

Indiana Association of School Nurses



OPERATING GUIDELINES

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Indiana Association of School Nurses Operating Guidelines

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Indiana Association of School Nurses, Inc.

Operating Guidelines

Common Requirements for Members of the IASN Board of Directors

(Includes all Officers and Area Representatives)

Meetings:

- Board meetings will be held 2-4 times a year per IASN bylaws.
- Board meetings locations may take place anywhere in the state at the discretion of the President.
- Board members will attend at their own expense.
- Board members are expected to attend a majority of board meetings, including electronic or online meeting (per IASN bylaws).
- Board members will notify the President if they are unable to attend.

Change of Office:

- Newly elected officers will be invited to attend the annual retreat.
- Outgoing officers will orient incoming officers to the position and provide the necessary materials from the past 3 years. This includes items such as the IASN Bylaws, Strategic Plan, Operational Guidelines and other items pertaining to the specific office.
- Outgoing officers will recommend changes pertaining to their office or committee to the executive board for consideration.

Communication:

- Board Members will submit reports to the President when requested. If the report is not emailed to the President/Board Members in advance of the meeting the board member must bring copies for Board Members to the meeting.
- The IASN Board will communicate with members through the following means:
 1. A minimum of two newsletters per year
 2. IASN website
 3. Articles in the Indiana State Nurses Association newsletter
 4. Indiana Department of Education School Nurse Listserv
- Maintain affiliations with other state nursing organizations and educational organizations.

Evaluation of Staff Members:

- Staff members will be evaluated annually by the President and President-Elect.
- Board Members will be asked to give input on evaluations through a written questionnaire.

Evaluation of IASN Activities:

- IASN Board Members will evaluate IASN activities using the Strategic Plan and Operational Guidelines.
- IASN Board Members will utilize both written and verbal evaluations.

Reimbursement of expenses:

Officers, Area Representatives, and Committee Chairs will submit projected budgets to the Treasurer/Finance Committee one year in advance of annual projects and one month in advance of short term projects for approval.

- IASN funds cannot be used for personal gifts including School Nurse Day, bereavements, weddings, etc.
- Original receipts for expenditures must be submitted to the Treasurer within one month of expenditure.
- Reimbursement for the NASN Annual Conference and travel expenses will be offered the IASN Director or alternate and the IASN President or President-Elect or alternate. An additional IASN member may attend the conference at IASN expense with Board recommendation and approval. The covered expenses include:
 1. NASN conference fee if not covered by the individual's school system
 2. Travel expenses to and from the conference
 3. Hotel room at the double room rate
 4. Per Diem rate for food that excludes alcohol
 5. Original receipts must be submitted to Treasurer within one month of conference.
- IASN Board may offer members reimbursement for expenditures incurred when providing services to IASN projects. Examples are mileage, reimbursement for materials, or a discounted conference fee.
- IASN Board approval for expenditures is necessary for all reimbursements.

Affiliations

IASN will maintain affiliations with other professional organizations as approved by the Board. Partnerships with other professional organizations can be helpful with legislative and educational issues, as well as a means to educate other professionals about school nursing.

This page was updated in March 2015 to reflect changes voted on by the Board of Directors on January 20, 2015.

Duties of IASN Officers

Duties of IASN President

Eligibility and Term of Office:

The President will serve a two year term of office after finishing the term as President-Elect. The responsibilities of the President shall include the *Common Requirements for Members of the IASN Board of Directors* and the following duties:

The President shall:

- Act as the official spokesperson for IASN
- Promote the mission and goals of IASN
- Provide leadership for IASN
- Conduct evaluations of IASN staff
- Initiate and preside over Board meetings and the Annual meeting
- Provide direction for the Executive Director with collaboration of the IASN Board
- Provide agenda for Board meeting
- Sign IASN checks as the second signature
- Attend NASN conference with reimbursement by IASN
- Attend IASN annual conference with reimbursement by IASN
- Attend area meetings or send a designee
- Act as an Ex-officio member of the finance, legislative and education committees, and other committees per the Bylaws
- Collaborate with NASN, state agencies and professional organizations
- Prepare letter of nomination for NASN Fellow and other awards
- Sign contracts for IASN approved by the Board or may designate the Executive Director to sign for IASN
- Write welcome letter to new members
- Install new officers
- Keep log of all activities for incoming President
- Notify NASN and liaison organizations of new officers/appointees
- Disseminate information and activities of President in a timely manner to the IASN Board and members as appropriate
- Oversee preparation of annual report of IASN activities and finances
- Communicate with general membership through President's message in IASN's newsletter
- Delegate activities as needed

Duties of IASN President-Elect

Eligibility and Term of Office:

The President-Elect will be elected in even numbered years and will automatically succeed the office of President at the expiration of the President's term. The President-Elect will serve a term of two years and will act for the President in the absence of the President.

