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eCHAPTER VISION AND MISSION

VISION

eChapter is the electronic environment to engage and empower perioperative nursing.

MISSION

eChapter will promote excellence through education, evidence-based information, professional support, and collegial networking to meet the needs of its members.
BOARD OF DIRECTORS

A. ROLES: The Board of Directors shall be the governing body of eChapter and shall establish policy for conducting the business of the Chapter.

B. COMPOSITION:

Officers and members of the Board of Directors, hereinafter referred to as the Board, are elected by the eChapter membership.

- President (2nd year of 3-year term)--Chairs the Board
- President-Elect (1st year of 3-year term)--Presides over business when the President is unavailable
- Immediate Past President (3rd year of 3-year term)--Functions in support of and under the direction of the President
- Treasurer (2-year term--elected in odd years)--Oversees the fiscal responsibilities of the Chapter
- Secretary (2-year term--elected in even years)--Maintains comprehensive minutes of Board, Annual, and Town Hall meetings
- 4 Board Members (2-year term)--Serve as liaisons and mentors to committees and task forces (2 members elected in even-numbered years; 2 in odd-numbered years)

C. DUTIES AND RESPONSIBILITIES:

1. The Board meets regularly via mutually agreed upon electronic media to conduct the business of the organization.
2. Business process is governed by Robert’s Rules of Order.
   a. Discussions and issues discussed electronically between Board meetings are documented by the Secretary and included in the minutes of the following meeting.
   b. Voting adheres to the same criteria as voting at a formal meeting.
3. Guided by the President, the Board sets annual goals and objectives for the Chapter in support of the Strategic Plan.
4. Board liaisons encourage their assigned committees to develop and participate in activities that support the Strategic Plan.
5. The Board approves the ballot submitted by the Nominating Committee (NC) before it is posted for the membership to vote.
6. Recommended revisions to the Bylaws are approved by the Board before posting for membership review and vote.
7. The Board approves the budget for the year at the first Board meeting of the fiscal year.
8. The Board authorizes expenditures outside of the budget as necessary throughout the year.
9. Board liaisons review annual reports from their committees and task forces before submitting them to the President.
10. The Board approves revisions to the Operating Policies.
11. Board members missing three consecutive Board meetings may be removed by an affirmative vote of five of the remaining Board members.
**Board Responsibility for Liaison to Committees**

<table>
<thead>
<tr>
<th>Position</th>
<th>Committee/Role Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>By-Laws Committee</td>
</tr>
<tr>
<td></td>
<td>Chairs Strategic Planning</td>
</tr>
<tr>
<td>President-Elect</td>
<td>Committee and role assignments are designated by the President</td>
</tr>
<tr>
<td>Past President</td>
<td>Advisor to Nominating Committee</td>
</tr>
<tr>
<td></td>
<td>Chairs eChapter Delegation to AORN Congress</td>
</tr>
<tr>
<td></td>
<td>Additional roles assigned by the President</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Chairs Finance Committee</td>
</tr>
<tr>
<td>Secretary</td>
<td>Historian and Archivist</td>
</tr>
<tr>
<td>Board Member #1 (even years)</td>
<td>Membership Committee</td>
</tr>
<tr>
<td>Board Member #2 (even years)</td>
<td>Communication Committee</td>
</tr>
<tr>
<td>Board Member #3 (odd years)</td>
<td>Education Committee</td>
</tr>
<tr>
<td>Board Member #4 (odd years)</td>
<td>Ways and Means</td>
</tr>
</tbody>
</table>

Newly elected Board members assume liaison assignments from Board member replaced (assign alphabetically). Board members may negotiate for committee liaison assignments based on expertise and under the direction of the President.
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>3/1</td>
<td>New officers notified by NLDC</td>
</tr>
<tr>
<td></td>
<td>3/1</td>
<td>Annual reports from committee Chairs to Board Liaison</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New officers introduced and transitioned at member meeting during annual Expo</td>
</tr>
<tr>
<td>April</td>
<td>4/1</td>
<td>Treasurer presents draft budget to BOD for review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operational Year begins</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td>By-laws committee revises if needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BOD approves annual budget</td>
</tr>
<tr>
<td>June</td>
<td></td>
<td>By-laws revisions (if any) posted for membership review and vote</td>
</tr>
<tr>
<td>July</td>
<td></td>
<td>Posting of new By-Laws if necessary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7/1 File 990 Taxes</td>
</tr>
<tr>
<td>August</td>
<td></td>
<td>NLDC begins campaign for candidates for elected office and NLDC</td>
</tr>
<tr>
<td>September</td>
<td></td>
<td>Begin planning for annual meeting</td>
</tr>
<tr>
<td></td>
<td>9/1</td>
<td>Delegate selection process begins (email and website campaign)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identify number of delegates allotted for coming Congress</td>
</tr>
<tr>
<td>October</td>
<td></td>
<td>Bylaws vote by membership (if bylaws revised)</td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>12/1</td>
<td>Applications for awards due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete and submit required chapter accountability standards by 12/31</td>
</tr>
<tr>
<td>January</td>
<td></td>
<td>Annual review of Operating Policies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delegate application deadline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delegates entered into AORN website by deadline determined by AORN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>List of delegates complete and delegates notified after January Board Meeting</td>
</tr>
<tr>
<td>February</td>
<td>2/1</td>
<td>NL finalizes slate of candidates and shares with BOD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>By 2/10 Webmaster posts slate of candidates to membership via website</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2/15 Annual Board reports due to President</td>
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<tr>
<td></td>
<td></td>
<td>2/15 Committee reports submitted to Board Liaisons</td>
</tr>
<tr>
<td></td>
<td>2/10–2/20</td>
<td>Voting for Officers, Board, and NLDC</td>
</tr>
<tr>
<td></td>
<td>2/20–2/25</td>
<td>NLDC notifies newly elected leaders and encourages those not elected to participate in committees and task forces</td>
</tr>
</tbody>
</table>
CHAPTER OFFICERS

