Board of Directors.

The following are required attributes of a member of the OASN Board of Directors:

1. Maintains active membership in OASN, meeting all eligibility requirements for active membership.
2. Understands and agrees to fulfill the duties assigned while serving the term of office or term of appointment.
3. Possesses voting status on the Board.
4. Attends all meetings of the Board of Directors and the annual meeting of the membership.
5. Is familiar with the current OASN Strategic Plan and their identified responsibilities.
6. Transfers all property and records of the Association at the end of office or term of appointment to successor at or prior to the first Board meeting following election or appointment.
7. Participates in an OASN orientation and meets with their predecessor to review their job description at or prior to the first Board Meeting following election or appointment.
8. Is familiar with the Robert's Rules of order, newly revised.

THE EXECUTIVE COMMITTEE

The Executive Committee consists of the President, President-elect, Vice-President, Secretary, Treasurer, and NASN Representative. The Executive Committee has the authority to conduct business that requires immediate attention or action that may occur between scheduled meetings of the Board of Directors. The Executive Committee submits a report of actions taken to the Board of Directors. Four (4) members of the Executive Committee constitute a quorum.

THE PRESIDENT SHALL:

1. Provide leadership in the development and attainment of the mission and goals of OASN.
2. Preside over all meetings of the Association, the Board of Directors and the Executive and Advocacy Committees.
3. Prepare agendas for all Board meetings and the annual meeting of the membership.
4. Receive committee reports.
5. Appoint the chairpersons of the following committees: Public Relations, Professional Practice Chairs, and OASN Education and Research Endowment Advisory Committees subject to the approval of the Board of Directors
6. Appoint special committees as deemed necessary to carry out the work of the Association subject to the approval of the Board of Directors.
7. Appoint one statewide Representative-at-Large subject to the approval of the board of Directors
8. Serve as an ex-officio member of all strategic, standing and special committees except Nominations Committee.
9. Facilitate and encourage an exchange of ideas on school health and school nursing among OASN members.
10. Respond to requests for assistance from OASN members and communicate pertinent information to the membership.
11. Encourage Association representation and/or involvement with allied health or educational groups.
12. Recommend and plan for actions to promote school nursing.
13. Review the OASN strategic plan annually with the members of the Executive Committee.
14. Prepare and submit an annual report to the OASN Executive Director for electronic posting prior to the annual membership meeting.

15. Initiate and facilitate an annual performance evaluation of the OASN Executive Director.
16. Support the goals of OASN and perform all duties as may be assigned by the Board.
17. Recognize the Board of Directors at the annual meeting/banquet.
18. Mentor successor.
19. Preserve documents for the OASN archives to be held by the OASN Executive Director.
20. Upon election, the new President will communicate with the Membership Chair to revise and provide a signed membership letter for new and renewed members.
21. The President, in consultation with the NASN Director and OASN Executive Director, will decide who attends the leadership academy at the NASN Conference after receiving content of the training.
22. Serve as the installing officer for the new Board of Directors and elected officers at the annual meeting.
23. Send notices 10-12 days prior to all meetings.
24. Serve as chair of Advocacy Committee.
25. Have access to the current method for sending electronic alerts to the membership.
26. In the vacancy of the Executive Director position, shall assume and delegate the Executive Director responsibilities.

Term of office: (2) years, elected in even-numbered years

THE PRESIDENT-ELECT SHALL:

1. Attend all meetings of the Board of Directors, Executive Committee and the annual meeting of the membership.
2. Serve as chair of the Nominations Committee.
 - a. Prepare a ballot with a slate of candidates for office to be presented to the membership prior to the annual meeting according to the directives of the by-laws.
3. Serve on the Finance and Advocacy Committee.
4. Perform other duties as delegated by the President.
5. Preside over meetings in the absence of the President.
6. Succeed to the unexpired term of the President in the event the President is unable to serve or fulfill the duties of the office and serves the term for which elected.
7. Establish and maintain a network of communication among the regions of the state and their members.
8. Prepare and submit an annual report to the OASN Executive Director for electronic posting prior to the annual membership meeting.
9. Participate in the annual review of the strategic plan.
10. Review the Board of Directors handbook and recommend revisions to the Board of Directors.
11. Mentor successor.
12. Preserve documents for the archives to be held by the OASN Executive Director.
13. Have view only access to the online computer software program as member of the Finance Committee.
14. Be trained in accessing the website in order to assist the Executive Director as needed.

