



POLICY AND PROCEDURE MANUAL 2019

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INTRODUCTION

The Bylaws of the Association of Public Health Nurses (APHN), describe the APHN purpose and the responsibilities of the officers, the Executive Committee, and the Standing Committees. APHN is an affiliate of the Association of State and Territorial Health Officials (ASTHO) and the National Association of City and County Health Officials (NACCHO). More about Affiliate status in these organizations is found at <http://www.astho.org/About/Affiliates/> and <http://www.naccho.org/membership/>

This Policy and Procedure Manual is designed to provide operational guidance to officers, appointed leaders, and interested members of the Association. Unless specifically stated otherwise, the use of the term, "Association", in this document refers at all times to the Association of Public Health Nurses.

The Association of Public Health Nurses (APHN), formerly known as The Association of State and Territorial Directors of Nursing (ASTDN), began in 1935 as an advisory group of state health department nurse leaders. In 2011, ASTDN voted to expand its membership to include all public health nurses from across the United States and its Territories. APHN is an affiliate of the Association of State and Territorial Health Officials (ASTHO) and the National Association of City and County Health Officials (NACCHO) and is incorporated in the state of Oklahoma and is a 501(c) (3) not-for-profit organization.

APHN Vision

Healthy communities through excellence in public health nursing practice and leadership.

APHN Mission

To shape the role of public health nursing within the specialty of population health and to educate and advocate for policies and practices that advance the practice of public health nursing to promote the public's health.

APHN Assurances

APHN will comply with all federal statutes relating to non-discrimination and all applicable federal laws, executive orders, regulations and policies as applicable.

APHN Conflict of Interest Policy

The directors, officers, committee members, staff and volunteers of the Association of Public Health Nurses (APHN) while acting on behalf of APHN, must avoid conflicts of interest. Even the appearance of a conflict of interest must be avoided. All actions by directors, officers and other individuals with the ability to influence the affairs of APHN (i.e., insiders) must be based solely on the best interests of APHN, in accordance with applicable state and federal laws and regulations. Actions must not be influenced by personal considerations.

A conflict of interest occurs whenever an individual has a direct or indirect interest, financial or otherwise, in the outcome of any transaction or matter involving APHN. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matter such that the relationship might reasonably be expected to affect the judgment of the individual in the particular transaction or matter in a manner adverse to APHN.

If an individual has a conflict of interest or potential conflict of interest in connection with any APHN transaction or matter, he or she must immediately notify the President, President-Elect or Immediate Past President and disclose all the material facts concerning the actual or potential conflict of interest and his or her relationship to the transaction or matter at issue.

If the conflict of interest arises in connection with the activities of any deliberative body (e.g., the Board of Directors), the individual with the conflict must immediately disclose the conflict to the other members of the body and the individual must not participate in the deliberation, consideration or vote on the transaction or matter at issue. A notation must be made in the minutes of any meeting at which deliberation, consideration or vote on the transaction or matter at issue is undertaken indicating that the individual with a conflict or potential conflict of interest was excused from the meeting during the time that consideration of the transaction or matter was undertaken, took no part in any discussion pertaining to the transaction or matter and refrained from voting on the transaction or matter.

APHN has instituted a Mandatory Disclosure Policy under which each of the following categories of individuals will be required on an annual basis to sign and submit a Mandatory Disclosure Statement (Appendix A): President, President-Elect, Immediate

Past President, other Board of Directors, and other specific individuals as designated by the President or the Board of Directors. The Officers shall be responsible for enforcing the Mandatory Disclosure Policy and shall maintain and annually update a file of Mandatory Disclosure Statements signed by each above-named individual. In all cases in which the Board of Directors considers a transaction or matter in which an insider has a perceived or actual conflict of interest, the Board of Directors shall obtain and rely upon appropriate data as to comparability (e.g., compensation levels paid by similarly situated organizations; or quotes or bids from at least three vendors who perform the same or similar services as those being proposed by the insider or the organization in which the insider has an interest). The Board of Directors shall adequately document the basis for its determination (e.g., evaluation of the individual whose compensation is being determined and the basis for determining that the individual's compensation was reasonably based on comparability data; or evaluation of the services being proposed and documentation that the choice of a particular vendor was made based on objective factors).

GOVERNANCE AND STAFF ROLES

Board of Directors

The Board of Directors (hereafter referred to as “the Board”) consists of eight (8) members: President, President-Elect, Immediate Past President, Secretary, Treasurer, and three (3) elected Directors-At-Large. The Board is the governance body, and determines administrative policies, coordinates the program of work, and manages the business of the Association during and between Annual Meetings. The Board has legal and ethical duties that cannot be delegated to others and must follow the fiduciary duties of care, loyalty, and obedience to the Association. The Association provides additional protection for the Board of Directors by providing Directors’ and Officers’ liability insurance.

The Board establishes and maintains working relationships with other organizations and partners to support the APHN mission and activities.

Some Board duties include:

(1) Legal Oversight

- The board generally ensures that it is operating in accordance with its mission and the purpose for which it was granted tax-exempt status.

- As safeguards of the public trust, board members generally are responsible for protecting the organization's assets.
- The board should ensure legal and ethical integrity and maintain accountability.

(2) Management Oversight

- The board is responsible for ensuring that APHN, as a nonprofit corporation, is managed and led with successful outcomes, as defined by the Bylaws, business plan, strategic plan, and other key documents.
- The Board selects the Executive Director and defines his/her role using a contractual agreement with a set timeline.
- The Board supports the Executive Director and assesses his/her performance, and has the power to hire and remove the Executive Director as defined by the contractual agreement.

(3) Financial Oversight

- The board provides proper financial oversight, including setting and approving an annual budget.

(4) Program Oversight

- The board ensures that programs are in place to further the mission and goals of the Association.

The Board of Directors schedules two meetings in conjunction with the Annual Meeting and meets monthly and as needed to conduct the business of the Association. Business may be transacted by telephone, mail, or electronic means with the votes recorded by the Secretary and filed with minutes of the meetings and on an annual roster of resolutions.

The Chairs of standing committees shall be appointed by the newly elected President, with Board approval, to serve for terms of one year, except for the Finance Committee, which shall be chaired by the Treasurer for the full two-year term of office. The President shall make appointments to fill committee chair vacancies. The following standing committees shall be appointed by the President and chaired as noted below:

AWARDS - President Elect

BYLAWS - Director-at-Large

COMMUNICATIONS - Appointed (with President-Elect as member)

DIVERSITY and SOCIAL EQUITY - Appointed

EDUCATION and PROFESSIONAL DEVELOPMENT - Director-at-Large

FINANCE - Treasurer
HISTORY - Immediate Past President
MEMBERSHIP - Director- at- Large
NOMINATIONS - Immediate Past President
PROGRAM - Appointed (with President-Elect as Chair for joint conferences)
PUBLIC HEALTH POLICY COMMITTEE - Appointed

The Board of Directors is responsible for assuring that the policy and procedure manual is updated as needed, and will review it annually. This review is led by the Bylaws Committee.