PRESIDENT

A. ROLE: Direct, assist, and support the Chapter in achieving established goals and objectives for the year.

B. COMPOSITION: Elected as President-Elect for a 3-year term; serves as President second year and Immediate Past President the third year.

C. DUTIES AND RESPONSIBILITIES:

1. Directs the Chapter in setting annual goals and objectives that support the Strategic Plan.
2. Accountable to the Board; obtains the approval of the Board for decisions related to the Chapter.
3. Schedules and chairs meetings and official electronic discussions of the Board of Directors.
   - Reviews previous discussion documentation
   - Ensures that outcomes of electronic discussions and pertinent information are captured for the eChapter minutes
4. Ensures that all Officers and Directors have the current Chapter Operating Policies.
5. Appoints special committees or task forces as needed.
6. Represents eChapter at the AORN National Meeting.
7. Plans and presides at the annual eChapter meeting at annual AORN Global Surgical Conference and Expo; delegates planning activities as necessary
8. Chairs Strategic Planning Committee
9. Serves as Board liaison to the Bylaws Committee; ensures that Bylaws are reviewed annually and updates are submitted to AORN.
10. Prepares President’s annual report to the Board (see calendar for due date)
11. Receives all annual reports by (see calendar for due date); Annual reports are reviewed by the Board and serve to promote the continuity of eChapter projects from year to year.
**PRESIDENT-ELECT**

1. **ROLES:**
   1. Assists the President in achieving established goals.
   2. Conducts official business in the absence of the President.
   3. Identifies committee chairs to be installed for following year.
   5. Attends committee meetings when possible. Keeps abreast of committee activities and projects to facilitate continuity among presidents.

2. **COMPOSITION:** Elected as President-Elect for a 3-year term; serves as President second year and Immediate Past President the third year.

3. **DUTIES AND RESPONSIBILITIES:**
   1. Assists the President as needed.
   2. Serves as a member of the Board of Directors and participates in leadership discussions and decision-making.
   3. Conducts eChapter business in the President’s absence.
   5. Responsible for documenting revisions to the Chapter Operating Policies based on revisions made during the year to accommodate changes in process; recommendations in annual report of each committee Chair and Board member; review of each committee policy by current committee Chair.
   6. Prepares annual report and submits to the President by (see calendar for due date).
**IMMEDIATE PAST PRESIDENT**

A. **ROLES:**
   Assists the President and Directors in guiding activities of the Chapter.

B. **COMPOSITION:** Elected as President-Elect for a 3-year term; serves as President second year and Immediate Past President the third year.

C. **DUTIES AND RESPONSIBILITIES:**
   1. Serves as a member of the Board of Directors and participates in leadership discussions and decision-making.
   2. Serves as advisor to the Nominating Committee.
   3. Serves as Chair of the eChapter Delegation to the AORN Congress.
   4. Oversees current delegates’ participation in eChapter activities. Assesses delegate participation in past year to assist in delegate selection for the next Congress.
   5. Prepares annual report and submits to the President by (see calendar for due date)
**TREASURER**

