

Chapters' Chair Role Description

ROLE DESCRIPTION FOR THE NAPNAP CHAPTERS' CHAIR

I. Overview/Responsibility

The Chapters' Chair shall serve as chair of the Council of Chapter Presidents. The Chapter Chair works closely with the Director of Membership and Communications and the Chapter Services Specialist.

II. NAPNAP Selection Guidelines:

- Shall be elected by and from the active membership of the Association for the term of two (2) years. Election shall be in even numbered years. Eligible for re-election for second 2 year term.
- Must have had experience as a Chapter President.

II. Time Requirement: Approximately 4 – 6 hours per week

A. Common for all Executive Board members

1. A half day orientation preceding the June Executive Board meeting the first year of appointment or election.
2. Three (1-2) day Executive Board Meetings per year (one meeting in the fall, one held in conjunction with the NAPNAP Annual Conference and a June Board meeting following the New Board Member Orientation meeting).
3. Strategic Planning Meetings – held approximately every three years, usually in conjunction with the Fall Board Meeting.
4. Regularly scheduled conference calls with the Executive Board. (Approximately one hour in length, held every 2-3 months when there is not a face to face Executive Board Mtg.)
5. Active participation on the NAPNAP Annual Conference.
6. Periodic meetings with the Foundation Board.

IV. Primary Functions:

A. Common for all Executive Board members

1. Participates in the meetings of the Executive Board and the Association including but not limited to:
 - Conference Call Meetings
 - General Sessions of the Executive Board
 - Executive Sessions of the Executive Board
 - Strategic Planning meetings
 - Annual Business Meeting of the Association
 - Special Meetings as called by the President
2. Submits/contributes reports for annual activities as follows:
 - Annual Activities/Goals and Time Table for the Strategic Plan (September)
 - Written or verbal report on activities for the Executive Board Meetings (1-2 month prior to the scheduled Fall, Conference and June Board Meetings)
 - Written Annual report for the General Business Meeting (Due February)
3. Assists in overall budget planning by providing input into the development of the annual budget or new proposals that impact the budget (usually done at Executive Board meetings)

B. Unique to Position

1. Serves as a voting member of the Executive Board.
2. Facilitates communication among the Executive Board, the Chief Executive Officer (CEO), and National Office Staff and the Chapters.
 - Establishes regular communication using the Chapter eGroups, memos, letters, personal contact, newsletters, and the Journal on a regular basis
 - Provides feedback on relevant issues from the Chapters
 - Recommends topics/information from the Chapter reports for the NAPNAP publications.
3. Presides over the Annual Council of Chapter President's Meeting.

- Sets the agenda
 - Selects a speaker based upon a needs assessment
 - Convenes the meeting
4. Reviews and monitors the Chapter reports and concerns and provides regular feedback to the President, CEO, and Executive Board.
 - Reviews the Chapter Policy and Procedures and Reporting Systems and updates as needed
 - Reviews the Chapter Operations Handbook and updates as needed
 - Reviews Chapter Bylaws and Chapter Guidelines and updates as needed
 - Reviews the Chapter Annual Reports and Membership Status Reports and makes recommendations as needed regarding Executive Board Policy
 - Reviews the non-compliance or non-adherence chapter issues and makes recommendations to the Executive Board regarding chapter status.
 - Connects chapters with one another to improve inter chapter networking
 5. Maintains copies of chapters' meeting minutes and newsletters for term of office and sees that copies are maintained at the National Office or in the archives.
 6. Encourages, receives, and reviews requests for new chapter formation with the Director of Membership & Communications.
 7. Coordinates the review and selection of the following awards with the President-Elect and the Director of Membership, Chapters & Communications:
 - Large and Small Chapter Awards, Chapter Growth Awards
 - Annual Conference Scholarships
 8. Participates on the following standing committees and other committees or task forces as appointed by the president:
 - Strategic Planning Committee
 - Award Selection Panel
 - Loretta C. Ford Distinguished Fellow Award – awarded every other year
 - Loretta C. Ford Leadership Development Award
 - Nurse In Washington Internship Program Award
 9. Serves as a role model and provides positive mentoring experiences for potential future NAPNAP leaders.

V. Timeline

WEEKLY: Respond to letters, facsimiles, and other requests.

BI-MONTHLY: Participate on scheduled conference calls for the Executive Board.

Request chapter news for the newsletter.

Newsletter.

AUGUST: Information will be provided to board members regarding the Fall Board Meeting and items will be requested for the agenda (about 7 weeks prior to the meeting).

Chapter annual report reminder letters.

SEPTEMBER: Executive Board Member Goals & Objectives due.

Submit agenda items and activity report to the national office for the Fall Board Meeting.

Chapter annual report certified letters.

OCTOBER: Attend the Fall Executive Board meeting scheduled approximately mid to end of October or early November.

Information will be provided to board members regarding the Annual Conference registration and travel details.

As a member of the Awards Selection Panel, will review applications/nominations for the Loretta C. Ford Leadership Development Award.

NOVEMBER: As a member of the Awards Selection Panel, will review applications/nominations for the Nurse In Washington Internship Program Award.

DECEMBER: Large and Small Chapter Awards to Chapter Presidents (National Office facilitates).

JANUARY: Process Chapter Growth Awards for annual conference.

As a member of the Awards Selection Panel, will review applications/nominations for the Loretta C. Ford Distinguished Fellow Award.

FEBRUARY: Board members will be requested to provide information for the Spring Executive Board Meetings. Submit agenda items and activity report to the national office.

MARCH: Attend the Spring Board meeting preceding the annual conference in March or April as conference schedule prevails. Conference responsibilities include: Attend the Executive Session & General Session meetings of the Executive Board; Attend at Opening Ceremonies; Attend the Awards Breakfast, Business Meeting and Town Hall; Conduct the Professional Issues Forum meeting in conjunction with the Professional Issues Chair; Attend Closing Session. Chapter Presidents Meeting, Breakfast and Reception.

Annual report to IRS on chapter status, completed by NO.

APRIL: ANNUAL CONFERENCE: As above if scheduled for April

Chapter annual reports forms out to chapter presidents.

MAY: Board members will be requested to provide information for the June Executive Board Meeting. Submit agenda items and activity report to the national office.

JUNE: Attend the June Executive Board meeting scheduled approximately the last weekend of June.

New Chapter contacts due.

Revise list of chapter mailings.

Revise fiscal calendar of events for chapters.

3/1/10 vm

6/26/10 approved by the Executive Board with minor revisions

12/29/10 jk revised

1/29/11 rk revised

2/23/11 approved by the Executive Board