



## Guidelines for NAPNAP Volunteers – Tier 2

NAPNAP's members serve in multiple volunteer representative positions, including national committees, focus groups, roundtable discussions and reviewers. The following guidelines will help you understand your role as a **Tier 2** NAPNAP volunteer representative and will ensure that your services meet NAPNAP's goals. Please read through the following guidelines and reporting processes. You will receive a link to take a survey and acknowledge that you have read and agree to these Guidelines for NAPNAP Volunteers. You will also receive NAPNAP's Conflict of Interest, Avoidance and Disclosure Policy to read and will need to complete an electronic Conflict of Interest (COI) Disclosure form. If you have any questions at all, before signing, please contact the national office at 877-662-7627 or via email at [pnpr.representative@napnap.org](mailto:pnpr.representative@napnap.org).

### What you can expect from NAPNAP:

The national office staff, Executive Board, and other volunteers are here to support you and maintain NAPNAP's position at the forefront of nursing specialty organizations. Whenever you have a question related to your position, please contact the national office first. NAPNAP has assigned you a liaison from the national office who will assist you in all areas of your appointment finding your answer or referring you to a contact person within NAPNAP. (Please see your appointment letter for your liaison's name.)

The national office is open Monday through Friday from 8 a.m. to 4:30 p.m., EST. The toll free number is: 877-662-7627.

### What NAPNAP expects from volunteers:

NAPNAP greatly appreciates your knowledge, experience, opinions, and leadership skills, which are vital to your role as a volunteer. NAPNAP is pleased to have you as the "voice of NAPNAP" in this one area of responsibility. Below are a few guidelines to assist you in determining how to best represent NAPNAP:

- i. As a Tier 2 representative you will be actively involved in regular communication with the organization that you are appointed to. NAPNAP has a unique e-mail address for our volunteer representatives: [pnpr.representative@napnap.org](mailto:pnpr.representative@napnap.org). This address is used for all correspondence from volunteers to organizations and from organizations to the NAPNAP office. NAPNAP will notify the organization and request they use only this e-mail address. Please always identify yourself as a NAPNAP representative when participating in a volunteer related activity. Please do not provide your personal contact information. Instead, provide the NAPNAP national office contact information for volunteer correspondence.
- ii. Although you are representing NAPNAP, certain decisions may only be made by the NAPNAP Executive Board and Executive Director (ED). Although your input will be requested and valued on certain issues, unless you have specific written approval from the NAPNAP President and Executive Director, please do not speak for NAPNAP. Prior to any action or statement which might affect or obligate NAPNAP, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, signing on to any policies, position statements, guidelines, etc. in NAPNAP's name, request funding from any industry for a project, agreeing to join a coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of NAPNAP only as indicated within your appointment letter.

- iii. If you are requested to provide a report, response, or other documentation on behalf of NAPNAP, please work with your staff liaison to assist you. We can expedite the development of the response and provide the document to the requesting organization on NAPNAP letterhead, with an official signature of the appropriate board member, as warranted.
- iv. When speaking for NAPNAP you are representing the NAPNAP organization. In some cases, you will be responding to clinical questions and your responses will be based more on your clinical expertise and personal experience. In other cases, you may need to address topic areas that impact the APRN profession. In either case, these tips will help you to prepare to participate in national committees, focus groups, roundtable discussions and other meetings. Below are some tips for how to represent NAPNAP.
  - Please always identify yourself as a NAPNAP representative representing over 8,800 APRNs who care for children when participating in a volunteer related activity.
  - When participating in a meeting, panel or focus group, it helps to restate the question in your response in order to provide a thorough comment or response.
  - It is important that you are familiar with related NAPNAP position statements. For example, if you are asked for your opinion on a particular subject matter such as the medical home, you are responsible to review *NAPNAP's Position Statement on Pediatric Health Care Medical Home* to make sure your remarks reflect NAPNAP's position.
  - Use positive language in your comments during meetings, such as "Nurse practitioners are well prepared to provide primary health care" rather than words such as "Nurse practitioners are not less competent than physicians."
  - Only provide comments on subject matters that you are comfortable with. If you don't know something it is perfectly fine to say "this is not my area of expertise" or "perhaps we could defer to one of our colleagues here who may have more experience in this area."
  - Seek prior consultation from the national office prior to any action or statement, which might affect or obligate NAPNAP during meetings (i.e., signing on to any policies, position statements, guidelines, etc. in NAPNAP's name, agreeing to join a coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations).
  - Use research to back up your statements and comments when contributing to clinical discussions. Prepare in advance for your meeting by conducting a search on topics you plan to discuss or contact the national office for help.
  - During your meeting, refer the meeting attendees to the NAPNAP website for information on pediatric clinical topics and other resources for healthcare providers, children and families at [www.napnap.org](http://www.napnap.org).