**A. ROLE:** Maintains fiscal integrity of the Chapter.

**B. COMPOSITION:** Elected in odd years by the membership for a 2-year term.

**C. DUTIES & RESPONSIBILITIES:**

1. Serves as a member of the Board of Directors and participates in leadership discussions and decision-making.
2. Serves as Chair of the Finance Committee:
   a. Acts as consultant to any committee for issues related to finances.
   b. Receives any proposed budget items by (see calendar for due date)
   c. Prepares a Fiscal Year financial report following the end of the fiscal year (July 1–June 30).
   d. Presents proposed chapter budget to the Board for approval by (see calendar for due date)
3. Provides a summary financial report monthly to the Board. (Makes available details including expenses, disbursements, and total holdings upon request.)
4. Manages Chapter finances and procedures:
   a. Supervises and maintains all funds and securities of the Chapter.
   b. Collects and receives all funds accruing to eChapter.
   c. Follows established bookkeeping procedures.
   d. Uses Quicken to document eChapter financial transactions and produce reports.
   e. Obtains receipts for financial transactions and provides reimbursements to members for eChapter expenses.
   f. Completes and files annual Form 990; retains receipt.
   g. Retains bank statements.
   h. Maintains Quicken file current and historical.
   i. Submits required financial components of the chapter accountability standards to AORN
5. Maintains eChapter’s EIN.
SECRETARY

A. ROLES: Accurately records and distributes documentation of all Board and Annual Meeting discussions and decision-making.

B. COMPOSITION: Elected by the membership in even years to serve for 2 years.

C. DUTIES AND RESPONSIBILITIES:

1. Serves as a member of the Board of Directors and participates in leadership discussions and decision-making.
2. Prepares BOD agenda for President to approve.
3. Maintains minutes of all Board discussions and decision-making.
4. Oversees the Chapter archives; identifies documents for the webmaster to archive on the web server.
5. Retains meeting minutes for permanent files.
6. Retains quarterly membership rosters.
7. Coordinate the acquisition of required chapter accountability standards documents to AORN (minutes, education, and meeting information) and submits.
8. Prepares annual report and submits to President by (see calendar for due date)
**BOARD MEMBER**

A. **ROLE:** Assist the President and other Directors in guiding activities of the Chapter.

B. **COMPOSITION:** Elected by the membership to serve for 2 years

C. **DUTIES AND RESPONSIBILITIES:**

1. Serves as a member of the Board of Directors and participates in leadership discussions and decision-making.

2. Serves as liaison to and ex-officio member of assigned committees [see Chart of Responsibilities] and task forces; maintains same liaison relationships for both years of elected term.
   a. Communicates regularly with assigned committee Chairs
   b. Insures that committee Chairs:
      - have access to Chapter Operating Policies and bylaws
      - possess any resource materials pertinent to their committee
      - read the annual report of the previous committee Chair
      - submit an annual report by (see calendar for due date)
   c. Participate in committee discussions and decision-making
   d. Assists committee Chairs with problem-solving
   e. Represents assigned committees at Board meetings

3. Reviews annual reports from assigned committee Chairs and submits to President (see calendar for due date).
eChapter Annual Report
Year __________

Officer/Committee/Task Force______________________________________

I. List of members

II. Objectives (met and not met)

III. Summary of activities (official discussions held, decisions made, accomplishments, etc.)

IV. Financial report

V. Recommendations to Board / Next chair:

______________________________________________
Signature

______________________________________________
Date

Submit to Board Liaison (Committee Chairs) or to President (Board Members) (see calendar for due date)
## eChapter Budget Worksheet

**YEAR_____**

*(to be used for funding request outside of proposed Treasurer’s budget)*

Officer/Committee/Task Force ____________________________

<table>
<thead>
<tr>
<th></th>
<th>Current Year</th>
<th>Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted monies allocated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses year to date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated expenses remainder of year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income year to date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated net profit (loss)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated income next year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated expenses next year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of budgetary needs and uses, if applicable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provide justification for expenses in excess of budgeted monies:

Provide justification for recommended budget increase for next year:

---

Signature __________________________________________

Date _______________________________________________

Committee or Task Force: Submit to Board Liaison for presentation to the Board of Directors
Officer or Director: Submit to Board of Directors
COMMITTEE DUTIES AND RESPONSIBILITIES

Structure

Standing Committees will be the following committees listed. Additional committees may be appointed as necessary, and roles and Board liaisons will be identified upon activation of the committee.

Succession Planning

Committee Chairs should identify a co-Chair or Chair-elect who will assume the leadership role in the coming year to insure productivity and continuity of committee projects and objectives.

Present the proposed leaders to President and President-Elect.

A committee chair may serve for more than 1 year if reappointed by the incoming President.

BYLAWS

A. ROLE:

Conducts annual review of eChapter Bylaws to ensure that they reflect the needs of eChapter and maintain compliance with National Bylaws.

The Board approves recommended revisions or amendments to the Bylaws. The Bylaws are amended by a 2/3 vote of the voting eChapter membership following a 10-day period during which the members are advised that the proposed revisions are posted on the website for review and comment prior to a vote.

B. COMPOSITION:

Chairperson: Appointed by President
Members: At least two members appointed by committee Chair.

