BOARD OF DIRECTORS

DEFINITION
The Board of Directors is elected in alternating years for a term of two (2) years. The Board of Directors is charged with the overall responsibility of conducting the affairs of the Chapter.

RESPONSIBILITIES
Acts in the best interest of the membership by conforming to the purposes for which the Association was formed as outlined in the bylaws.

DUTIES
The Board of Directors shall:
1. Direct the business and financial affairs of this Chapter.
2. Establish administrative policy.
3. Fill all vacancies on the Board of Directors with the exception of the President.
4. Foster growth and development of the Chapter.
5. Assist the President in the structuring of the committees.
6. Review committee reports and determine action to be taken.
7. Approve budgetary allocations.
8. Approve fund raising functions as established by the Finance Committee.
9. Annually determine fees for:
   a. refunds for workshops
   b. replacement of continuing education certificates
10. Establish policies regarding the purchasing of supplies and equipment.
11. Approve contracts for services, such as printing or other special projects.
12. Review recommendations of the Bylaws and Policy Committee when necessary and determine if ratification is indicated.
13. Assume other duties as appointed by the President.
14. Shall, as retiring Officers, deliver all Chapter property to their successors within (30) days after termination of office.

INDIVIDUAL DUTIES
1. Serve on committees as assigned.
2. Be expected to attend all Board of Directors’ meetings and to notify the President if unable to attend. An excused absence is at the discretion of the President. The member shall be expected to submit a resignation if it is impossible to fulfill this obligation. A non-functioning member or a member with unexcused absences from two Board meetings constitutes an automatic resignation.
3. Keep oneself well informed on the activities of the Chapter and Headquarters.
4. Conduct oneself in accordance with the position held, so as to reflect prestige upon the Chapter.
5. Arrive promptly for meetings and come prepared to discuss items of business.
6. Accept and complete special assignments as delegated by the President.
7. Advise the President when on vacation or of other travel activities, as the President should know where and how to contact each member of the Board of Directors at all times in case of an emergency.
8. Must attend fifty percent (50%) of all other chapter activities.
9. Must not allow AORN membership to lapse during term of office.

Revised 2011
Reviewed 2013
PRESIDENT

DEFINITION
The President-elect serves one (1) year as President immediately following their term as President-elect.

RESPONSIBILITIES
Serves as the official representative of the Association and presides at all meetings of the Chapter and the Board of Directors.

DUTIES
The President shall:
1. Prepare an agenda in advance of all Board and chapter meetings.
2. Shall be a member ex-officio, of all committees except the Nominating Committee.
3. Represent the Association at meetings of other organizations, or designate an alternate.
4. Appoint chairs of all standing and special committees.
5. Offer guidance to all committees in their activities.
6. Terminate, with approval of the board, committee appointments when such appointees are non-productive.
7. Direct the preparation of, and sign when applicable, all official communications.
8. Speak in behalf of the Board on all official matters.
9. Keep Board and membership totally informed of all Association activities as received from National AORN.
10. Respond promptly to all communications from National.
11. President and the President-elect must be in close contact at all times, so that it becomes almost a team. This assures continuity when the President-elect becomes President.
12. Serve as a delegate to the National AORN Congress.
13. Serve as delegate Chairman for Congress, plan and arrange the pre-Congress delegates’ meeting, coordinate pre and post Congress delegate meeting.
14. Sign checks written for the chapter in the absence of the Treasurer.
15. Provide chapter membership roster, as needed to board members and the chair persons of the following committees: Newsletter, Nominating, Membership, Credentials, Workshop and Teller.
16. May present Presidents’ Award to outstanding chapter member and/or a Partner in Industry (Vendor Recognition) at the May Banquet.
17. Notify committee chairmen that annual reports and three copies are due (2) weeks prior to the May Board meeting and should be sent to the President.
18. Receive and maintain annual reports from committee chairs.
19. Notify AORN Chapter Relations of election results within one month after election. This responsibility is placed on the outgoing President.
20. Prepare an annual written report citing achievements and giving recommendations. The original and one copy are submitted to the Secretary and the contents are given as an oral report at the May chapter meeting. A third copy is placed in the President’s documents.
21. The Chapter Resource Manual will be obtained from National at the summer Leadership meeting.
22. Supply Newsletter Chairman with a list of chapter Presidents from surrounding areas of Missouri and surrounding states to include Kansas, Arkansas, Nebraska, and Iowa.
23. Must attend 50% of all other chapter activities.
24. Must not allow AORN membership to lapse during term of office.
25. Use ORNurseLink and our chapter website as needed for communication with the members.
26. Any expenses over budgeted amounts must be approved by the President and/or Treasurer prior to incurring the expenses to receive full reimbursement.

Revised 2013
PRESIDENTIAL TIME-LINE

May
1. Send out “save the date” for summer meeting to the board and committee Chairs.
2. Attend Golf Tournament
3. Register for AORN Leadership conference – set up travel and hotel
4. Plan site of summer meeting and make contacts with site
5. Begin working on folders for summer meeting, copying handouts, labeling, etc.
6. Send out news release to Nursing News about banquet
7. Turn in end of year report (President –Elect/Membership Chair) to previous president two weeks prior to banquet
8. Continue to contact members to find committee chairs
9. Within seven days after election, updated Chapter officers on AORN Website

June
1. Begin working on agenda and flyers for summer meeting
2. Continue to find and complete committee chairman
3. Continue planning summer meeting
4. Secure site

July
1. Send summer meeting agenda and invitation to all members via OR Nurse Link and our web site
2. Send summer meeting agenda and invitation to all board and committee chairs by personal email and regular “snail mail”.
3. Attend Summer Leadership Conference in Denver
4. Send out last minute reminder for Summer meeting
5. Last minute details for Summer meeting i.e. Food, drinks, etc.
6. Summer meeting
7. Send out via email “thank you” to those who attended Summer meeting and follow up with emails with committee member changes

August
1. Work on developing ORNurseLink and our web site for our chapter. Put in chapter resources and Chapter profile
2. Write instructions on how to use ORNurseLink to be published in the Lap Sheet
3. Write and send “President’s Message” for Lap Sheet and web site
4. Begin a President’s notebook, ongoing of all communications and papers from National
5. Confer with program chair as needed (all months)

September
1. Meet with Bylaws committee to work on any bylaws changes that are needed to fulfill National requirements
2. ORNurseLink and and our web site: Send Lap Sheet, any bylaws changes, and fundraiser information; information on American Royal Parade; meeting and board meeting information for October, any other information needing to be shared
3. Write and send October’s “President’s Message for Lap Sheet
4. Send personal thank you notes to those non-members that helped with the parade – Supplying help, donating use of a vehicle or trailer, helping build the float.

October
1. ORNurseLink and our web site : Send Lap Sheet for November, any other information needing to be shared
2. Write and send November’s “President’s Message for Lap Sheet
3. Contact Nursing News for Perioperative Nurse Week information
4. Make contact with Kansas City Mayor’s office for Proclamation of PeriOperative Nurse Week
November
1. Attend Kansas City Council Meeting to receive Mayor’s Proclamation of PeriOperative Nurse Week in Kansas City
2. ORNurseLink and our web site: Send Lap Sheet, any other information needing to be shared
3. Write January’s “President’s Message”
4. Write any thank you notes needed
5. Send copies of proclamations to headquarters for posting on aorn.org

December – no meeting

January
1. ORNurseLink and our web site: Send Lap Sheet, reminders for the workshop, any other information needing to be shared
2. Invite all delegates to meet prior to the January meeting for completing registration forms and getting checks
3. Write February’s “President’s Message”
4. Help with finding members for slate of officers, if needed

February
1. ORNurseLink and our web site: Send Lap Sheet, any other information needing to be shared
2. Introduced official slate of candidates, nominations may be presented from the floor and at the end of the meeting, nominations are to be closed.
3. Write March’s “President’s Message”

March
1. ORNurseLink and our web site: Send Lap Sheet and any other information needing to be shared
2. Write April’s “President’s Message”
3. Oral presentations by the candidates are to take place at this meeting
4. Meet with the delegates for Congress
5. Attend AORN Congress
6. Start to prepare for the installation of officers and the banquet

April
1. ORNurseLink and our web site: Send Lap Sheet, any other information needing to be shared
2. Write May’s “President’s Message”
3. Continue to prepare for installation of officers and the banquet.
4. Notify AORN Chapter Relations of election results within one month after election. This responsibility is placed on the outgoing President.

May
1. Attend banquet
2. Install officers
3. Honor CNOR’s, CRNFA’s, retirees, Industry representatives, etc.

Created 2010-2011
Revised 2013
PAST PRESIDENT

DEFINITION
The President serves one (1) year as Past President in the year immediately following their term of office as President.

RESPONSIBILITIES
Assists the President in fulfilling the duties and responsibilities of the office of President.

