



OPERATING POLICIES

TABLE OF CONTENTS

Topic	Page #
eChapter VISION, MISSION, and VALUES	3
BOARD OF DIRECTORS (BOD)	4
eChapter Board and Committee Chairs	5
Board Responsibility for Liaison to Committee Chairs	5
Calendar for eChapter Activities	6-9
CHAPTER OFFICERS: TERMS/DUTIES and RESPONSIBILITIES	10-13
President	10
President-Elect	10-11
Immediate Past President	11
Treasurer	11-12
Secretary	13
BOARD MEMBERS	13
e-Chapter Annual Report Template	15
eChapter Budget Worksheet Template	16
COMMITTEE STRUCTURE DUTIES and RESPONSIBILITIES	17
Bylaws	17-18
Communications, Social Media	19-20
Webmaster	20
Education, Evidence -Based Practice, Research	20-22
Delegation Management	22
Finance	23
Member Engagement	23-24
Nominating	24-25
Ways and Means	25
TASK FORCES and SPECIAL INTEREST GROUPS	26
DELEGATE PROTOCOL (FUNDED and NON-FUNDED)	26-27

eChapter Vision, Mission, and Values

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.

VALUES

eChapter supports and incorporates AORN's Values as described below:

Innovation: Creating changes that support growth and sustainability.

Communication: Exemplifying, listening, empathy, respect, transparency and honesty optimizing a virtual platform

Quality: Ensuring evidence-based practice and excellence in patient care.

Diversity, Equity & Inclusiveness: Promoting a safe and supportive environment, equality, valuing individuality, and supporting belongingness.

Achievement: Supporting dynamic patient-focused actions, mastery of goals

BOARD OF DIRECTORS

A. ROLE:

The Board of Directors (BOD) shall be the governing body of eChapter and shall establish policy for conducting the business of the Chapter.

B. COMPOSITION:

1. The Board is composed of nine elected members; 5 Officers and 4 General members elected by ballot of the members in good standing.

Term of Office

Two years, except for the President and President-Elect, which is a one-year term for each office. No officer or member of the Board can serve more than two consecutive terms in the same office. Officers and members of the Board of Directors, hereinafter referred to as the BOD, 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 BOD meets regularly via mutually agreed upon electronic media to conduct the business of the organization.

2. The BOD holds a yearly Strategic Planning Meeting as an opportunity for orienting incoming and outgoing participants in addition to the discussion of the next year's Presidential platform.
3. Business process is governed by *Robert's Rules of Order*.
 - a. Discussions and issues discussed electronically between BOD 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.
4. Reviews and revises the eChapter strategic plan.
 - a. Sets annual goals and objectives for the Chapter in support of the Strategic Plan.
 - b. Publishes the strategic plan on the eChapter website.
 - c. Celebrates eChapter activities that support the strategic plan via the website.
 - d. Develops, reviews, and revises content related to the Strategic Plan on the website throughout the year.
5. Prepares annual report for the annual member meeting at the AORN Global Surgical Conference and Expo.
6. Approves the ballot submitted by the Nominating Committee (NC) before it is posted for the membership to vote.
7. Approves recommended revisions to the Bylaws before posting for membership review and vote.
8. Approves the budget for the year at the first BOD meeting of the fiscal year.
9. Authorizes expenditures outside of the budget as necessary throughout the year.
10. Approves revisions to the Operating Policies

BOD Responsibility as Liaison / Assignment to Committees

<p>President</p> <p>By-Laws Committee</p> <p>Chair for Strategic Planning</p> <p>Liaison to the EXPO Delegation Committee</p>
<p>President-Elect</p> <p>Committee and role assignments are designated by the President</p> <p>Chair of the Ways and Means Committee</p>

Liaison to the Research and EBP Support Committee	
Past President	
Advisor to the Nominating Committee	
Chair of the eChapter Delegation to AORN Congress	
Additional roles assigned by the President	
Treasurer	Chair of the Finance Committee
Secretary	Historian and Archivist
Board Member #1 (even years)	
Liaison to the Member Committee	
Board Member #2 (even years)	
Liaison to the Communication Committee	
Board Member #3 (odd years)	
Liaison to the Education Committee	
Board Member #4 (odd years)	
Liaison: Ways and Means Committee	
* Board members may negotiate for committee liaison assignments based on expertise and under the direction of the President	