C. BOARD LIAISON: President

D. DUTIES AND RESPONSIBILITIES (chairperson and members):

1. Facilitates discussion as necessary to review the present Bylaws.
   a. Submits recommendations for Bylaws revisions or amendments to the Board of Directors (see calendar for due date). The Board will review any proposed changes for approval.
   b. Approved proposed changes will be published on the website for a 10-day comment period for the membership.
   c. An e-mail notice will be sent to eChapter members announcing the 10-day comment period with a link to the proposed Bylaws changes.
   d. eChapter members will vote on the bylaws electronically following the review period.
   e. Following any revisions, the Committee chairperson sends the most current eChapter Bylaws to the webmaster and to the Secretary.

2. Provides ongoing information to the President to include activities, accomplishments, and concerns to provide a report to the Board.

3. Develops, reviews, and revises content related to the Committee on the website throughout the year.

4. Consults President as a Board liaison and resource person to assist with problem-solving issues.

5. Prepares an annual report for the Board of Directors and submits to President by (see calendar for due date).

6. Completes Budget Worksheet and submits to Treasurer (see calendar for due date).
COMMUNICATIONS

A. ROLE:
Maintain communication platforms to promote the mission and vision of eChapter and facilitate the success of all eChapter initiatives.

B. COMPOSITION
Chairperson: Appointed by the President
Lieutenants: Responsible for each of the 6 communication platforms
• Website platform (Nursing Network)
• Blast email platform (MailChimp)
• Webinar platform (WebEx)
• Social Media (Facebook, Instagram, Twitter)
• ORNurselink (ORNL)
• Google platform (email, Google drive, YouTube)
A single individual may serve as Lieutenant of more than one communication platform
Report directly to the Committee chairperson
Members: Appointed by the chairperson or lieutenants

C. BOARD LIAISON: Board Member #2

D. DUTIES AND RESPONSIBILITIES (chairperson and members):
1. Create and manage strategic plan for 6 communication platforms to support eChapter’s strategic initiatives.
2. Solicit participation of eChapter members with interest, skills, or resources in graphic design, advertising, marketing, infographics, mindmapping, informatics, social media savvy, photography, writing, blogging, podcasting, or editing.
3. Maintain and manage logins and passwords for each communication platform, changing passwords as needed when different individuals assume responsibility.
4. Partner with Treasurer to ensure that platform subscriptions are renewed and fees paid on schedule.
5. Manage log
   - Services (e.g., MailChimp, WebEx, Survey Monkey)
   - Domain name
   - Email addresses
6. Oversee lieutenants of each communication platform
   - Assign login and password
   - Communicate expectations
   - Establish regular communication schedule to keep Chairperson and Lieutenant up to date
7. Establish protocol to facilitate successful implementation of the communication responsibilities for each eChapter workgroup or individual.
   - Whether a workgroup or individual uses the services of the Committee or communicates independently is determined on a case-by-case basis.
     o Independent communication requires a login and password for communication platforms and oversight by platform Lieutenants.
     o Groups or individual partners communicate through the Committee—requires a protocol
8. Provide ongoing information to Board Liaison to include activities, accomplishments, and concerns to provide a report to the Board.
9. Create and maintain a new member package to encourage eChapter member participation in communication platforms.
10. Prepares an annual report for the Board of Directors and submits to President by (see calendar for due date).

11. Completes Budget Worksheet and submits to Treasurer (see calendar for due date).

**E. Specific Communication Platform Workgroups**

1. **Website**
   - Members: Webmaster and a minimum of 1 additional member
   - Duties and Responsibilities
     - Serve as experts on managing the website platform
     - Maintain currency of information on website
     - Organize website information to facilitate ease of website use
     - Respond in a timely fashion to all requests from the Board and committees to post material and communicate information to the membership (e.g., enduring material, announcements, events)
     - Create and maintain a tutorial to educate incoming committee members and future leaders of the workgroup

2. **Blast E-Mail Platform (currently MailChimp)**
   - Members: Lieutenant and a minimum of 1 additional member
   - Duties and Responsibilities
     - Maintain current e-mail distribution list
     - Send blast e-mails at the request of the Board, the Communications Committee chairperson, and other committee chairpersons
     - Create and maintain a tutorial to educate incoming committee members and future leaders of the workgroup

3. **Webinar Platform (currently WebEx)**
   - Members: Lieutenant and a minimum of 1 additional member
   - Duties and Responsibilities
     - Serve as experts on the platform’s capabilities and requirements
     - Set up webinars at the request of authorized eChapter individuals or workgroups
       - Manage webinar
       - Instruct and mentor individuals or workgroup representatives in management of the communication tool
     - Create and maintain a tutorial to educate incoming committee members and future leaders of the workgroup