DUTIES

The Past President Shall:
1. Serve as a non-voting member of the Board.
2. Serve as a non-voting member of the Nominating Committee.
3. Throughout the year, assist the President at her/his request.
4. Serve as Chairperson of the Teller Committee.
5. Attend scheduled Board Meetings unless excused by the President.
6. Must attend fifty percent (50%) of all other chapter activities.
7. Must not allow AORN membership to lapse during term of office.
8. Serves as coach for webmaster.

Revised 2013
PRESIDENT-ELECT

DEFINITION
The President-elect is elected every year to serve with the Board of Directors in conducting the affairs of the Chapter.

RESPONSIBILITIES
Observes and assists the President in preparation for assuming the duties and responsibilities of that office.

DUTIES

The President-Elect shall:
1. Assist the President at her/his request throughout the year.
2. Represent the Association at meetings of other organizations as delegated.
3. Act as Parliamentarian in the absence of the regular Parliamentarian. May be appointed Parliamentarian.
   a. Refers to Roberts’ Rules of Order, newly revised, as needed.
   b. Identifies the appropriate parliamentary procedures at all meetings.
4. Serve as Chairman of the Membership Committee.
5. Serve as Chairman of the First Time Congress Attendee Contest Committee
6. Serve as ex-officio member, without vote, on all committees except Nominating Committee
7. Serve as Delegate to National Congress
8. Act on behalf of the chapter by presenting to the Chapter President the flowers to be worn during the President’s Walk at the opening session of Congress and by presenting a gift of appreciation to the outgoing Chapter President at the May Banquet.
9. Attend the Headquarters Leadership Conference in the summer, prior to serving as President.
10. Must attend fifty percent (50%) of all other chapter activities.
11. Must not allow AORN membership to lapse during term of office.
12. Learn about the web site (www.aornkc.org) and how to use ORNurseLink for communication and information.
13. Any expenses over budgeted amounts must be approved by the President and/or Treasurer prior to incurring the expenses to receive full reimbursement.

Revised 2013
President Elect’s Time Line
As President-elect, Membership Chairman, and Essay Contest Chairman for First Time Attendee at Congress

August to May
1. Obtain current membership roster from headquarters, update and make name tags so that each member has a name tag
2. Secure a table at each monthly meeting for name tags, sign in sheets for visitors, and sign up list for anyone needing a name tag or changes in name tags
3. Purchase additional nametag holders, tags, and ribbons as needed.
4. Have membership forms available with preaddressed envelopes at all chapter meetings
5. Have table manned at entry of meeting place to meet and greet members and visitors
6. Make contact with new members to welcome them to the chapter
7. Be ready to inform members of total members of this chapter at meeting
8. Attend meetings and board meetings

May
1. Installed as President-Elect
2. Attend AORN Golf Tournament

June to August
1. Attend summer meeting
2. Contact and meet with committee members

September
1. Attend Budget meeting
2. Submit guidelines of “1st Time Congress Attendee” essay to newsletter

October and November
1. Announce “1st Time Attendee to Congress” contest guidelines at chapter meeting and all information for submission
2. Again submit guidelines of “1st Time Attendee to Congress” contest to newsletter

December
1. Read and reviewed applications and conferred with President to select the winner.
2. Notify winner and asked her to attend the January meeting.
3. Call other applicants and encourage them to apply again if they were still eligible

January
1. Announce winner of “1st Time Attendee to Congress” contest at the meeting
2. Ask winner to read her essay at the meeting
3. Submit essay to newsletter for publishing in February newsletter
4. Have committee sign-up sheets available and out at meeting
5. Announce that sign-up sheets would be available at all meetings for the rest of the year

February
1. Submit a list of the committees and responsibilities.descriptions to the newsletter for February newsletter
2. Have committee sign-up sheets available at the meeting

March
1. Have committee sign-up sheets available at the meeting
2. Submit an article to the Lap Sheet about committee sign-ups for April
3. Attend delegate meeting
4. Begin on working on next year
5. Send an message to members via ORNurseLink about committee needs
6. Credentials verified attendance for members needing verification for clinical ladders
7. Begin year-end report
8. Buy corsage for President to wear at Congress for the opening session

**April**

1. Have committee sign-up sheets available to meeting
2. Start thinking and planning for OR Nurse Week
3. Start thinking and planning for American Royal Parade
4. Purchase gift and plague for out-going President to present at banquet

**May**

1. Attend banquet
2. Attend Golf Tournament
3. Continue to organize for next year
4. Present year-end report to the President 2 weeks before the May banquet which will be a written report with three (3) copies

Created 2010-2011
Revised 2013
GUIDELINES FOR "1ST TIME ATTENDEE TO CONGRESS"

Announce "1ST Time Attendee to Congress" contest guidelines at chapter meeting and all information for submission:

1. Submit guidelines for contest to newsletter chair for publication in September Lap sheet;
   a. Must be an AORN member of this chapter.
   b. Must never have attended Congress before.
   c. Essay should include:
      • Cover page with Name, address, work location, contact information, include email;
      • When did I decide to become a nurse?
      • Who influenced me to work in the OR?
      • What do I like best about OR Nursing?
      • Why do I want to go to AORN Congress?
      • How long a member of AORN?
      • How will attending Congress enhance my profession?
      • Where will my career be in 5 and in 10 years?
      • Activities in which I have participated.
      • Other professional organizations.
      • Educational background.
      • Any other pertinent information about you.

2. Announce "1ST Time Attendee to Congress" contest guidelines at chapter meeting and all information for submission at September meeting;

3. Receive contest applications (to my home address), read, and review submissions. Sent a copy of all to President for her review. Confer with President as to winner selection;

4. Notified contest winner via phone call in November or December;

5. Notified non-winners via letter thanking them for their submission and encouraging them to apply in the future if applicable;

6. Announce winner of essay contest at January meeting;

7. Submit essay to Lap Sheet for publication in March issue.

Created 2008 & 2011
Reviewed 2013
VICE PRESIDENT

DEFINITION
The Vice President is elected for a two-year term to serve with the Board of Directors in conducting the affairs of the Chapter.

RESPONSIBILITIES
Performs duties of the President in case of President’s absence or inability to act.

DUTIES

The Vice President shall:
1. Perform such other duties as may be delegated by the President
2. Chair the Bylaws and Policy Committee.
3. Submit articles to Newsletter monthly as appropriate on committee activities.
4. Must attend fifty percent (50%) of all other chapter activities.
5. Must not allow AORN membership to lapse during term of office.
6. Any expenses over budgeted amounts must be approved by the President and/or Treasurer prior to incurring the expenses to receive full reimbursement.

Revised 2013
SECRETARY

DEFINITION
The Secretary is elected for a two-year term to serve with the Board of Directors in conducting the affairs of the Chapter.

RESPONSIBILITIES
Records the activities of the Board and the membership, handles correspondence and maintains written reports.

DUTIES
The Secretary shall:
1. Send a copy of board and chapter minutes to the President within seven (7) days following each meeting.
2. Distribute copies of Board minutes to the Board members prior to each meeting.
3. Monthly files the Treasurer's report with the minutes.
4. Write correspondence for the Chapter at the direction of the President.
5. At Chapter meetings read correspondence as directed by the President and report on Board meetings.
6. Secures stationary for the Chapter.
7. Submit Board highlight to Newsletter editor each month.
8. Submit minutes of Chapter meetings to Newsletter editor each month.
9. Keeps current information in the Secretary’s Handbook with details of the duties of the Secretary.
10. Maintain Chapter Records   
    a. Working copy of current and past year Board and Chapter reports.   
    b. Keep five (5) years of hard copy of Board and chapter reports and Treasurer’s reports.   
    c. Archive on computer disc (CD) as necessary and economically feasible.
11. Provide one copy of a business meeting minutes to AORN Chapter Relations per year.
12. Must attend fifty percent (50%) of all other chapter activities.
13. Must not allow AORN membership to lapse during term of office.
14. Any expenses over budgeted amounts must be approved by the President and/or Treasurer prior to incurring the expenses to receive full reimbursement.

Revised 2013
TREASURER

DEFINITION
The Treasurer is elected for a term of two (2) year to serve with the Board of Directors in conducting the affairs of the Chapter.

RESPONSIBILITIES
Manages the financial affairs of the Chapter.

