

Policy and Procedure

Section **VOLUNTEER GROUPS**

PROGRAM PLANNING COMMITTEE ROLE DESCRIPTION

POLICY

The purpose of this committee is to plan, organize, and assist in conducting AAACN's Annual Conference that is consistent with the mission and strategic plan. All committee members must understand, uphold, and support the mission, objectives, policies, procedures, and strategic plan of AAACN. The Education Director assists in all aspects of conference planning and assists in implementation as needed. The Conference Manager plans the logistics of the meeting site and participates in implementation of conference activities.

COMPOSITION:

1. Chairperson

- a. Becomes Chairperson after serving one (1) year as Chair-Elect pending approval of the President with the consent of the Board of Directors.
- b. Qualifications:
 - (1) Active member of AAACN.
 - (2) Has served as a current committee member and as Chair-Elect.
 - (3) BSN with MSN preferred. In lieu of BSN, member may have additional education and experience.
 - (4) Knowledge and experience in ambulatory care nursing preferred.
 - (5) Certification in nursing preferred.
 - (6) Knowledge and experience in applying principles of education and adult learning in designing education activities.
 - (7) Knowledge of software and access to computer-facilitated communication for email and word processing.
- c. Selection Criteria:
 - (1) Demonstrates knowledge of a broad perspective of current health care and professional nursing trends that have an impact on organizational development, volunteer leadership, and patient care issues.
 - (2) Currently practices in a leadership, management, educator, or advanced clinical practice nursing role.
 - (3) Experience in planning CE activities, preferably at the national level.
 - (4) Documented communication skills, both oral and written.
 - (5) Demonstrated leadership ability to:
 - a) Coordinate group activities.
 - b) Meet established guidelines.
 - c) Facilitate group process.
 - d) Promote problem-solving process.

2. Chair-Elect
 - a. Selection Method: Appointed by the chairperson after consultation with the President-Elect and Education Director, with consent of the Board of Directors.
 - b. Qualifications and Selection Criteria:
Must meet those outlined for the Chairperson.
3. Committee Members
 - a. Selection Method: Selected by the Chairperson with input from the Education Director using knowledge of background and experience of members who have expressed an interest in serving.
 - b. Number of Committee Members: Four (4) members, plus the Chairperson and Chair-Elect.
 - c. Qualifications:
 - (1) Active member of AACN.
 - (2) BSN with MSN preferred. In lieu of BSN, member may have additional education and experience.
 - (3) Knowledge and experience in ambulatory care nursing preferred.
 - (4) Knowledge and experience in applying principles of education and adult learning in designing educational activities.
 - (5) Certification in nursing preferred.
 - (6) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - d. Selection Criteria:
 - (1) Experience in planning CE activities preferred.
 - (2) Demonstrates knowledge of current ambulatory care nursing issues and trends.

ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. Chairperson and Chair-Elect
 - a. Annual Conference
 - b. Planning meetings at Annual Conference and monthly conference calls
 - c. Annual Leadership Symposium at Conference
2. Committee Members
 - a. Annual Conference and educational activities for which they are responsible
 - b. Planning meeting at Annual Conference and monthly conference calls
 - c. Annual Leadership Symposium at Conference

RESPONSIBILITIES OF ALL COMMITTEE MEMBERS:

1. Review this Policy to understand all expectations of serving on this committee. Sign and return attached Member Agreement to the National Office no longer than two weeks after commitment to serve on the committee was made, and receipt of the policy from the Chairperson.
2. Chair-Elect and committee members submit requested reports and information to the Chairperson. If committee members cannot participate in a monthly conference call, they must submit an updated report in writing to the Chairperson, prior to the call.
3. Participate in all face-to-face meetings and a minimum of 80% of conference calls.
4. Plan, develop, implement, and evaluate content of assigned activity.

