The Publications Chair:
1) is the editor of Journal of Pediatric Surgical Nursing, the triannual newsletter of the organization, 2) APSNA Resource Manual coordinator, 3) maintains a copy of the copyright of the APSNA logo and a copy of the logo, and 4) functions in the role of nurse planner associated with enduring educational materials/independent studies published in the Journal of Pediatric Surgical Nursing, and works with the Lead Nurse Planner in ensuring that ANCC guidelines are met for all related educational offerings

Additional responsibilities include:

1. Serve as a member of the Board of Directors (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. Serve as a member of the APSNA Provider Unit to review new members and evaluate existing members of the Speakers Bureau. Attends bi-annual APSNA Provider Unit meetings to evaluate existing, and to plan implement and evaluate future educational programs, ensuring that all educational programs meet ANCC standards.
4. As the APSNA Resource Manual coordinator: obtains assistance from committee members and ongoing resource editors. This is a long-term project to produce educational, diagnosis specific resources for the membership.
5. Maintain communication with other BOD through the APSNA BOD Listserve.
6. Maintain a folder of all APSNA related financial transactions in which involved (including copies of all receipts) and bring it to the annual audit.
7. Other duties as delegated by the President.
8. Write a Journal of Pediatric Surgical Nursing article/item after attending any partnering or development meeting.

SKILLS SET NECESSARY FOR THE CANDIDATE OR TO BE DEVELOPED WITHIN 6 MONTHS OF STARTING POSITION

- Access to and working knowledge of Microsoft Publisher
- Strong Organizational skills
- Ability to utilize email and communicate via Listserve effectively
• Has experience in the planning, implementation and evaluation of educational offerings to nurses. Possesses knowledge in adult learning theory
• Possesses basic skills in generating, editing, and organizing electronic files and documents.

ESSENTIAL BOARD PROGRESSION PLAN SKILLS SET

• Shows a good appreciation for 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**

**May**
- Develop editorial process with Education Chair which includes constructive editorial review at Pre-Conference APSNA Provider Unit Meeting.
- Recruitment for articles.
  - Ideally should be two articles ahead.
  - Contact vendors who will be placing advertisements in the Journal of Pediatric Surgical Nursing and review specifications and timeline.
- Reminder to BOD that *Journal of Pediatric Surgical nursing* submissions due by June 20.
- Begin to format summer issue of *Journal of Pediatric Surgical Nursing*.
- Review all APSNA policies, especially those specific to my job description.
- Review Bulletin Board access and documents available.
- Review APSNA Bylaws.

**June**
- **Receive article regarding the New BOD and Founders Award winner for the Journal of Pediatric Surgical Nursing Summer issue from Nominations Chair.**
- Receive conference summary from Program Chair for the Summer *Journal of Pediatric Surgical Nursing* by June 20.
- Receive “Message from the President” from the President by June 20th.
- Receive ANCC guideline update from Education Chair.
- In collaboration with the IS Chair, receive any *Journal of Pediatric Surgical Nursing* advertisement from Development Chair by June 20, if warranted.
- Prepare and submit quarterly report to APSNABoard@aps.memberclicks.net by July 1.

**July**
- Submit *Journal of Pediatric Surgical Nursing* to the APSNA Web Admin to be available on-line by July 20.
  - Request Information Systems (IS) Chair to send e-mail communication when new issue of *Journal of Pediatric Surgical Nursing* available on-line.
- Send “thank you” to authors.
- Keep record of expenses and submit to Treasure for reimbursement.

**September**
- Reminder to BOD that *Journal of Pediatric Surgical nursing* submissions due by October 20.
- Receive article on Foster WOCN Grant from Director at Large.
- 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 (necessary software for incoming publication chair, gift cards, payments to authors) anticipated for the coming January - December Fiscal Year.

- Review committee reports and BOD Listserv discussions prior to the Fall BOD Meeting Conference.
- Receive ANCC guidelines from Education Chair for dissemination to all related committee members.
- Submit agenda items to Education Chair for Fall Provider Unit Meeting.
- Prepare and submit quarterly report to APSNABoard@aps.memberclicks.net by October 1.
- Begin to format Winter issue of *Journal of Pediatric Surgical Nursing*.