Term of office: Two (2) years as President- Elect; progresses to term as president for two (2) years. The President-Elect is elected in the even numbered years.

THE VICE-PRESIDENT SHALL:

1. Attend all meetings of the Board of Directors, Executive Committee and the annual meeting of the membership.
2. Serve as chair of the Conference Committee.
 - a. Work closely with committee members and OASN Executive Director to plan the annual OASN conference/membership meeting/banquet.
 - b. Secure site, arrange for speakers, corporate and organizational displays and sponsors, print conference materials.
 - c. Provide all conference registration details to members and others interested in attending.
3. Finalize all program plans with the Conference committee
4. Preside over the meetings in the absence of the President and President-Elect.
5. Participate in the annual review of the OASN Strategic Plan.
6. Prepare and submit an annual report to the OASN Executive Director for electronic posting prior to the annual membership meeting
7. Preserve documents for the archives to be held by the OASN Executive Director.
8. Mentor Successor.

Term of Office: Two (2) years. Elected in the odd-numbered years.

THE SECRETARY SHALL:

1. Attend all meetings of the Board of Directors, Executive Committee and the annual meeting of the membership.
2. Record the proceedings of all Board of Directors meetings, Executive Committee meetings and the annual meeting of the OASN membership.
3. Conduct correspondence as directed by the President and Board of Directors.
4. Send copies of the minutes to each Board member and Regional Presidents.
5. Support the mission and goals of OASN and perform duties as may be assigned by the President or the Board of Directors.
6. Disseminate Board of Directors roster to the Board members by first fall board meeting and update as needed.
7. Participate in the annual review of the OASN Strategic Plan.
8. Prepare and submit minutes from the previous annual meeting (including all reports) to the OASN Executive Director for electronic posting prior to the annual membership meeting.
9. Mentor successor.
10. Send electronic news Alerts to membership as requested.
11. Submit minutes of annual membership meeting to Vice-President for inclusion in conference materials.

Term of office: Two (2) years, elected in the even-numbered years

THE TREASURER SHALL:

1. Receive all monies of the Association, pay bills, and disburse funds as directed by the Board of Directors.
2. Maintain all financial records of the Association.
3. Present a written report at the annual meeting of the Association and at other times as requested by the Board of Directors.
4. Serve as the chair of the Finance Committee
5. Support the goals and mission of the Association and perform the duties as may be assigned by the President or Board of Directors
6. Secure a professional review of the OASN financial books at the conclusion of the fiscal year
7. Attend all meetings of the Board of Directors, Executive Committee, and the annual meeting of the membership.
8. Act as consultant to the Finance Committee for one (1) year after leaving office as Treasurer.
9. Participate in the annual review of the OASN Strategic Plan.
10. File any necessary tax reports. The OASN tax exempt federal identification number (FIN) is 34 1222 680. OASN is a non-profit 501 c 6 organization. The FIN must be used when applicable in making financial transactions. A statement of non-profit status, including the FIN may be provided to those making purchases (e.g., annual conference).
11. Mentor successor.
12. Update Expense Voucher Form as needed including mailing address.
13. Require actual receipts for qualified expenses from Board Members requesting reimbursements.
14. Participate in annual review of the reimbursement rates for mileage and lodging.
15. Upon completion of term of office, transfer Board of Directors Handbook to new treasurer within 30 days.
16. Upon completion of term of office, transfer all financial records and Association owned financial books to new treasurer within 30 days.
17. Determine location / Preserve these records permanently in safe deposit box:
 - a. Articles of Incorporation
 - b. Bylaws – Any revision of bylaws must be sent to the Secretary of State.
 - c. Copy of filed 1023
 - d. IRS Determination Letter
18. Update OASN policies based on IRS guidelines.
19. Provide training to the incoming Treasurer-Elect training in current financial recordkeeping methods.
20. Provide monthly Profit and Loss Report and a Budget Vs. Actual Report to the executive board members.
21. Follow the OASN Guidelines for Managing Funds.

Term of Office: Two (2) years as Treasurer, third year as consultant to Treasurer and Finance Committee.