The Board approves all fees, to include membership and Annual Conference registration based on the recommendations of the appropriate standing committees. Every three years there is a joint conference with the Association of Community Health Nursing Educators (ACHNE): 2016, 2019, and 2022.

The Board members review the Association's Conflict of Interest Policy and sign the Mandatory Disclosure Statement (see Appendix A) at the first Board meeting occurring at the end of the Annual Conference.

Duties of the President

The President, unless otherwise stated in the Bylaws, shall assure that the responsibilities of each officer and committee are carried out. The President has duties beyond those prescribed in the Bylaws to include leadership, running the business meetings of the Association, fiscal planning, membership strength, and the facilitation of solutions for issues.

Meetings: It is the responsibility of the President to set the agenda for the Annual Meeting and the monthly Board Meetings, assuring appropriate notice for all meetings. The Secretary assists to gather Board input to establish meeting agendas.

The President assumes office at the close of the Annual Meeting, and holds office throughout the year until the gavel is turned over to the new President as the last order of business at the Annual Meeting. The new President presides at the Post-Annual Meeting of the Board for which she/he has developed an agenda.

The business to be conducted at this meeting may include: 1) unfinished business from the Annual Meeting and Pre-Annual Meeting, 2) prioritizing the next year's activities to meet APHN objectives, 3) establishing mid-year and annual meeting dates and locations, and 4) appointing committee chairs and liaisons to other organizations.

The President, with the approval of the Board, may appoint other Ad Hoc Special Committees and Workgroups as may be deemed necessary to conduct the business of the Association.

The President helps to determine representation at all partner meetings, to include APHN affiliates ASTHO and NACCHO, with assistance from the Executive Director. If possible, the President, President-elect or other President's designee attends for the membership. Considerations for attendance include: distance, cost, meeting focus, and whether a task forces requires special knowledge or skills. The President and the Board may request a specific member to attend for the Association and will assure travel costs are paid. Every effort should be made when determining the annual budget to include an of estimate travel costs.

The President actively assists the Program Committee in planning the Annual Meeting, including setting the agenda for the Association meetings.

Appointments: During the year, the President will be invited to represent the Association in numerous activities. If unable to personally fulfill such a request, she/he may appoint the Executive Director or another appropriate member as the APHN representative.

Budget: The APHN fiscal year runs from July 1st through June 30th. The Finance Committee, led by the Treasurer, develops the initial budget draft. Budget adjustments after Board approval within thirty (30) days of the Annual Meeting will be presented for formal decision to the President and Board of Directors. The President also serves as the secondary signatory to the Treasurer on the Association's bank account and assures the audit of the financial records every two years prior to the annual meeting per Bylaws requirement.

Membership: If there are changes in individual membership status (e.g., additions or categories), the administrative support staff will update the roster. The Administrative Assistant is responsible for monthly updates of the general membership roster and the members' contacts, which she/he then delivers to the Membership Committee, the Executive Director, and the President. The Membership Committee Chair may seek the assistance of the President and/or the Executive Director in working to assure that there is membership from every state/territory, including that of a state or territorial representative. The President participates with the Membership Chair in an orientation session for new members as part of the Annual Meeting.

Duties of the President-Elect

The President-Elect assists in implementing actions and operations of the Association and assumes the duties of the President in his or her absence.

The President-Elect chairs the Awards Committee, is a member of the Communications Committee, and serves as Co-Chair of the Program Committee during joint conference years with ACHNE.

The President-Elect prepares to perform duties of the president. Other duties include attending all meeting of the Board; gaining familiarity with and understanding of governing documents and the strategic map; networking internally and with partners during the year prior to installation; acting as a liaison to committees upon request of the President; and attending the Annual Meeting.

Duties of the Immediate Past President

The Immediate Past President shall have such authorities and duties as delegated from time to time by the Board. The Immediate Past President shall serve as chair of the Nominations Committee and the History Committee.

The Immediate Past-president serves as an advisor to the President and Board. Other duties include: mentoring new board members; acting as liaison between board and past presidents; proactively serving as a liaison between association and strategic partners; leading special assignments from the president; contributing to the review of the Executive Director; and attending the Annual Meeting.

Duties of the Treasurer

The Treasurer shall be the chief financial officer of the Association. She/he shall exercise general and active supervision over the Association's assets and shall perform such other duties as shall be assigned to him or her from time to time by the Board. The Treasurer shall have supervision over all corporate funds and securities and shall oversee the keeping of full and accurate accounts of receipts and disbursements in books belonging to the Association and the deposit of all moneys in the name and to the credit of the Association in such depositories as may be designated by the Board. She/he shall oversee the disbursement of the funds of the Association in accordance with the directions of the Board and, when the Board so requires, he or she shall provide an account of all transactions of the Association and of the financial condition of the Association.

The Association fiscal year is from July 1st to June 30th. A yearly budget is drafted at least thirty (30) days prior to the Annual Meeting, presented at the Annual Meeting and established as final by the Board at least thirty (30) days following the Annual Meeting. The Treasurer makes regular reports on the status of the budget, projections for unanticipated costs, and required adjustments at meetings and conference calls. The Treasurer maintains all financial records, receipts and reports as well as the Federal Employer Identification Number (FEIN). At the conclusion of the Treasurer's term of office, the Association funds and records are to be forwarded within thirty (30) days to the incoming Treasurer in order to sustain banking procedures and establish any needed changes by the incoming Treasurer.

The Treasurer is responsible for assuring that appropriate Federal tax forms are prepared and submitted in a timely manner and for assuring inclusion in the annual budget of regular annual costs such as the yearly remittance to the University of Virginia's Center for Nursing Historical Inquiry. With the Board's approval, the Treasurer will work with a contracted accounting firm to complete all appropriate tasks. All Association records must be retained for a minimum of seven (7) years or as prescribed by federal regulation.

The Treasurer, in consultation with the Board, works with the Program Committee to prepare the Annual Meeting budget and expenses. Annual Meeting responsibilities performed in conjunction with the Program Committee include:

- Assure that the Program Committee provides the Fees and Travel Agreement (Appendix B) to every speaker or guest for whom the Association has agreed to reimburse expenses. The form must be submitted to the Treasurer for approval prior to final agreement with speaker.
- Assure that the Program Committee arranges the amount, method and timing of payment for speakers, including speaker and special guests' arrivals and departures to determine meal and other expenses.
- Work with the Program Committee and/or hotel staff to determine a comprehensive meeting budget for which the Association is responsible. The Board must approve the Program budget at least three (3) months in advance of the conference and all bills and costs will be reviewed by the treasurer to assure adherence with the contract prior to payment.
- Provide official receipts to all paying parties.

Duties of the Secretary

The Secretary shall keep the minutes of all meetings of the Board and Membership. S/he shall perform assigned other duties from time to time by the Board.

The Board meeting minutes will be completed and submitted to the Board of Directors for review within two weeks after the monthly Board meeting. The proposed meeting agenda is sent for Board input within one week of the monthly Board meeting.

The Secretary keeps an annual roster of all resolutions and record of votes (with the exception of minutes actions), whether that vote was at meeting or by email and/or phone or electronic means.

The Secretary traditionally serves on the Communications and History Committees.