DUTIES
The Treasurer shall:
1. Present a financial statement at each Board and Chapter meeting and a written report to the President at the end of each fiscal year. (Fiscal year July 1 to June 30)
2. Maintain a balanced checking account.
3. Sign all checks. The President may sign checks also.
4. Maintain current cash receipts and cash disbursements ledgers from which financial statements are drawn and make ledgers available upon request of any chapter member.
5. Supply Secretary with monthly report to be filed with the minutes of that month.
6. Establish contact with new committee chairs, Board members, and officers at the beginning of the fiscal year to explain particular budget allotments for the committees and methods of obtaining reimbursement for committee operating expenses.
7. Provide a voucher to be used for reimbursement of telephone, postage, and miscellaneous expenses by everyone requiring moneys from the treasury.
8. Provide a travel expense voucher to be used for reimbursement of travel expenses for Delegates to Congress.
9. Rebate checks are Direct Deposit from National.
10. Renew incorporation papers with the state of Missouri by August of each year.
11. Keep current information in the Chapter Treasurer's Procedure which details a timeline of all duties and responsibilities of the Treasurer.
12. Prepare books for audit at the end of each fiscal year. (An external audit will be held every two (2) years and an internal audit will be done in the other years.)
13. Serve as Chair of the Budget Committee.
14. Pay all bills in a timely manner.
15. Make arrangements for filing, or files, appropriate 1090EZ with IRS by November 15 of each year. (1090EZ)
16. Maintain tax exempt status by filing IRS form 990 or 990EZ annually with the IRS by a date noted on the form.
17. Provide a yearly financial report to AORN Chapter Relations to demonstrate appropriate use of funds.
18. Must attend fifty percent (50%) of all other chapter activities.
19. Must not allow AORN membership to lapse during term of office.
20. Any expenses over budgeted amounts must be approved by the President and/or Treasurer prior to incurring the expenses to receive full reimbursement.

Revised 2013
COMMITTEE CHAIRMEN

DEFINITION
The committee chairs are appointed annually, by the President.

RESPONSIBILITIES
Committee chairmen assume responsibility by August for fulfilling the objectives of their committees.

DUTIES
1. The chair of each committee will receive, from the President, the policy for that committee.
2. The chair shall select committee members from the general membership.
3. At the first committee meeting, the chair will communicate the policy of the committee, the charge to the committee, and the chair’s expectations of committee members.
4. If the chair is unable to get committee cooperation, please report immediately to the President for guidance.
5. If you feel unable to function after accepting to serve, submit your resignation to the President in order that the President may replace you immediately. If the chair is non-functioning for two (2) months, the President will take the matter under advisement and take appropriate action.
6. Must not allow your AORN membership to lapse during committee appointment.
7. If you are unable to attend a Chapter meeting, you are to arrange for someone from the committee to give the monthly report when applicable.
8. Submit a written report to the Newsletter Chair when applicable throughout the year.
9. The chair or her/his designee must attend any Chapter function that directly involves that committee.
10. The chair will deliver all property and committee data to the new chair within thirty (30) days of the new chairs’ appointment.
11. You are to present a written report with three (3) copies to the President at least two (2) weeks prior to the May Banquet. This will facilitate printing if the President wishes. Include in your report:
   a. Objectives completed
   b. Ongoing objectives
   c. Recommendation for future function.
   d. Record of member attendance at committee meetings
   e. Recommended budget/budget used
   f. A time line of what and when things need to be accomplished
12. Keep current information which details all duties and activities of the committee.
13. Failure to comply with 9 and 11 will result in ineligibility for next eligible year as delegate to National AORN Congress.
14. Any suggested changes in committee policy should be given to the Vice President two (2) weeks prior to May Banquet.
15. All bills, except for the Banquet Committee and (other Committee’s whose activities occur after the May Banquet date, i.e. Golf Tournament) must be submitted to the Treasurer within 30 days od their function and prior to June 30.
16. Any expenses over budgeted amounts must be approved by the President and/or Treasurer prior to incurring the expenses to receive full reimbursement.

Revised 2013

COMMITTEE MEMBERS

DEFINITION
The committee members are appointed annually by the committee chairmen and the President, from the general membership.

RESPONSIBILITIES
Committee members assume responsibilities by September or first called meeting of the committee, for fulfilling the objectives of the committee.

DUTIES

1. Committee members will attend committee meetings and Chapter functions involving that committee.
2. Committee members will perform those activities required of them related to the functioning of the committee.
3. Any member wishing to leave a committee must notify the chair who will then be able to replace the member if necessary.
4. Only the names of committee members who have met their committee obligation will be submitted to the President.

Reviewed 2013
BUDGET COMMITTEE

DEFINITION
The Budget Committee is a standing committee of the Chapter and the chair will be the Treasurer. Committee members will consist of the President, President-elect, Past President and at least two Chapter members not currently serving on the Board of Directors.

RESPONSIBILITIES
The Budget committee will establish monetary objectives and limitations for the financial operations of the organization and monitor all accounts.

METHOD OF FUNCTIONING

1. Insure that all operating expenses are covered by regular fixed income.
2. Present to the Board of Directors at the September Board meeting, recommendations for the budget for the upcoming year. These recommendations are to be based on current moneys in the treasury.
3. Review, at the request of the Treasurer, travel expense vouchers submitted to the Treasurer.
4. Budget a set amount for all scholarships for the year.
5. Receive “End of Year Reports of Committee Expenses” from Treasurer and “budget requests” from committee chair so that the budget may be formulated for the following year.
6. Review ledgers for the purpose of submitting books for audit at the close of the fiscal year, June 30. At the discretion of the Board of Directors, an audit of the Chapters’ books may be mandated.
7. Prepare a written report with three (3) copies to the President at least two (2) weeks prior to the May Banquet. This will facilitate printing if the President wishes. Include in your report:
   a. Objectives completed
   b. Ongoing objectives
   c. Recommendation for future function.
   d. Record of member attendance at committee meetings
   e. Recommended budget/budget used
8. Submit articles to Newsletter monthly, as appropriate, on committee activities.

Revised 2010
Reviewed 2013
FINANCE / FUND RAISING POLICY

DEFINITION
A policy to guide committees or individuals responsible for raising additional funds to meet the needs of the chapter.

METHOD OF FUNCTIONING

1. Organize fund raising projects per fiscal year as indicated by Chapter needs and approved by the Board.
2. Distributes tickets for sale at least one month prior to function. Allow a minimum of three (3) weeks for any printing that needs to be done.
3. Contacts locations and any planned entertainment two (2) weeks prior to the function to reconfirm bookings and arrangements. Have an estimate of attendance to offer them at that time.
4. Collects all moneys from fund raising projects, turning them over to the Treasurer as soon as possible after collection with documentation verifying source and amount of funds. Whenever possible, this should transpire within 30-60 days after the activity.
5. Reports and verifies with the Treasurer the amount of profit and/or loss as soon as possible after any function.
6. Tentative plans shall be made for major fund raising projects in a timely manner for the following year.
7. Submit articles to Newsletter monthly as appropriate on activities.
8. Prepare a written report with three (3) copies to the President at least two (2) weeks prior to the May Banquet. This will facilitate printing if the President wishes. Include in your report:
   a. Objectives completed
   b. Ongoing objectives
   c. Recommendation for future function.
   d. Record of member attendance at committee meetings
   e. Recommended budget/budget used
9. Conduct a yearly evaluation of fund raisers success and profitability.

Revised 2013
BY LAWS AND POLICIES COMMITTEE

DEFINITION
The Bylaws and Policies Committee is a standing committee of the Chapter. The chair will be the Vice President. The chair will select members as needed for the committee to discharge its obligations.

RESPONSIBILITIES
The By Laws and Policies Committee will review Bylaws and submit recommendations for amendments to the Board of Directors following the format suggested by National. The committee will insure that every member of the Board, and the Chairpersons of the Credentials Committee and the Nominating Committee have copies of the Bylaws and Policy Books. It is the responsibility of each outgoing Board member and the Committee Chairpersons mentioned to pass on their copies to the incoming office holders.

Any member of the chapter may obtain a copy of the Policy and Bylaws by downloading them from the chapter website or ORNurseLink.

METHODS OF FUNCTIONING – ByLaws
1. Review and update the bylaws annually or bi-annually to ensure current practices are reflected and incorporate any changes that occurred in National Bylaws. Recommend amendments to ensure consistency with the action of the policy-making bodies of the Chapter.
2. Prepare amendments which are considered advisable to facilitate the work and best interest of the Chapter and submit same to the Board of Directors for consideration.
3. Any amendments adopted by the Chapter must be submitted as soon as possible to the National Bylaws committee at Headquarters for approval.
4. Must provide AORN Chapter Relations a copy of updated bylaws no less than every two years.
5. The chair will present proposed amendments to the membership at a regular Chapter meeting. Proposed changes will also be published in the Newsletter. Amendments will subsequently be presented for ratification at the following Chapter meeting.

METHOD OF FUNCTIONING – Policy
1. Suggest policies which shall be guides towards implementing and enlarging upon the bylaws of the Chapter.
2. Suggest and maintain current policies in the following areas:
   a. Definition, responsibility, and method of functioning of all standing committees as called for in the bylaws.
   b. Definition, responsibility, and method of functioning of all special committees as established by the president.
   c. Responsibilities and duties of delegates.
3. Shall prepare guidelines for a new committee before its members are expected to function.
4. Update the policies as changes are made.
   a. Insure that each member of the Board of Directors has current copies.
b. Inform Chapter of policy changes as appropriate.
c. Send policy changes and each new policy by email to each officer and board of
directors for review and comments after each committee member has reviewed
and approved.