THE TREASURER-ELECT SHALL:

1. Serve one-year mentorship to Treasurer. As a mentee the Treasurer-Elect is not an official member of the OASN Executive Board.
2. Attend all meetings of the OASN Board of Directors.
3. Succeed to the unexpired term of the Treasurer in the event the Treasurer is unable to serve or fulfill the duties of the office and serves the term for which elected.
4. Serve on Conference Planning and Finance committees.
5. Perform other duties as assigned by the Treasurer.
6. Support the mission and goals of OASN and perform duties as may be assigned by the President or the Board of Directors.

Term of Office: One (1) year as Treasurer-Elect then two (2) years as Treasurer, and one (1) year as consultant to Treasurer Finance Committee.

THE NASN Director SHALL:

1. Attend all meetings of the OASN Board of Directors, Executive Committee and the annual meeting of the membership.
2. Represent OASN on the National Association of School Nurses Board of Directors, returning Curriculum Vitae to NASN no later than June 1.
3. Attend the NASN Board meetings and Annual Conferences. If unable to attend, designate an alternate and notify the Presidents of OASN and NASN.
4. Provide leadership for membership recruitment and School Nurse of the Year nominations in Ohio.
5. Meet and confer with the Ohio Departments of Education and Health to communicate NASN policies and concerns regarding school health and school nursing.
6. Perform such other duties as assigned by the OASN or NASN Presidents.
7. Submit written reports of NASN activities and news to the OASN Board and disseminate the information to OASN membership.
8. Complete the Annual Affiliate Report, submit for OASN Board approval and forward the report to NASN prior to the NASN annual meeting.
9. Submit to the NASN office any changes or revisions in Ohio State law regarding:
 - a. Immunizations
 - b. Nurse Practice Act
 - c. Association Bylaws
10. Submit state information to NASN for publication.
11. Act as the official spokesperson for NASN in Ohio.
12. Act as the official spokesperson from Ohio to the NASN Board and at the NASN annual meeting.
13. Participate in the annual review of the OASN Strategic Plan.
14. Serve as member of the OASN Advocacy Committee.
15. Provide the NASN Board with a written report annually of concerns, needs, and activities of OASN.
16. Develop a working understanding of NASN's Operational Guidelines, Position Statements and Issues.
17. Prepare and submit an annual report to the OASN Executive Director for electronic posting prior to the annual membership meeting
18. Mentor successor.
19. Preserve documents for the archives and submit to OASN Executive Director.
20. Plan for and set up state caucus meeting at NASN conference.

Term of office: Four (4) years. May not serve consecutive terms. Terms of office determined by NASN bylaws.

THE REGIONAL REPRESENTATIVES SHALL:

1. Attend all meetings of the OASN Board of Directors.
2. Serve as elected representatives from the affiliate regions to the OASN Board of Directors.
3. Submit a report of the region's activities and concerns.
4. Serve as liaison between the affiliate region and OASN.
5. Maintain an active membership with affiliate region and OASN.
6. Communicate the proceedings of the Board of Directors meetings to the Regional membership.

7. Notify the OASN President and the Regional President if unable to attend Board of Directors meeting and arrange to send a substitute.
8. Perform duties as directed by the OASN President and Board of Directors. Examples follow:
 - a. Assist the Public Relations chair in recruiting members.
 - b. Assist the Nominations Chair in recruiting candidates for OASN elections
 - c. Assist with legislative efforts.
 - d. Compile a list of school nurses willing to share their expertise as mentors within their region.
9. Each Regional Representative is a voting member of the Board of Directors.
10. Participate in the annual review of the OASN strategic plan.
11. Mentor Successor.
12. Preserve documents for the OASN and regional archives and submit to the OASN Executive Director.
13. Collect and communicate names of attendees to NASN national conference to the NASN director, OASN president and OASN executive director.
14. At the summer board meeting each year, the regional representatives should be advised of potential regional donations that could be made to OASN and NASN for upcoming fiscal year (i.e., baskets for Ohio School Board Association Trade Show, OASN basket, NASN basket, etc.)
15. Prepare and submit an annual report to the OASN Executive Director for electronic posting prior to the annual membership meeting
16. Provide the Executive Director updated membership forms each September for use in recruiting new members for the region when exhibiting at conferences.
17. Provide the OASN Membership Chair with updated membership lists at least twice annually.
18. Serve as a member of the OASN Public Relations and Nominating Committees.
19. Post activities, awards, etc. on the OASN Facebook.
20. Submit Regional continuing education events for posting on the OASN website.