4. **Social Media (Facebook, Instagram, Twitter)**
   - Members: Lieutenant and enough additional members to ensure that 2 people can manage each of the 3 platforms effectively
   - Duties and Responsibilities
     - Maintain currency of materials on social media platforms
     - Suggest and promote initiatives to engage members using each social media platform
       - Current initiatives include Front Door Campaign and Quotes Campaign
     - Communicate participation statistics to Communications Committee chairperson when requested
     - Coordinate with other communication platform workgroups to encourage participation in initiatives
     - Create and maintain a tutorial to educate incoming committee members and future leaders of the workgroup
5. ORNurseLink (ORNL)
   - Members: Communications Committee chairperson or appointed lieutenant and any additional members chosen by the chairperson
   - Duties and Responsibilities
     o Maintain ORNL groups for each committee to use for
       • Discussions
       • Archiving minutes, agendas, resources
       • Posting committee meeting invitations
     o Maintain current algorithms housed on ORNL
       • Chapter-wide communication
       • Committee or group member invitations
       • Committee chairperson events, advertisements, promotions
     o Create and maintain a tutorial to educate incoming committee members and future leaders of the workgroup

6. Google Platform (gmail, Google Drive, YouTube)
   - Members: Communications Committee chairperson or appointed lieutenant and any additional members chosen by the chairperson
   - Duties and Responsibilities
     o Mail: Manage email correspondence with eChapter that comes through the website or directly to our gmail account
       - respond promptly
       - or forward to appropriate eChapter leader for response
     o Google drive:
       - assist historian/archivist in organizing, uploading, and accessing eChapter’s historical documents
       - create shared folders for eChapter workgroups upon request
     o YouTube
       - house media for enduring continuing education activities
       - house any media developed by eChapter committees (e.g. marketing materials, interviews, etc)
EDUCATION

A. ROLE:

Makes continuing education activities available to the membership through webinars and enduring material.

B. COMPOSITION:

Chairperson: Appointed by Chapter President for 1 year.
Members: 5 to 10 members appointed by Committee chairperson.

C. BOARD LIAISON: Board Member # 3

D. DUTIES AND RESPONSIBILITIES (chairperson and members):

1. Plans continuing education activities for a calendar year beginning July 1st.
2. Solicits ideas from members for program topics, content, and speakers.
3. Coordinates CNE contact hours provided by eChapter members who are Approved Providers.
   - Process for obtaining contact hours is detailed in section E.
4. Plans and implements educational presentations via webinar
   - Recruit speaker
   - Facilitate completion of speaker contract
   - Provide speaker contact information to CNE Approved Provider; assist with collecting data if necessary
   - Facilitate a training session for the speaker on the webinar platform
   - Introduce speaker; host the webinar
5. Develops, reviews, and revises content related to continuing education on the website throughout the year.
6. Serves as pilot group for at least two enduring education activities.
   - Process for participating in an educational pilot is detailed in Section F (Required for ANCC applications, not required for CA BRN-provided CE)
7. Provides ongoing information to Board Liaison to include activities, accomplishments, and concerns to provide a report to the Board.
8. Consults with Board liaison to assist with problem-solving issues.
9. Prepares an annual report and submits to Board Liaison (see calendar for due date).
10. Completes Budget Worksheet and submits to Treasurer (see calendar for due date).

E. PROCESS FOR PROVIDING CONTINUING EDUCATION

1. Solicit permission to pursue CNE contact hours for the presentation.
2. Provide required documents for speaker to complete (instructions for completing each document are included in the document itself)
   - Conflict of interest disclosure
   - Biographical data form (for CA BRN-provided CE only)
   - Content outline with summary and references
3. Assist CNE provider with obtaining information from speakers as needed.

F. PILOT PROCESS FOR ENDURING CONTINUING EDUCATION ACTIVITIES

1. A pilot must be completed by a minimum of 3 participants
2. Participants read or view the entire activity and complete the posttest (optional) and evaluation, keeping careful track of the total time spent completing the activity.
3. Pilot participants will receive a Certificate of Successful Completion for the activity once the number of contact hours to be awarded the activity has been determined.
**DELEGATE CHAIR**

A. **ROLE:**

Responsible for selecting and managing eChapter delegates to the AORN Congress

B. **COMPOSITION**

Chairperson: Past President

Members: 2 to 5 members selected by the Chair

C. **BOARD LIAISON:** Past President

D. **DUTIES AND RESPONSIBILITIES (chairperson and members):**

1. Ascertains delegate allotment from AORN Headquarters by August 1st.
2. Ensures that delegate criteria, responsibilities, and application are on website by (see calendar for due date).
3. Apprises membership of availability of criteria, responsibilities, and application on website via e-mail, noting delegate application deadline (see calendar for due date).
4. Compiles a list of Delegates and Alternates (see calendar for due date).
5. Inputs delegate information into AORN website delegate program by deadline established annually by AORN.
6. Oversees participation in the delegate process during AORN Congress.
   - Attendance at required AORN business events
   - Attendance at eChapter annual meeting
   - Voting
   - Post-conference website narrative
7. Provides information including delegate selection activities, accomplishments, and concerns to the Board.
8. Develops, reviews, and revises content related to the Delegate selection process on the website.
9. **[Commented [KBG2]: Do we really have members to help the chairperson?]**
10. Completes Budget Worksheet and submits to Treasurer (see calendar for due date).
EVIDENCE-BASED PRACTICE

ROLES: Initiates participation in EBP or research germane to perioperative nursing.