Calendar for eChapter Activities

EXPO Annual Membership Meeting	<input type="checkbox"/> Report election results <input type="checkbox"/> Invite Newly Elected BOD Members to attend, provide information packet <input type="checkbox"/> Member questions and discussion
EXPO Strategic Planning Meeting with New Board Members	<input type="checkbox"/> Review all EXPO information <input type="checkbox"/> Annual Committee and Task Force reports Due <input type="checkbox"/> Will preferably meet in-person during expo, depending on meeting room availability. Venue to be determined... either a Hotel Meeting Room or Convention Center meeting Room <input type="checkbox"/> Ways and Means Committee responsible for organizing <input type="checkbox"/> Preferably meet either the day before, during, or the day after Expo; virtual attendance will be available <input type="checkbox"/> Half day Meeting <input type="checkbox"/> New Officers and BOD Members introduced <input type="checkbox"/> Review the Annual reports <input type="checkbox"/> Review past year accomplishments and effectiveness of Strategic Plan (Current President) <input type="checkbox"/> New President presents goals and visions for coming year
Delegates Consider EXPO In-Person	<input type="checkbox"/> STANDARDIZED MEETING AGENDA <input type="checkbox"/> Upload New Officers to www.aorn.org <input type="checkbox"/> Change Administrator on AORN Networking Platform (current President) <input type="checkbox"/> Create Strategic Plan and set Goals for coming year <input type="checkbox"/> Review dates and times for monthly BOD and Committee meetings <input type="checkbox"/> Assure there are no conflicts <input type="checkbox"/> Initial Budget discussion

Hospitality Event

- Review educational needs
- Review Committee Chairs and assess need for new members
 - Most recent Expo Delegates and those not elected from current Ballot will be first for consideration for committee membership
- Consider "First Time Attendee Grant" for EXPO
- Remind Board of EXPO Early Registration Deadline
- Annual Reports From Committee Chairs due before EXPO
- Deadline for BOD Members Registration as delegates (Early bird Rate)
- Register Chapter Delegates for EXPO
- Notify delegates of their status and delegate requirements
- Notify "First Time Attendee Grant" winner (Membership Chair)
- Finalize uploading of CAS (President)

- Delegate Committee progress report
 - Vet candidates for Delegate positions

- Consider EXPO Table:
 - Ways and Means Committee responsible for organizing

 - Delegation Committee responsible for staffing

 - Sign-up sheet for EXPO Fundraising/Raffle Table
 - Review EXPO Fundraising /Raffle Table information
- Progress on assessment process for EXPO Delegates by Delegation Committee
 - Previous Delegates who have not participated when asked will not be considered for funded Delegate positions at EXPO (may be offered unfunded slot)
 - List to be kept and updated by Delegate Committee Chair
 - Network with President to gather names of previous year delegates that are currently active (currently have elected position or on committee)
 - Review date for reduced EXPO Registration fee and remind BOD Members

First Month After Expo	<input type="checkbox"/> STANDARDIZED MEETING AGENDA <input type="checkbox"/> Report out from all committees <input type="checkbox"/> Ways and Means Committee Report Out Post EXPO <input type="checkbox"/> Set Annual Budget <input type="checkbox"/> Committee Budgets Requests
All Remaining Months APR May	<input type="checkbox"/> STANDARDIZED MEETING AGENDA <input type="checkbox"/> By-Laws revision begins, (even years) <input type="checkbox"/> September Deadline for posting for membership review <input type="checkbox"/> Operating Policy revision begins (odd years)October deadline <input type="checkbox"/> If not approved as yet....BOD approves annual budget
June	<input type="checkbox"/> STANDARDIZED MEETING AGENDA <input type="checkbox"/> File EIN with IRS-(Treasurer/President)
July	<input type="checkbox"/> STANDARDIZED MEETING AGENDA
August	<input type="checkbox"/> STANDARDIZED MEETING AGENDA <input type="checkbox"/> Nominating Committee begins campaign for candidates for open officers Board, and Nominating Committee positions
September	<input type="checkbox"/> STANDARDIZED MEETING AGENDA <input type="checkbox"/> Posting of new By-Laws for membership review if necessary <input type="checkbox"/> Assess Nominating Committee progress <input type="checkbox"/> Begin work on ChapterAccountability Standards
October	<input type="checkbox"/> STANDARDIZED MEETING AGENDA <input type="checkbox"/> Assess Nominating Committee progress <input type="checkbox"/> By-Laws vote by membership (if By-Laws have been revised)
November	<input type="checkbox"/> STANDARDIZED MEETING AGENDA <input type="checkbox"/> Post Delegate Application with Delegate Protocols and timeline <ul style="list-style-type: none"> <input type="checkbox"/> Website <input type="checkbox"/> New AORN Platform:Periop Corner <input type="checkbox"/> "Blast" email <input type="checkbox"/> Assess Nominating Committee progress

December	<input type="checkbox"/> STANDARDIZED MEETING AGENDA <input type="checkbox"/> Assess Ballot Progress <input type="checkbox"/> Begin Upload eChapter CAS
January	<input type="checkbox"/> STANDARDIZED MEETING AGENDA <input type="checkbox"/> Accept Ballot from Nominating Committee
February	<input type="checkbox"/> STANDARDIZED MEETING AGENDA <input type="checkbox"/> Voting for Officers and BOD members 2/10-2/20 <input type="checkbox"/> Review Voting progress <input type="checkbox"/> Results of Voting shared with the BOD

CHAPTER OFFICERS

PRESIDENT

ROLE:

Assist and support the Chapter in achieving established goals and objectives for the year.