Candidates for President-Elect must be Active members of the Association who are currently working in school nursing. (NASN bylaws Article VI Section 3B) (IASN bylaws Article VI)

The responsibilities of the office of President-Elect shall include the *Common Requirements for the Members of the IASN Board of Directors* and the following duties:

1. Familiarize self with the organization, bylaws, issues, goals, and needs
 - Collaborate with the President on meeting needs of members and completing executive tasks
 - Chair the Annual Conference Committee and participate on other committees as directed by President
 - Assist the President in planning the Board and general business agendas
 - Attend meetings of the Board of Directors and the Executive Committee
 - Evaluate IASN staff members in collaboration with the President
2. May attend the National Association of School Nurses conference
 - May attend pre-conference leadership session
3. Assist in leading specific areas at regional meetings
 - Speak to new IASN members with President
 - Prepare opening comments for regional conferences (welcome)
 - Assist with awards presentations
 - Other duties as assigned

Duties of Immediate Past President

The responsibilities of the Immediate Past President include the *Common Requirements for the Members of the IASN Board of Directors* and the following duties:

- Serves as member of the Board of Directors and the Executive Committee
- Serves as chairperson of the nominating committee
- Acts as a mentor and resource for the President
- Represents IASN at meetings per the request of the President
- Installs new officers

Duties of the Secretary of IASN

The Secretary works closely with the President and other officers. The responsibilities of the Secretary include the *Common Requirements of the Members of the IASN Board of Directors* and the following duties:

- Maintain all official records of the organization including:
 1. Accurate minutes from past meetings
 2. Current membership list
 3. Organizational documents such as Bylaws, Strategic Plan, Operating Guidelines, and Committee Rosters
- Participate at meetings of the organization by:
 1. Recording minutes
 2. Working with the President to be sure necessary supplies are present
 3. Bringing a copy of organizational documents to each meeting for reference
 4. Submitting minutes of previous meeting for approval
 5. Making corrections to the official copy of the minutes per the direction of officers by striking out incorrect information and writing corrected information above the strike out, in the margin or at the end, with the note “ordered corrected as appended”
 6. When minutes are approved, write “approved”, date of meeting, and sign minutes
 7. Help determine the presence of a quorum at meetings
- Write and mail all notices and correspondence at the direction of the President including election ballots
- Write accurate minutes that reflect a summary of actions taken at each meeting. Minutes are the formal, legal, permanent record of all the business conducted at each meeting. Minutes should include the following:
 1. Type of meeting
 2. Name of organization
 3. Time, date and place of meeting
 4. Names of the presiding officers serving at the meeting
 5. Names of members present
 6. Approval of the previous minutes and any corrections
 7. Summaries of verbal reports, or a copy of a written report
 8. Exact final working of all main motions, with the names of members making and seconding motions
 9. Motions that have been tabled or postponed
 10. Points of order raised and appeals made, with the chair’s ruling on each
 11. Announcements such as date, time and place of next meeting
 12. Time of adjournment
 13. Signature of acting secretary
- Submit minutes to Officers and Board Members within fourteen (14) days of the meeting per email

Duties of the Treasurer of IASN

The Treasurer for the Indiana Association of School Nurses is the Financial Officer for the organization and works closely with the Officers, Board of Directors, and Finance Committee in managing the Organization's financial matters including the development of the annual budget and accounting for all income and expenses.

The responsibilities of the Treasurer include the *Common Requirements for the Members of the IASN Board of Directors* and the following duties:

- Establishes bank accounts and necessary procedures for deposits and withdrawals
- Keeps records of deposits and expenditures using a computerized bookkeeping system
- Pays authorized bills and monthly contracts
- Supervises receipt of all monies through audit of monthly bank account statements
- Reconciles dues payment for new members through the monthly Members in Good Standing (MIGS) report
- Presents current financial report of the organization, showing income and expense statement and balance sheet at Executive Committee, Board of Directors, and Annual meetings
- Submits written proposed budget to the Board of Directors no later than December 1st with copy of the budget to members
- Signs, mails, and keeps a copy of the required income tax forms, with help of a CPA, if available, by required dates
- Files IRS Form 1099 statement for Executive Director – due date to file to recipients is January 31, and to IRS along with transmittal form and to State along with Form 599 is February 28
- Arranges for a thorough audit/review by a CPA or other qualified person of all the organization's financial transactions (check bank statements, deposit slips, journals, receipts, etc.) at the end of the term of outgoing Treasurer
- Arranges for internal audit yearly
- Orients the incoming Treasurer to banking procedures and arranges for transfer of funds and updated authorization of signature cards on all accounts

Financial Procedures

- The IASN fiscal year is a calendar year.
- Finance committee will meet annually. The committee reviews financial health of the organization through accurate printouts of all income and expense in all budget categories and helps develop the annual budget and long range financial plans.
- BOD/Committee chairs keep receipts of expenditures and submit documentation and receipts to Treasurer for reimbursement within 30 days.
- Pay reimbursement expenses submitted within 30 days of receiving the expense reimbursement request.
- Require documentation of expenses such as receipts, itemized paid bills, or similar statements. A canceled check, by itself, is not an acceptable voucher.
- Develop a budget to be used as guidelines for planning all aspects of the organization and protection against financial difficulties. A 6-month operating reserve will be maintained. It is recommended that IASN keep 12 months operating expenses in reserve.