Term of office: Two (2) years. One representative elected from each of the affiliate regions.

THE REPRESENTATIVE-AT-LARGE SHALL:

1. Be appointed by the President subject to the approval of the Board of Directors.
2. Attend all meetings of the OASN Board of Directors and the annual meeting of the membership.
3. Perform such duties as assigned by the Board of Directors.
4. Prepare and submit an annual report to the OASN Executive Director for electronic posting prior to the annual membership meeting.
5. Participate in the annual review of the OASN strategic plan.
6. Mentor successor.
7. Serve as a member of the OASN Advocacy and Public Relations Committees.
8. Preserve documents for the archives to be held by the OASN Executive Director.
9. Represent OASN at meetings, when able, on school health or other subjects of interest to the Association when the Executive Director cannot attend.

Term of appointment: Two (2) years coinciding with term of appointing OASN President.

EXECUTIVE DIRECTOR SHALL:

1. Represent OASN at meetings and programs as directed by the OASN Board of Directors.
2. Assist President and Executive Board with overall business of OASN.
3. Develop and implement a plan for filing pertinent OASN information and memorabilia.
4. Consult with and advise OASN Board members as requested.
5. Work with the Conference Committee Chairperson to plan and implement the annual OASN conference.
6. Confirm conference registrations and work with the OASN Treasurer to secure all registration fees and monies.
7. Receive appropriate mail addressed to OASN and disperse and respond accordingly in a prompt manner.
8. Represent OASN in legislative matters whenever directed to do so by the OASN president or Board of Directors.
9. Assist membership chairperson in recruiting eligible school nurses throughout Ohio to OASN.
10. Serve as a member of the Strategic Planning Committee and participate in its annual review.
11. Assist with publicity for school nursing throughout Ohio.
12. Other duties as assigned by the Board of Directors.
13. Not vote or hold office.
14. Prepare and submit an annual report to the Secretary for electronic posting prior to the annual membership

meeting.

15. Serve as ex officio member of committees (Conference, Public Relations and Advocacy).
16. Attend ONA CNE providership updates for OASN. Serve OASN as the Primary Nurse Planner/Chair of the CE Committee.
17. Maintain and archive all documents as received and generated by the officers and members of OASN.
18. Maintain oasn.org website.
19. Collaborate with Public Relations Chair to develop social media outlets for promoting the goals of OASN including Facebook, twitter, and others as requested by the OASN Board.
20. Secure and post current information on the OASN website.
21. Assist conference committee to secure sponsors for the Annual Conference.
22. Post the Board of Directors' reports electronically prior to each Board meeting.
23. Coordinate electronic News Alerts to membership on an as needed basis for timely distribution of information.
24. Train at least one additional member to edit and manage the oasn.org website in the event the Executive Director is unable to do so.

The OASN Executive Director is an employee of OASN. The Board of Directors determines hiring and termination of position per contract.

STRATEGIC AND STANDING COMMITTEES

STRATEGIC: Advocacy, Public Relations, Membership, Conference, Professional Practice

STANDING: OASN Education and Research Endowment Advisory, Finance, Nomination, CE Providership

All Chairpersons shall serve a two year term and have full voting privileges. Chairpersons who are appointed may serve consecutive terms at the discretion of the President.

STRATEGIC COMMITTEES

ADVOCACY –

The president shall serve as the chairperson of the Advocacy Committee. Committee members include: Executive Director, President, President-Elect, Secretary, Representative-at-large, Legislative policy advisor

1. Monitor state legislative activity that is a concern to school nurses
2. Attend all Board meeting and annual meeting of the membership
3. Be knowledgeable about the legislative process
4. Educate the board and OASN membership on the process of developing legislation
5. Educate the Board and OASN membership on the status of pending legislation
6. Collaborate with the legislative policy advisor on legislative issues pertinent to the concerns of Ohio School Nurses
7. Advocate for School Nurses and for the health and safety of Ohio's school children
8. Communicate to the OASN Board when legislative issues arise requiring immediate attention
9. Participate in the review the strategic plan
10. Prepare written report to the board
11. Mentor successor
12. Shall be the ex officio member
13. Provide support and resources for membership in advocating the role of school nurses.