The Secretary's Annual Meeting responsibilities include the following:

- Record all proceedings of the Board and Business Meetings, submitting the summaries to the Board and appointed leadership (e.g., Committee Chairs and Regional Representatives) for review within thirty (30) days following the Annual Meeting, and then disseminating them to the members after their formal approval at the first Board Meeting.

- Assure timely posting and emailing of Annual Meeting materials to all members of the Association and special guests. The Program Committee and/or local arrangements lead will provide materials such as hotel accommodations, airport transfer, and any other pertinent data to facilitate attendance at the meeting.
- Assure posting on website and emailing of proposed amendments to the Bylaws approved by the Board at least thirty (30) days in advance of the Annual meeting, in accordance with the Bylaws.

Duties of the Directors-At-Large

Duties of Directors-At-Large, as a part of the Board, include: governing the Association by assuring broad policies and objectives; selecting, appointing, supporting and reviewing the performance of the Executive Director; ensuring the availability of adequate financial resources; supporting and advancing the Association's mission; approving annual budgets; and being accountable to the stakeholders for the Association's performance.

The Bylaws establish certain committee duties for the Association's Directors-At-Large to include: Chair of the Membership Committee; Chair of the Educational and Professional Development Committee; and Chair of the Bylaws Committee.

Duties of the Committee Chairs

Committee Chairs may be appointed by the President, with many of the Standing Committee Chair positions held by Directors-at-Large and other Board of Director positions in accordance with the Bylaws (previously cited in the Presidential duties). Attendance at all Board meetings is encouraged to the extent possible, as the work of the organization is accomplished at the Committee level.

Each Committee Chair shall submit a Scope of Committee form to the Board of Directors to the Administrative Assistant for posting on the shared drive no later than the September Board of Directors Meeting (Appendix C). They also submit an Annual Report no less than 30 days prior to the Annual Meeting (Appendix D).

The responsibilities of a Committee Chair can be summarized in three areas:

Leadership: The overarching role of the Chair is to provide leadership.

Management of Committee Functions: The Chair is responsible for making sure that each meeting is scheduled, noticed, and planned effectively. The Chair makes the most of all committee members, building and leading the team. This also involves reviewing the Committee's performance and managing the process for renewal of the Committee through recruitment of new members.

Provision of Support to the Board of Directors and Executive Director: The Chair is the direct operational manager for assuring that the APHN Strategic Map is implemented through assigned primary status. Each chair will have responsibility for identified metrics under one or more pillars. She/he is also the conduit of communication to the Board around committee progress and issues.

Each Committee Chair shall maintain an electronic file to transfer to the new Chair and be available to respond to questions. A conference call(s) will be held between the outgoing Chair and the new Chair for orientation purposes within thirty (30) days after the Annual Meeting.

Duties of the Regional Representatives

The Regional Representative positions are appointed by the APHN President and serve on the core leadership group for APHN. The APHN Regions parallel those of the 10 HRSA/HHS regions. Regional Representatives participate on the APHN Membership Committee to provide region-specific guidance and information in addition to overall membership committee participation.

Duties of the APHN Regional Representatives include actions to:

- Serve as a member of the APHN Membership Committee and actively support APHN membership recruitment activities as assigned
- Identify opportunities to provide information on APHN membership to potential individual and group members
- Participate in conference calls of the APHN Core Group and provide a regional

representative report. Within 30 days, share relevant information from each Core Group meeting with members of the region. This should include Core Group meeting minutes and a personal message from the regional rep.

- Send periodic messages (e.g., information from Core Group calls, reminders of annual meeting, solicitation of news items, nominations, etc.) to APHN members within the region
- Poll or assure the polling of regional members on issues/questions per board request
- Provide personal contact through email, letters or phone calls to welcome new members in the region and encourage renewal for lapsed membership, in coordination with APHN staff
- Determine whether members of region wish to hold a regional meeting(s) or participate in other joint APHN meetings during the year and, if so, determine the communication method (e.g., conference call, web-based, or in person). Coordinate planning with APHN staff.
- Prepare a report to be submitted for dissemination at the time of the APHN Annual Conference
- Assist in updating and maintaining regional organization contact list
- Other duties as requested by the Board of Directors to support and advance the work of APHN

Duties of the Liaisons

The President may appoint a member of the Board or general membership or may designate the Executive Director to work with other organizations and other partners to promote the Association's goals. Liaisons are often named to promote newer partnerships and assure that the relationship between the Association and the organization is successfully initiated.

The Liaison's responsibilities include:

- Identify activities in the liaison's assigned organization that impact public health nursing or APHN interests.
- Update the liaison's assigned organization about shared areas of interest and/or concerns of the Association.
- Inform the Board of any issues to which the Association should respond;
- Inform APHN members about the liaison's assigned organization's major activities at the Annual Meeting through written or verbal report.

- Attend meetings of the liaison's assigned organization as appropriate.

In addition to attending select liaison's assigned organization meetings, methods of liaison activity should include personal correspondence or communication with persons on the executive body of the liaison's assigned organization to assure exchange of essential information. Once a partnership is well established, the need for an ongoing named liaison should be re-assessed.

Executive Director Role

The Board may contract with an individual who will serve as an Executive Director. She/he shall assist the Board with the general and active management of the affairs and property of the Association. The Executive Director shall attend all meetings of the Board and Membership, subject to the Association's Conflict of Interest Policy. The Executive Director shall perform other duties as shall be assigned to him or her from time to time by the Board consistent with the contractual agreement with its scope of work.

Each fiscal year a Scope of Work will be established and signed between the Executive Director and APHN under the President's signature. The Executive Director works under the direction of the President and the Board of Directors to implement the organization's vision and mission. In collaboration with the President and Board the responsibilities of this position may include but are not limited to oversight of overall association's operations, maintaining the contracts and monitoring the work performance of contract staff (e.g. Webmaster and Administrative Assistant), fiscal accountability, and workings to accomplish the goals and objectives of the APHN Strategic Map.

The ability to network and build collegial relationships is essential in this position. In collaboration with the Board, the Executive Director will identify key organizations to assist in building cooperative relationships that further promote public health nursing and APHN. Additionally, the Executive Director will be responsible for resource and infrastructure development by seeking grant and funding opportunities which will be presented to the Board for consideration. The Executive Director will assist APHN with grant writing. Other duties include signing all contracts for the Annual Meeting after approval of agreement terms by the Board of Directors.

Administrative Assistant Role

The Board may contract with an individual who will serve as an Administrative Assistant. She/he shall assist the Board with the general and active management of the affairs and property of the Association. Each fiscal year a Scope of Work will be established and signed between the Administrative Assistant and APHN under the Executive Director's signature. The Administrative Assistant shall attend all meetings of the Board and Membership. The Administrative Assistant shall perform such other duties as shall be assigned to him or her from time to time by the Board consistent with the contractual agreement with its scope of work.