A. COMPOSITION:

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

B. DUTIES AND RESPONSIBILITIES:

1. Directs the Chapter in setting annual goals and objectives that support the Strategic Plan.
2. Accountable to the BOD; obtains the approval of the BOD for decisions related to the Chapter.
3. Schedules and chairs meetings and official electronic discussions of the BOD
 - a. Reviews previous discussion documentation
4. Ensures that all Officers and BOD Members 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 BOD liaison to the Bylaws Committee; ensures that Bylaws are reviewed at least bi-annually and updates are submitted to AORN.
10. Communicates with AORN Foundation regarding eChapter Scholarship winner and shares that information with BOD and webmaster.
11. Manages the eChapter Google Platform (Gmail Account and Google One Drive).
12. Prepares President's annual report to the BOD (see calendar for due date).
13. Receives all annual reports by (see calendar for due date); Annual reports are reviewed by the BOD and serve to promote the continuity of eChapter projects from year to year.
14. Mentor the President-Elect to assume office and continue the work of the Association.
15. Serve as a member, ex-officio, on all committees and task forces except the "Nominating Committee. Offer consultation for other committees and task forces as requested.
16. Participate as an active member on selected task forces as requested.
17. Serve as a member of the Finance & Audit Committee

PRESIDENT-ELECT

A. ROLES:

1. Assists the President in achieving established goals.
2. Conducts official business in the absence of the President.
3. Identifies Committee Chairpersons to be installed for the following year.
4. Oversees at least a bi-annual review of Chapter Operating Policies (odd years).
5. Attends committee meetings when possible. Keeps abreast of committee activities and projects to facilitate continuity among presidents.

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 BOD and participates in leadership discussions and decision-making.
2. Conducts eChapter business in the President's absence.

3. Serves as Parliamentarian, implementing *Robert's Rules of Order*.
4. Responsible for documenting revisions to the Chapter Operating Policies/ By-Laws based on:
 - a) revisions made during the year to accommodate changes in process
 - b) recommendations in annual report of each committee Chair and BOD
 - c) review of each committee policy by current committee Chair
2. Prepares annual report and submits to the President by requested date

IMMEDIATE PAST PRESIDENT

A. ROLE:

Assists the President and BOD 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 BOD and participates in leadership discussions and decision-making.
2. Serves as advisor to the Nominating Committee.
3. Serves as Chair of:
 - a. EXPO Delegation Committee
 - b. The eChapter Delegation to the AORN Congress
4. Assesses delegate participation in past year, along with EXPO Delegation. Committee members, 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 BOD and participates in leadership discussions and decision-making.
2. Serves as Chair of the Finance and in collaboration with the Board:
3. Acts as consultant to any committee for issues related to finances.
 - a. Reviews the annual budget.
 - b. Receives any proposed budget items by (see calendar for due date).
 - c. Makes recommendations as appropriate.
 - d. Prepares a Fiscal Year financial report following the end of the fiscal year

- (July 1–June 30).
4. Presents proposed chapter budget to the BOD for approval by (see calendar for due date).
 5. Provides a summary financial report monthly to the BOD and makes available details including expenses, disbursements, and total holdings upon request.
 6. 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. Collects and maintains a record of stipends issued to the BOD and delegates to EXPO.
 - d. Follows established bookkeeping procedures.
 - e. Uses approved accounting software (e.g., Quicken, Quickbooks) to document eChapter financial transactions and produce monthly statements of activities along with other financial reports upon request of the board.
 - f. Obtains receipts for financial transactions and provides reimbursements to members for eChapter expenses.
 - g. Completes and files annual Form 990; retains receipt.
 - h. Retains bank statements.
 - i. Maintains approved accounting software to maintain file current and historical record keeping.
 - j. Submits required financial components of the CAS to AORN
 7. Maintains eChapter's EIN.
 8. At term end, transfers role and signatures to new treasurer at bank at Expo if possible.

SECRETARY

A. ROLE:

Accurately records and distributes documentation of all BOD and Annual Meeting discussions and decision-making outcomes.