PUBLIC RELATIONS-

The President shall appoint the chairperson(s) of the public relations committee. The committee chair(s) shall appoint members of the committee.

PUBLIC RELATIONS CHAIR(S) SHALL:

1. Promote statewide efforts regarding the mission, goals, and concerns of OASN.
2. Promoting the visibility of school nurses and school nursing through published articles and other media (Facebook, Twitter, etc.) throughout the state.
3. Coordinate media coverage of activities and events with the OASN affiliate regions

4. Prepare and submit press releases to the hometown newspapers of the newly elected officers and award recipients within four weeks of the election/award.
5. Participate in the annual review of the OASN strategic plan
6. Attend all meetings of the OASN Board of Directors and the annual meeting of the membership. Notify President if unable to attend and send designee or written report.
7. Prepare and submit an annual report to the OASN Executive Director for electronic posting prior to the annual membership meeting.
8. Participate in the annual review of the OASN strategic plan.
9. Preserve documents for the archives.
10. Mentor successor.
11. Work with the Membership Chair in recruitment and retention activities.

MEMBERSHIP

The President shall appoint the chairperson(s) of the Membership Committee. The committee chair(s) shall appoint members of the committee.

MEMBERSHIP CHAIR(S) SHALL:

1. Promote recruitment and enrollment of all school nurses eligible for membership in OASN
 - a. Keep a record of all known school nurses in the state of Ohio with assistance from affiliate regions.
 - b. Keep up-to-date files with names, addresses, electronic information, telephone numbers, school district of employment and county of residence of known school nurses.
2. Recommend to the Board of Directors the electoral regional boundaries
3. Participate in the annual review of the OASN strategic plan
4. Attend all meetings of the OASN Board of Directors and the annual meeting of the membership. Notify President if unable to attend and send designee or written report.
5. Work with Regional Representatives and Representative-at-Large to market and disseminate membership information to potential members
6. Keep the Board of Directors informed of membership status
7. Preserve documents for the archives.
8. Prepare and submit an annual report to the OASN Executive Director for electronic posting prior to the annual membership meeting
9. Mentor successor.
10. Serve as a liaison to NASN Membership Director
11. Coordinate with Board of Directors to maximize awareness of membership benefits.
12. Communicate with Regional Representatives and/or Presidents to promote membership growth.
13. Send President's welcome letter to new and returning members and communicate with existing members concerning renewal/lapse status.
14. Is a member of the Public Relations committee.

CONFERENCE

The Vice-President shall be the chairperson of the Conference Committee.

CONFERENCE CHAIR SHALL:

1. Appoint members to plan, coordinate and evaluate the annual conference.
2. Work with the OASN Primary Nurse Planner (Executive Director) to manage continuing nursing education.
3. Attend all Board of Directors meetings and the annual meeting of the membership. Notify President if unable to attend and send designee or written report.
4. Appoint members of the committee subject to the approval of the Board of Directors at the Fall Board Meeting.
5. Work closely with the Executive Director in planning the conference.
 - a. Secure vendors and speakers for the conference.
 - b. Secure a location for the conference at least one year ahead of time.
 - c. Provide registration details to the membership.
 - d. Work with the OASN Treasurer to secure all registration fees and monies.
 - e. Plan and coordinate the Banquet with the Awards chairperson and President.
6. Prepare an annual report for the membership.
7. Participate in the annual review of the OASN Strategic Plan.
8. Preserve documents for the archives.
9. Mentor successor.

CE PROVIDERSHIP CHAIR SHALL:

1. Manage continuing nursing education programs.
2. Has completed ONA Primary Nurse Planner training.
3. Provide training of nurse planners utilizing OASN Providership.

PROFESSIONAL PRACTICE

Shall be comprised of subcommittees promoting the professional practice of School Nursing.

The President shall appoint the chairperson(s) of the Professional Practice Committee subject to approval of the Board of Directors. The Committee Chairperson(s) shall appoint members to represent research and professional issues.