Duties of the Administrative assistant include: ensuring that the Conflict of Interest Policy and Mandatory Disclosure Statement are reviewed and signed annually (Appendix A); maintaining workflow by studying methods, implementing work process, and carrying through on reporting procedures; creating and revising systems and procedures by analyzing recordkeeping systems, forms, and making recommended changes; coordinating preparation and filing of reports and documents; providing website oversight with a specific focus on membership records and membership invoicing; and providing information by answering questions and requests, to include making appropriate referrals.

Attention to operational details and an ability to work independently on clearly defined tasks are essential to this position. The Administrative Assistant works closely with and is supervised by the Executive Director.

Meetings

The Association meets monthly using web-based conference technology to hold its virtual meetings throughout the year (e.g., GoToMeeting in 2015).

The Association shall meet at least once annually at a time/place designated by the Board of Directors, usually late spring/early summer. Most years there is also a mid-year (i.e., January or February) membership meeting, focusing on regional activities and Strategic Map priorities. The Board seeks location ideas at the Annual Meeting and analyzes the suggestions in light of resources, membership location, and near-term strategic planning with the staff. A letter of commitment from the host state, facilitated by the Executive Director, is required at least nine months prior to the conference dates

(i.e., August), detailing the state's support. Customarily, two and one-half days have been allotted for the annual meeting, including the business meetings and for education sessions.

At the Pre-Conference Board Meeting, any outstanding details around the Annual Meeting are finalized and the flow reviewed. It is important that the staff is available to participate fully in this meeting. Also, the Annual Business Meeting and Post Annual Meeting business agenda and reports are reviewed. These annual reports shall use the prescribed APHN reporting format (Appendix D) and are submitted to the Administrative Assistant for posting on the shared drive by all appointed thirty (30) days prior to the Annual Meeting.

Appendix F contains samples of various meeting agendas.

Travel

Reimbursement for travel and associated expenses will be determined by the President and the Board, using the APHN Travel Expense Form (Appendix G). No member of the Association will be reimbursed for travel related to APHN business without the prior approval from the President. The form is submitted to the Executive Director for review with a copy to the Treasurer no later than thirty (30) days post-travel in order to receive reimbursement.

STANDING COMMITTEES

Awards

The Awards Committee shall consist of three (3) members and shall be chaired by the President-Elect. Nominations for recognition by the Association shall be requested annually from the membership no later than the February Board meeting. The decision to make an award shall be based on the review of the nomination forms, completed by the whole of the Committee. The Committee may elect not to present awards in any or in a particular category (see Award Nomination Forms, Appendix H).

The Association has three categories of awards that are usually conferred at the Annual Meeting Awards Luncheon. Those awards and their criteria are found below:

1. Award of Merit:

- Presented to a current or former Association member.
- Shows exceptional leadership in public health nursing.
- Significant contribution at the national level to public health nursing.

2. Recognition Award:

- Presented to persons other than current or former Association members or to organizations.
- Exceptional service to the Association or to public health nursing.

3. Legacy Award:

- Presented to an individual, living or deceased.
- Significant contribution with impact over multiple years to the practice of public health nursing.
- Professionalism and leadership throughout current and/or previous endeavors.
- Inspires innovation and/or influences positive change in the world around them.

Bylaws

The Bylaws Committee includes at least three (3) members. The Bylaws Committee is chaired by a Director-at-Large. The Bylaws Committee reviews the existing Bylaws and Policy and Procedure Manual on an annual basis to determine if changes are necessary. If revisions to the Bylaws are recommended, the proposed amendments are submitted to the Board of Directors for their approval.

Upon approval, the proposed Bylaws will be posted on the Members Only section of the website at least thirty (30) days prior to voting. An email will be sent to all members notifying them that the proposed bylaws are posted. Voting to amend the By-Laws may occur electronically or during the Annual Meeting. Section 8.01 of the Bylaws contains additional information.

The Policy & Procedure manual will be reviewed and updated as necessary including after bylaws updates and after the Annual Meeting to ensure the Policy & Procedure manual is in compliance with the approved bylaws and current policies of the Association.

Communications

The Communications Committee Chair, appointed by the President with approval of Board, compiles and assures regular and timely communication to the membership of the Association via the website, social media, shared drives, printed materials, video presentation and other means as determined by the Committee or Board of Directors. The Communications Committee shall champion the use of social media platforms that will extend our reach to anyone interested in public health nursing and all its surrounding issues, including potential members.

The Committee will organize, maintain, and upgrade the website with counsel of the webmaster to meet the needs of all APHN membership as well as serve as a resource to the public health and nursing community at large. The website shall be a dynamic hub of communications that is engaging, up-to-date, and of practical use to public health nurses and all their partners. The committee shall advise the Board how best to share information in a timely manner with members.

Information to be communicated includes, but is not limited to:

- Reports on Association initiatives and projects.
- Details on Annual Meeting including registration, educational offerings and other useful information.
- Items of interest to Association members from partners;
- Board Meeting documents.
- Annual Committee and Workgroups reports.
- Notices, information, and summaries of pertinent activities of APHN and other nursing organizations.

Guidelines for website and electronic communication:

Members Only Access:

The following functions on APHN website will be limited to active members of the Association:

- Access to specific Resource information
- Access to Continuing Education materials and archived webinars
- Ability to post Open Positions
- Access Membership Listing

APHN listserv:

The purpose of the APHN listserv is to connect members to one another and serve as a conduit for sharing information and resources. The listserv can be used for:

- Relevant news and announcements
- Announcement of funding opportunities
- Conferences and continuing education information
- Resource information
- Announcements of available positions

The following are not allowed:

- Advertising or commercial promotion of products or services
- "Position wanted" postings

Listsers members are requested to practice responsible listserv etiquette including:

- Limiting responses to the sender of original message instead of entire listserv
- Keeping postings relevant to purpose of listserv

Members may be removed from the listserv if they frequently violate any of the above guidelines.

Diversity and Social Equity Committee

The Diversity and Social Equity Committee was initiated in 2014. It consists of the Chair, appointed by the President with approval of the Board, and at least three (3) other members. The Chair of this Committee shall personally represent diversity in race, ethnic or gender/sexual identity.

The Committee was formed to assure that the Association strengthens its diversity in membership and leadership positions. It is also charged with investigating and developing written documentation around public health nursing diversity to build effectiveness in practice and advance a culture of health.

Education and Professional Development

The role of the Education and Professional Development Committee is to assure that public health nursing educational and professional development issues are addressed through collaborative efforts involving APHN and national partner organizations representing practice and education. The committee will coordinate its efforts with the

conference planning committee to assure continuity and coordination in the association's educational programming. The committee will identify priority activities annually, based on needs identified through national public health workforce development assessments, including PHWIns.

Finance

Introduction:

Financial procedures are derived from the following:

- Those established in the By-Laws
- Those policies set by the APHN Board of Directors or Finance Committee from time to time, currently comprising the Policy and Procedure Manual

Finance Committee:

The Finance Committee is a standing committee and is composed of four or more members to include the President and Association staff. The Treasurer is the Chair of the Finance Committee.

