

New England Region of the Wound Ostomy Continence Nurses Society- Policy & Procedures

TABLE OF CONTENTS

1. INTRODUCTION	1.1
Purpose	
2. POLICIES AND PROCEDURES	2.1
Financial Guidelines	2.1
Financial Reimbursement	2.2
3. OFFICER JOB DESCRIPTIONS	3.1
Officers: General Information	3.1
President	3.2
President-Elect	3.3
Secretary	3.4
Treasurer	3.5
4. COMMITTEES	4.1
Committees: General Information	4.1
Committee Meetings	4.2
Education, Regional	4.3
Public Policy / Political Action	4.4
Membership/Public Relations/Scholarship	4.5
Nominating Committee	4.6
Community Outreach/Youth Rally	4.7
Communications	4.8
Historian	4.9
5. APPENDIX – FORMS	
Reimbursement or Payment Request	

1.1 PURPOSE

This policy and procedure manual has been developed as an operational manual for the members of the New England Region of the WOCN Society and shall not conflict with the By-laws of the organization.

The New England Region recognizes its responsibilities to maintain current policies and procedures and, as such, will review and update this manual biannually.

POLICIES AND PROCEDURES

2.1 FINANCIAL GUIDELINES

Reimbursement for gifts for retiring officers (Board of Director members – President, Secretary, & Treasurer) will be based on one hundred dollars (\$100.00) with additions of up to ten dollars (\$10.00) per year of service.

Gifts for retiring Committee Chairs and Historian may be given at the discretion of the President for amounts up to fifty dollars (\$50.00) with additions of up to five dollars (\$5.00) per year of service.

2.2 FINANCIAL REIMBURSEMENT

National

President, President–Elect and one education chair will be reimbursed for all (conference registration, hotel, travel, food) expenses incurred for Regional and National meetings. Secretary and Treasurer will be reimbursed for the following expenses incurred: registration, 2-night room, and up to \$400 maximum travel, as the budget allows.

Regional

President will be reimbursed for expenses incurred including registration and 2-night room expense. President-elect will be reimbursed for expenses incurred including registration and 2-night room expense. Treasurer will be reimbursed for expenses incurred including registration and 2-night room expense. Secretary will be reimbursed for expenses incurred including registration and 2-night room expense.

Education co-chairs will be reimbursed for expenses incurred including registration and 2-night room expense.

Exhibit Chairperson will be reimbursed for expenses incurred including registration and 1 night room expense.

Membership Chairperson will be reimbursed for expenses incurred including registration and 1 night room expense.

Nominations Chairperson will be reimbursed for expenses incurred including registration and 1 night room expense.

Youth Rally Co chair will be reimbursed for expenses incurred including registration and 1 night room expense for the first year of service and then 2nd year will receive registration and 50% of 1 night room expense.

Communications Chairperson will be reimbursed for expenses incurred including registration and 1 night room expense.

Historian will be reimbursed for expenses incurred including expenses incurred including registration and 1 night room expense.

Per the current P & P , registration is waived for education committee members chosen by the Chair of Education and brought to the board for approval.

Mileage, transportation and food will not be reimbursed for the regional conference. Program speakers will be reimbursed for meals to a maximum of fifty dollars (\$50.00) per day as approved by the president and education committee respectively.

Immediate Past President will be reimbursed for room expenses the night of the Regional Board Meeting.

Reimbursement forms must be submitted within 30 days of the meeting with receipts; reimbursement is reviewed and authorized by the Treasurer and President.

Checks over \$2000, written on the New England Region WOCN account require two signatures, the Treasurer and the President.

All contracts except for speaker contracts must be signed by the President.
Speaker contracts will be signed by either educational chairperson or co-chairperson

The New England Region of the WOCN Society accepts donations and support from industry to assist with conference costs. No compensation is given to contributors (e.g.: Reduction or waived of exhibiting fees).

All reimbursements will be within the limits of the approved annual budget.

This will be evaluated and voted on biannually.

OFFICER JOB DESCRIPTIONS

3.1 OFFICERS: GENERAL INFORMATION

- All officers will review their yearly budget as directed by the Treasurer prior to the fiscal year, January 1 to December 31.
- Officers may supervise standing or ad hoc committee(s) as appointed by the President.
- Officers will attend all regional Membership and Board meetings and participate in board conference calls. Prior notice for absences will be given to the president and alternate arrangements made as necessary.
- Written notifications of resignations from a position on the board will be made to the President within a timely manner

3.2 PRESIDENT

- Responsible to the membership of the New England Region of the WOCN Society
- Supervises the New England Region WOCN Board and all New England Region of the WOCN Society Committees
- Promotes a mentor relationship with the president-elect for continuity of government
- Duties:
 - Coordinates regional activities.
 - Sets annual goals with input from the Board and develops an organizational plan to meet these goals. These goals will be reviewed at the first annual business meeting.
 - Prepares an agenda for Board meetings prior to the meeting and distributes to board members.