**October**

- Review committee reports and BOD Listserve discussions prior to the Fall BOD Meeting Conference
- Prepare report for, attend, and participate in the Fall BOD Meeting Conference. Attend Provider Unit Meeting and review all requirements, updated forms, and any revisions to ANCC guidelines in preparation for Enduring Materials to be published in Spring *Journal of Pediatric Surgical Nursing*.
- In collaboration with the IS Chair, receive any *Journal of Pediatric Surgical Nursing* advertisement from Development Chair by October 20, if warranted.
- Receive “Message from the President” from the President by October 20th.
- Receive Fall BOD Meeting Conference output from President by October 20th.

**November**

- Submit *Journal of Pediatric Surgical Nursing* to the APSNA Web Admin so available on-line by November 20.
  - Request IS Chair to send e-mail communication when new issue of *Journal of Pediatric Surgical Nursing* available on-line
- Send “thank you” to authors.
- Keep record of expenses and submit to Treasurer for reimbursement.

**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 1.

**January**

- Send “thank you” to authors.
- Keep record of expenses and submit to Treasurer for reimbursement.
- Receive announcements from DAL for education and research grants applicants to be published on *Journal of Pediatric Surgical Nursing*.
- Reminder to BOD that *Journal of Pediatric Surgical nursing* submissions due by February 20.
February

- Begin to format Spring issue of *Journal of Pediatric Surgical Nursing*.
- Receive “Message from the President” from the President by February 20th.
- Receive brief financial report for *Journal of Pediatric Surgical Nursing* from the Treasurer by February 20th.
- Review position description and send necessary changes to Secretary and President-Elect and Secretary by February 1st. The Lead Nurse Planner (Education Chair) will take an active role in reviewing job descriptions for all Nurse Planners within the Provider Unit (Program and Publication Chairs) for compliance with ANCC guidelines.
- In collaboration with the IS Chair, receive any *Journal of Pediatric Surgical Nursing* advertisement from Development Chair by February 20, if warranted.
- Receive “Message from the President” from the President by February 20th.
- Receive brief financial report for *Journal of Pediatric Surgical Nursing* from the Treasurer by February 20.

March

- Prepare and submit quarterly report to APSNABoard@aps.memberclicks.net by April 1.
- Receive ANCC update from Education Chair.
- Submit *Journal of Pediatric Surgical Nursing* to the APSNA Web Admin so available on-line by March 20.
  - Request IS Chair to send e-mail communication when new issue of *Journal of Pediatric Surgical Nursing* available on-line.
- Collaborate with all Nurse Planners to set agenda for upcoming Provider Unit Meeting.

May

- Prepare committee report for presentation at the Business Meeting.
- Present columnists and authors of single articles with gift certificates.
- Attend the Business and Pre- and Post-Conference BOD Meetings.
- Collaborates with Education Chair/Lead Nurse Planner in the development of an orientation session for all incoming Nurse Planners (Program and Publication Chairs).
- Attend APSNA Provider Unit meeting.
- Remind all BOD that if they attend any partnering or development meeting a *Journal of Pediatric Surgical Nursing* article/item must be submitted for publication.
Appendix

I. Produce *Journal of Pediatric Surgical Nursing* three times a year using Microsoft Publisher.
   A. Format
      1. One word title, all caps
      2. Summer edition starts the new volume number
      3. Produce in two columns
      4. Text is produced in 10 point type, titles larger
      5. Clinical articles 1-2 per issue
      6. Name of author under title
      7. Submissions – send reminder to those expected to contribute 3-4 weeks prior to deadline
   
   B. Contributions each issue from:
      1. Development Chair in collaboration with IS Chair, if warranted: Advertising (June 20, October 20, and February 20).
      2. Membership Chair: Membership News (See below for due dates).
      3. Presidential Letter: “Message from the President” (See below for due dates).
      4. Any BOD who attends a partnering or development meeting must submit a SUTURELINE article/item.

II. Summer issue submission deadline June 20, on-line July 20
   A. Submissions from:
      1. Nominations Chair: Call for Nominations
      2. Program Chair: Review of Conference
      3. Membership Chair: Membership News
      President: Letter to Membership

III. Fall/Winter issue submission deadline October 20, on-line November 20
   A. Submissions form:
      1. Program Chair: Call for Abstracts, Case Presentations and Posters
      2. Membership Chair: Membership News
      3. President: Letter to Membership

IV. Spring issue submission deadline February 20, on-line March 20
   A. Submissions from:
      1. Education Chair: Enduring Materials/Independent Study
      2. Program Chair: Pre-Conference information
      3. Membership Chair: Membership News
      4. President: Letter to Membership
      5. Treasurer: Brief Financial Report