- a. Select appropriate topics and speakers for the program based on the assessment of members' leadership and educational needs, evaluation of past activities and input gathered from networking.
- b. Assure content is congruent with AACN mission, values, and strategic plan.
- c. Review and evaluate abstracts and any other materials as requested per designated deadline.
5. Serve as the point of contact for selected speakers.
 - a. Invite and confirm availability of selected speakers.
 - b. Facilitate speakers' compliance with sending completed speaker information forms to the National Office.
 - c. Follow up with speakers as necessary to obtain information for fulfillment of their responsibility as a speaker (such as audiovisual requirements, disclosure form, etc.).
6. Prepare and present ideas, problems, solutions, or programs of organizational and professional interest to the Chairperson for consideration.
7. At Annual Conference, participate in all activities such as moderating sessions, Silent Auction, and any other designated activities.
8. Assume responsibilities delegated by the Board of Directors, the Education Director, or the Chairperson such as articles for *ViewPoint*.
9. Recognize and advise the Education Director of outside influences that may create a learning gap for the members.

RESPONSIBILITIES OF THE CHAIRPERSON:

1. Provide all committee members with a copy of this Policy annually to ensure they understand their responsibilities and expectations of serving on this committee and the consequences of not meeting their responsibilities and expectations.
2. Review this Policy to understand all expectations of serving as Chair of this committee and the expectations of all members serving on the committee. Sign Member Agreement and return it to the National Office no longer than two weeks after commitment to serve as Chair of the committee was made.
3. The Chairperson, Board Liaison, and Education Director work together to facilitate outcomes and hold committee members accountable for their responsibilities. The Chairperson monitors active participation of committee members and reports any concerns related to a member's inability to fulfill their responsibilities. If a member is removed from the committee voluntarily or because of failure to discharge their responsibility, replacement of that member will be at the Chairperson's discretion.
4. Coordinate and chair committee meetings and conduct business pertaining to committee purposes.
 - a. Prepare an agenda prior to each conference call or meeting and faxes or emails it to committee members and board liaison.
 - b. Minutes of each meeting will be recorded and forwarded to committee members and the Board Liaison.
 - c. Minutes must be typed and should include the date and time of the meeting; method/site of the meeting; attendees; objectives/action items; summary of discussion; and persons responsible for action items.
5. Submit written progress reports to the Board of Directors by established deadlines.
6. Submit reports and requested information to the Board Liaison and/or the Education Director as directed.
7. Prepare and present a report of committee plans as required.

8. Forward an electronic master of any defined committee work product to the National Office.
9. Notify the Staff Liaison of changes in committee membership.
10. Participate in the Leadership Symposium at Annual Conference.
11. Coordinate submission of article(s) for AAACN newsletter as scheduled.

RESPONSIBILITIES OF CHAIR-ELECT:

1. Fulfill all responsibilities of Committee member.
2. Submit written reports as requested by the Chairperson.
3. Assist the Chairperson in assigning or preparing articles pertaining to the annual conference for the *Viewpoint* newsletter.
4. Work collaboratively with the Chairperson and Education Director to achieve the education goals of the Association.
5. Participate in orientation of new committee members.

RESPONSIBILITIES OF MANAGEMENT COMPANY:

1. Recommend meeting sites to the Board of Directors.
2. Coordinate production and distribution of registration brochure, online handouts, evaluations, CNE processing, on site program book, development of conference app, and all conference marketing.
3. Negotiate hotel contract for rooms and meeting space. Coordinate exhibit hall and room set ups, audio visual needs, signage, food and beverage needs, and any entertainment needed.
4. Provide onsite management for activities.
5. Assist in the evaluation of data (scores and comments) for all programs.
6. Provide for storage of continuing education records.
7. Retrieve continuing education records as needed and requested.
8. Coordinate recording of conference and posting of sessions in Online Library.
9. Develop and maintain the conference budget.



Many settings. Multiple roles. One unifying specialty.

POLICY #4.2

**PROGRAM PLANNING COMMITTEE
MEMBER AGREEMENT**

**Please mail this form to: AAACN, P.O. Box 56, Pitman, NJ 08071-0056
or
FAX it to 856-589-7463**

I acknowledge that I have read Policy #4.2 and understand the responsibilities of the position I have accepted. If it is determined that I have not met these responsibilities as outlined in this Policy, I understand that I will not be eligible to receive financial support from AAACN to attend the annual conference and may be removed from the committee at the Chairperson's discretion.

Program Planning Committee Member Signature

Date

This form is provided to all incoming members of the Program Planning Committee when they agree to serve on the committee. The form must be signed and returned to the National Office two weeks after you agree to serve on the committee. If you serve on the committee for multiple years, this form must be completed **annually**, to re-confirm your understanding of the responsibilities and expectations of the position you will continue to hold.