5. Review policies annually and determine action to be taken.
6. Prepare a written report with three (3) copies to the President at least two (2) weeks prior to the May
   Banquet. This will facilitate printing if the President wishes. Include in your report:
   a. Objectives completed
   b. Ongoing objectives
   c. Recommendation for future function.
   d. Record of member attendance at committee meetings
   e. Recommended budget/budget used

Revised 2011; reviewed 2013

WORKSHOP COMMITTEE

DEFINITION
The Workshop Committee is a special committee of the Chapter. A chair is appointed by the
President. The chair may select other committee members as necessary.

RESPONSIBILITIES
The Workshop Committee will plan and develop a workshop to provide continuing education for
the Chapter members.

METHOD OF FUNCTIONING
1. Insure that all offerings planned reflect the philosophy and objectives of AORN.
2. Submit tentative schedule of offerings for Board approval.
3. Seek to qualify each offering for contact hours. Utilize the GUIDELINES FOR AORN CHAPTER SPONSORED
   CONTINUING EDUCATION ACTIVITIES (latest edition) as a working guide for developing offerings and
   earning approval for contact hours.
4. Appoint a hospitality chair, a registration chair, and a monitorial chair. Provide each chair with a list of
   responsibilities as outlined in the GUIDELINES FOR AORN CHAPTER SPONSORED CONTINUING
   EDUCATION ACTIVITIES.
5. Incorporate the Newsletter and Public Relations committees in planning for publicity.
6. At the appropriate Chapter meetings, submit the information about the next workshop to the Newsletter
   chair.
7. Compete and submit the necessary post-offering material as instructed in GUIDELINES FOR AORN
   CHAPTER SPONSORED CONTINUING EDUCATION ACTIVITIES to secure continuing education credit for all
   participants attending offering.
8. Only presenters will be exempt from workshop fees.
9. Refunds will be permitted if requests are made at least even seven (7) days before the scheduled event.
10. A fee will be charged for all refunds, (The fee will be determined annually by the Board of Directors.)
11. A fee will be charged for replacement of continuing activity certificates, (This fee will be determined
    annually by the Board of Directors)
12. Write appropriate thank you notes.
13. The chair will prepare a written report with three (3) copies and give to the President within two (2) weeks
    following the activity. Include in your report:
    a. achievements
    b. Record of member attendance at committee meetings
    c. Recommendations
    d. Budget requests and profits
    e. Time line of activities

Revised 2010
HISTORIAN

DEFINITION
The Historian will be appointed annually by the President. The Historian Chair may appoint other members as needed.

RESPONSIBILITIES
The Historian will keep a permanent record of the history of the Chapter with the support and assistance of all Chapter members. All records, etc. may be kept electronically.

METHOD OF FUNCTIONING

1. The Historian will obtain press clippings, Chapter pictures, and other items of interest regarding chapter activities and will maintain these as a permanent record.
2. The Historian will keep a record of names and addresses of Charter Members, Retirees, Perioperative Nurse of the Year, and Partner in Industry of the Year.
3. The chair will prepare a written report with three (3) copies and give to the President within two (2) weeks prior to the May banquet. Include in your report:
   a. achievements
   b. Record of member attendance at committee meetings
   c. Recommendations
   d. Budget requests and profits
   e. Time line of activities
4. Submit articles to Newsletter monthly as appropriate.
5. Retain each issue of the Newsletter.

Revised 2011
Reviewed 2013
LEGISLATIVE COMMITTEE

DEFINITION
The Legislative Committee is a standing committee of the Chapter. The chair is appointed annually by the President. The chair may select other committee members as necessary.

RESPONSIBILITIES
Seek out and keep the Chapter informed of pertinent local, state (Kansas and Missouri), ad national legislative activity and direct local involvement in the legislative process when necessary.

METHOD OF FUNCTIONING
1. Maintain current knowledge of pending legislation on the state and local level affecting the registered nurse and the operating room nurse in particular.
2. Inform AORN National Legislative Committee of pertinent happenings relative to nursing legislation in the Chapters’ state(s).
3. To seek out all possible information relative to nursing in relation to legislation on the state of Federal government level.
4. To keep the Chapter informed on pertinent Health Care Legislation and suggest appropriate action to be taken by the members.
5. At as liaison with State government nursing organizations in regard to legislation.
6. Participate in Nurse Lobby Day activities and report to Chapter.
7. The chair will prepare a written report with three (3) copies and give to the President within two (2) weeks prior to the May banquet. Include in your report:
   a. achievements
   b. Record of member attendance at committee meetings
   c. Recommendations
   d. Budget requests and profits
   e. Time line of activities

6. Submit articles to the Newsletter monthly as appropriate on committee activities.

Reviewed 2013
MEMBERSHIP COMMITTEE

DEFINITION
The Membership Committee is a standing committee of the Chapter. The chair is the President - Elect. The chair may select other committee members as necessary.

RESPONSIBILITIES
The Membership Committee will promote and maintain growth of the Chapter. It will act to welcome new members and potential members to the Chapter as well as follow-up with members that allow their membership to lapse.

METHOD OF FUNCTIONING

1. Contact new members by form letter.
2. Introduce new members at meetings.
3. Provide name tags at each meeting and a method of distinguishing new members (i.e. new members wear different color tags.)
4. Greet visitors and new members at meeting and alert the President of their presence.
5. Make contact with visitors for membership recruitment purposes.
6. Provide an adequate supply of membership forms at each meeting. Chapter number (2601) is required on membership form for Chapter to be credited with membership.
7. Maintain current and updated membership roster.
8. Assist in preparation of forms for National Membership Awards to be submitted to AORN Headquarters.
9. Submit a monthly list of members whose Membership is due to expire in that month to the Newsletter and submit articles to the Newsletter monthly as appropriate.
10. Submit to the Newsletter Chairperson a list of members who have allowed their membership to lapse for a period of three months.
11. Within three months contact members whose membership has lapsed. (This may be accomplished by form letter.) Encourage renewal of their membership by listing the advantages of membership. Ask for any suggestions they might have to make an active membership attractive.
12. The chair prepares an annual written report including:
   a. citing achievements
   b. listing committee members
   c. making recommendations
   d. making budget requests.
13. The report and three copies will be submitted to the President two (2) weeks before the May banquet.
14. The Membership Chairman will provide a roster for guests to sign at each meeting.

Revised 2011
Addition in red added 2014

NEWSLETTER COMMITTEE

DEFINITION
The Newsletter Committee is a standing committee of the Chapter. The chair (Newsletter Editor) is appointed annually by the President. The editor may select other committee members as necessary.

RESPONSIBILITIES
The Newsletter Committee will prepare the monthly newsletter for publication in ORNurseLink and the website.  
http://www.AORNKC.org

METHOD OF FUNCTIONING
1. Solicit articles, educational offerings and other information for publication in the Chapter Newsletter.
2. Obtain information from the Board meeting to prepare articles for the Newsletter.
3. Collaborate to compose, edit, print, and publish the monthly Newsletter in OR Nurse Link and the website a minimum of seven (7) days prior to the monthly Chapter meeting.
4. Publish the Lap Sheet newsletter the months of September, October, November, January, February, March, and April.
5. The Newsletter will be mailed ONLY to those members that have no email address on file with AORN headquarters.
6. Each month send one copy of the Newsletter via email to:
   a. the Membership Department at Headquarters.
   b. each Ambassador for Communications will display the monthly newsletter on the AORN dedicated bulletin board at her/his place of employment;
   c. each Chapter President of Missouri and surrounding states Kansas, Arkansas, Iowa and Nebraska. Email addresses for Chapter Presidents of Kansas, Missouri, Iowa, and Nebraska can be obtained by accessing "Directory of Chapter" under "My AORN” on the National website.
   d. Executive Directors of the Missouri and Kansas State Boards of Nursing by accessing their websites.
   e. State Nurse Associations. Access “Missourinurses.org”
7. Obtain mailing addresses for Chapter members with no email address on file by accessing “My AORN” on the aorn.org website, then opening "Chapter reports and Roster" for our chapter, and last opening "Chapter Roster" to identify members with no email address.
8. Members whose membership has lapsed will continue to receive the Newsletter for 3 months before their name is stricken from the list of Chapter members receiving the Newsletters. Obtain current list of these members by accessing "My AORN", opening "Chapter Roster and Reports” and opening “Recently lapsed Chapter Members”.

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7. Will send out postcards to all members without email addresses and recently lapsed members prior to the September meeting as a reminder.

10. The chair prepares an annual written report:
   a. citing achievements
   b. listing committee members
   c. making recommendations
   d. making Budget requests.