By-Laws:

- The By-Laws have established the Officers and committees as well as their general financial responsibilities, accountabilities and some general procedures.
- The President is the Chair of the Board of Directors.
- The Treasurer has been established as Chair of the Finance Committee. The Treasurer shall be the chief financial officer of the Association.
- The Treasurer shall exercise general and active supervision over the Association's assets and shall perform such other duties as shall be assigned to him or her from time to time by the Board.
- The Treasurer shall have supervision over all corporate funds and securities and shall oversee the keeping of full and accurate accounts of receipts and disbursements in books belonging to the Association and the deposit of all moneys in the name and to the credit of the Association in such depositories as may be designated from time to time by the Board.
- The Treasurer shall oversee the disbursement of the funds of the Association in accordance with the directions of the Board and, when the Board so requires, he or she shall provide an account of all transactions of the Association and of the financial condition of the Association.

Financial Duties and Responsibilities: Board of Directors

The Financial Procedures describe financial duties and responsibilities of Officers and committees beyond those in the By-Laws as follows:

- The Treasurer establishes bank accounts for the Association to include signature authority for designated BOD members and the Executive Director.
- The Treasurer, Executive Director and one member of the Board of Directors serve as authorized signatories on the Association's bank accounts.
- The Treasurer and/or Executive Director serve as the liaison between the Association and the banking institution.
- The Treasurer makes bank deposits and payments for authorized invoices.
- The Treasurer assures regular issuance of the financial records and audits as required.
- On recommendation of the Treasurer and Finance Committee, the President seeks approval of the Board of Directors for deviations from the approved annual budget that may arise during the year.
- The President, with the Board of Directors, establishes the annual budget participating as a member of the Finance Committee.
- The Board of Directors establishes expenditure limits for authorized signatories on the Association Bank Account.
- The Board of Directors ensures the maintenance of Directors & Officers Liability Insurance for Board of Director members, Executive Director and other appropriate contracted personnel.
- The Treasurer is responsible for overseeing the management of the Association's fiscal assets.
- The Treasurer, with the Finance Committee, reviews expenses & assets, prepares and submits a draft budget for review and approval by the President and the Board of Directors sixty (60) days prior to Annual Business meeting.
- The Treasurer makes monthly reports to the Board of Directors on the status of the budget to include financial ledgers, maintaining all accounts payable and receivable and reconciling bank statements.
- The Treasurer prepares and submits an annual budget report with recommendations to the Board of Directors and presents a fiscal status report to the membership at the Annual Business meeting.

- The Treasurer, with the Finance Committee, makes recommendations for mid-year deviations from annual budget (fiscal year has been established as July 1st through June 30th).
- The Treasurer is responsible for assuring appropriate federal tax forms are prepared and submitted in a timely manner through the use of an outside accounting services firm. This includes annual 990 tax returns and issuance of 1099 forms for any non- employee compensation for services exceeding \$600.00 on annual basis or as required by the IRS.
- The Program Committee, Chaired by a Board member prepares the Annual Meeting budget.

Financial Duties and Responsibilities: Accounting Services Firm

An accounting service firms shall be retained to complete the following:

- Maintain all financial records of operations as directed by the Board of Directors.
- Prepare monthly financial reports for the Treasurer as needed and at the Treasurer's direction.
- Work with the Association's Treasurer to resolve any reconciling items/issues.
- Prepare financial data for external auditor as determined by the Board of Directors.
- Prepare 990 and 1099 forms for review by the Treasurer.

Operational Controls:

- All credit card statements will go directly the APHN P.O. Box and the Administrative Assistant will forward to the Treasurer for review and approval.
- The Board of Directors will approve dollar limits for expenditures which may be made by contract employees for office operations.
- The Executive Director will approve contract staff invoices. If the Executive Director is unavailable for an extended period of time the President will review and authorize payment.
- The President will approve the Executive Director's invoice. If the President is unavailable for a period of time, the President Elect will review and authorize payment.

Whistleblower Policy:

APHN requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties. Employees and representatives of APHN must practice honesty and integrity in fulfilling responsibilities and must comply with all applicable laws and regulations.

Conflict of Interest Policy/Mandatory Disclosure Statement: See Appendix A.

Record Retention and Document Destruction Policy:

APHN shall retain records for seven (7) years, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, GCCA shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department/agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

History

The History Committee includes, at a minimum, the Immediate Past President and the current Association Secretary. The History Committee is responsible for preserving important documents of the Association. Following the Annual Meeting, the Immediate Past President compiles materials.

The University of Virginia, School of Nursing, Center of Nursing Historical Inquiry (NCHI), is the official repository of all APHN documents. The History Committee electronically sends relevant documents, records, and pictures to the archives annually:
The Eleanor Crowder Bjoring Center for Nursing Historical Inquiry
University of Virginia School of Nursing
McLeod Hall

P.O. Box 800782
Charlottesville, VA 22908-0782
E-mail: nurs-hxc@virginia.edu
Phone: (434) 924-0083 Fax: (434) 982-1809
<http://www.nursing.virginia.edu/research/cnhi/>

These documents should be considered for submission:

- Membership list
- Executive Board members and committee chairs list
- Minutes of Executive Committee meetings
- Annual Meeting brochure, agenda and minutes
- Budgets
- Committee and partner reports
- Correspondence
- Newsletters
- Bylaws and Policies & Procedures
- Quad Council membership list and minutes
- Contracts and agreements adopted that year
- Position statements completed that year
- Pictures

The following guidelines are suggested by NCHI:

- Do not send any documents needed for reference, action or information
- Record information related to as to who is in the photo, the event, and year and date. If sending hard copies, do not write on the back of the picture; put the information on a "sticky note."

The History Committee Chair will submit the archive packet for his or her term no later than the end of the calendar year, December 31st. The Association will donate \$125.00 annually to cover the cost of maintaining the repository and the budget will include this charge in the annual budget.

Membership

The Chair of the Membership Committee shall be a Director-At-Large and the Regional Representatives are considered integral committee members, as well. The purpose of this committee is to:

- Support the growth of APHN by expanding the membership.
- Develop and implement a recruitment and sustainment action plan to reach current and new members.
- Develop materials for recruitment of new members.
- Foster sustainment of state members and analyze ways to ensure representation from each state and territory.
- Ensure the viability of the Association through strong membership initiatives.

All members of APHN shall pay annual dues and be in good professional standing. Membership dues invoices will be sent out on a rolling basis from the time of application acceptance. Current membership categories and the respective annual dues fee structure are available on the APHN website, <http://phnurse.org/join-us> or <http://phnurse.org/>

Qualifications for INDIVIDUAL Memberships, ASSOCIATE Memberships, GROUP Memberships, and CORPORATE Sponsorship:

INDIVIDUAL MEMBERS

Official State / Territory Representative: A public health nurse at a director or senior practice level in a state or territorial health department level or working at a senior regional or organizational level. The health officer of the jurisdiction can designate a public health nurse to be the state/territorial representative if the position of state director of public health nursing is not present or populated. In addition, a state public health nursing organization may also designate the official state/territorial representative.

Public Health Nurse: Registered nurses working in the field of public health to include but not limited to a local, state, or federal governmental public health agency or department, school health, higher education, occupational health, and in other community settings.