- Presides at all Regional Membership and Board meetings.
- Attends individual committee meetings as needed.
- Works with the Board and Committees to plan objectives and periodically check on progress; stays informed on all activities.
- Communicates regularly with the membership via online communication.
- Stimulates interest in establishing creative activities to keep membership involved.
- Reviews and signs any business contracts i.e., for conferences
- Represents the region at the annual Regional President's meeting at the national WOCN Society conference and other national activities as necessary.
- Submits regional news articles to WOCN for publication in annual region and affiliate updates as requested by National WOCN.
- Submits all records and meets with incoming President to review ongoing business.

3.3 PRESIDENT ELECT

- Responsible to the New England Region of the WOCN Society President and membership
- Supervises Committee(s) as appointed by the President.
- Duties:
 - To participate in a preceptor-mentor role so that she/he will gain experience prior to transition to serve as President.
 - Presides at Board and /or Membership meetings in absence of the President.
 - Reviews and updates Operating Guidelines (By-laws) during their 2-year term of service then presents the drafted revisions to the Board for approval followed by a general membership review and vote see Operating Guidelines (Bylaws).
 - Reviews and updates Policy & Procedure Manual during the 2-year term of service and presents a draft to the Board.

3.4 SECRETARY

- Responsible to the New England Region of the WOCN Society President and membership
- Duties:
 - Records accurate minutes of all regional Membership and Board meetings.
 - Distributes minutes of the Board meetings to Board members within two weeks of said meeting.
 - Minutes will be distributed to the board members once for edits and then prior to board meeting to review for approval.
 - Keeps a master file of all Committee meeting minutes for five (5) years.
 - Submits all records to the incoming secretary.
 -

3.5 TREASURER

- Responsible to the New England Region of the WOCN Society President and membership
- Duties:
 - Receives and disburses all funds of the New England Region of the WOCN Society.
 - Informs the bank of change in officers and facilitates transfer of signature power to new officers.
 - Assess the financial needs of the New England Region of the WOCN Society Board and committees.
 - Keeps accurate records of expense/budget forms for the New England Region of the WOCN Society.
 - Reviews all budget requests.
 - Reimburses members for approved expenditures.

- Serves as an Advisor to all committees in financial matters.
- Keeps the President and Board informed of the financial status.
- Completes and submits the WOCN society annual tax information reporting form and provides a copy to the President.
- Work with National WOCN society to secure both bond & event liability insurance in collaboration with other committees
- Organizes gifts and cards for occasions requiring acknowledgement as directed by the Board.
- Submits all records to the incoming Treasurer.



COMMITTEES

4.1 COMMITTEES: GENERAL INFORMATION

Committee chairs will be appointed by the President and in accepting will serve a minimum of two-year term.

Standing committees with two chairpersons shall have alternating year appointments such that an experienced chair serves as a mentor to the incoming co-chair. Only one chairperson will attend board meetings.

Minutes will be recorded for each Committee meeting and an electronic copy will be forwarded to the President, President-Elect, and the Secretary within three (3) weeks after the meeting.

Each chair will consult with the Treasurer to establish their committee's annual budget. Each committee will function in a fiscally responsible manner.

All standing committee chairs are expected to attend regional Membership and Board meetings as well as participate in board conference calls. Prior notice will be given to the president and alternate arrangements made if unable to attend.

4.2 COMMITTEE MEETINGS

Committee meetings will be held at the discretion of the committee chairpersons.

Conference calls may be held in lieu of face-to-face meetings at the discretion of the committee chairperson(s).

4.3 EDUCATION COMMITTEE

- Purpose:
 - The Education Committee provides structured continuing education programs for physicians, nurses, allied health professionals and /or consumers to maintain and increase their knowledge of the scope/ practice of WOC Nursing; promoting the image of the WOC Nurse and generating interest in the field of WOC Nursing among professional peers, as well as generating revenue to support New England Region of the WOCN Society activities.

