MEMBERSHIP CHAIR
Position Description
(Revised February 2013)

The Membership Chair:
1) Maintains accurate online membership database for the organization, 2) performs annual membership audit to verify accuracy of the membership database, 3) coordinates recruitment efforts of the organization, 4) arranges for yearly membership drive, 5) serves as the APSNA phone contact, and 6) develops new member benefits with Board of Directors (BOD) approval.

Additional responsibilities include:

1. Serve as a member of the BOD for a two-year term. There is a mentor year following this term.
2. Attend annual BOD meetings (Pre- and Post-Conference) and participate in the Fall BOD Meeting Conference to conduct the business of the organization. Present a short report to the membership at the Business Meeting.
3. Staff APSNA table during first 2 days of APSA conference (days to be determined).
4. Update membership brochure.
5. Evaluate each application for membership.
6. Contact new members as notification of their membership received from the website.
7. Monitor database to ensure that all new members qualify for membership.
8. Monitor database on at least a weekly basis to ensure it is up to date.
9. Coordinate the membership renewal process through the website.
10. Three renewal letters sent automatically by the website approximately 2 months, 1 month, and 1 week prior to renewal date.
11. Maintain contact with membership throughout year for updates.
12. Seek national, regional, and local conferences and arrange for APSNA table and with trifold display/or membership pamphlet distribution.
13. Member of the Finance Committee (see Treasurer’s position description for responsibilities). this is on several documents - I think we need to make it consistent
14. Maintain communication with other BOD members through the APSNA BOD Listserve.
15. Maintain a folder of all APSNA related financial transactions in which involved (including copies of all receipts) and bring it to the annual audit.
16. Other duties as delegated by the President.
17. Write in Journal of Pediatric Surgical Nursing an article/item after attending any partnering or development meeting.
COMPETENCIES NECESSARY FOR MEMBERSHIP CHAIR

- Develop a Working knowledge of Member Clicks<sup>SM</sup> database (to be oriented by mentor Membership Chair and/or APSNA Web Admin) during first 3 months of term
- Ability to communicate via e-mail with members, board, and web administrator
- Possesses basic skills in generating, editing, and organizing electronic files and documents

ESSENTIAL BOARD PROGRESSION PLAN COMPETENCIES

- Shows a good appreciation APSNA’s mission and strategic plan, is able to evaluate and provide insight into strategic direction.
- Contributes to the achievement of APSNA’s objectives by effectively applying knowledge, experience and expertise to the issues confronting the organization.
- Demonstrates adequate knowledge of the profession to understand and question the assumptions upon which the organization’s business plans are based.
- Evidences diligent preparation for meetings (is prepared, knows material and actively participates). Arrives on time, is attentive and present for the duration of all meetings. Available when needed, accessible and approachable. Accepts and volunteers for tasks and related work that furthers the strategic direction of APSNA.
- Respects the confidentiality of the organization’s business information and the deliberations of the BOD. Contributes meaningfully and knowledgeably to BOD discussions, providing valuable input and advice to management. Expresses views frankly and openly in BOD meetings. Listens to, respects and encourages the expression of opinions by other BOD members.
- Makes a positive contribution to the long-term viability of APSNA as a professional association and to the succession of the BOD. Contributes to the overall effectiveness of the mission and preferred future of the organization. Demonstrates an ability to assist the BOD in meeting the strategic objectives of the organization.
- Shows an understanding of, and willingness to respond to members’ needs
TIMELINE and OPERATIONAL PROCEDURES for General Duties

Every Month

- Maintain accurate online membership database using MemberClicks™.
  - Encourage new members to join online.
  - For those who join through postal mail
    - Enter them into online data base
    - Notify Information Systems (IS) Chair and Treasurer
    - Send check to Treasurer
  - E-mail new member packet. This includes:
    - Welcome letter including information regarding the resource Bulletin Board.
    - “Weaving Your Way Through the Web” (this explains how to use the Listserv, www.apsna.org, the importance of e-mail and our paperless system).
    - Electronic copy of the latest edition of Journal of Pediatric Surgical Nursing
  - If no e-mail address submitted:
    - New member packet will be mailed.
  - Membership Chair has the option of downloading and mailing Journal of Pediatric Surgical Nursing and resource Bulletin Board information.
  - Mail APSNA pins to all new members who are unable to attend the annual conference.
  - An e-mail address has to be obtained before you are able to register the person in the system as a member.

- As a member of the Finance Committee, review monthly investment reports sent by the Treasurer (sent by the 15th of the month).

May (incoming year)

- Attend the Business Meeting and Pre- and Post-conference BOD meetings
- Review all APSNA bylaws
- Review all APSNA policies, especially those specific to my job description.
- Review Bulletin Board Access and documents

June

- Journal of Pediatric Surgical Nursing submission, including Membership News for the Connections Column, to Publications Chair by June 20.
- Develop Membership e-mail communication with IS Chair (it should be coordinated with the membership drive, the timing of which should be discussed with the BOD).
- Prepare and submit quarterly report to APSNABoard@aps.memberclicks.net by July 1.
July
- Conduct annual membership audit using record of payment from Treasurer and monthly statements from AORN (Triad). (Suggested minimum audit of 20% of total membership.)
- Audit membership are of website for accuracy and needed updates

September
- Review previous year's budgets and expenditures. Submit budget requests to Treasurer at Fall BOD Meeting Conference for any expenses greater than $25 for mailing, printing, shipping, or any other expenses (recruitment items including pins, brochures, logo items; banner/trifold, recruitment initiatives, supplies/shipping/miscellaneous ) anticipated for the coming January - December Fiscal Year.
- Review committee reports and BOD Listserv discussions prior to the Fall BOD Meeting Conference.
- Prepare and submit quarterly report to APSNABoard@aps.memberclicks.net by October 1.