Budgets

Budgets are based on estimated income and estimated disbursements of expenses. A budget is a guideline. It can be changed or modified at any meeting by a vote of the Board of Directors.

- The Finance Committee should review actual past income and expenditures; determine the cost of any special projects, estimate income, and estimate expenditures. Estimates of income should be based on past actual income.
- No later than December 1st, the proposed budget should be presented to the the Board of Directors and voted upon for adoption. The vote must be recorded in the meeting minutes.
- Update the budge in June. Compare what the original budgeted amount was with the actual amounts.
- Budget reports should be presented at Executive Committee, Board of Directors, and general membership meetings.

Received Money

- The person in charge of the special event and one other person will count all monies received. This includes all cash and checks.
- The Cash Verification form is to be used to record the amount of money received. (Appendix A)
- All individuals counting the money must sign the cash verification form.
- The money and cash verification form are to be given to the Treasurer who will verify the information on the cash verification form and recount the money.
- The money is to be deposited into the IASN bank account as soon as possible.
- The deposit is to be recorded in the organization's official ledger and checkbook.
- All receipts are to be reported to the Board and recorded in the minutes of the IASN Board meeting.

Banking

- IASN monies are to be deposited into the IASN bank account within 24 hours by the Treasurer. Because this money belongs to the membership it should never be in the possession of a Board member longer than 24 hours.
- Never deposit IASN funds into a personal bank account. Never use the IASN checking account to keep personal money. It becomes part of IASN's gross receipts and the bank reports that to the IRS. It is called commingling when monies not yours are placed in your account.
- Attach bank receipts and cash verification forms to the monthly bank statement.
- All transactions are to be recorded in both the ledger and in the checkbook. Maintain a copy of the deposit slips.
- Back up computerized records routinely.

Disbursements

- All monies belong to the membership.
- The Executive Committee is responsible for the business of the organization. The Treasurer should have a detailed budget and a list of programs and activities that are approved by the Board of Directors. This allows the Executive Committee to pay the bills if they are in the budget and part of the approved activities.
- Anything not in the budget **MUST** be approved by the Board of Directors before it can be spent.
- A reimbursement request and reconciliation form or a travel reimbursement request and reconciliation form is required for reimbursement of expense incurred in the performance of the officer's duties. (Appendix B)

Check Writing

- Sound business practices and bookkeeping necessitates the use of checks to pay bills. This gives the organization a written record of all expenditures.
- NEVER pay bills by cash.
- Pay all bills promptly.
- All checks over \$500 must have two (2) signatures – they must be those of elected officers of the organization who are designated to sign checks.
- The individuals designated to sign checks must not be related by marriage or other family relationships and cannot be living together.
- When a check is written, be sure the date, amount and payee are correct. Note the reason for payment on the front of the check.
- If a mistake is made in the date when writing a check, it can be correct but must be initialed by the writer of the check.
- If the error is in the amount or the name of the payee, void the check. Remove the check from the checkbook and keep it. It must be attached to the bank statement.
- All voided checks must be accounted for.
- NEVER sign a blank check. Make sure that at least the payee is designated, and preferably also the amount.
- NEVER, for convenience, have a few signed checks for the President or have the President sign a few for you.
- The Treasurer is the primary financial officer for IASN.
- The Treasurer is the custodian for the IASN checkbook.
- The IASN President is never the custodian of the IASN checkbook.
- There must be enough funds in the bank account to cover the amount of a check before the check is written. It is illegal to write a check for funds not yet deposited.

Bank Statements

- The Treasurer will receive a monthly bank statement from the bank(s) regarding the status of the IASN account(s). The bank statement will contain:
 - The account balance as of the last statement
 - All deposits since the last statement
 - All disbursements made since the last statement
 - All interest received since the last statement

- The current balance as of the date of the statement
- Keep the IASN checkbook balanced at all times. Reconcile the statement as soon as it comes. Check the statement for accuracy and look for errors that might have been made either by IASN or the bank.
- When the bank statement is reconciled with the IASN account(s) print the report and attach it to the bank statement.
- Do not ignore notices from the bank regarding the IASN account. Follow up with the bank and the Board of Directors to resolve the issue.
- If a check is returned for insufficient funds it is the Treasurer's job to contact the person who wrote the check and make arrangement for repayment of both the amount of the check and the bank charges.
- NEVER discuss this with anyone other than the President, and then only if you are unable to recover the money. If the President chooses to enlarge the discussion it should be limited to the Executive Committee.