11. The report and three copies will be submitted to the President two (2) weeks before the May meeting.

Revised 2011/2012

NOMINATING COMMITTEE

DEFINITION
The Nominating Committee is an elected committee of the Chapter and shall be elected in the manner provided in the by laws. The members of the committee will select a chairperson.

RESPONSIBILITIES
The Nominating Committee presents a ballot at the January meeting for the election of officers, Board members, and members of the Nominating Committee.

METHOD OF FUNCTIONING

1. Select candidates, according to credentials check for each office, considering the individual’s participation, attendance at meetings and contributions to the organization.
2. Check for qualifications and eligibility of candidates for office with Credentials Committee.
3. Advise candidates of the demands of the position they seek prior to their commitment to serve obtain signed “Willingness to Serve” forms
4. Present a list of candidates to the membership for Officers, Board members, and members of the Nominating Committee at the January meeting. At the February meeting the official slate of candidates is presented. Nominations are accepted from the floor at this time, providing that eligibility and “Willingness to Serve” have been established. Nominations are closed at the end of the February meeting.
5. A written presentation from each nominee stating his/her position in seeking election will be published in the March Newsletter. Oral presentations will transpire at the March Chapter Meeting. The ballot will be published in the March Newsletter.
6. If voting is to be held at the March meeting, committee must provide ballots, envelopes x2 the number of ballots, and a ballot box. Members elected will be announced at the April meeting.
7. Submit articles to the Newsletter monthly as appropriate on committee activities prior to election time.
8. Submit names to National Nominating Committee for National Offices.
9. The chair prepares an annual written report citing achievements, listing committee members, and making recommendations including Budget requests for next year. The report and three copies will be submitted to the President two (2) weeks before the May meeting.
10. Nominating Committee members can not appear on the ballot that they have prepared.
11. The past president serves as a non-voting member of the nominating committee.
12. Nominating Committee Chairperson will notify the members of their election to office and their expected presence for installation of officers at the May banquet.
13. The Chairman of the Nominating Committee is responsible for maintaining the “Willingness to Serve” forms until each elected officer has completed their term of office.
Chapter 2601 - Willingness to Serve Form (Sample)
Officer/Board of Director/Delegate to National

Position: __________________________________________________________

I am aware of the eligibility requirements and responsibilities for this position and I have received a copy of the job description/responsibilities for the position.

Indicate the term of office: __________________________________________

I am willing to serve the Chapter in the position indicated for the term indicated on the form.

Eligibility requirements: (all requirements must be fulfilled)
Place a check in the box to verify each requirement.

☐ Maintained active membership status. (September – August of previous year)
☐ Attended two meetings during fall of current year. (September - November)
☐ Attended at least six Chapter meetings. (September – August of previous year)
☐ Activity Record attached.
☐ Served on at least one committee. (September – August previous year)
☐ Served on Board for one term. (Applies only to President, President-Elect, or Vice President)

Signature: _____________________________________________________________

Name (Please print): _____________________________________________________

Address: __________________________________________________________________

City: ____________________________ State:____________________ Zip code: __________

Email: ___________________________________________________________________

Work phone: ______________________ Home phone: _______________________

Revised 2012, 2014
Voting Instructions for the Election Ballot:

1. Make your selections. Clearly mark ONLY the number of candidates indicated. Marking more than the number indicated will invalidate your vote for that office.
2. Fold Ballot, place in envelope, and seal. Mark BALLOT on the outside of this envelope.
3. Place ballot envelope inside a second envelope.
4. Address this envelope to the chairman of the Teller Committee - current Past President of the chapter.
5. PLEASE NOTE: On the return address portion of the outer envelope, YOU MUST PRINT YOUR NAME AND ADDRESS OR YOUR BALLOT WILL NOT BE ACCEPTED!!
6. The Chair of the Teller Committee must receive the ballot NO LATER than __________
7. May your ballot early. Postmark by ________________to assure timely delivery.
8. Ballots received after “no later” date will be invalid.
9. Election results will be announced at April’s meeting.

Created 2014
PERI – OPERATIVE

NURSE WEEK COMMITTEE

DEFINITION
The Peri-Operative Nurse Week Committee is a special committee. A week in November is recognized as Peri-Operative Nurse week by AORN. The Chapter activity directed at promoting this event will be held in the time frame that best serves the membership and the community. The chair is appointed annually by the President. The chair may select other committee members as necessary.

RESPONSIBILITIES
Provide information to educate the health care consumer about the role of the registered nurse in the operating room.

METHOD OF FUNCTIONING
1. Determine type of event to be held (open house - OR, shopping mall display, signing of a proclamation by a public official, etc.)
2. Determine Chapter members who can furnish equipment, supplies, posters, etc. and make appropriate assignments.
3. Develop work schedule for the day(s) of the event.
4. Obtain authorization from the appropriate representative of management for use of space, equipment, etc.
5. Work closely with the Public Relations Committee.
   a. Develop media contact list for distribution of press releases.
   b. Write press releases, develop advertisements and distribute to the media contact list.
7. The chair prepares an annual written report citing achievements, listing committee members, and making recommendations and budget requests. The report and three (3) copies will be submitted to the President two (2) weeks before the May meeting.
8. Submit articles to the Newsletter monthly as appropriate on committee activities.
PROGRAM COMMITTEE

DEFINITION
The Program Committee is a standing committee of the Chapter. The chair will be appointed annually by the President. The chair may select other committee members as necessary.

RESPONSIBILITIES
The program committee will plan and present all educational programs for the regular Chapter meetings.

METHOD OF FUNCTIONING
1. Insure that all programs reflect the philosophy and objectives of AORN.
2. Submit tentative schedule of intended offerings to the Board of Director.
3. Obtain contact hours for each offering. Utilize the GUIDELINES FOR AORN CHAPTER SPONSORED CONTINUING EDUCATION ACTIVITIES (latest Edition)
4. Arrange for necessary audiovisual equipment, printed material, and parking arrangements.
5. At each Chapter meeting, submit the information about the months’ program for the Newsletter to the Newsletter chair.
6. Complete and submit necessary post-offering material as instructed in the GUIDELINES FOR AORN CHAPTER SPONSORED ACTIVITIES, to secure continuing education credit for all participants attending offering.
7. Non-AORN members will be assessed a fee for contact hours. This fee will be determined annually by the Board Directors.
8. A fee will be charged for replacement of continuing education certificates. The fee will be determined annually by the Board of Directors.
9. Write appropriate thank you notes utilizing Chapter stationary.
10. The chair prepares an annual written report citing achievements, listing committee members, making recommendations and Budget requests. The report and three copies will be submitted to the President two (2) weeks before the May meeting.

Reviewed 2013
RESEARCH COMMITTEE

DEFINITION
The Research Committee is a special committee of the Chapter. The chair is appointed annually by the President. The chair may select committee members as necessary.

RESPONSIBILITIES
The Research Committee will develop research activities relevant to the Chapter and apprise the Chapter of other pertinent research.

METHOD OF FUNCTIONING
1. Identify areas of OR Nursing practice, which are conducive to research. Communicate these to the National Research Committee.
2. Read and critique nursing research, particularly nursing research, which relates to aspects of periOperative nursing.
3. Compile a list of individuals willing to assist in the data collection for both National and local AORN research projects.
4. Gather and report research being done in the community, which relates directly or indirectly to periOperative nursing.
5. Report to the National Research Committee at least three (3) time per year:
   a. Chapter research projects, proposed or in progress.
   b. Special research projects, proposed or in progress.
   c. Non-AORN projects related to PeriOperative nursing.
6. Disseminate information reported by the National Research Committee at the Chapter meeting and by writing a brief article for the Chapter Newsletter.
7. The chair prepares an annual written report citing achievements, listing committee members, and recommendations and budget requests. The report and three copies will be submitted to the President two (2) weeks before the May banquet.

Reviewed 2014
SCHOLARSHIP COMMITTEE

DEFINITION
The Scholarship committee is a standing committee of the Chapter. The chair is appointed annually by the President. The chair may select committee members as necessary.

RESPONSIBILITIES
The Scholarship committee receives and reviews applicant’s requests for Chapter scholarships and selects and presents recipients with Chapter scholarships.

METHOD OF FUNCTIONING
1. Is aware of the total budgeted moneys available for scholarship.
2. Encourages the membership to apply for educational scholarships.
3. Contacts the Student Financial Assistance Departments of schools of nursing in the area informing them of the availability of funds for students with expressed interest in Peri-operative Nursing.
4. Publishes information in the Chapter Newsletter regarding availability of scholarships including scholarship chairman’s name and phone number for contact purposes. Publish available scholarships and applications at least once in the Newsletter.
5. Reviews general criteria for awarding scholarships to members and students to insure applicants meet all criteria. Students must be in their Junior or Senior year of a nursing school in the greater Kansas City area and have a GPA of 3.0 minimum.
6. Reviews each application and letter of recommendation, selects and presents the scholarships at a Chapter meeting.
7. Contact each applicant and follow up with a letter of acceptance or rejection of the scholarship.
8. The chairman prepares an annual written report citing achievements, listing committee members, making recommendations and budget requests. The report and three copies will be submitted to the President two (2) weeks before the May meeting.
9. Scholarships will be awarded yearly in the following categories:
   a. Student scholarship(s)
   b. 1st time CNOR and CRNFA exam fees
   c. Member Scholarship(s)
Nursing Student Scholarship Application

This scholarship award will be for $______, to be applied toward tuition for a Junior or Senior nursing student interested in practicing perioperative nursing after graduation.

