



Chapter Toolkit

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1. Chapter Officers Duties

PRESIDENT

Responsibilities:

1. Call and preside over chapter meetings.
2. Prepare for meetings by setting the agenda and any issues and/or reports for the membership.
3. Attend monthly Member Services teleconferences.
4. Submit a brief annual report to GAPNA.
5. Maintain communication with all members of the leadership team.
6. Ensure the bylaws and proper rules of order are followed.
7. Appoints members to committees, task forces, working groups, etc., as needed.
8. Serves as spokesperson for the Chapter and national organization.
9. Attend annual conference of GAPNA.
10. Submit chapter updates to the GAPNA newsletter.

PRESIDENT-ELECT

Responsibilities:

1. Attend all chapter meetings.
2. Attend the Annual Conference.
3. Function as the President during the President's absence.
4. Attend monthly Member Services teleconference if the President cannot attend.
5. Performs duties as assigned by the President.
6. Actively supports strategies which identifies and cultivates the Chapter leadership.

SECRETARY

Responsibilities:

1. The Secretary will give notice of and attend all meetings of the Chapter, and document the proceedings.
2. Ensures copies of minutes are forwarded to all appropriate persons and groups.
3. The Secretary will conduct correspondence and carries into execution all orders, votes and resolutions not otherwise committed.
4. Maintain membership roster.
5. Submit chapter updates to the website.
6. Perform other duties as requested by the President, i.e. Chapter Historian, saving archival items.

TREASURER

Responsibilities:

1. The Treasurer shall keep an account of all moneys received and expended for the use of the Chapter and make any disbursements authorized by the Executive Board.
2. The Treasurer shall deposit all sums received in the bank. Funds may be drawn only on the signature of the Treasurer or other designate Execute Officer.
3. The Treasurer shall submit data to the President to report at the Annual conference, Chapter Annual report, or when called upon by the Chapter President.
4. The Treasurer shall maintain the EIN with the IRS (see chapters section of the website).
5. The Treasurer will submit an annual 990-N to the IRS (see chapter section of the website).
6. Performs other duties as requested by the President.

2. CE Conference Planning – Checklist

1. Create a conference committee/ coordinator
 - a. Get together and brainstorm ideas for topics/ speakers.
 - ✓ Assign a committee member to them to be a “guide” during the process
 - ✓ When thinking of topics, you can send out surveys to your group about topics that would interest them
 - ✓ Decide on how much each speaker will be paid (honorarium), if not using Pharmaceutical Company sponsorship.
 - b. Come up with a date and venue for the conference.
 - ✓ Have a committee member arrange for venue.
 - ✓ Make sure it is centrally located, easy to get too, with free parking, if possible.
 - ✓ Discuss food for conference
 - Coffee/tea/water
 - Snacks
2. Getting your Speakers to commit/ send in all the CE stuff
 - a. Send letters to speakers, outlining their agreement to speak.
 - ✓ Discuss the required AV needs, their preference for time slot, the required objectives & detailed outline, CV/Bio form, handouts.
 - ✓ Establish deadline to get CE information back for submission to GAPNA.
 - b. When additional info is needed, have the speaker’s assigned person for contact them. This will avoid confusion and make everything more organized.
 - c. Send follow-up letter just prior to conference with date/location/time of presentation with a contact number day of conference.
 - d. When the event is completed, be sure to send a thank you letter with copy of summary of evaluation to the speaker
3. Design flyer and establish a deadline to mail it out.
 - a. Title for your CE day
 - b. Date/Location
 - c. CE information, including ANCC and pharmacology credit.
 - d. Cost to attend: members, non-members, students
 - e. Deadline for registration/Cancellation policy
 - f. Where to return registration/payment
4. Registration Coordinator - Contact person for conference information to people who inquire and keep track of those who sign up
5. Supplies/Printing/Mailing costs

Conference Promotion

- Dissemination of flyer
- Mailing party - Use current chapter mailing list
- ANP schools
- Work setting lists: i.e., VA, Kaiser NP lists
- CANP mailing via regional leaders/meetings
- Email – i.e., E-vite
 - ✓ Facebook
- Email blasts – repeated reminders/updates
- Word of mouth

3. CE Conference Planning – Preparation

Item	2009		2010		2011	
	Resp. Person	Done	Resp. Person	Done	Resp. Person	Done
Conference Brochure & Mailing						
“Save the Date” to MICNP & GAPNA for website posting						
Conf. Registration Announcement on MICNP & GAPNA websites						
Conf. Site Reservation & Contract (as soon as date and site identified).						
Exhibitor & Vendor Contacts (start as early as possible & make frequent contacts/updates – be persistent)						
Speaker contacts & honorariums						
Continuing Education “Offering” documents to GAPNA						
Contact w/MICNP for running registration totals						
MICNP Preparations Registration Lists (2) CD’s Name Tags w/extras Name Tag Lanyards Ribbons for “Speaker”, President”, & “Planning Comm” MICNP Staff Assistance @ Conf Speaker & Conf Evals Name Labels for Conf Folder						
Meet w/Conf Site to decide on Event Needs at least 2 weeks before event Menu AV technology Room Set ups Tables						
Final Count to Conf Site 3 days before event						

<p>Conf. Folders</p> <ul style="list-style-type: none"> Conf Schedule of Day “Save the Date” Flyer for next year CD Speaker/Conf Eval Exhibitor/Sponsor Acknowledgement Flyer Notebook Paper Name Labels for Folder Name Tags Any Speaker Handouts 						
Speaker Bio’s for Introduction at Conf						
Opening Remarks & Conduct of Conf						
<p>Raffles</p> <ul style="list-style-type: none"> Tickets for Scholarship Award Sponsor Raffle Cards Plastic containers “Raffle” Poster at registration Carpenter aprons for ticket selling Balloons 						
<p>Volunteers</p> <ul style="list-style-type: none"> Raffle Ticket Sales Registration Desk in morning Collection of program evals at end of conf Distribution of CE certificates at end of day Room monitors (speaker time & evals) Speaker Introductions Outline of Room Monitor responsibilities 						
Speaker Honorariums						
Speaker “Thank You” cards – place honorariums inside						
Exhibitor/Sponsor “Thank You” cards						
Tent Cards for Exhibitor Tables						
<p>GLC Display Table</p> <ul style="list-style-type: none"> Poster GAPNA membership appls Additional chapter information 						

Pictures at Conference CAMERA						
Index Cards for tables						
Exhibitor Acknowledgment Poster						
Awards/Certificates						
Power Point Slide for Conference Introduction						
Speaker Time Cards (5" and 10")						
"Table" requirements for registration, exhibitors, displays to conf site 3 days before event						
Request for Coat Racks						
Laptops						
LCD projectors						
Tripods (approx. 3)						
Office Supplies for day of conference Rubber Bands Magic Marker Stapler Pens Receipt Book						