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 BOD and participates in leadership discussions and decision-making.
2. Prepares BOD meeting agendas in conjunction with the President.
3. Ensures that outcomes of electronic discussions and pertinent information are captured for eChapter minutes.
4. Maintains minutes of all BOD discussions and decision-making.
5. Attest formally to the legitimacy of Board documents by affixing his or her signature.
6. Be responsible for the integrity of the Board documents

7. Oversees the Chapter archives; identifies documents for the webmaster to archive on the website www.eChapter.org.
8. Retains meeting minutes for permanent files. Ensures all minutes are filed at eChapter ORNL and eChapter website
9. Coordinate the acquisition of required CAS documents to AORN in conjunction with eChapter President (minutes, education, and meeting information) and submits to eChapter President.
10. Prepares annual report and submits to President by (see calendar for due date).

BOARD MEMBER

A. ROLE:

Assist the President and other Board members 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 BOD and participates in leadership discussions and decision-making.
2. Serves as liaison to and ex-officio member of assigned committees and task forces; maintains same liaison relationships for both years of elected term as designated by the President.
3. Responsibilities
 - Encourage their assigned committees to develop and participate in activities that support the eChapter Strategic Plan
 - Communicate regularly with assigned committee Chair
 - Ensure that committee Chair:
 - has access to Chapter Operating Policies and Bylaws
 - possess any resource materials pertinent to their committee
 - review annual report of the previous committee Chair
 - submit an annual report by (see calendar for due date)
 - Participate in committee discussions and decision-making
 - Assist committee Chairs with problem-solving
 - Represents assigned committee(s) at BOD meetings by providing a committee report, presenting requests, and delivering BOD directives
 - Serve as a direct link between the committee, task force, or other group, and the Board.
 - Attend meetings unless in conflict with priority Board responsibilities. Provide updates to members of the group on Board activity and decisions.
 - Participate in conference calls (see Appendix C).
 - Monitor any group platforms periodically to assess that material meets the needs of members.

- Serve as a resource person to facilitate consistency with AORN's mission, vision, and strategic plan.
 - Mentor members in development of leadership skills.
 - Identify potential leaders.
 - Advocate issues of concern to the Board of Directors.
 - Advise concerning appropriate process regarding any governance issues.
 - Encourage appropriate recommendations to the AORN Board of Directors.
3. Review annual reports from assigned committee Chairs and submit them to the President by requested date.
 4. Abstain from discussion and voting relating to any matter where the member of the Board has a conflict of interest. In such an event, the member shall divulge the fact that there is a conflict of interest and excuse himself or herself during the discussion and voting on such issue.
 5. Participate in Strategic Planning
 6. Serve on committees, task forces, and 'specialty projects as assigned.
 - i. NOTE: Members of the AORN Board of Directors may not serve on any competing entity planning committees or Boards unless specifically assigned or otherwise approved by the Board of Directors.
 7. Approve all activities requiring funding or additional funding, considering financial impact and expected Association benefit.
 9. Approve documents stating the stance of the organization.

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

eChapter Budget Worksheet (year) _____ *(to be used for funding request outside of proposed Treasurer's budget)*

Officer/Committee/Task Force: _____

	Current Year	Next Year
Budgeted monies allocated		
Expenses year to date		
Estimated expenses remainder of year		
Income year to date		
Estimated net profit (loss)		
Estimated income next year		
Estimated expenses next year		
History of budgetary needs and uses, if applicable Provide justification for expenses in excess of budgeted monies:		

COMMITTEE STRUCTURE

DUTIES AND RESPONSIBILITIES

STRUCTURE

EChapter Committees consist of standing, elected and ad hoc committees. Standing Committees are set with dedicated annual activities, appointed chairs, and BOD liaisons. The elected committee prepares a ballot to replenish the Board of Directors and the Nominating Committee. Ad hoc committees are temporarily created for a specific need with roles and BOD liaisons identified upon activation.

The President-Elect will lead the planning process to annually create a committee and task force structure that facilitates the mission and strategic plan of the eChapter. A Willingness-to-Serve (WTS) form should be completed by each member who is interested in serving on an elected committee. The WTS form is accessible on the website throughout the year.

ELECTED COMMITTEE

The elected committee is the Nominating Committee.

STANDING COMMITTEES

Standing Committees will be the following committees listed.