Applicant Information
Name:________________________________________________ Date:__________________

Email Address: _______________________________________________________________

Permanent Address: __________________________________________________________

Employer/School of Nursing: ___________________________________________________

Position: ___________________________ Hours worked per week___________

Home Phone: _______________ Cell Phone:_________________________

Requirements for Applicant
*Any Junior or Senior Nursing Student
*A resume submitted to the Scholarship Committee
*Two reference letters from:
   An instructor in your School of Nursing
   A personal reference
*A one page typed essay on your perioperative experience, if any, and how you think the role of the perioperative nurse contributes to the outcome of the care of the client. Please explain your consideration of a career in perioperative nursing.
*A minimum GPA of 3.0 with a copy of your OFFICIAL transcript.

Education:
On a separate sheet of paper, please list the schools you have attended, their addresses, dates attended, and credits earned.

Award of Scholarship
The Scholarship Committee of AORN of Greater Kansas City will review all completed applications submitted by the deadline of __________________________________.
Selections will be completed by ______________________________, so that the scholarship funds can be awarded at our __________________________Chapter meeting. Those not selected will be notified by mail.

Mail completed applications with all five requirements to:
Name:________________________________________________________________________
Address:_____________________________________________________________________
__________________________________________________________________________
Phone :________________________________________________________________________

Member Scholarship Application

To qualify for this Member Scholarship, please verify active participation in AORN within the last year.
This scholarship award will be for $______, to be used by the AORN member to help defer school expenses in furthering their education.

Requirements of applicant:
1. GPA of 3.0 minimum, with a copy of your official transcript.
2. Resume
3. Two reference letters from:
   a. An AORN member
   b. Your immediate supervisor
4. Current perioperative experience
5. A one page typed essay stating how your advanced degree in nursing will benefit the client in the perioperative phase.

Applicant Information
Name:_______________________________________
Email Address: ________________________________
Permanent Address: _______________________________________________________
Employer: ____________________________ Position: _________________
AORN membership number: ________________________________________________
Work phone: ____________________ Home Phone: ______________________________
Chapter Activities:__________________________________________________________
__________________________________________________________________________

Committees – Chair or member: ________________________________________________
Award of Scholarship
The Scholarship Committee of AORN of Greater Kansas City will review all completed applications submitted by the deadline of _________________. Selections will be completed by ________________, so that the scholarship funds can be awarded at our _______________ Chapter meeting. Those not selected will be notified by mail.

Mail completed applications with all five requirements to:
Name: ____________________________________________________________
Address: ____________________________________________________________
____ Phone: ____________________________________________________________

CNOR Scholarship Application
To qualify for this CNOR Scholarship, please verify active participation in AORN within the last year. This scholarship award will be for $______ to be used by the AORN member to help cover the application for exam fee.

Requirements for Applicant
Name: ___________________________ Date: ___________________________
Email Address: ____________________________________________________________
Permanent Address: ____________________________________________________________
Employer: ___________________________ Position: ___________________________
Work phone: ___________________________ Home Phone: ___________________________
Chapter Activities: ____________________________________________________________

Offices held: ____________________________________________________________
Committees – Chair/member: ____________________________________________________________
Number of meetings attended this year: ___________________________ If you have attended less than 6 meetings, please explain:

In a statement of fifty words or less, please express your goals for becoming a CNOR: ____________________________________________________________

CCI now offers 12 monthly registration deadlines, for more flexibility in preparation and testing.

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The Scholarship Committee of AORN of Greater Kansas City will review all completed applications submitted by the deadline of __________________________, so that the scholarship funds can be awarded at our __________________________Chapter meeting. Those not selected will be notified by mail.

Mail completed applications with all five requirements to:
Name:_________________________________________________
Address:_________________________________________________
Phone number: ______________________________

CRNFA Scholarship Application

To qualify for this CRNFA Scholarship, please verify active participation in AORN within the last year. This scholarship award will be for $______ to be used by the AORN member to help cover the application for exam fee.

Requirements for Applicant
Name:_________________________________________________ Date:_________________________________________________
Email Address:___________________________________________
Permanent Address:_________________________________________
Employer:_________________________________________________
Work phone:_________________________ Home Phone:_________________________
Chapter Activities:__________________________________________________________________

Offices held:______________________________________________
Committees – Chair/member:____________________________________
Number of meetings attended this year: _________________________ If you have attended less than 6 meetings, please explain:

In a statement of fifty words or less, please express your goals for becoming a CRNFA:____________________________________

CCI now offers 12 monthly registration deadlines, for more flexibility in preparation and testing.

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Award of Scholarship
The Scholarship Committee of AORN of Greater Kansas City will review all completed applications submitted by the deadline of ___________________________, so that the scholarship funds can be awarded at our __________________________ Chapter meeting. Those not selected will be notified by mail.

Mail completed applications with all five requirements to:
Name:________________________________________
________________________________________
Address:____________________________________________________________________
________________________________________
Phone number:____________________________

TELLERS COMMITTEE

DEFINITION:
The Tellers Committee is a special committee of three members, the chairman of which shall be the current Past President. After the ballot has been presented, if the Past President is running for an office, the President will appoint another person chairman, as well as the other two members of the committee.

RESPONSIBILITIES
The Tellers Committee will:
1. Be responsible for all ballots.
2. Will be responsible for providing a ballot box, ballots, and envelopes if voting is to be done at a meeting.
3. Count and report results of voting in the election of officers to the nominating committee chairman.
4. All balloting is kept confidential and the results are given to the President.
5. Designate a date in the ballot must be postmarked by to be accepted as a legal vote. Give at least 10 days between members receiving the ballot via newsletter and returning it into the hands of the teller chair.
6. Notify the President if any member of the Tellers Committee is unable to fulfill his/her duties.

METHOD OF FUNCTIONING
1. The official ballot is printed in the March Newsletter. A printed and voted ballot is sent to the Tellers Committee chair – the past president- in the following manner.
   a. The member will make their selection, then fold and place the ballot in a sealed envelope, then place the first envelope (marked ballot) in second sealed envelope with the voters name and address written in the return address section of the outer envelope.
   b. Address the envelope to the Tellers Committee Chair or place ballot in ballot box at March meeting.
   c. The ballot must be postmarked no later than the date indicted on the ballot.
2. The Tellers Committee will:
   a. Verify members current membership based on the most current list of Chapter members from AORN Headquarters.
   b. Check off members’ name.
   c. Inside envelope will be retained for tally.
3. Ballots are tallied after the deadline and before the April meeting.
4. Provide written report to the President. The report is to include the following information:
   a. Number of votes cast.
   b. Invalid votes cast.
   c. Reasons for disqualification of votes.
   Reasons are:
   1. More than one ballot in envelope.
   2. Voting for too many candidates for a given office will make that section of the ballot invalid.
   3. If meaning is unclear that section of the ballot is invalid.
   4. Not a current member of AORN
   5. postmarked after date indicated on ballot
   d. Results of tally for each candidate in written report only.
   e. Signature of the teller’s chair.
5. Move to destroy the ballots after 24 hours.
6. The chair prepares an annual written report citing achievements, listing committee members, and making recommendations. The report and three copies will be submitted to the President two (2) weeks before the May meeting.

Revised 2013

TIMEKEEPER

DEFINITION
The Timekeeper is appointed by the President as needed, during meetings in which it becomes necessary to maintain the flow of Chapter business.

RESPONSIBILITIES
The Timekeeper keeps time on all reports, discussions and business conducted at the Chapter meetings.

METHOD OF FUNCTIONING
1. Procures stop watch/watch with a second hand.
2. Indicates when time limit has been reached:
   a. During debate, speaker shall be limited to two (2) minutes.
   b. Debate on any main motion shall be limited to ten (10) minutes.
   c. A motion, which requires a two-thirds (2/3) vote for adoption, may be made at any time to suspend the rules.

Revised 2011
Reviewed 2014
RETIRED MEMBERS

The Chapter will honor members who retire from PeriOperative nursing because of longevity of practice and who have contributed to the improvement of patient care within the operating room during her/his years of practice.

Notification of such retirement may be made in writing by the members’ supervisor or any other Chapter member, to either the President or the Secretary.