COMPOSITION:

Chair: Appointed by the President for 1 year.
Members: At least two eChapter members appointed by committee Chair.

BOARD LIAISON: Board Member assigned if committee active

DUTIES AND RESPONSIBILITIES (Chair and members):

Identifies research opportunities pertinent to the practice of perioperative nursing.
Educates eChapter members on the process and value of EBP (e.g., via articles on the website).
Encourages eChapter members’ participation in EBP activities.
Provides ongoing information to Board Liaison to include activities, accomplishments, and concerns in order to provide a report to the Board.
Develops, reviews, and revises content related to EBP on the website throughout the year.
Prepares an annual report and submits to Board Liaison by (see calendar for due date).
FINANCE

A. ROLES:

Creates the annual budget for approval by the Board; discusses requests from the Board or committees for financial support for projects. Makes financial decisions-recommendations that, with BOD approval, the Treasurer implements.

B. COMPOSITION

Chairperson: Treasurer
Members: 3 to 5 members selected by the Treasurer

C. BOARD LIAISON: Treasurer

D. DUTIES AND RESPONSIBILITIES:

1. Creates annual budget for approval by the Board.
2. Assists Treasurer in determining the amount of monies available for AORN Global Surgical Conference and Expo expenses
   - Registration for the Board
   - Stipend for delegates
   - Meeting room, catering, and audiovisual support for the eChapter annual meeting
   - Other expenses approved by the Board
3. Reviews Treasurer’s financial reports.
4. Develops, reviews, and revises content related to the Finance Committee on the website throughout the year.
5. Provides required chapter accountability financial documents to AORN when available.
6. Prepares an annual report and submits to Board Liaison (see calendar for due date).

Commented [KBG3]: If the Secretary is responsible for submitting the final chapter accountability documents to AORN, shouldn’t the financial documents be submitted to the Secretary?
INTERNATIONAL FOCUS

ROLES: Identify international members and solicit their active participation in eChapter

COMPOSITION

Chair: Appointed by the President for 1 year.

Member: At least two eChapter members appointed by committee Chair. One member (selected by the Chair and approved by the President-Elect) will be identified as the Chair-elect; the Chair-elect will assume the committee chairmanship the following year.

BOARD Liaison: Board member #1

DUTIES AND RESPONSIBILITIES:
- Identifies and communicates with international eChapter members.
- Encourages international members to participate actively in eChapter.
- Develops profiles with pictures for the website.
- Solicits articles for the website.
- Encourages participation in eChapter activities at Surgical Conference.
- Identifies ways to celebrate the international flavor of eChapter.
- Provides ongoing information to Board Liaison to include activities, accomplishments, and concerns in order to provide a report to the Board.
- Develops, reviews, and revises content related to international members on the website throughout the year.
- Prepares an annual report and submits to the President by (see calendar for due date).
MEMBERSHIP

A. ROLES:

Identifies, welcomes, and assimilates new members into the organization in a timely manner.

Develops marketing strategies to attract new members to eChapter.

B. COMPOSITION:

Chairperson: Appointed by the President
Members: 3 to 5 members appointed by committee Chair.

C. BOARD LIAISON: Board Member #1

D. DUTIES AND RESPONSIBILITIES (chairperson and members):

1. Receives a list of new members monthly from AORN.
2. Reviews and if necessary revises process of welcoming new members.
   - Design e-mail
   - Identify "hooks" (opportunities for new members to participate)
   - Introduce to www.eChapter.org--link to a feature to entice to view website
3. Initiates contact with new members within 1 month, welcoming them to eChapter and encouraging their participation.
4. Continues dialogue with new members with the goal of involving them actively in eChapter activities.
5. Develops, reviews, and revises content related to Membership on the website throughout the year.
6. Provides ongoing information to Board Liaison to include activities, accomplishments, and concerns to provide a report to the Board.
7. Communicates with lapsing members monthly to encourage continued membership and offer support.
8. Prepares an annual report for the Board of Directors and submits to Board Liaison (see calendar for due date).
9. Completes Budget Worksheet and submits to Treasurer (see calendar for due date).
NOMINATING

A. ROLE:

Provide slate of qualified candidates for eChapter Board of Directors and Nominating Committee.

COMPOSITION: 5 members elected by the membership for a term of 2 years.
- 3 members are elected in the odd-numbered years and 2 in the even-numbered years.
- The immediate Past President will serve as a non-voting Advisor and Board Liaison to the committee for a term of 1 year.
- Committee selects one member to serve as Chair; if a chair is not selected by the Board of Directors meeting following the elections, the President will appoint one.