- Bylaws
- Communications & Social Media
- Webmaster
- Delegation Management
- Education
- Finance
- Member Engagement
- Research and Evidence-Based Practice Support
- Ways and Means

BYLAWS COMMITTEE

A. ROLE:

Conducts at least bi-annual review of eChapter Bylaws (even years) to ensure that they reflect the needs of eChapter and maintain compliance with AORN 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 15-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:

Chair: Appointed by President

Members: At least two members

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 BOD (see calendar for due date). BOD will review any proposed changes for approval.
 - b. Approved proposed changes will be published on the website for a 15-day comment period for the membership.
 - c. Webmaster will send blast e-mail notice to eChapter members announcing the 15-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 BOD.
3. Develops, reviews, and revises content related to Committee progress on the website throughout the year.
4. Consults President as the BOD liaison and resource person to assist with problem-solving issues.
5. Prepares an annual report for the BOD and submits to President by (see calendar for due date).
6. Completes Budget Worksheet and submits to Treasurer (see calendar for due date).

COMMUNICATIONS / SOCIAL MEDIA COMMITTEE

A. ROLE:

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

B. COMPOSITION

Chair: Appointed by the President

- Collaborate with the chapter website manager and serve as backup manager for chapter website.

- Monitor and act (approve, disapprove, contact, block) membership applications on the Facebook account with the guidance of the chapter Board of Directors.
- Assign someone to take pictures during chapter meetings, board meetings, and other chapter events that can be posted to all appropriate social media.

Members: Appointed by Chair and responsible for each of the communication platforms

- Website www.echapter.com (Oversight by Webmaster)
- Social Media (Facebook, LinkedIn)
- AORN Platform (PeriOp Corner)
- Gmail account (Oversight by President)

1. A single individual may serve as a Section Leader for more than one communication platform
2. Report directly to the Committee Chair

C. BOARD LIAISON:

BOD member as designated by current President

D. DUTIES AND RESPONSIBILITIES (Chairperson and members):

1. Plan for year long social media/public affairs efforts.
2. Strategize with committee members on marketing, promotions, and information dissemination of chapter activities.
3. Create and manage strategic plan for the communication platforms to support eChapter's strategic initiatives.
4. 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.
5. Maintain and manage administrative roles for each communication platform, changing passwords or access as needed with changes in responsibility.
6. Assign and work with members for monthly/weekly updates on the appropriate Chapter social media platforms.
7. Coordinate with the Membership Committee in promoting the membership drive, events to encourage AORN members to engage with the local chapter, and to support and promote the perioperative nursing community.
8. Coordinate with the webmaster manager on content, updates, and promotional materials that the chapter can use on appropriate social media platforms and the chapter website.
9. Manage log
 - a. Services (e.g., ZOOM, Survey Monkey)
 - b. Domain name

- c. Email addresses
- 10. Oversee leaders of each communication platform
 - a. Establish administrative access
 - b. Communicate expectations
- 11. Protocol facilitating successful implementation of the communication responsibilities for each eChapter workgroup or individual.
 - a. Communication committee and webmaster are responsible for posting all chapter announcements or promotions for eChapter events, benefits, activities
 - b. Standing committee or ad hoc committee chairs submit all requests through the BOD for approval and vetting of information in line with strategic plan and eChapter goals
- 12. Provide ongoing information to Board Liaison to include activities, accomplishments, and concerns to provide a report to the Board.
- 13. Create and maintain a new member package to encourage eChapter member participation in communication platforms.
- 14. Prepares an annual report for the BOD and submits to the President by (see calendar for due date).
- 15. Submits monthly reports to the President and BODs.
Completes Budget Worksheet and submits to Treasurer

E. Specific Communication Platform Workgroups

- 1. Webinar, Town Hall Platform (currently Zoom)
 - a. Members :Leader and a minimum of 1 additional member
Webinar Facilitator,(independent contractor) works with Education Committee Chair and Chapter President to set up webinars at the request of authorized eChapter individuals or workgroups
 - b. Duties and Responsibilities
 - i. Serve as experts on the platform's capabilities and requirements
 - ii. Manage webinar, Town Hall
 - iii. Instruct and mentor individuals or workgroup representatives prior to webinars or CE events
 - iv. Create report for webinar registration traffic and analytics to facilitate appropriate focus on most successful communication pathways, registration sites, and attendance at scheduled Chapter events
- 2. Social Media (Facebook, LinkedIn, and other social platforms)
 - a. Members: Leader and enough additional members to ensure that 2 people can manage each of the platforms effectively
 - b. Duties and Responsibilities

