

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

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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 bi annually.

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.

Regional conference registration is waived for the following participants:

1. Active Board members including both Education Committee chairpersons
2. Exhibitor Chairperson(s)
3. Immediate Past President (for one year)
4. Education committee members chosen by the chairs

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

New England Region of the WOCN Society Board Members/Committee Chair will be reimbursed for the night of the Regional Board Meeting. Education co-chairs are reimbursed for room expenses both nights and registration. Immediate Past President will be reimbursed for room expenses for the night of the Regional Board Meeting for one year.

New England Region of the WOCN Society Board Members/Committee Chair will be reimbursed for mileage and other transportation costs (e.g. tolls and parking) to and from Regional Board/ Business Meetings. Reimbursement per mile will be based on current federal guidelines.

New England Region of the WOCN Society Board Members and 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.

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 with the exception of speaker contracts must be signed by the President.

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 submit 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.

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.
 - Prepares an agenda for Board meetings prior to the meeting and distributes to board members.
 - Presides at all Regional Membership and Board meetings.
 - 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 "nETwork" newsletter.
 - 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 WOCNews

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 three weeks of said meeting.
 - Conducts correspondence of the region as directed by the President.
 - Keeps a master file of all Committee meeting minutes for five (5) years.
 - Submits all records to the incoming secretary.
 - Organizes gifts and cards for occasions requiring acknowledgement as directed by the Board.

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.
 - Submits all records to the incoming Treasurer.
 - 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

COMMITTEES

4.1 COMMITTEES: GENERAL INFORMATION

Committee chairs will be appointed by the President and in accepting will serve a 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.

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.
 - Maintains records required for contact hours
 - Reviews evaluations to periodically update programs including content and speakers.

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.

4.5 MEMBERSHIP/Professional RELATIONS / Scholarship 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 packets 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.

4.6 NOMINATING COMMITTEE

- Purpose:
 - Solicits qualified candidates and presents an election slate to the membership
- Function:
 - Solicits nominations from the membership
 - Keeps a list of nominees and a copy of their CV on file
 - Oversees the election of officers as per the by-laws.
 - Announces election results at the Fall Business meeting.

4.7 COMMUNITY OUTREACH / 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 at Fall Conference – secures auction item donations, conducts 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 and available annually.
- 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 the online newsletter
- Function:
 - *Publishes/Posts* on the web) nETwork as a rolling submission 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
 - Maintain minutes of general membership meetings to members only.

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 regions website and newsletter articles