Contributing Public Health Nurse: A public health nurse who desires to support the operation of the organization through a contribution

Retired Public Health Nurse: A retired registered nurse who formerly served as a public health nurse in any capacity in the field of public health.

An INDIVIDUAL Member must:

1. be current in payment of all applicable Association dues, charges and assessments
2. have an unencumbered RN license; and
3. support the purposes of the Association.

INDIVIDUAL Members are full members with all privileges including voting, holding office, and service on committees.

ASSOCIATE MEMBERS

Other Public Health Worker & Individual with Interest in Public Health: An individual with an interest in public health nursing who is not a licensed registered nurse is eligible to join as an associate member of the organization.

Student: Any nursing student enrolled in a nursing program and who is interested in public health nursing is eligible to join after providing proof of current student status from the registrar's office of the college or university.

An ASSOCIATE Member must:

1. be current in payment of the Association
2. support the purposes of the Association

ASSOCIATE Members are members with voting privileges but may not hold office.

GROUP MEMBERS

Affiliate Member: Affiliate membership is open to membership-based public health nursing or other nursing organizations at the local, state, regional or national level. This includes local, state or national public health nursing organizations or other nursing organizations. Annual Affiliate Member dues include memberships for up to two individual members of the affiliate organization with full membership privileges (voting, holding office, serve on committee). Additional individual members of the affiliate may join APHN at a reduced rate.

Academic Institution: Academic membership is open to academic institutions. Annual membership dues are based on the number of faculty. Dues include memberships for up to three individual members who are employees of the academic institution with full membership privileges (voting, holding office, serve on committee). Additional individual employees of the academic institution may join APHN at a reduced rate.

Organizational Member: Organizational membership is open to non-profit or governmental agencies that employ public health nurses or other nurses serving in population-focused roles. This includes local, state, territorial, or tribal health departments, schools or school systems, or community health centers/Federally Qualified Health Centers. Annual membership dues are based on the population served by the organization. Dues include memberships for up to three individual members who are employees of the organization with full membership privileges (voting, holding office, serve on committee). Additional individual employees of the organization may join APHN at a reduced rate.

Contributing Organizational Member: Contributing organizational membership is open to non-profit or governmental agencies that employ public health nurses or other nurses serving in population- focused roles. Qualifying organizations are the same as those indicated for the Organizational Member category. Annual membership dues are based on the population served by the organization. Dues include memberships for up to three individual members who are employees of the organization with full membership privileges (voting, holding office, serve on committee). The remaining employees of the organization receive an APHN individual membership with the privilege to serve on committees.

A GROUP Member must:

1. be employed by a qualifying organization
2. support the purpose of the Association
3. be current in payment of all applicable Association dues

GROUP Member privileges depend on group category:

See current APHN Membership Categories Chart for Membership Category Dues and Privileges available on the APHN website, <http://phnurse.org/join-us> or <http://phnurse.org/>

CORPORATE SPONSORSHIP

Corporate Sponsor: Corporate sponsorship is open to for-profit organizations. This includes private health plans, pharmaceutical companies, or other for-profit companies/corporations. Sponsorship includes prime exhibit space at the APHN annual conference and full conference registration for up to 2 representatives.

A CORPORATE Sponsor must:

1. be current in payment of all applicable Association dues
2. support the purpose of the Association

CORPORATE Sponsors may exhibit at the APHN annual conference, which includes full conference registration for up to 2 representatives.

The Membership Committee duties, as led by the Chair, include the following:

- Collaborate with the Administrative Assistant to track and monitor the status of membership
- Partner with the Executive Director, Communication Committee and/or Contractor to coordinate the development of outreach material, which will be submitted to the Board for approval
- Coordinate outreach efforts with the Regional Representatives and other Membership Committee members
- Assure strength of state and territorial representatives and membership in general. Annual metrics for growth will be set and reported on an ongoing basis and
- Track non-renewing members with appropriate monthly follow-up.

Nominations

The Nominations Committee is comprised of two (2) members in addition to the Chair. The Chair is the Immediate Past President. If that member is unable to serve, the President with the approval of the Board shall appoint as Chair a member who has served at least one term on the Board of Directors. The other two (2) members of this Committee must be Official State or Territory Representatives, Public Health Nurses or Retired Public Health Nurses.

The Nominating Committee will form no later than the first week of January. The committee will send out a general notification to membership informing them of all open board positions. Notification will occur no later than the last week of January and will include a brief description of the vacant position accompanying responsibilities. The deadline for submitting nominations should be timely to allow for the rest of the process.

The Nominations Committee will assure requests for and prepare a slate of nominees. To prepare the slate, the Committee obtains the member's consent to serve if elected, gathers short bios for each candidate and delivers them as part of the ballot which is sent to membership at least thirty (30) days before the Annual Meeting.

The ballot shall be distributed electronically and shall include no less than two candidates for each office to be filled unless the Board of Directors approves an exception. Voting is closed seven (7) days prior to the start of the Annual Conference.

The sequence of offices is as follows:

In the **even-numbered years**, the slate shall include:

- President-Elect to serve for a term of one year
- Treasurer to serve for a term of two years
- Two Directors-At-Large to serve for a term of two years

In the **odd-numbered years**, the slate shall include:

- President-Elect to serve for a term of one year
- Secretary to serve for a term of two years
- One Director-At-Large to serve for a term of two years

The Committee Chair will report the results to the membership at the Annual Membership Meeting or the Awards Luncheon, whichever occurs earlier. Those elected will take office at the end of the Annual Meeting and begin their term of offices at the Post-Annual Board of Directors Meeting.

Program Committee

The Program Committee plans the Annual Meeting and makes arrangements for other meetings as requested by the Board. The Program Committee is composed of five (5) or more members with the Chair appointed by the President with the approval by the Board at the Post-Annual Board Meeting. A designated Director-At-Large serves on the Program Committee and may be asked to serve as Chair.

The host state member for next Annual Meeting serves on the Program Committee, as does the past host-state member. In the event that it is the Joint Conference year with ACHNE, the Association President-Elect serves as the Program Committee Chair. The Administrative Assistant participates fully on this Committee, attending all meetings and assuring that activities are occurring in a timely manner. The Treasurer attends Committee meetings for finance planning purposes from February through the Annual Conference.

Program Planning includes:

- Setting the dates, selecting the site and negotiating conference arrangements with the hotel, and selecting the general program theme in consultation with the Board.
- Coordinating the business session agenda with the President.
- Communicating with the membership (e.g., save the date, registration opening, call for abstracts, agenda announcements, website Annual Conference site).
- Determining and planning registration fees and arrangements with the Board.
- Arranging for Continuing Education Day to include the content and CE credit.
- Assuring that regional public health nurses and nursing students receive Annual Conference information.

Special responsibilities of the host-state member include:

- Suggesting meeting site per required space and accommodations.
- Obtaining hotel reservation cards, brochures of local attractions, and information on transportation service to and from the airport (to include posting on website).
- Determining and plan the social outing.
- Participating in Education Day registration.
- Issuing invitations for continuing Education Day Program to local area nurses.