Reports

A Treasurer's report must be given to the membership with an accounting of all financial matters including income and disbursements. All of the Treasurer's reports must be recorded in the minutes of meetings.

- The report can be distributed by electronic mail, read at the Board meetings or Annual meeting, or copies can be distributed to all members attending the meeting.
- There must be written copies signed by the Treasurer for the President and the Secretary.
- Oral reports may be brief. Written reports must be detailed. The report must contain all receipts, all disbursements, and any other financial transactions and the current account balance for the IASN bank accounts.
- If there are other reports involving the collection or exchange of IASN funds, such as membership or fundraising, a written report is to be submitted to the Secretary for inclusion in the minutes.
- All reports given to the recording Secretary for inclusion into the minutes should be signed and dated in blue/black ink.

Audits/Reviews

All finances begin and end with the audit/review. They protect both the incoming and outgoing officers, and let the membership know that their money is being handled in a safe manner. An audit/review is to be requested when a financial officer or anyone who signs checks or receives money resigns. The incoming financial officer (Treasurer) or the President should request the audit/review.

An audit committee will be appointed to do the review of the books.

- The committee should include an officer and at least one or more IASN members.
- Persons who have access to the checkbook, bank statements, or who sign checks cannot serve on the audit committee.
- Audit committee members cannot be married, be members of the same family or reside at the same address.

The duties of the audit committee include:

- Reviewing all ledgers, receipt books, bank statements and checkbooks to determine that all items are properly recorded and all monies are accounted for
- Report back to the membership on the state of the financial records; note the correct balance to the date of the audit; the total receipts, disbursements and any outstanding deposits or checks

The Treasurer must make a copy of all reports, as they are readied, for the audit committee to review. The audit committee must have the following items:

- Annual financial report
- Monthly financial reports
- Other items affecting the audit
- Audit/Review form (Appendix C)

Audit Preparation Checklist

Financial records should be put in order for the auditing process. The outgoing Treasurer cannot pay bills after the end of the fiscal year.

The Treasurer shall deliver the following to the auditor(s):

- A copy of the last audit report
- Current standing rules
- Software register and canceled checks, if available from the bank (including voided checks)
- Bank statements and deposit records
- Reimbursement requests
- Cash receipts
- Itemized statements and receipts of bills paid
- All financial reports
- Monthly reconciliation reports
- The annual end-of-year Treasurer's report
- Copies of Board of Directors and Executive Board minutes, which would include and adopted budget, as well as any amendments that were approved during the year
- Any other information requested by the auditor

Audit Procedure Checklist

- Check to be sure all financial materials requested are available
- Include bank name, type of account and the account number on each report
- Check off items as they are reviewed in red ink
- Do not correct errors
- Simple errors do not need to hold up the audit. Find the error, make a note of the correction needed and report it to the Treasurer to be corrected.
- Make notes as to how to correct errors and include in your report.
- Start the audit with records posted after the last audit. Check to see if the amount shown on the bank statement corresponds to the starting balance recorded in the computer program and the ending balance of the last audit.

- Reconcile each month's bank statement with the canceled checks. Also make sure that every check written is substantiated with a reimbursement request, and receipts or bills showing the reason for the disbursement.
- Verify that all income and expenditures are allocated into the same categories that constitute the approved budget.
- Make certain that money collect for a specific purpose (special projects, scholarship funds, etc.) have been so disbursed.
- Check minutes to see if expenditures were authorized.
- Check event reports to verify receipts and expenditures.
- Reconcile each deposit slip with bank statements and computer entries. Make sure additions and subtractions are correct in all instances.
- Check all cash receipt slips issued and verify with proper entry in computer program.
- Check Treasurer's reports and annual Treasurer's report for accuracy.
- Ask the Treasurer to correct errors. The auditor does not correct errors, but marks them for the Treasurer to correct before the auditor can verify that the audit is complete and the financial records for the organization are correct.
- After any errors have been corrected and the President is satisfied that the financial accounts are corrected, draw a double line across the transaction report where the audit concludes, and sign and date using red ink.
- If a ledger is used auditors draw a double red line to note ending period for the audit. If the financial records are computerized, then indicate the ending period for the audit in red font color on the official hard copy and on the computer document.
- The audit report must be adopted by the membership, recorded in the minutes and a signed copy placed into the minutes.

Audit Report Checklist

When audit is concluded the audit committee prepares an audit report for each account. The report should include:

- The beginning balance (ending balance from last audit)
- All expenditures
- All deposits
- Outstanding checks
- Outstanding deposits
- The ending balance
- Include a statement at the bottom of the report that indicates whether the records are correct, incorrect, or need revision
- Each member of the committee must sign the report
- Attach any recommendations to the report including a list of math or posting errors, unpaid bills, and payments authorized but not paid
- Present the audit report, with recommendations, to the Executive Board, and attach the report to the minutes
- Present the report to the membership and read the statement given on the report (see below for example of statement)
- Formally adopt the audit report with a motion and record the action in the minutes
- Attach a signed copy of the audit to the minutes

- In any question of mismanagement of funds, assistance should be sought from the Executive Director or Board of Directors. Do not make any implicit, explicit, written or verbal statements or accusations. Such actions could result in a lawsuit for libel or slander.