B. BOARD LIAISON and ADVISOR: Immediate Past President

C. DUTIES AND RESPONSIBILITIES (chairperson and members):

1. Publicize to members (via articles and announcements on website) that serving in elected positions is a way of participating actively in eChapter.
2. Informs membership of elected positions to be filled, requirements of each position, the process of candidate selection, and the voting schedule via the website and e-mail communication.
3. Solicits nominations from the active membership.
   - Sources of potential candidates:
     a) Unsuccessful candidates from previous years
     b) Committee Chairs and members
     c) Congress delegates and alternates
     d) Others who identified with eChapter at the Surgical Conference
     e) Website contributors
     f) Frequent ORNL contributors
4. Posts “Willingness to Serve” forms with summary of qualifications and responsibilities for each office on the website by (see calendar for due date).
5. Collects a biographical profile and picture from each nominee.
6. Confirms receipt of a “Willingness to Serve” statement from each nominee.
7. Creates a slate of candidates.
8. Presents slate of candidates to the Board of Directors for approval (see calendar for due date).
9. Notifies the membership of the voting process and deadlines via e-mail and website.
10. Posts ballot with picture and short biographical statement for each candidate on the website in time for voting (see calendar for due date).
11. Notifies all candidates of the results of the election as soon as possible after electronic voting is completed, including thanking each candidate for participating, and encouraging those not elected to consider joining a committee.
12. Announces election winners on website.
13. Forwards record of election results to the Webmaster for archiving.
14. Maintains copy of all candidate information to pass on to next Nominating Committee.
15. Develops, reviews, and revises website content related to Nominating Committee throughout the year.
16. Provides ongoing information to Board Liaison to include activities, accomplishments, and concerns to provide a report to the Board.
17. Reviews the election process for opportunities for improvement.
18. Prepares an annual report for the Board of Directors and submits to the Board Liaison (see calendar for due date).
19. Completes Budget Worksheet and submits to Treasurer (see calendar for due date).
**RECOGNITION / SCHOLARSHIP**

**ROLES:** Responsible for identifying award opportunities to celebrate eChapter's achievements and the achievements of eChapter members; responsible for identifying and communicating scholarship and grant opportunities.

**COMPOSITION**

Chair: Appointed by the President

Members: At least 2 eChapter members appointed by committee Chair.

**BOARD LIAISON:** Board member #4

**DUTIES AND RESPONSIBILITIES:**

- Identifies award opportunities for the Chapter and for individual members (e.g., AORN awards).
- Identifies scholarship opportunities for eChapter members.
- Solicits participation and recommendations from the membership.
- Solicits material to celebrate individual eChapter members on the Kudos page on the website.
- Communicates award, recognition, and scholarship opportunities to the Board for approval.
- Apprises the membership of approved award, scholarship, and grant opportunities via the website and e-mail.
- Complete applications for chapter awards; supports members in completing applications for individual awards.
- Reviews applications for the eChapter First-Time AORN Surgical Conference and Expo Grant; recommends recipient to the Board for approval.
- Provides ongoing information to Board Liaison to include activities, accomplishments, and concerns in order to provide a report to the Board.
- Prepares an annual report for the Board of Directors and submits to Board Liaison by (see calendar for due date).
STRATEGIC PLANNING

A. ROLES: Analyzes and updates the eChapter Strategic Plan.

B. COMPOSITION:
   Chair: Immediate Past President and President (co-Chairs)
   Members: Board of Directors

BOARD LIAISON: Immediate Past President and President-elect

DUTIES AND RESPONSIBILITIES (chairperson and members):

1. Reviews and revises the eChapter strategic plan.
2. Publishes the strategic plan on the eChapter website.
3. Encourages each Board liaison to communicate the strategic plan to his or her assigned committees.
4. Encourages committees (via Board liaisons) to pursue activities that support the strategic plan.
5. Celebrates eChapter activities that support the strategic plan via the website.
6. Provides ongoing information to Board Liaison to include activities, accomplishments, and concerns to provide a report to the Board.
7. Develops, reviews, and revises content related to the strategic plan on the website throughout the year.
8. Prepares annual report for the annual member meeting at the AORN Global Surgical Conference and Expo.

Commented [KBG4]: Do you still want this to appear as a committee? Or should these responsibilities be moved to the BOD?

Commented [KBG5]: If we are going to keep this as a committee, it doesn’t make sense to include this responsibility because the members are all Board members.
WAYS & MEANS

A. ROLES: Plan fund-raising activities for the Chapter

B. COMPOSITION:

Chair: Appointed by the President for 1 year.
Members: At least two eChapter members appointed by committee Chair. One member (selected by the chair and approved by the President-Elect) will be identified as the Chair-Elect; the Chair-Elect will assume the committee Chair position the following year.