A joint meeting is scheduled and held with the Association of Community Health Nursing Educators (ACHNE) every three (3) years: i.e., 2016, 2019, and 2022. The protocol for planning the joint conferences occurs through ACHNE's association management firm and is worked with equity of planning and participation for both organizations.

Public Health Policy Committee

The Public Health Policy Committee consists of the Chair, appointed by the President with approval of Board, and at least two (2) other members. This workgroup advises the Board on policy implications; develops draft policy statements as needed or as requested by the Board, and responds to the changing conditions in public health nursing practice and the public health and health care system environment.

The Committee shall review the APHN Advocacy Toolkit annually and will revise it as needed. The Chair or designee will represent the APHN on the Nursing Community Coalition and assures regular and timely communication to the Board of Directors.

AD HOC COMMITTEES AND WORKGROUPS

Strategic Planning Workgroup

The workgroup was formed in 2014 to develop and implement the APHN Strategic Map. The President chairs it and all individuals in appointed Association positions (i.e., Committee Chairs, Regional Representatives, and Liaisons) are considered members of the Workgroup. Other APHN members may join this group, as well.

During its first year, the Strategic Planning Workgroup developed the Strategic Map and in 2015 – 2017, this map with its metrics were integrated into APHN operations. Strategic planning activities are fully integrated in Association operations, the workgroup will be reactivated as needed.

Other Ad Hoc Committees and Workgroups

These Committees and Workgroups may be formed at the discretion of the President.

APPENDICES

APPENDIX A

Conflict of Interest Mandatory Disclosure Statement



Appendix A

Conflict of Interest Mandatory Disclosure Statement

I have read the Association of Public Health Nurses Conflict of Interest Policy and I support its intent. I hereby certify that to the best of my knowledge, I do not have any financial or other interest that raises an actual or potential conflict of interest with my activities on behalf of the Association of Public Health Nurses (APHN), other than as set forth below: [PLACE STATEMENT IN SPACE BELOW]

If an actual or potential conflict of interest subsequently develops, I will promptly submit an amended Mandatory Disclosure Statement to the Administrative Assistant.
As directed and where appropriate, I will make disclosure of the conflict of interest to fellow members of APHN's deliberative bodies.

Signature

Date

Print Name and Title

APPENDIX B

Speaker and Guest Fees and Travel Agreement



Appendix B

APHN Speaker and Guest Fees and Travel Agreement

I, _____, agree to present at the _____
(Name)

_____ Program scheduled on _____
(Program Title) (Date)

at _____. My professional fee will be in the amount of \$_____
(Location)

I understand that my travel expenses for either mileage by car _____ at current IRS rate or plane fare \$_____ (coach rate), food and lodging for _____ days will be reimbursed. Reimbursement for the travel expense will not exceed \$_____.

Please note:

In order for reimbursement to be processed in a timely manner, the speaker is required to submit receipts to the APHN Treasurer, APHN 110 A Northwoods Blvd., Columbus, OH 43235.

Signature Date

APHN President Date

Personal information:

Name: _____

Street: _____

City: _____

State: _____

Phone (W): _____ Phone (H) _____ Phone (C) _____

Fax: _____

APPENDIX C

Scope of Committee Form

Found at the Google Drive under Administrative Tools/Report Forms
(<https://drive.google.com/drive/folders/0B-QC2FvPFUh7bnVKcFJubFMzRXM>)



Appendix C

APHN Committee Scope 20__ - 20__

Committee/Workgroup Name:

Please answer the following questions:

- Who is the **chairperson** for this committee/workgroup?
- What is the planned **meeting frequency**?
- List 1-3 **goals** for 2018-2019 (prioritize goals and note timeline for work to be completed):
- How will the Committee/Workgroup **collaborate** with other committees?
- Process used for **communication** with committee members, APHN staff, and other APHN leaders:
- **Future plans or vision** for committee/workgroup (identify for annual report):

APPENDIX D

Appointed Leadership Annual Report Forms

Found at the Google Drive under Administrative Tools/Report Forms
(<https://drive.google.com/drive/folders/0B-QC2FvPFUh7bnVKcFJubFMzRXM>)



Appendix D-1

APHN Committee Annual Report

Committee: (committee name)

Committee Chair and Current Members (end of year): (names)

Dates of meetings: (day month year)

Attach current committee scope: (attached)

Action Items Completed:

- (item)
- (item)
- (item)

Action Items In-progress/Pending for Next Year:

- (item)
- (item)
- (item)

Action Items to be Deleted:

- (item)
- (item)
- (item)

Strategic Map and Metrics considerations for Next Year:

- (item)
- (item)
- (item)

Other Notes:

- (item)
- (item)
- (item)

-- END OF REPORT—



Appendix D-2

APHN Liaison Annual Report

Committee and Organization Served: (committee and organization name)

Liaison Name: (name)

Dates of meetings or coordination: (day month year)

Committee purpose: (attached)

Action Items Completed:

- (item)
- (item)
- (item)

Action Items In-progress/Pending for Next Year:

- (item)
- (item)
- (item)

Consideration for continuation of Liaison relationship for Next Year:

- (yes or no)
- (rationale)

Other Notes:

- (item)
- (item)
- (item)

-- END OF REPORT--



Appendix D-3

APHN Regional Representative Annual Report

Region Served: (committee and organization name)

Your name: (name)

Dates and types of regional meetings: (day month year; type: phone, webinar, etc.)

Regional goals or objectives: (goals or objectives)

Action Items Completed:

- (item)
- (item)
- (item)

Action Items In-progress/Pending for Next Year:

- (item)
- (item)
- (item)

Consideration for Goals and Objectives:

- (road ahead and ideas)
- (rationale)

Other Notes:

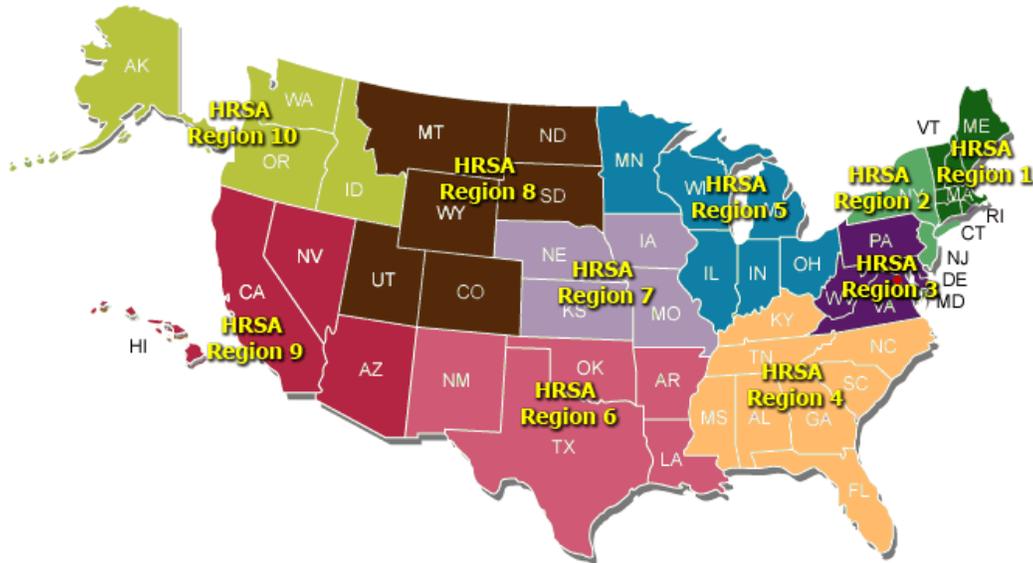
- (item)
- (item)
- (item)