If the audit finds everything in order:

- Read only the statement, “The auditing committee has examined the records of the Treasurer and found them to be correct.”

If the audit finds everything is not in order:

- Read only the statement, “We have examined the books of the Treasurer and find them substantially correct with the following recommendations” or “We have examined the books of the Treasurer and find that more adequate accounting procedures need to be followed so that a more thorough audit report can be given”, or “We have examined the books of the Treasurer and find them incorrect.”
- The audit committee must submit a report to the IASN Board of Directors if the records are found to be incorrect.
- If there are questions raised by the membership, the President should state that a committee has been appointed to look into the problems and they will report back to the membership.
- The audit report must be adopted by the membership with a motion.

Transition Procedures

- Give all materials associated with the Treasurer’s position to the incoming Treasurer.
- Review the computer program, filing system, required forms and audit procedures with the incoming Treasurer.
- Orient the incoming Treasurer to banking procedures and arrange for updated authorization signature cards on all accounts.
- Conduct a professional audit at the close of the fiscal year for the outgoing Treasurer.
- During the transition period both the incoming and outgoing Treasurer participate in the development of the budget for the first year of the new term of office.

Duties of the IASN Representative to the National Association of School Nurses (NASN) Board of Directors

The responsibilities of this office include the *Common Requirements for Members of the IASN Board of Directors* and the following:

- Serves as a liaison between IASN and NASN for a 4 year elected term.
- Attends NASN Annual Conference as a representative of IASN and at the conference:
 1. Plans a state caucus meeting with IASN President
 2. Attends the Annual NASN business meeting
 3. Attends NASN Board of Directors meeting
- Attends the fall-winter NASN Board of Directors meeting
- Provides regular communication to the IASN Board of Directors and is part of the IASN Executive Committee, attending all meetings
- Provides direct communication to NASN on specific recommendations from IASN
- Provides IASN with a yearly report of activities and issues
- Represents NASN at IASN functions and serves on designated IASN committees as appropriate
- Submits information about NASN for IASN newsletters
- Serves on NASN committees as a participating member as assigned
- The newly elected Indiana NASN Director representative will be officially installed at the NASN Winter Board meeting
- In transition years, both the outgoing and the incoming NASN Director will attend the NASN national conference and board meeting.
- Solicits nominations for NASN fellow from IASN
- Assists IASN members to apply for awards and scholarships
- See National Association of School Nurses Board of Directors Job Description below:

National Association of School Nurses – Board of Director Job Description

(Refer to Section 4: Board of Directors, II, Duties. C.)

Introduction:

A National Association of School Nurses (NASN) Board of Director serves NASN as a voting member in the development and approval of Policies and Procedures governing NASN. A Board of Director has a fiduciary responsibility to the organization for appropriate business and financial decisions. A NASN Board of Director has a critical role in the success of NASN. The Board of Director's time, skills, and leadership are vital to the work and achievements of NASN. By law, the organization must be governed by a board. NASN is a nonprofit 501(c)3 organization that was formed in 1968 to provide a united voice for students' health and support for school nurses. As such, NASN's profit must be used to provide additional service to the community – NASN's members, school communities, and children. This status allows NASN to lobby for its causes but prohibits engaging in electoral politics.

Duties of Directors:

Legal Duties

1. *Duty of Care*

- a. Concerns competence in performing director functions
- b. Requires director to discharge duties in good faith, in a manner the director reasonably believes is in the best interests of the corporation, and with the care that an ordinarily prudent person would exercise in a like position and under similar circumstances
- c. Business Judgment Rule (BJR) – presumes decisions are correct so long as the judgment is plausibly rational, involves no conflicting interest, and the director has acted in a manner that she/he believes is reasonably informed
- d. To promote the likelihood that the BJR applies
 - 1) Base decisions on adequate information
 - 2) Delegate selectively and supervise carefully
 - 3) Rely only as appropriate on information provided by delegates

2. *Duty of Loyalty*

- a. Requires that the director pursue the interests of the corporation rather than any personal interests (including those of an organization in which the director has a personal or financial interest)
- b. Conflicts of interest are not prohibited but should be handled appropriately
 - 1) Disclosure and documentation of conflicting interests
 - 2) No participation by conflicted director
 - 3) Establish fairness (i.e. bidding, etc.)
- c. Corporate opportunity doctrine – a director may not divert a corporate business opportunity for personal gain (i.e. buying property that the corporation would have benefited from had the corporation purchased it)
- d. Private inurement – prohibits the corporation from paying profits to, or otherwise benefiting private as opposed to public interests (i.e. the corporation cannot distribute earnings to individuals associated with the corporation, although payment of reasonable fees for services rendered is permissible)