**It is preferable that any correspondence to external organizations or individuals be sent to the national office FIRST for review, however, we understand that this can, at times be difficult. Therefore, it is imperative that NAPNAP be copied on any final work (this includes email) so that NAPNAP be kept in the loop.**

Appointment terms vary depending on the nature of the project and /or commitment required to complete the task. Generally, volunteers are appointed for a 3-year term with the option of reappointment to another 3-year term. Maximum appointment term allowed is 6 years. Your appointment term is designated in your cover letter. When your term comes to completion, please do not assume reappointment. All reappointments must be reviewed and approved by NAPNAP's President.

NAPNAP's President and Executive Director reserve the right to dismiss any volunteer for misrepresentation, falsification of documentation, or violation of NAPNAP Guidelines.

## **Volunteer Tracking**

Because of NAPNAP's many volunteer representative positions, it is important that we track all volunteer related activity. This includes your attendance at meetings, teleconference participation on projects, and other activities related to your appointment. NAPNAP keeps a comprehensive document of all volunteer appointments, so ongoing communication about your activities while representing NAPNAP is important. Accurate record keeping enables us to assure that objectives of volunteer positions are met. In addition, documentation of activities and meeting participation verifies NAPNAP's involvement and assists the Executive Board to make decisions regarding allocation of resources.

## **Reporting Processes**

NAPNAP will send you an e-mail with a link to a survey to be completed regarding participation in calls, face-to-face meetings, or if you are involved in other activities related to your volunteer position (i.e. providing expert consultation, reviewing reports, etc.). Please complete the survey within one week of our request, while the information is fresh in your mind. We also ask you to submit, the agenda, participation list, any minutes, and other materials you may have received from the organization. Your staff liaison will be in touch with you on a regular basis to monitor activity related to your appointment.

## **Social Media**

Volunteers are requested to share highlights and other important information gained from their experience with their fellow members. Volunteers may share information with their colleagues directly through their Chapters, Special Interest Groups and/or NAPNAP's Open Forum (upon approval.) Social media engagement or posts as well as requests to include messages in NAPNAP's Newsflash will require approval from NAPNAP. Updates related to meetings, announcements and/or available resources may also be sent to [npn.representative@napnap.org](mailto:npn.representative@napnap.org) as soon as the information is available.

## **Travel**

Occasionally, a volunteer representative position may require travel to a meeting or event. NAPNAP makes every effort to support necessary volunteer travel, however budget limitations dictate which travel can be approved. Additionally, NAPNAP may work with an associated Special Interest Group (SIG) to support volunteer travel to meetings of specific interest to a SIG. All travel requests are considered on an individual basis and are based on the available resources, budget allotment for the fiscal year, cost: benefit analysis of the travel, location of the representative and meeting location, NAPNAP's role in the meeting or event, etc.

**All travel must be pre-approved by the NAPNAP national office for each event.** If you are requested to attend a meeting that will require travel, the first step is to contact your national office liaison to request travel support. NAPNAP will then work with the hosting organization to see if any travel funding is available from the organization to support the NAPNAP member's attendance. If the hosting organization does not have travel support, NAPNAP's president must approve the travel expense. Please do not ever agree to attend a meeting or event that requires travel until you have cleared it through NAPNAP. Once travel is approved, all arrangements are made through the national office. (Please note: NAPNAP is not able to reimburse for any expenses that were not pre-approved, including cancellation fees/penalties that may be incurred as a result of a change in your plans or travel insurance expenses). If something urgent comes up and you are unable to attend a meeting or event, please notify the national office. Please call us directly at 877-662-7627 and send an e-mail. It is extremely important to notify us immediately so that we can try to locate an alternate representative and so that we can cancel any travel arrangements that may have been made.

## **Honorariums**

Occasionally the hosting organization may offer you a modest stipend/honorarium for your time. It is acceptable for you to accept this payment and the organization may pay it directly to you. Please consider making a donation to the NAPNAP Foundation to help support other NAPNAP members through various awards and scholarships.

**REMINDER: When in DOUBT, call the national office FIRST for assistance!**