-- END OF REPORT--

APPENDIX E

APHN Regional Division/HRSA Regions Map

Appendix E U.S. Map of HRSA Regions



HRSA Region 1: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut

HRSA Region 2: New York and New Jersey

HRSA Region 3: Pennsylvania, Maryland, Delaware, Virginia, and West Virginia

HRSA Region 4: Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Florida, Alabama, and Mississippi

HRSA Region 5: Minnesota, Wisconsin, Illinois, Indiana, Michigan, and Ohio

HRSA Region 6: New Mexico, Texas, Oklahoma, Arkansas, and Louisiana

HRSA Region 7: Nebraska, Kansas, Iowa, and Missouri

HRSA Region 8: Montana, North Dakota, South Dakota, Wyoming, Colorado, and Utah

HRSA Region 9: Nevada, California, Arizona, and Hawaii

HRSA Region 10: Washington, Oregon, Idaho, and Alaska

APPENDIX F

Sample Agendas for Meetings



Appendix F

Sample Agendas for Meetings

Sample Monthly Board of Directors Meeting Agenda:

(*Recommend reversal of order every other month)

Call to Order and Roll Call
Approval of Minutes Secretary's Report
President's Report
Executive Director's Report
Treasurer's Report
Committees Reports
Regional Representative Reports
Liaisons Reports
Old Business
New and Unfinished Business
Other Announcements to include Next Meeting
Adjourn

Sample Mid-Year Meeting Agenda

Call to Order
Roll Call of Appointed Leadership Positions
Treasurer's Report
President's Report
Strategic Map Implementation Updates
Other Reports of Special Interest
Annual Meeting Report
Additional Business and Announcements
Adjourn

Sample Pre-Annual Conference Board of Directors Meeting Agenda

Call to Order
Roll Call
Treasurer's Report
Finance Committee Budget Recommendations
Overview of Submitted Annual Reports for Membership Meeting
Committee Status Pre-Meeting
Regional Representative Status Pre-Meeting
Liaison Status Pre-Meeting
Other Annual Conference Concerns
Adjourn

Sample Annual Members Meeting Agenda

Call to Order
Roll Call of Members
Roll Call of the Board of Directors & Appointed Leadership
Introduction of the Board of Directors & Appointed Leadership
Introduction of Newly Elected Officers
Overview of All Written Annual Reports (goal is 3 minutes per)
Annual Conference Overview
Report and discussions with Partners on selected topics (QCC, ACHNE, CDC, ASTHO, NACCHO)
Strategic Plan and Initiatives for coming year
Call for Future Annual Meeting Host States
Adjourn

Sample Post-Annual Conference Board of Directors Meeting Agenda

Call to Order

Committee and Liaison Appointments

Adopt new budget for the year

Schedule Board Meetings (with first Board Meeting within 30 days)

Unfinished Business

Installation of New President and Officers

Orient new Board members to their roles and responsibilities

Adjourn

Sample Committee Meeting Agenda (New – per recommendation of committee)

Call to Order and Roll Call

Meeting Purpose

Welcome and Introductions

Scope and Charge of the Committee

Agree on Future Meeting Time/Dates (1st Meeting Only)

Old and New Business

Open Discussion

Other Announcements to include Next Meeting

Adjourn

APPENDIX G

Travel Expense Form

Found on the Google Drive at:

<https://drive.google.com/drive/folders/0B-QC2FvPFUh7NDI4OEFabkdVeVE>

APPENDIX H

Nominations of Awards

Found at the Google Drive under Administrative Tools/Report Forms
(<https://drive.google.com/drive/folders/0B-QC2FvPFUh7UU5Sck1oQm5aV1U>)



Appendix H-1

APHN Award of Merit Nomination Form

This award is given to a person(s) who meet the following criteria:

- a. Is a current or former association member
b. Has shown exceptional leadership in public health nursing
c. Has made a significant contribution at the national level to public health nursing

Please check the criteria that the nominee meets (check all that apply)

- a. []
b. []
c. []

Current members are listed on the website. The Association's Administrative Assistant (adminasst@phnurse.org) can verify former members.

Nominee: _____
Address: _____
E-mail: _____ Phone: _____

Academic training and significant professional experience:

Describe why you believe this person should be eligible for the APHN Award Merit. Please include how the nominee's contributions have had a positive impact to public health nursing at the national level. Is public health nursing better because of the nominee's exceptional leadership? Please explain why. ***Please include a copy of the nominee's professional bio.

Submitted by: _____
Phone numbers: Work: _____ Cell: _____
E-mail: _____

Is the nominee aware of the nomination? Yes [] No [] Date: _____



Appendix H-2

APHN Recognition Award Nomination Form

This award is given to a person(s)/organization other than a current or former Association member who have provided exceptional service to the Association or to public health nursing.

Is the nominee a current or former Association member? Yes [] No [] (If NO, please proceed with completing the nomination form).

Current members are listed on the website. The Association’s Administrative Assistant (adminasst@phnurse.org) can verify former members.

Check the criteria that the nominee meets (check all that apply)

- a. [] Provided exceptional service to the Association
b. [] Provided exceptional service to public health nursing

Please describe below to support your nomination.

Nominee: _____

Address: _____

Phone: _____ E-mail: _____

Academic training and significant professional experience:

Describe the exceptional contribution this person has made to ASTDN and/or public health nursing:

***PLEASE SUBMIT BIO SKETCH FOR INDIVIDUAL OR DESCRIPTION OF ORGANIZATION.

Submitted by: _____

Phone Numbers: Work _____ Cell _____

E-mail: _____

Is the nominee aware of the nomination? Yes [] No [] Date: _____



Appendix H-3

APHN Legacy Award Nomination Form

This award is given to a person(s), living or deceased, who meets the following criteria;

- a. Has made a significant contribution with impact over multiple years to the practice of public health nursing;
b. Exhibits professionalism and leadership throughout current and/or previous endeavors; and
c. Inspires innovation and/or influences positive change in the world around them.

Please check the criteria that the nominee meets (check all that apply)

- a. []
b. []
c. []

**For contact information below, please use representative for nominee if s/he is deceased.

Nominee: _____

Address: _____

E-mail: _____ Phone: _____

Describe why you believe this person should be eligible for the APHN Legacy Award. Please include how the nominee's contributions have had an ongoing positive impact to public health nursing at the national level. Please explain why public health nursing is better because of the nominee's exceptional leadership. ****Please include a copy of the nominee's professional bio or information.

Submitted by: _____

Phone Numbers: Work _____

Cell _____

E-mail: _____

Is the nominee aware of the nomination? Yes [] No []

Date: _____

Is the nominee living [] or deceased []?