3. *Duty of Obedience*

Requires that a director act with fidelity, within the bounds of the law, articles of incorporation, bylaws, governing documents (policies, procedures, business practices) to further the organization's mission

4. *Duty of Confidentiality*

Requires maintaining as confidential any information NASN deems “confidential”

Board of Director Functions

1. Serve on committees or task forces as assigned
 - a. Complete committee or task force assignments within designated timeline

- b. Complete designated committee or task force assignments after term of office has ended to enable the Strategic Plan
2. Attend meetings, prepared to participate and show commitment to Board activities
3. Assume leadership role in all board activities, including fund-raising
4. Represent NASN at state affiliate meetings and disseminate appropriate Board information
5. Read all Board email and respond when necessary in a timely manner
6. Carry out fiduciary responsibilities such as reviewing the organization's annual financial statements
7. Be aware of liability risks as a board of director
8. Abide by NASN's Code of Ethics
9. Seek clarification on any part of NASN's operations that is not understood and be willing to assist new Board members in understanding NASN operations
10. Serve until replacement is installed

Board of Director Personal Characteristics

1. Ability to:
 - a. Listen, analyze, think clearly and creatively, work well with people individually and in groups
2. Willing to:
 - a. Prepare for and attend board and committee meetings
 - b. Ask questions and take responsibility for follow through on a given assignment
 - c. Contribute personal and financial resources in a generous way according to circumstances
 - d. Open doors in the community
 - e. Evaluate one's self
3. Develop certain skills if not already possessed, i.e.:
 - a. Read and understand financial statements
 - b. Learn more about the substantive program area of the organization
 - c. Advocate for and interpret NASN's Strategic Plan to others
4. Possess:
 - a. Honesty, sensitivity to and tolerance of diverse views
 - b. A friendly, responsive and patient approach
 - c. Community-building skills
 - d. Personal integrity
 - e. A developed sense of value
 - f. Concern for NASN's development
 - g. A sense of humor

Job Description – Part-time Executive Director

Definition of Position: Collaborates with the Indiana Association of School Nurses Executive Committee for the management and direction of planning, organization, administration, and evaluation activities of the IASN. Acts as Chief Executive Officer in assisting the leadership to attain its strategic goals and serves as representative and spokesperson for IASN to the general public and external organizations.

Position Requirements and Specifications:

Education Requirements: Bachelor's degree or Master's degree from an accredited university. Degree in nursing or a related field preferred.

Experience:

- Experience with association or agency administration responsibilities including organizational and fiscal management; experience in grant writing and public relations and school nursing experience preferred.
- Skill in providing innovative, creative, and visionary organizational leadership
- Effective written and verbal communication skills
- Ability to effectively use technology for communication and management functions

General Duties and Responsibilities

- Helps promote school nursing throughout the state
- Assists the President and Executive Board in conducting the overall business operations of IASN
- Assists President with the planning and organization of all IASN Board meetings
- Attends all IASN Board meetings
- Represents IASN at professional meetings and programs as directed by the IASN Executive Committee
- Represents IASN in legislative matters as directed by the IASN Executive Committee
- Consults and advises standing and appointed committees as requested
- Participates in strategic planning activities for IASN
- Presents written and verbal reports regarding activities of the Executive Director and school nursing issues
- Assists Membership Chair in identifying and recruiting new members; provides membership information to prospective members
- Acts as co-planner with the President-Elect for the IASN Annual Conference
- Receives correspondence (mail, email, and voicemail) addressed to IASN and disperses it accordingly and in a prompt manner; assists current President with correspondence
- Develops a plan for filing and conserving pertinent IASN information, memorabilia, records, and artifacts, etc.
- Maintains IASN banner, display, photographs, and other materials used for official IASN displays
- Other responsibilities as needed

Compensation and Expenses

The Executive Director's compensation for a fiscal/calendar year, including mileage, salary, and other reimbursable expenses shall not exceed \$6000. Mileage will be paid at the current federal rate. Salary at the time of this current update to the operating guidelines shall be billed at \$22 per hour and is subject to change and modification by the Board of Directors. Changes may be made after the yearly evaluation of the Executive Director position.

This page was updated in May 2015 to reflect changes voted on by the Board of Directors on April 25, 2015.

The Indiana Association of School Nurses, Inc., does not discriminate based on gender, ethnic origins, or religious preference. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

Area Representatives

Area Representatives are appointed to office based on the recommendation of the President and the approval of the Board.