- i. **Maintain currency of materials on social media platforms**
 - ii. **Suggest and promote initiatives to engage members using each social media platform**
 - iii. **Communicate participation statistics to Communications Committee chairperson when requested**
 - iv. **Coordinate with other communication platform workgroups to encourage participation in initiatives**
 - v. **Create and maintain a tutorial to educate incoming committee members and future leaders of the workgroup**
 - YouTube
 - Store video files for enduring continuing education activities
 - Store video files for eChapter committees (e.g., marketing materials, interviews, etc.)
- 3. PeriOp Corner (AORN Platform)
 - a. Members: Communications & Social Media Committee chairperson or appointed Leader and any additional members chosen by the chairperson
 - b. Duties and Responsibilities
 - i. Maintain current algorithms housed on ORNL
 - Chapter-wide communication
 - Committee or group member invitations
 - Committee chairperson events, advertisements, promotions
 - Create and maintain a tutorial to educate incoming committee members and future leaders of the workgroup

WEBMASTER COMMITTEE

A. ROLE:

Support and maintain the eChapter's website as a vital communication tool for its global membership

B. COMPOSITION:

Chair: Appointed by Chapter President and under the direction of the President and eChapter Board of Directors

Members: Appointed by Committee chairperson

C. BOARD LIAISON:

BOD Member as designated by current President

D. DUTIES AND RESPONSIBILITIES (Chair and members):

1. The website management is conducted by committee members under the direction of the President and the eChapter Board of Directors
2. Coordinate with the Communication and Social Media and Member Engagement Committee on content, updates, and promotional materials that the chapter can use on appropriate social media platforms and the chapter website

3. The webmaster committee is responsible for maintaining the eChapter website, updating the site's information, and posting new content provided by the BOD and President
4. Responsibilities also include "Blast" emails (Constant Contact)
5. Preserve all documents associated with this website
6. Submits a monthly reports to the President and BODs
7. Provide chapter website username and password to the current President

EDUCATION / EVIDENCE-BASED PRACTICE / RESEARCH COMMITTEE

A. EDUCATION ROLE:

Provides continuing education activities for the membership by presenting live webinars and maintaining an enduring education library.

B. COMPOSITION:

Chair: Appointed by Chapter President

Members: Appointed by Committee chairperson

Webinar Facilitator: Independent contractor (works with Chair to setup webinars)

C. BOARD LIAISON:

BOD Member as designated by current President

D. DUTIES AND RESPONSIBILITIES (Chair and members):

1. Creates an annual calendar of educational webinars (July through June).
2. Solicits ideas from members for program topics, content, and speakers.
3. Collaborates with an approved CNE Provider to provide CE credit for each eligible activity.
4. Collaborates with Webinar Facilitator to manage the webinar platform for delivering the webinar.
 - a. Recruit speaker
 - b. Facilitate completion of speaker contract
 - c. Provide speaker contact information to CNE Approved Provider; assist with collecting data if necessary
 - d. Facilitate a training session for the speaker on the webinar platform
 - e. Introduce speaker; host the webinar
5. Develops, reviews, and revises content related to continuing education 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. Consults with Board liaison to assist with problem-solving issues.
8. Prepares an annual report and submits to Board Liaison (see calendar for due date).
9. Completes Budget Worksheet and submits to Treasurer (see calendar for due date).

E. PROCESS FOR PROVIDING CONTINUING EDUCATION

1. Solicit speaker permission to pursue CNE contact hours for the presentation.
2. Provides Planning Template for speaker to complete to pursue contact hours for the presentation
3. Submits speaker's completed planning table, CV, and photo (headshot) to the approved CE Provider
4. Submits program information to the Webmaster for the eChapter website calendar

A. RESEARCH / EVIDENCE-BASED PRACTICE ROLE:

Communicate, support, and engage eChapter membership with completing and publishing research studies and EBP projects for the purpose of furthering perioperative knowledge.

Provide selection for 1 research study and 1 EBP grant recipient with BOD approved financial support and guidance.

B. STUDY/PROJECT FUNDING amount subject to the Board approval based on the available funding:

1. Each year from end of Expo to beginning of the next Expo, one research study and one EBP project will be supported.
2. The research study may be awarded up to \$500
3. The EBP project may be awarded up to \$500
4. The total annual eChapter support of research and EBP projects will not exceed \$1000.00.

C. GRANT RECIPIENT REQUIREMENTS:

1. Applicants must be eChapter members.
2. All applications must be submitted to Research Committee by the established deadlines.
3. Preference will be given to members committed to professional development*.

Professional development: Includes but is not limited to evidence of demonstrating continuing education either academically or professionally; participation in professional organizations; holding a professional certification; attending perioperative conferences; presenting posters/live presentations/education.

4. Research/EBP projects funded must be completed within 1 year of approval.
5. Studies/EBP projects must be applicable to OR nursing and have received IRB approval if involving human research.

6. Applicants must agree to share study/EBP project results with the eChapter BOD, eChapter Research Committee, eChapter membership and provide evidence of submitting a poster/presentation proposal for the AORN Expo following study/project completion.