PROFESSIONAL PRACTICE CHAIR SHALL:

1. Appoint members to represent professional practice issues (which may encompass research, evidenced-based practice, education and administrative sub-committees)
2. Attend all Board of Directors meetings and the annual meeting of the membership. Notify the President if unable to attend and send a designee or written report.
3. Promote and coordinate the professional practice efforts and interests of OASN.
4. Align OASN professional practice efforts with Ohio regions and NASN in collaboration with NASN representative.
5. Increase the knowledge and skill level of the membership in grant writing, evidence-based practice and research practices at the regional and state levels.
6. Establish the criteria and funding of the professional practice awards in collaboration with the Awards Chair.
7. Receive and review all written statement proposals for professional practice awards.
8. Present and recognize professional practice award winners at the annual conference.
9. Collaborate with Ohio institutions offering school nurse licensure programs in the promotion of professional practice projects/issues.
10. Monitor current professional practice topics related to school nursing and report back to the Board of Directors.
11. Identify and disseminate to the membership available resources/information about potential professional practice grant funding sources.
12. Identify significant issues that impact the health of school children and or the practice of school nursing which require written position, resolution, or response statements for the Association.
13. Receive and review all written position statement proposals for consideration.
14. Draft and submit position statement proposal to the Board of Directors for approval.
15. Submit position statement proposals for the consideration and approval of the membership at the annual meeting of the Association or through the newsletter or with a special mailing.
16. Participate in the annual review of the OASN strategic plan.
17. Prepare an annual report for the membership and submit to Vice-President.
18. Preserve research grant applications for successor.
19. Give handbook to and mentor successor.
20. Attach application for grant to handbook or find online.

STANDING COMMITTEES

OASN EDUCATION AND RESEARCH ENDOWMENT ADVISORY

The President shall appoint the chairperson(s) of the OASN Education and Research Endowment Advisory Committee. This committee will consist of the following members from OASN: the President/Executive Director, Treasurer, Awards Representative, Professional Practice/designee and the Endowment Representative. Their committee term will coincide with their term of office or by appointment by the President.

The duties of the committee will include, but not be limited to:

- 1 Meeting as needed by electronic communication to stay abreast of the Endowment Fund's current financial status and reviewing the Awards and Scholarship's designated amounts.

- 2 Reviewing annually all Scholarship and Award applications forwarded by the respective committee chairs, for final approval before the information is forwarded to CMAF for check reimbursement from the fund.
- 3 Once the specified set amount is reached (to be determined by the Board) in the unrestricted Subcategory of the Fund, developing the criteria and format for an individual or group wishing to submit a request for financial assistance to help defray the cost of offering a specific Continuing Education presentation for OASN members.
- 4 Reviewing the budget each year for the amount allotted for Event Planning and making the decision on the type and cost of the annual Endowment Event after discussion the information submitted by the Endowment Event Workgroup.
- 5 Helping to publicize the Fund by personal work or contact with both individuals and Regions.
- 6 Yearly reviewing all aspects of the Endowment Fund.

THE ENDOWMENT REPRESENTATIVE SHALL:

- 1 Facilitate planning the annual OASN Education and Research Endowment Fund Event.
- 2 Collaborate with the OASN Treasurer regarding Endowment Fund expenses to be sure that they remain within the proposed budget and that all expense vouchers are turned over in a timely manner.
- 3 Support and help to publicize all events planned to help raise money for the Endowment Fund. This can be done through Website updates and other forms of communication.
- 4 Keep a record of the history of the Fund and all reports given to the Board and the members.
- 5 Receive and file all quarterly financial reports from the Columbus Medical Association Foundation denoting investments accumulated in the OASN Fund.
- 6 Maintain a confidential record of all donations and the amount that each individual has contributed for the purpose of establishing a list of the “angel levels” for donor recognition.
- 7 Maintain an inventory of EF Pins and sending one with a Thank-you letter to all first time donors.
- 8 Prepare a yearly Report to be presented at the annual business meeting, placing a copy of it on the Website and mailing one to all previous donors.
- 9 Be a member of the OASN Education and Research Endowment Fund Advisory Committee, consisting of the President/Executive Director, Treasurer, Awards Chair and Professional Practice. Their responsibility is to approve all dispensation of monies from the Fund in accordance with the contract agreement with CMAF.
- 10 Notify CMAF, in the manner prescribed, of the winners of the Pat Baum Educational Scholarship, and the Carolyn Azbell Research Award.
- 11 With the assistance of the Regional Reps, establish a list of retiree’s contact information for future mailings.
- 12 Provide the Regional Reps with donor cards to take to their meetings along with a brief script to share with their members relating to the history and purpose of the Endowment Fund.