Length of Term

- 2 year term
- Can be appointed to serve a second term

Qualifications:

- Must have Active member status
- Must be presently employed as a school nurse
- Must submit application to President – see Appendix D

The responsibilities of the Area Representative include the *Common Requirements for Members of the IASN Board of Directors* and the following:

- Attend a majority of Board meetings or send an alternate to the Board meetings
- Maintain Area Representative records for the area served and pass it on to the next Area Representative
- Maintain a current area membership list, including email, telephone and address
- Contact members to welcome them to IASN
- Maintain current and timely communications with officers and members
- Submit information about area activities to Communication Committee
- Inform members and other areas about special issues or concerns
- Provide current and timely information to the media, the public, and community stakeholders
- Organize area meetings as needed to plan events, attend to IASN business, or offer educational opportunities to school nurses
- Send minutes of area meetings and submit annual reports on area activities to Executive Board as directed by the President
- Promote IASN to all school nurses at area meetings and encourage attendance at conferences
- Encourage area members to apply for School Nurse of the Year an School Nurse Administrator of the Year

COMMITTEES

Standing Committees

1. IASN will have 3 standing committees
 - Finance
 - Nominating
 - Membership
2. Membership in standing committees will be determined by the IASN Bylaws
3. Frequency of meetings will be determined by the IASN Bylaws
4. IASN Officers will serve on the following committees:
 - Finance – President, Treasurer, Executive Director
 - Nominating – Immediate Past President
 - Membership – Secretary

Ad hoc Committees

1. IASN will have 3 Ad hoc committees and others as needed
 - Communication
 - Education
 - Legislative
2. Membership in committees will be from the general membership of IASN – Associate members, retired, and student members can be on committees
3. Committee chairpersons will be appointed by the President
4. Committee chairpersons must be active members
5. Meetings will be held at least 2 times a year and more often as needed
6. The Executive Board will be notified of the committee meeting prior to the meeting (date, time, and place)
7. Meeting minutes will be submitted to the Executive Board
8. A written report will be submitted annually to the Executive Board regarding the activities and the outcomes of the activities of the committee
9. Community stakeholders can be utilized as consultants for specific projects
10. Ad hoc committees can be developed for special projects/issues/needs

Finance Committee

Membership:

President

Treasurer

Executive Director

Members from the general membership

Meetings:

At least 2 times annually and more as needed

Duties:

- Review budget
- Examine costs of proposed projects
- Evaluate income sources
- Finance Executive Director position
- Gather data on how other states finance their organizations' activities
- Develop plans for reimbursement of officers for
 - Mileage
 - Conference fees
 - Miscellaneous expenses

Nominating Committee

- Shall consist of the Past President and other members appointed by the Board of Directors.
- The Chairman shall be elected by the committee.
- The committee shall inform IASN members of the positions open by December 1 of the election year.
- The committee shall inform IASN members of the qualifications for each position and solicit members to run for the open positions. Members interested in the open positions should submit their names to the nominating committee by February 1 of the election year.
- The committee shall submit a slate of officers for approval by the Board of Directors by Feb. 28 of the election year.

Election procedure:

- IASN Secretary will solicit a biography for each candidate to be included in the election mailing or electronic distribution. (as per updated bylaw changes Nov. 2013, Article XI, Section 1)
- The Secretary will check the current membership list to be sure ballots are sent to voting members only. Electronic ballot distribution is permissible. (as per updated bylaw changes Nov. 2013, Article XI, Section 1)
- The Secretary will distribute voting information electronically (as per updated bylaw changes Nov. 2013, Article XI, Section 1), including bio information to each voting member by April 1 of the election year.
- Electronic information will include date of voting period – opening and closing dates.

Changes were made on this page in May 2015 to reflect bylaw changes from November 2013 allowing electronic voting procedures.

Membership Committee

Membership:

Secretary

Area Representatives

Active, Retired or Associate members (2-3)

Meetings:

2 per year and more as needed

Duties:

- Maintain membership records and current address for IASN members
- Welcome new members
- Communicate with NASN regarding membership issues
- Contact members whose membership has recently lapsed

Legislative Committee

Membership:

Active, Retired, and Associate members – 2 or more members

President

President-Elect

State Director

Executive Director

Meetings:

As determined by need

Will be notified by President or Executive Director

Duties:

- Education of IASN members about legislative issues
- Dissemination of information to Area Representatives to send to area members
- Prepare talking points for legislation of interest
- Watch and monitor upcoming bills and old bills
- Communicate in a timely manner with officers
- Prepare testimony for legislative committees
- Locate members to testify
- Utilize ISNA affiliation and ISTA
- Educate IASN members about implementation and interpretation of new laws

Communication Committee

Membership:

Active, Retired or Associate members – minimum of 2-3

Secretary

Indiana State NASN Director

Executive Director

Webmaster

Meetings:

2 times yearly and as needed

Duties:

- Web site maintenance and updating
- Maintain IASN mailing address/PO box
- Start IASN listserv
- Publish a newsletter – three times a year
- Publicity for IASN events
- Disseminate information about grants and research opportunities
- Encourage communication about school nursing to the public
- School Nurse’s Day activities and proclamation

Website Maintenance

- The website will be used to communicate information and resources for IASN members.
- One Active or Retired member with computer expertise will be the webmaster and will maintain the website and work with the Identity2media representative.
- Identity2 media will do major updating to inasn.org
- Fees will be paid annually in April for domain name and web hosting service.
- IASN will not advertise for for-profit businesses through inasn.org

Education Committee

Membership:

President-Elect

Area Representatives

Active, Retired, and Associate members – attend meetings when planning for their regional meetings

Meetings:

Committee will meet as needed to plan educational meetings. This includes the Annual School Nurse Conference and the New School Nurse Orientation.