- Functions:
 - Plans, organizes, and directs New England Region of the WOCN society continuing education programs for health care providers and consumers.
 - Identifies sites for programs on an annual basis with Board input.
 - Establishes dates for educational conferences within guidelines of the by-laws and informs Executive Board.
 - Speakers for NER continuing education programs will be paid as defined by the education committee contract.
 - Identifies and assigns specific duties to implement the program
 - Submits programs to appropriate organizations for contact hours.
 - Coordinates with event planner as needed.
 - Maintains records required for contact hours
 - Speaker contracts will be signed by either educational chairperson or co-chairperson
 - Reviews evaluations to periodically update programs including content and speakers.
 - Submits all records to incoming educational chairperson

4.4 PUBLIC POLICY (POLITICAL ACTION) COMMITTEE

- Purpose:
 - Reviews and communicates legislative and regulatory action that effects patient care and/ or the practice of WOC Nursing. Promotes consumer needs for all WOC Nursing Consumers
- Functions:
 - Monitors legislation & regulation on health care issues.
 - Sends pertinent legislative & regulatory information to WOCN Society.
 - Communicates with New England Region of the WOCN society membership as necessary to alert members to state, regional, and/ or national legislation or regulation through newsletter and regional meetings.
 - Maintains communication with national committees to facilitate communication on national concerns/issues.
 - Recommends a member of the committee participate in the WOCN Society Public Policy Committee.
 - Submits all records to incoming chairperson.

➤ MEMBERSHIP COMMITTEE

- Purpose:
 - Stimulates the growth New England Region of the WOCN society by active membership promotions and recruitment, for all membership categories.
 - Promote the role of the WOCN.
 - Promotes activities and recognition awards as well as NER Scholarship
- Functions:
 - Receives current membership list (from) national office.
 - Coordinates distribution of welcome information to new members; introducing them to regional activities
 - Sends out welcome letter from regional president
 - Prepares and coordinates publicity for scholarship and award activity.
 - Coordinates the WOC Nurse of the Year award and serves as chair of the selection committee

- Submits all records to incoming membership chair

4.5 NOMINATING COMMITTEE

- Purpose:
 - Solicits qualified candidates and presents an election slate to the membership
 - Only those members holding a certification through the WOCNCB may serve as a board position. CFCN and WTA-C are ineligible unless they hold a WOCNCB certification.
- Function:

Solicits nominations from the membership and receives contact information from membership chair either by phone or email to welcome new members

 - Keeps a list of nominees and a copy of their CV on file
 - Ensures nominations are held per National guidelines
 - Works closely with membership to obtain candidates for nominations.
 - Oversees the election of officers as per the by-laws.
 - Announces election results at the Fall Business meeting.
 - Submits all records to incoming nominating chairperson.

4.6 YOUTH RALLY COMMITTEE

- Purpose:
 - The purpose of the Youth Rally Committee is to coordinate fundraising efforts to provide youth from our New England Region living with an ostomy or related bowel or bladder diversion the opportunity to experience both fun and educational activities in a supportive environment along with their peers, led by professionals and trained volunteers. Examples of the sponsored activities may include: CCFA sponsored camps/activities, Youth Rally Inc. annual camp.
- Function:
 - Coordinates the annual Youth Rally Auction– secures auction item donations, oversees the auction itself, monitors and assists treasurer with collection of auction money
 - Solicits youths to attend activities from throughout the region via verbal appeal, newsletter, e-mails.
 - Coordinates the list of attendees, provides information on reimbursement, and assists with arrangements between organizations, youths and parents/guardians involved as needed.
 - The amount of funding provided is dependent on the amount raised during our fundraising events. This can be supplemented at the discretion of the board.
 - Appeals for funding experiences/activities other than Youth Rally Camp will be presented and considered for approval by the New England Region Board.
 - Assist with the selection of scholarship to send WOC Nurse to Youth Rally Camp.

4.8 COMMUNICATIONS COMMITTEE:

- Purpose:
 - Provides a means for communicating organizational news and sharing information with all New England Region of the WOCN Society members on a regular basis
 - Manages web site for the New England Region of the WOCN Society
 - Manages the New England Region email account and blast emails to assist other Committees and Board Members in communicating with members

- Edits and publishes submissions for online communication and social media.
- Conducts correspondence of the region as directed by President.
- Function:
 - Publishes/Posts on NER website for all members of the New England Region of the WOCN Society, archive yearly
 - Attempt to solicit advertising in online newsletter
 - Maintains website
 - Maintains Social Network accounts
 - Collaborates with other committees of the New England Region of the WOCN Society to improve communication using technology to best meet member needs
 - Send out blast emails to members, maintain email account
 - Choose by lottery a predetermined number of members from the prior year who submitted to the newsletter to attend to attend Fall Conference at no cost
 - Publishes minutes of general membership meetings to members only on website.

Conducts correspondence of the region as directed by the President

4.9 HISTORIAN:

- Purpose:
 - To gather and preserve the history of the New England Region of the WOCN Society as directed by the president and the board members.
- Function:
 - Research the history of the New England Region of the WOCN Society
 - Gather pictures of New England Region of the WOCN Society members and events
 - Gather information about significant events in the New England Region's history
 - Establish and maintain both digital and hard copy records of the New England region's history
 - Make information available to the president, board of directors and membership at conferences and via the region's website and newsletter articles