THE AWARDS COMMITTEE REPRESENTATIVE SHALL:

1. Attend all Board of Directors meetings and the annual meeting of the membership. Notify President if unable to attend and send designee or written report.
2. Appoint members of the committee subject to the approval of the Board of Directors at the Fall Board Meeting.
3. Publicize, promote and provide access to nomination forms and information regarding submission process for available awards.
4. Seek qualified judges and oversee selection process for award winners according to the published procedures.
5. Work with Public Relations Committee Chair to prepare and submit press releases of award winners to membership, local media and school districts.
6. Arrange for storage of President/School Nurse of the Year photos, display same photos at the annual conference, and obtain a picture with biography from the Immediate Past President for archive/display.
7. Collaborate with Professional Practice chair to select and recognize the School Nurse of the Year and any Professional Practice award at the Annual Conference.
8. Participate in the annual review of the OASN strategic plan.
9. Prepare and submit an annual report to the OASN Executive Director for electronic posting prior to the annual membership meeting
10. Preserve documents for the archives.
11. Mentor successor.
12. Recognize the outgoing president at the annual meeting.

FINANCE :

The Treasurer shall be the chairperson of the Finance Committee. The President-Elect and at least one member

appointed by the President shall comprise the Finance Committee.

THE FINANCE COMMITTEE CHAIR SHALL:

1. Prepare and present a proposed annual budget to the Board of Directors at August Board meeting.
2. Provide an annual professional review of the Treasurer's records.
3. See duties as listed under Treasurer

NOMINATION:

The President-Elect shall serve as the chairperson on the Nominations Committee.

THE NOMINATION COMMITTEE CHAIR SHALL:

1. Appoint members of the committee
2. Seek out qualified candidates for elected offices.
3. Oversee the election process.

ALLOWED EXPENSES

1. Board Members and Committee members may be reimbursed for mileage for official business at a rate of 75% of IRS rate/mile.
2. Board Members meeting for organization related business may be reimbursed for lodging at a rate determined at the first board meeting of the fiscal year. Lodging reimbursement will be limited to those board members residing greater than 110 miles round-trip.
3. Board members will be reimbursed for postage, telephone and other documented expenses for board members and committee chairs on official business.
4. The NASN Director will be reimbursed for:
 - a. Transportation to / from the NASN board meetings and NASN annual conference.
 - b. Overnight lodging.
 - c. Meals not to exceed the approved IRS rate.
 - d. NASN Conference Registration
5. The President will be reimbursed for
 - a. Transportation to / from the NASN annual conference the year of their election and the 2nd year of office.
 - b. Overnight lodging.
 - c. Meals not to exceed the approved IRS rate.
 - d. NASN Conference Registration
6. Registration fee for the OASN Annual Conference will be free for the Executive Committee Members (Executive Director, President, President-elect, Vice-President, Secretary, Treasurer, NASN Representative) and C-Vent coordinator. All other board of director members (Regional representatives, Representative at Large, Strategic Committee Chairs and Standing Committee Chairs) will receive reimbursement of \$50.00 subject to the approval of the Board of Directors and proof of incurred expense.
1. Lodging at annual conference for President, Vice-President, Executive Director, Treasurer will be provided and is non-transferrable based on double occupancy.
10. Any other expenses may be approved by a vote of the OASN Board of Directors.
11. Except as required by the By-Laws, all reimbursement will be based on the current solvency of the organization and ability to pay. Verify with the treasurer before spending budgeted monies to verify funds are available. All expenditures outside of the approved budget must be pre-approved by the Finance Committee.
10. Please note that any purchases made for OASN may be eligible for Ohio sales tax exemption.
 - a. Prior to purchasing items, board members should carry with them the Tax Exemption Form, as reimbursement for sales tax will not be included.
 - b. The form to use is included in this handbook.

Adopted as Revised October 3, 2015

Appendix:

Reimbursement form