**Indiana Association of School Nurses**



**OPERATING GUIDELINES**

**Updated - June 14, 2021**

***Indiana Association of School Nurses, Inc.***

# Operating Guidelines

## Common Requirements for Members of the IASN Board of Directors

***(Includes all Officer and Chairpersons) Meetings:***

* Board meetings will be held 2-4 times a year per IASN bylaws.
* Board meeting’s 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 the board meetings, including either electronic or online meetings (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 potentially communicate with members through the following means:
  1. Newsletter
  2. IASN website
  3. Articles in the Indiana State Nurses Association newsletter
  4. School Nurse Net listserv
  5. Official social media of the organization
* Maintain affiliations with other state nursing organizations and educational organizations.

***Evaluation of Staff Members:***

* Staff members may be evaluated 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.

***Reimbursement of expenses:***

* 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 NASN 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. Meals minus alcohol with receipt. Expenses should be reasonable and should not exceed the predetermined amount by the Board of Directors for each conference.
  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.

# 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. Candidates for President must be an Active member of the Association who are currently working in school nursing. (NASN bylaws)

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 as needed.
* Initiate and preside over all Board meetings and the Annual meeting
* Provide direction for the Executive Director with collaboration of the IASN Board
* Provide agenda for Board meeting
* Attend NASN conference with reimbursement by IASN
* Attend IASN annual conference with reimbursement by IASN
* 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 a letter of nomination for NASN Fellow and other awards as needed.
* Sign contracts for IASN approved by the Board or may designate the Executive Director to sign for IASN
* Install new officers
* Keep log of all activities for incoming President
* Notify NASN and liaison organizations of new officers/appointees as needed.
* 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.
* Delegate activities as needed

***Duties of IASN President-Elect***

Eligibility and Term of Office:

The President-Elect 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 an Active member of the Association who are currently working in school nursing. (NASN bylaws)

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 as needed.
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 President.
* Other Duties as Assigned.

## Duties of the Secretary of IASN

The Secretary works closely with the President and other officers. Candidates for Secretary-Elect must be Active members of the Association who are currently working in school nursing.

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 as needed and keeping for official records. Document when minutes have been approved and sign.
  6. Help determine the presence of a quorum at meetings
  7. Maintain all items voted on in each meeting with the meeting minutes.

Develops a plan for filing and conserving pertinent IASN information, memorabilia, records, and artifacts, etc.

* 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 Secretary is responsible to keep copies of minutes for each year and pass on to the next secretary. Minutes should be maintained for a minimum of 10 years.

## 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. Candidates for Treasurer must be an Active member of the Association who is currently working in school nursing.

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
* Maintains IASN credit card distribution and use.
* Supervises receipt of all monies through audit of monthly bank account statements
* 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 as needed.
* 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, in not an acceptable voucher.
* Develop a budget to be used as guidelines for planning all aspects of the organization and protection against financial difficulties.
* IASN shall keep 6-month 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 Board of Directors and voted upon for adoption. The vote must be recorded in the meeting minutes.
* Update the budget in June. Compare what the original budgeted amount was with the actual amounts.
* Budget reports should be presented at all 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 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.
* 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 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.

## Check Writing

* Sound business practices and bookkeeping necessitates the use of checks and online Bill Pay. This gives the organization a written record of all expenditures.
* Pay all bills promptly.
* All checks over $500 must have written approval by the President.
* 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 corrected 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 should 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 A)

## 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 collected 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 reports 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 Nurse 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 or until a successor can be elected by the Executive Board.
* 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 all NASN Board of Directors meetings (or finds an alternate)

* 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 when possible.
* 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

**Eligibility:** Candidates for Board of Director position must be an Active member of the Association, are required to have actively served in an elected board position and who are currently working in school nursing. (NASN bylaws Article VI Section 3B) (IASN bylaws Article VI)

A National Association of School Nurses (NASN) 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.

***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 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. School nursing experience is strongly 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 to 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 addressed to IASN and disperses it accordingly and in a prompt manner; assists current President with correspondence
* Maintains IASN banner, display, photographs, and other materials used for official IASN displays
* Other responsibilities as needed

**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
* Educate IASN members about implementation and interpretation of new laws

## Compensation and Expenses

The Executive Director’s compensation for a fiscal/calendar year, including mileage, salary, and other reimbursable expenses shall be approved by the Board of Directors annually. 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 $30 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.

*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.*

***COMMITTEES***

## Standing Committees

1. IASN may form or dismantle Standing Committees as needed to fill the needs of the association.
2. Membership in standing committees will be determined by the IASN Bylaws 3. Frequency of meetings will be determined by the IASN Bylaws
3. IASN Officers may serve on the committees
4. Membership in committees will be from the general membership of IASN – Associate members, retired, and student members can be on committees
5. Committee chairpersons will be appointed by the President
6. Committee chairpersons must be active members
7. Meetings will be held at least 2 times a year and more often as needed
8. The Executive Board will be notified of the committee meeting prior to the meeting (date, time, and place)
9. Meeting minutes will be submitted to the Executive Board
10. A written report will be submitted annually to the Executive Board regarding the activities and the outcomes of the activities of the committee
11. Community stakeholders can be utilized as consultants for specific projects
12. Ad Hoc committees can be developed for special projects and/or unique needs of the organization.

## 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.

***Membership Committee***

Membership:

Secretary

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

***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
* Maintain official IASN social media sites
* 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.
* The Executive Director and volunteers as available with computer expertise will be the webmaster (s) and will maintain the website and work with the NASN as needed to update the website
  + Fees will be paid when due for domain name and web hosting service.
  + IASN will not advertise for for-profit businesses through <http://www.inasn.org>

***Annual Conference 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

# Appendix A – 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:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_