Duties:

- Educational offerings for all school nurses
- Survey school nurses for topics of interest and need
- Collaborate with communications committee to disseminate information about educational offerings
- Seek and obtain sponsors for educational offerings
- Arrange for continuing education credits
- Locate speakers
- Collaborate with organizations to obtain grants for conference attendance
- Seek partnerships for research and scholarship (educational offerings)
- Promote national and local conferences that support the education of all school nurses

Annual Conference Committee (a subcommittee of the Education Committee)

- President-Elect will chair the conference committee
- The committee will appoint a Conference Coordinator
- The Executive Director will support the Conference Coordinator and the President-Elect in planning the conference
- Sub-committees will be established. Committees can combine tasks as appropriate.
 1. Hotel Accommodations – contract, facility set up and audiovisual needs
 2. Communications – save-the-date flyer, conference brochure, listserv, website
 3. Program planning and speaker invitation and all program arrangements
 4. Registration coordinator
 5. Menu planning
 6. Budgetary planning
 7. Vendor event
 8. Poster session coordinator (teaching projects)
 9. Printing handouts, brochures, etc.
 10. Folders for each participant
 11. CEUs/credits
 12. Workers for each day of conference: registration table, runners, greeters, handouts
 13. Products to sell
 14. Evaluations

Appendix A
CASH VERIFICATION FORM



Indiana Association of School Nurses, Inc.

CASH VERIFICATION FORM

Activity: _____ Date: _____

Beginning Balance (amount of change at beginning of sales): _____

Coins	_____ x	\$0.01 = _____
	_____ x	\$0.05 = _____
	_____ x	\$0.10 = _____
	_____ x	\$0.25 = _____
	_____ x	\$0.50 = _____
	_____ x	\$1.00 = _____

Total: \$ _____

Currency	_____ x	\$1.00 = _____
	_____ x	\$5.00 = _____
	_____ x	\$10.00 = _____
	_____ x	\$20.00 = _____
	_____ x	\$50.00 = _____
	_____ x	\$100.00 = _____

Total: \$ _____

Checks: Attach written list of checks including name of person, check number, and amount for which the check was written.

Total Amount of Checks Received: \$ _____

GRAND TOTAL: \$ _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Appendix B

TRAVEL REIMBURSEMENT REQUEST and RECONCILIATION FORMS



TRAVEL EXPENSE REQUEST AND RECONCILIATION FORM

SECTION I

Request

Please attach conference brochure if available.

Name _____

Address _____

City, State, Zip _____

Reason for travel _____

Dates _____ Location of Meeting _____

SECTION II

Actual Expenses

Please provide original receipts for actual expenses incurred.

Hotel _____

Meals _____

Registrations _____

Transportation _____

Other _____

Actual Expense Total \$ _____

I certify that these expenses were incurred, and have not been and will not be, reimbursed by any other source. If I am reimbursed prior to the event and I do not take part in the event, I understand I am responsible for repayment of funds to IASN, Inc.

Signature _____

SECTION III

Reconciliation (Treasurer's use only)

Actual Expenses Total _____

Amount Due _____

Check # _____

Amount Paid _____ Date _____

Appendix C
AUDIT/REVIEW FORM

Indiana Association of School Nurses, Inc.

AUDIT/REVIEW FORM

Accounting Period from: _____ Extending to: _____

Date of Previous Audit: _____

Balance shown on previous audit: \$ _____

Total Receipts (monies received by IASN) +\$ _____

SUBTOTAL \$ _____

Disbursements (expenditures of and for IASN) - \$ _____

SUBTOTAL \$ _____

BALANCE AT END OF ACCOUNTING PERIOD *\$ _____

BANK RECONCILIATION

Name of Bank: _____ Account # _____

Date of Bank Statement: _____

Account Balance \$ _____

Deposits not yet credited:

\$ _____ \$ _____ \$ _____

\$ _____ \$ _____ \$ _____

Total Deposits not credited +\$ _____

SUBTOTAL \$ _____

Outstanding Checks (list check number and amount):

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Outstanding Checks (subtract amount): -\$ _____

SUBTOTAL \$ _____

Total Balance held in checking account *\$ _____

*These lines must balance

Signature: _____ **Date:** _____

Appendix D

APPLICATION FOR AREA REPRESENTATIVE POSITION