October
- Review committee reports and BOD Listserv discussions prior to the Fall BOD Meeting Conference.
- Prepare report for, attend, and participate in the Fall BOD Meeting Conference.
- Journal of Pediatric Surgical Nursing submission, including Membership News for the Connections Column, to Publications Chair by October 20.

December
- ALL receipts for reimbursement for current year should be submitted no later than December 15.
- Prepare and submit quarterly report to APSNABoard@aps.memberclicks.net by January 1st.
- Receive applications for Foster Grant from Director At Large for review.

January
- Secure a vendors booth for the APSA conference.
- Review position description and submit necessary changes to President-Elect and Secretary by February 1.

February
- Journal of Pediatric Surgical Nursing submission, including Membership News for the Connections Column, to Publications Chair by February 20.

March
- Prepare and submit quarterly report to APSNABoard@aps.memberclicks.net by April 1.
• Review committee reports and BOD Listserv discussions prior to the Annual Scientific Conference.

May
• Attend and participate in the Annual Audit (held pre-conference)
  o Bring all documentation of APSNA related financial transactions.
• Attend the Finance Committee meeting, which is chaired by the Treasurer.
  o Be prepared to present a report on any budget variances or expect for the remainder of the year if in excess of 10% over budget.
• Attend the Business Meeting and Pre- and Post-conference BOD Meetings.
  o Prepare a short report for presentation at the Business Meeting.
Appendix A

The Finance Committee assures fiscal responsibility of the organization by overseeing the fiscal operations and evaluating for completeness, practicality, and congruence with organizational goals.

Responsibilities include:

- Monitor financial status of organization by reviewing quarterly/annual Treasurer Reports.
- Monitor disbursement of funds and budget variances.
- Review and approve the annual operating and conference budgets.
- Participate in the annual internal audit of the financial status of the organization.
- Participate in the annual pre-conference Finance Committee meeting.
- Membership of the Finance Committee consists of:
  - Treasurer: Chair
  - DAL
  - Development Chair
  - Membership Chair
  - President-Elect
  - Secretary
  - Past Treasurer (advisory, no vote)
  - Incoming Treasurer (if desired, no vote)
  - Member at Large (MAL will have been an active member of the Association for two years and is recruited/selected by the Treasurer annually)
Appendix B

The Investment Committee Chair
Position Description
(Revised March 2013)

The Investment Committee (IC) Chair serves a 1 year term as spokesperson and coordinator for the Investment Committee. The IC Chair will be selected by nomination and majority vote of the Investment Committee annually.

Responsibilities include:

1. Is available to Executive Committee and Treasurer to answer questions and explain current investments and investment policy.

2. Assures that account statements and investment spreadsheet are sent to Investment Committee members and Executive Committee on a monthly basis.

3. Makes contact with investment advisor to review investments and changes in APSNA’s spending priorities on a semiannual basis or as needed.

4. Assures that Investment Committee meeting is held in April of every year and more frequently if needed.

5. Provides an investment overview and update to Executive Committee in preparation for annual meeting.

6. Coordinates and presides over annual investment committee meeting.
   a. Develops agenda,
   b. Sets time and date of meeting
   c. Notifies Committee members and Executive Committee of meeting time and date
   d. Makes arrangements for conference call and sends instructions to all members

7. Compiles minutes and distributes to Committee for approval and to executive committee for review.

8. Assures that Investment Committee recommendations are presented to the Executive and Finance committees and that questions/concerns are addressed.

9. Works closely with Treasurer to purchase/sell investments as recommended by the investment committee and approved by executive committee.
SKILL SET REQUIRED TO PERFORM/BE DEVELOPED BY THE INVESTMENT COMMITTEE CHAIR:

- Basic knowledge of investment options (MM, CDs, mutual funds, stocks)
- Willingness to learn and participate in investment decisions.
- Ability to coordinate/organize/direct meetings
- Mastery of personal finances, balancing checkbook, fiscal responsibility.
- Demonstrates interest in and understanding of APSNAs mission and strategic plan. Understanding of 501 (C) 3 responsibilities and requirements as it relates to APSNA activities.
- Ability to handle multiple tasks and meet deadlines. Ability to monitor and respond to e-mail inquiries promptly.
- Familiarity with banking software program QuickBooks® and account statements as necessary to review APSNA financial status and create investment reports.
- Ability to complete on-line transactions as necessary.

ESSENTIAL PROGRESSION PLAN COMPETENCIES

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- Contributes to the achievement of APSNA’s objectives by effectively applying knowledge, experience and expertise to the issues confronting the organization.
- Demonstrates adequate knowledge of the profession to understand and question the assumptions upon which the organization’s business plans are based.
- Evidences diligent preparation for meetings (is prepared, knows material and actively participates). Arrives on time, is attentive and present for the duration of all meetings. Available when needed, accessible and approachable. Accepts and volunteers for tasks and related work that furthers the strategic direction of APSNA.
- Respects the confidentiality of the organization’s business information and the deliberations of the Executive Board. Contributes meaningfully and knowledgeably to BOD discussions, providing valuable input and advice to management. Expresses views frankly and openly in BOD meetings. Listens to, respects and encourages the expression of opinions by other BOD members.
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