D. COMMUNICATION:

1. Annual report to EChapter: (See guidelines in Operating Policies)
 - a. Details of publications made and planned
 - b. List of current officers
 - c. Details of studies/EPB projects in progress/completed/under consideration

DELEGATION MANAGEMENT COMMITTEE

A. ROLE:

Responsible for selecting and managing eChapter delegates to the AORN Congress

B. COMPOSITION;

Chair: Past President

Members: 2 to 5 members

C. BOARD LIAISON: President

D. DUTIES AND RESPONSIBILITIES (Chair and members):

1. Ascertains delegate allotment from AORN Headquarters by August 1st.
2. Ascertains number of funded vs non-funded Delegates from eChapter Board
3. Ensures that delegate criteria, responsibilities, and application for both funded and non-funded delegates are on website by (see calendar for due date).
4. Apprises membership of availability of criteria, responsibilities, and application on website via e-mail, noting delegate application deadline (see calendar for due date).
5. Compiles a list of Delegates (funded and non-funded) and Alternates (see calendar for due date).
6. Inputs delegate information into AORN website delegate program by deadline established annually by AORN.
7. Oversees participation in the delegate process during AORN Congress.
 - a. Attendance at required AORN business events
 - b. Attendance at eChapter annual meeting
 - c. Voting
 - d. Post-conference website narrative
8. Provides information including delegate selection activities, accomplishments, and concerns to the Board.
9. Develops, reviews, and revises content related to the Delegate selection process on the website.

10. Prepares an annual report and submits to Board Liaison (see calendar for due date).
11. Completes Budget Worksheet and submits to Treasurer (see calendar for due date).

FINANCE COMMITTEE

A. ROLE:

The Treasurer establishes the annual budget in collaboration with the President for approval by the Board; discusses requests from the Board or committees for financial support for projects.

Makes financial recommendations that, with BOD approval, the Treasurer implements.

B. COMPOSITION

Chair : Treasurer

Members: eChapter Officers

C. BOARD LIAISON: n/a Treasurer Change this to Treasurer

D. DUTIES AND RESPONSIBILITIES (Chair and members delete):

1. Creates an annual budget, in collaboration with the President, for approval by the BOD.
2. Determine monies available for AORN Global Surgical Conference and Expo expenses
 - a. Registration for the BOD
 - b. Stipend for delegates
 - c. Meeting room, catering, and audiovisual support for the eChapter annual meeting
 - d. Other expenses approved by the BOD
3. Reviews financial reports.
4. Provides required chapter accountability financial documents to the eChapter Secretary when available.
5. Prepares an annual report and submits to BOD (see calendar for due date).

MEMBER ENGAGEMENT COMMITTEE

A. ROLE:

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

Develops marketing strategies to attract new members to eChapter.

B. COMPOSITION:

Chairperson: Appointed by the President

Members: Appointed by Chair

C. BOARD LIAISON:

Board Member as designated by the current President

D. DUTIES AND RESPONSIBILITIES (Chairperson and members):

1. Downloads the list of New members from the “Manage your Chapter” website
2. Reviews and if necessary revises the process of welcoming new members.
 - a. Design e-mail
 - b. Identify opportunities for new members to participate
 - c. Introduce to www.eChapter.org--link to a feature to entice to view website
3. Initiates contact with new members and/or renewing 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 BOD Liaison to include activities, accomplishments, and concerns to provide a report to the BOD.
7. Communicates with lapsing members monthly to encourage continued membership and offer support.
8. Prepares an annual report for the BOD and submits to BOD Liaison (see calendar for due date).
9. Completes Budget Worksheet and submits to Treasurer (see calendar for due date).

NOMINATING COMMITTEE

A. ROLE:

Provide slate of qualified candidates for eChapter BOD and Nominating Committee.

COMPOSITION:

5 members elected by the membership for a term of 2 years.

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 BOD Liaison to the committee for a term of 1 year.

Committee selects one member to serve as Chairperson; if a Chairperson is not selected by the BOD meeting following the elections, the President will appoint one.