The retiring member will receive a special invitation from the President to attend the meeting at which she/he will be honored and to attend the May Banquet as a guest of the Chapter during the year of retirement.

A donation to the AORN Foundation will be made in her/his name during the year of retirement.

Charter Chapter members will receive a special invitation from the banquet committee chairman to attend the May banquet annually at their own expense.

Revised 2012
TIME AND PLACE OF MEETINGS

1. General meetings will be held monthly September through May, except December, as determined by the Board of Directors.

2. Notices of monthly meetings will be sent to the membership.

3. The order of business shall be determined by the President.

4. The business meeting and program shall not exceed two and one-half (2 ½) hours in length. In cases of special programs, the business meeting will be held at the convenience of the membership.

5. In the event of inclement weather, scheduled meetings may be canceled at the discretion of the

7. Notification of cancellation of meetings will be broadcast. Refer to the Inclement Weather Policy for responsibilities and methods.

Reviewed 2011, 2013
ANNUAL CELEBRATION OF PERIOPERATIVE NURSE EXCELLENCE

DEFINITION
The Annual Celebration of PeriOperative Nurse Excellence Committee is a Standing Committee of the Chapter. The co-chairmen are appointed by the President. The chairmen may select other committee members as necessary.

RESPONSIBILITIES
Plan and coordinate the annual May Banquet and awards and recognition of members achievements which Include PeriOperative Nurse of the Year, CNOR/CRNFA recognition and other awards as decided by the membership and Board.

METHOD OF FUNCTIONING

1. The chair of the committee accepts recommendations for awards such as Lifetime Achievement, Rookie of the Year, Outstanding Chapter Member, and Partner in Industry/Vendor Recognition from the membership. Other annual awards are PeriOperative Nurse of the Year, which is handled by the prior years’ PeriOperative Nurse of the Year and Outstanding Chapter Member and Partner in Industry/Vendor Recognition which is handled by the President.

2. With the exception of the PeriOperative Nurse of the Year, Outstanding Chapter Member, and Partner in Industry/Vendor Recognition, these recommendations are presented to the governing board by the chair for approval and presented to the membership the following month. These recommendations must be made by September to the chair and presented to the Board and membership in October prior to the awards banquet the following May. At this time the governing board determines whether the recommended award is annual (recurring) or intermittent.

3. The call for nominations for awards are published in the November and January newsletter announcing deadlines for returning applications.

4. Publish nominees’ names and overview of qualifications in the February newsletter and present nominees at the February meeting.

5. Voting will be handled at the discretion of the committee, either by ballot at the chapter meeting or by the mail in ballot procedure. (reference: Tellers Committee).

6. If no nominee or only one nominee for any award has been submitted by the deadline, the nominees from the previous year will be submitted.

7. Previous recipients of awards will be ineligible for the same award but are encouraged to serve on the committee.

8. Provide individual recognition items. A plaque and medallion are to be presented to the PeriOperative Nurse of the year. The chapter historical plaque will be in the possession of the current recipient of the award. It will be passed on to the next honoree at each May Banquet. A gift with the traveling plaque will be presented to the Partner in Industry/Vendor Recognition recipient.

9. Select location, menu and price range for Annual Celebration after consultation with the President and Board.

10. Notify membership at Chapter meeting and in Newsletter of the time, place, price range, reservation deadline and with whom reservations are to be made.

11. Delegate one person to collect reservation money and give to the Treasurer.
12. Select florist and flowers for PeriOperative Nurse of the Year nominees, CNOR’s/CRNFA’s, other award categories and guests as deemed appropriate.
13. With President, extend individual invitations to members who have retired during the year, as they will be guests of the Chapter for the Banquet.
14. Extend individual invitations to Charter Chapter members and to those members who have retired in past years.
15. Plan for recognition of all new and recertified CNOR’s and CRNFA’s. Obtain list from President.
16. Arrange for podium, public address system, linens and seating arrangements.
17. Act as hostess(es)/host(s) during Banquet for all in attendance. Present nominees and award winners.
18. The co-chairmen prepare an annual written report citing achievements, listing committee members, making recommendations and Budget requests. The report and three copies will be submitted to the President two (2) weeks before the May meeting.

Revised 2013

PUBLIC RELATIONS COMMITTEE

DEFINITION
The Public Relations Committee is a standing committee of the Chapter. The chair is appointed annually by the President. The chair may select other committee members as necessary

RESPONSIBILITIES
The committee promotes Chapter recognition in the community and state and promotes individual member recognition within the chapter.

METHOD OF FUNCTIONING

1. Prepare master calendar of Chapter activities to be published for members in early fall in the Newsletter.
2. Work with other committee chair to coordinate publicity releases to media regarding the activities of the chapter committees.
3. Contact area newspapers by member’s home address, to be given news release re: member’s activities with AORN.
4. Hospital newsletter to be sent news release regarding members place of employment via members submission to own hospital newsletter of activities with AORN.
5. Area radio stations to be notified of events for public service announcements.
6. Professional nursing journals published in Kansas City area to be notified of educational programs and events.
7. Submit articles to Newsletter monthly as appropriate on committee activities.
8. The chair prepares an annual written report citing achievements, listing committee members, making recommendations and Budget requests. The report and three copies will be submitted to the President two (2) weeks before the May meeting.

Revised 2012
COMMUNITY SERVICE COMMITTEE

DEFINITION
The Community Service Committee is a special committee of the Chapter. The chair is appointed by the President. The chair may select other committee members as necessary.

RESPONSIBILITIES
The Community Service Committee guides the Chapter in providing a service or services to the community which reflects the purposes and interests of the organization.

METHOD OF FUNCTIONING

1. Select possible community projects for the Chapter to support.
2. Submit suggestions to the Board for approval.
3. Select spokesperson for presentation of monetary gifts.
4. Utilize public relations committee to gain news media coverage for upcoming events.
5. Chair prepares a written report citing achievements, listing committee members, making recommendations and Budget requests. The report and three copies will be submitted to the President two (2) weeks before the May meeting.

Reviewed 2012
**HOSPITALITY COMMITTEE**

**DEFINITION**
The Hospitality Committee is a standing committee of the Chapter. The chair is appointed annually by the President. The chair may select other committee members as necessary.

**RESPONSIBILITIES**
The Hospitality Committee provides refreshments at meetings and welcomes members and visitors.

**METHOD OF FUNCTIONING**

1. Arrange in advance for necessary equipment. Notify contact person at hosting institution of need for tables, ice, large trash cans, etc. Arrive early on meeting night to set up supplies and stay to clean up and return supplies after meeting.
2. Limit sponsorship of any one vendor to a single monthly AORN meeting. In the event that all Chapter meetings do not have sponsors, the chair may choose to request the same vendor for additional meetings.
3. Purchase or arrange for donations of refreshments. Transport soft drinks, coffee, cups, creamer, tea, etc. to each meeting as needed.
4. Write appropriate thank you notes on chapter stationary.
5. The chair prepares an annual written report citing achievements, listing committee members, making recommendations and Budget requests. The report and three copies will be submitted to the President two (2) weeks before the May meeting.

Reviewed 2012
CREDENTIALS COMMITTEE

DEFINITION
The Credentials Committee is a standing committee. The chair is appointed annually by the President. The chair may select other members as necessary.

RESPONSIBILITIES
The Credentials Committee will review the membership roster to determine eligibility criteria. The Credentials Chairman will keep the willingness to service forms of the delegates to Congress until their commitments are completed.

METHOD OF FUNCTIONING

1. Maintain current records of business meeting attendance.
   a. Distribute, collect and account for sign-in sheets at Chapter business meeting/
   b. Tally attendance and report to Secretary at close of Chapter meeting.
2. Verify delegate eligibility.
   a. Review Chapter By Laws and Policies for eligibility requirements
   b. Review membership rosters.
   c. Review business meeting attendance rosters from previous year.
   d. Review Committee membership status from previous year.
   e. Verify activity records.
   f. Report findings to President as appropriate.
3. Assist Tellers Committee, Nominating Committee and President in preparation for elections.
4. The chair prepares an annual written report citing achievements, listing committee members, making recommendations and Budget requests. The report and three copies will be submitted to the President two (2) weeks AFTER the May banquet.

Reviewed 2011, 2013
DELEGATE / ALTERNATE DELEGATE

DEFINITION
Delegates shall represent the local chapter at the Annual AORN Congress meetings. Each chapter is entitled to a minimum of one delegate and one alternate, with additional representation as determined by Headquarters. An alternate delegate is one who shall be seated in the delegate session only in the absence of the delegate. Once an alternate has been moved up to delegate status, that status is maintained until the next delegate selection is made.

CREDENTIALS
1. The President shall send a list of delegates and alternate delegates for the annual AORN Congress to Headquarters as per their direction. All pertinent date pertaining to each delegate shall be included with the list and shall be submitted by the required date.
2. Upon arrival at Congress, Delegates shall verify delegate status at the Delegate Booth.
3. Delegates are required to wear official badge at all business meetings of the Association.