C. BOARD LIAISON: Board Member #4

D. DUTIES AND RESPONSIBILITIES (chairperson and members):

1. Recommends fund-raising activities for Board approval.
2. Organizes approved activities.
3. Coordinates fund-raising in conjunction with the eChapter table at the AORN Global Surgical Conference and Expo.
4. Communicates and markets fund-raising activities via the website and e-mail.
5. Develops, reviews, and revises content related to fund-raising on the website throughout the year.
6. Provides ongoing information to Board Liaison to include activities, accomplishments, and concerns in order to provide a report to the Board.
7. Uses Board liaison to assist with problem-solving issues.
8. Prepares an annual report and submits to Board Liaison by May 1 (see calendar for due date).
9. Completes Budget Worksheet and submits to Treasurer by May 1 (see calendar for due date).
TASK FORCES AND SPECIAL INTEREST GROUPS

TASK FORCE

A task force is appointed by the President to address a specific challenge or concern. At the time of its creation, the structure, goals, and responsibilities of the group will be identified and documented in the Operating Policies. A task force is dissolved by the President once its goal has been achieved.

SPECIAL INTEREST GROUP (SIG)

A special interest group (SIG) can be convened by a group of eChapter members with the permission of the Board of Directors. The focus, goals, structure, and responsibilities of the group will be documented in the operating policies. A special interest group assumes the same responsibilities as a committee for submitting a budget worksheet and an annual report, and developing, reviewing, and revising related website content throughout the year. A SIG can become a Standing Committee with a majority vote of the Board of Directors.
DELEGATE PROTOCOL

Delegate Criteria

- Candidates will be sorted by date of application.
- Selection criteria in rank order include:
  - eChapter as primary chapter
  - Previous participation in eChapter activities
  - Two delegate slots will be designated for first-time AORN Congress attendees who meet the previous two criteria
- Candidates must be willing to assume all delegate responsibilities listed below, including post-AORN Congress website contribution.
  Note: It is understandable that conflicts can occur; it is essential to negotiate conflicts with the Delegate Chair
- Delegates are expected to continue participating in eChapter activities for the remainder of the year following the AORN Congress.

Delegate Responsibilities

The following activities are expected of eChapter delegates:

1. Attend all delegate activities and fulfill all delegate responsibilities during the AORN Congress and Global Surgical Conference and Expo (check in with assigned leader is required).
   a. Forums
   b. House of Delegate sessions
   c. Voting
   d. Narrative as described in 3 below
   e. Meet the Candidates session (or view the videotape)

2. Attend the annual eChapter meeting during the AORN Global Surgical Conference and Expo. Purchasing the meal is not mandatory; a beverage-only option will be available.

3. Submit a written AORN Congress and Global Surgical Conference and Expo missive to share your education with eChapter members who have helped support your stipend. (This should include at least 3 “pearls” that will improve your practice, learned from sessions or from the Expo.)

4. Attend a minimum of 3 eChapter or AORN-sponsored activities during the 12 months following the AORN Global Surgical Conference and Expo.

5. Participate in an eChapter project or on an eChapter committee.
6.5 Run for office.

Odd years:
- President-Elect
- Treasurer
- Board Member (2)

Even years:
- President-Elect
- Secretary
- Board Member (2)

OR: Participate on or Chair a committee for eChapter

   a. Recognition/Scholarship
   b. Budget and Finance
   c. Bylaws
   d. Communications and Web Administration
   e. Continuing Education
   f. Evidence-Based Practice
   g. International
   h. Membership
   i. Nominating
   j. Strategic Planning
   k. Ways And Means

7.6 Delegates serve for 1 year beginning with the AORN Congress. If a delegate does not fulfill the delegate requirements, he or she will be ineligible to serve as a delegate the following year.

Managing the Delegation at the AORN Congress

NOTE: The following points were initiated by a sub group in 2009 in response to previous year’s issues:

- Board members will assist the Delegate Chair in managing the delegate process. **Each delegate will be assigned to a Board member** who will serve as a point of contact and a mentor to those who are new to the delegate process.
- eChapter encourages the delegation to sit together at the front of the auditorium to the left of the stage when there is not an assigned seating area at the required events held in the main auditorium. There is usually a large screen that makes "seeing all the action" easy from this vantage point.
- Sitting with the delegation is not mandatory except for the House of Delegates sessions, but it is essential that you check in with your assigned Board member or the Delegate Chair to document your presence at the required events and ensure quorum at role call at the first HOD.
- The delegate stipend is predicated upon fulfilling all of the delegate requirements.

Commented [KBG9]: So do we want to keep these or not?
Commented [TG10]: I think the protocol should be the purview of the delegate chair … there oughta be something in place, though….