B. BOD LIAISON and ADVISOR:

Immediate Past President

C. DUTIES AND RESPONSIBILITIES (Chair 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:
 - a. elected positions to be filled
 - b. requirements of each position
 - c. the process of candidate selection
 - d. the voting schedule via the website and e-mail communication.
3. Solicits nominations from the active membership.
4. 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 Global Surgical Conference and Expo
 - e. Website contributors
 - f. Frequent ORNL contributors
5. Posts “Willingness to Serve” forms with summary of qualifications and responsibilities for each office on the website by (see calendar for due date).
6. Collects a biographical profile and picture from each nominee.
7. Confirms receipt of a “Willingness to Serve” statement from each nominee.
8. Creates a slate of candidates.
9. Presents slate of candidates to the BOD for approval (see calendar for due date).
10. Notifies the membership of the voting process and deadlines via e-mail and website.
11. Posts ballot with picture and short biographical statement for each candidate on the website in time for voting (see calendar for due date).
12. Coordinates voting site with Webmaster
13. 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.
14. Announces election winners on website.
15. Forwards record of election results to the Secretary for archiving.
16. Maintains copy of all candidate information to pass on to next Nominating Committee.
17. Develops, reviews, and revises website content related to Nominating Committee throughout the year.
18. Provides ongoing information to BOD Liaison to include activities, accomplishments, and concerns to provide a report to the BOD.
19. Reviews the election process for opportunities for improvement.
20. Prepares an annual report for the BOD and submits to the BOD Liaison

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

WAYS & MEANS COMMITTEE

A. ROLE:

Plan fund-raising activities and live face-to-face chapter events (annual meeting).

B. COMPOSITION:

Chair: President-elect

Members: Chair Selects

C. BOD LIAISON: Designated by the current President

D. DUTIES AND RESPONSIBILITIES (Chair and members):

1. Recommends fund-raising activities for BOD approval.
2. Organizes approved activities.
3. Coordinates fund-raising in conjunction with the eChapter table at the AORN Global Surgical Conference and Expo.
 - a. Contacts AORN for Fundraising/Raffle Table information
 - b. Completes application for eChapter Fundraising/Raffle Table
 - c. Ascertains Chapter Fundraising Table hours from AORN
 - d. Works with Delegate Chair to create schedule for member signup
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 BOD Liaison to include activities, accomplishments, and concerns to provide a report to the BOD.
7. Prepares an annual report and submits to BOD (see calendar for due date).
8. Completes Budget Worksheet and submits to Treasurer (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 most recent BOD minutes. 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 BOD. The focus, goals, structure, and responsibilities of the group will be documented in the most recent BOD minutes. 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 by the BOD.

DELEGATE PROTOCOL

FUNDED DELEGATES (# determined annually)

Selection criteria in rank order include:

1. Member of eChapter as primary chapter
2. Previous participation in eChapter activities / committees
3. One slot will be designated for a first-time AORN Expo Delegate.
4. Candidates must be willing to assume all delegate responsibilities listed below, including post-AORN EXPO website narrative contribution.
Note: It is understandable that conflicts can occur; it is essential to negotiate conflicts with the Delegate Chair
5. Delegates are expected to actively participate in eChapter activities/committees for the remainder of the year following the AORN Congress.

Delegate Responsibilities:

The following responsibilities are expected of eChapter delegates:

- A.** Fulfill all eChapter delegate responsibilities **DURING** the AORN Congress and Global Surgical Conference and Expo.
- B.** Attend the annual eChapter Meeting
- C.** Attend all Congress sessions.
 - a. Forums
 - b. House of Delegate sessions
 - c. Voting
- D.** 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.

- E. Fulfill all eChapter delegate responsibilities **AFTER** the AORN Global Surgical Conference and Expo.
- F. Submit a written AORN Global Surgical Conference and EXPO narrative to share your education experience with eChapter members.. (This should include “pearls” that will improve your practice, learned from sessions or from the Expo.)
 - 1. Attend a minimum of 3 eChapter events during the 12 months following the AORN Global Surgical Conference and Expo.
 - 2. Run for office.
 - a) *Odd years:*
 - i. President-Elect
 - ii. Treasurer
 - iii. Board Member (2)
 - iv. Nominating Committee (3)
 - b) *Even years:*
 - i. President-Elect
 - ii. Secretary
 - iii. Board Member (2)
 - iv. Nominating Committee (2)
- OR:**
- c) Participate on or Chair an eChapter committee
 - i. Bylaws
 - ii. Communications
 - iii. Education
 - iv. Finance
 - v. Membership
 - vi. Nominating
 - vii. Ways And Means
- G. Delegates serve for 1 year beginning with the AORN EXPO. If a delegate does not fulfill the delegate requirements, he or she will be ineligible to serve as a delegate the following year.

NON-FUNDED DELEGATES (# determined annually)

Selection criteria:

eChapter as primary or secondary chapter

Delegate responsibilities

- A. Non-funded Delegates MUST attend all Forum and House Sessions
- B. Non-funded delegates must sit in eChapter designated section at the House sessions
- C. Non-funded Delegates must check in with Delegate Chair for accurate count
- D. Non-funded Delegates are excused from any other responsibilities