RESPONSIBILITIES
1. Prior to attending Congress, delegates and alternate delegates shall meet with the delegate chair to become familiar with and adhere to directives forwarded by National as to their duties and responsibilities
2. Attend all business sessions and special delegate activities at Congress to include the Opening and Closing Sessions, Meet the Candidate Session, Forums, voting, and State Caucus.
3. Delegates shall seek information on candidates and on all issues under discussion in order to act in the best interest of the chapter.
4. Shall relate to members from other areas and evaluate them in light of their leadership potential so that the Chapter may submit names of prospective candidates for an elected national ballot.
5. Attend educational and scientific meetings and exhibits.
6. Verify voting as per instructions.
7. Shall maintain current membership in the association.

ELIGIBILITY GUIDELINES TO BECOME A DELEGATE
1. Membership status
   a. Shall be a member of AORN of Greater Kansas City
   b. Is responsible for verification of membership status and of activities participated in outside of those at the local level.
2. Selected members shall be presented by the credentials committee at the October meeting. Guidelines are:
   a. President and President-elect will be automatic delegates.
   b. The remaining number of delegates will be determined by the National AORN Guidelines.
   c. The Chapter members with the highest points will be selected chapter delegates - minimum of 12 points.
3. No one member may serve two (2) consecutive years as a delegate or be funded by the chapter, except for
   the President and President-elect, except at the discretion of the Board.
4. The Board of Directors will find an equitable solution to present to the membership in the event that there is
   insufficient number of members willing to serve.
5. Willingness to serve form must be completed.
6. Points accumulate yearly from July 1 to June 30.

FINANCIAL ASSISTANCE FOR DELEGATES
1. The Board of Directors will recommend the amount of financial assistance to be given to the delegates and
   the alternate delegates prior to the November meeting.
2. Delegate expenses shall not exceed 75% of the chapter budget.
3. A record of expenses incurred by the delegate and/or alternate shall be submitted to the chapter treasurer
   at the next chapter meeting following congress. Delegates failing to meet this requirement will not be
   eligible for elected office and committee chairmanship for one (1) year and will not be eligible to serve as a
   delegate for three (3) years.
4. The format for determining expenses shall be limited to but not guaranteed to cover the following:
   a. Hotel: double room rate for six nights.
   b. Transportation: Air fare or mileage for gasoline expenses (using IRS allowances)
      if driving. (Expenses are not to exceed the price of air fare).
      Transportation to and from airport
   c. Cost of registration

FAILURE TO FULFILL DELEGATE RESPONSIBILITIES
Selection and subsequent service as a delegate or alternate delegate is to be considered an honor
and a privilege earned by the member, therefore any circumstance which would interfere with
that representation should be communicated immediately to the local chapter President.

Failure to observe any aspect of the above policy and protocol will result in a loss of delegate or
alternate delegate position and up to 100% of funding for that Congress as determined by the
Board of Directors.

Any delegate or alternate delegate who does not fulfill the responsibilities of the position as
outlined in this policy will not be eligible to serve as a delegate to Congress for three (3) years.

Revised 2011
Reviewed 2013
INCLEMENT WEATHER POLICY

DEFINITION
A method to communicate the cancellation of a Chapter Meeting or other planned activity to the community of members and attendees; thereby preventing unnecessary risk and disappointment upon arriving for the meeting which has been canceled.

RESPONSIBILITIES
1. The AORN Chapter President decides upon the necessity to cancel the meeting after consultation with Board Members and implements the procedure below.
2. The AORN Chapter President and Board Members assess the effectiveness of the Inclement Weather meeting cancellation process as needed.
3. A report will be completed when the Inclement Weather Policy is activated.

METHOD OF FUNCTIONING
1. The Chapter President will notify the local TV news station(s) in the event of a chapter meeting cancellation due to inclement weather.
2. The Chapter President will notify the Program Chair of the chapter meeting cancellation. The Program Chair will notify the guest speaker(s) of the chapter meeting cancellation.
3. The Chapter President will notify the Hospitality Chair of the chapter meeting cancellation. The Hospitality Chair will notify the vendor(s) of the chapter meeting cancellation.
4. The Chapter President may request the assistance of the President-Elect to facilitate the cancellation process.

LOCAL TV NEWS STATIONS THAT WILL BE NOTIFIED

KMBC-TV9 KANSAS CITY
www.thekansascitychannel.com

KCTV5 KANSAS CITY
www.kctv.com

KSHB 41 KANSAS CITY KSHB-TV
www.kshb.com
AMBASSADORS FOR COMMUNICATION GUIDELINES

Definition:
The Ambassadors for Communications is a group of members within the various health care institutions whose purpose is to increase awareness and enhance communication about the education and community service activities of the Greater Kansas City Chapter of AORN. To become an Ambassador all you need to do is volunteer for your institution and you will be gladly accepted.

Responsibilities:
1. Obtain permission at their workplace to utilize a designated bulletin board or area of a bulletin board to post information on AORN activities to keep members informed and act as a recruitment tool for non-members.
2. Design and decorate the bulletin board with AORN in colorful letters.
3. Posting suggestions:
   a. application form
   b. invitation to join the professional organization of peri-operative nurses
   c. information of the upcoming educational programs
   d. the activity calendar for the current year
   e. a map with location of activities with information regarding parking, etc.
   f. a copy of the current Lap Sheet
   g. information on the benefits that AORN offers to each member
   h. why you belong to AORN and what it offers you
   i. articles of interest from the Journal
4. Extend an open invitation for meeting attendance to non-members
5. Post your name and phone number and/or email for further information.
6. Remember to put your membership number on the blank AORN application forms, so that you may be rewarded also.
7. Place Chapter number (2601) on the application form so our chapter gets credited for the member.
Member Code of Ethics and Conduct

Overview
The Association of periOperative Registered Nurses of Greater Kansas City, Chapter 2601, requires the board of directors, officers, committee members, and all members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of Chapter 2601 and the Association of periOperative Registered Nurses (herein AORN), we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Purpose
In accordance with the mission statement of AORN, the following Code of Ethics and Conduct applies to all members of the Association in all membership categories.

Standards of Ethics and Conduct
1. Members’ professional conduct shall remain consistent with the vision, mission, and core values of AORN.
2. Members shall conduct themselves in a manner that does not bring discredit upon AORN or its members.
3. Members shall refrain from abusing their relationship with AORN in an improper economic, professional, or other manner.
4. Members shall treat their peers and co-workers with the utmost dignity and respect, both personally and professionally.
5. Members must feel comfortable to express their concerns, particularly with respect to ethical concerns. Officers have a responsibility to create an open and supportive environment where member concerns and questions are responded to without retaliation.
6. Members shall not misuse information communicated or disseminated through any AORN program or media of any type, whether in person, electronic, or otherwise.
7. Members shall comply with all laws, regulations, and AORN policies regarding privacy and copyright, as well as other tangible and intangible property.

Vision Statement
AORN will be the indispensable resource for evidence-based practice and education that establishes the standards of excellence in the delivery of perioperative nursing care.

**Mission Statement**
The Association of periOperative Registered Nurses’ (AORN) mission is to promote safety and optimal outcomes for patients undergoing operative and other invasive procedures by providing practice support and professional development opportunities to perioperative nurses. AORN will collaborate with professional and regulatory organizations, industry leaders, and other healthcare partners who support the mission.

**AORN Core Values**
The Association of periOperative Registered Nurse’s (AORN) core values reflect what is truly important to the Association.

Communication  
- open, honest, respectful  
Innovation - creative, risk taking, leading edge  
Quality - reliable, timely, accountable  
Collaboration – teamwork, inclusion, diversity

*AORN affords equal opportunity to all persons and does not discriminate with regard to race, color, creed, religion, age, sex, sexual orientation, national origin, ancestry, disability, veteran status, marital status or any other legally protected status in accordance with applicable local, state, and federal laws.*

Adapted from AORN version 2013
Annual Reports

Definition: This is a report of each committee’s activities for the past AORN activity year.

Responsibilities: Each report will contain:

1. Objectives completed
2. Ongoing objectives
3. Recommendations for future functions
4. Record of member attendance at committee meetings
5. Recommended budget/ budget used
6. A time line of what and when things need to be accomplished

Duties:

1. Each committee chairperson is required to complete and hand into the President a report of the committee’s activities for the past AORN activity year.
2. This will be three paper copies of which
   a. The original will go into the President’s handbook to be presented to the incoming President
   b. One will go to the Secretary for filing
   c. One will go to the Treasurer for budget requests.
3. These will be given to the President two weeks prior to the Annual Celebration of PeriOperative Nurse Excellence (May banquet).

Created 2013
Bowling Tournament -
To be created - Lisa Elm is working on it
WEBMASTER POLICY

(TO BE CREATED)
Bucky is working on it