I. Bylaws

II. Policy and Procedures

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President Elect
Vice President
Secretary
Treasurer
NASN Director

Standing Committees and Special Committees

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Fundraising
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Legislative Representative
Membership
Mentoring
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Political Action
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President

Policy

The President is the chief elected officer, representative, and spokesperson of the Association. This position is elected by the general membership. The President shall serve one (1) term of two (2) years, progressing to the office of Immediate Past President, a term of one (1) additional year. The President must be an active member of MASN. Eligibility and terms of office shall be determined by the Bylaws.

Procedures

THE PRESIDENT SHALL:

• Promote the missions and goals of MASN
• Lead the board to develop and implement a Strategic Plan
• Preside at all meetings of the Board of Directors, the Executive Board, the Annual Meeting and at all membership meetings
• Appoint all committee chairpersons, except Nominating Committee, subject to the approval of the Board of Directors
• Appoint such special committees/task forces as deemed necessary
• Designate a temporary alternate Representative to NASN if necessary
• Be an ex-officio member of all committees except the Nominating Committee
• Establish the dates, times and agenda for Board of Directors meetings
• Communicate with general membership through President’s Message in The Communicator
• Submit a proposed budget to the Treasurer at the July board meeting
• Submit an Annual Report, via The Communicator
• Submit President Report to the Webmaster.
• Lead Board members to collaborate with key stakeholders and State Department of Education and Community Health.
• Perform such other duties as may be requested or assigned by the Board of Directors
President Elect

Policy

The President Elect shall, with the President, coordinate the work of the organization in order to assume leadership and in preparation for transition to the role of President. This position is elected by the general membership. The President Elect shall serve one (1) term of one (1) year, progressing to the office of President. The President Elect must be an active member of MASN. Eligibility and terms of office shall be determined by the Bylaws.

Procedure

THE PRESIDENT ELECT SHALL:

• Assume the duties of the President in the President’s absence
• Complete the term of the President in the event the President is unable to complete term
• Act as spokesperson for MASN at the request of the President
• Promote professional school nursing services to ensure a safe and healthy environment for students
• Assist members with professional school nurse concerns by providing advice and information, and correspondence on their behalf and that of MASN
• Attend the annual NASN conference
• Be responsible for the oversight of the Legislative Committee
• Chair the Legislative Committee in the absence of a Legislative Chairperson
• Serve on various MASN committees
• Participate in monthly legislative teleconference
• Attend all Board of Directors meetings and prepare a summary of activities for each meeting
• Submit an Annual Report, via The Communicator
• Submit a proposed annual budget to the Treasurer at July Board meeting
• Submit articles to The Communicator as appropriate
• Perform other such duties as may be requested or assigned by the President and/or Board of Directors
Vice President

Policy

The Vice President is responsible for the planning and facilitating of the annual MASN conference. This position is elected by the general membership. The Vice president shall serve one (1) term of two (2) years. The Vice President must be an active member of MASN. Eligibility and terms of office shall be determined by the bylaws.

Procedure

THE VICE PRESIDENT SHALL:

- Review past conference surveys in order to choose speakers, topics, sites and themes for future conferences.
- Confer with President on conference dates
- Secure contract with the host of the conference site
- Identify committee member(s) to organize fundraising during the annual conference
- Attend all Board of Directors meetings to report on the status of conference plans
- Submit a proposed annual budget to the Treasurer (due at July Board Meeting)
- Submit articles to the newsletter as appropriate
- Submit a summary report to the board following the conference
- Submit an Annual Report via The Communicator
- Submit appropriate information to Webmaster.
- Perform such other duties as may be requested or assigned by the President and/or the Board of Directors
Policy

The Secretary is the official recorder for all meetings of the Association. This position is elected by the general membership. The Secretary shall serve one (1) term of two (2) years. The Secretary must be an active member of MASN. Eligibility and terms of office shall be determined by the Bylaws.

Procedures

THE SECRETARY SHALL:

- Record and maintain the minutes of the proceedings of all meetings/conference calls of the Executive Committee, Board of Directors and Annual Meeting
- Maintain copies of amendments to the Bylaws and copies of official correspondence
- Correspond with the President to arrange Board of Directors meeting place and meals
- Notify board members of the Board of Directors meetings
- Provide directions and an agenda to all board members prior to meetings
- Notify the membership of general Association meetings
- Duplicate and mail minutes of Board of Directors meetings to all board members
- Submit highlights from the Board of Directors meetings for The Communicator
- Supply new board members with an orientation packet
- Submit a proposed budget to the Treasurer at the July board meeting
- Submit the minutes of the Annual Meeting to the Newsletter Editor for publication
- Perform such other duties as may be requested or assigned by the President and/or the Board of Directors

Revised 10-08
NASN Director

Policy

The NASN Representative is the official spokesperson for the Association at meetings of the NASN Board of Directors. This position is elected by the general membership. The NASN Representative shall serve a four year term. The Bylaws of MASN shall determine eligibility and terms of office. The NASN Representative shall assume duties following the first annual NASN meeting of the year elected.

Procedures

THE NASN REPRESENTATIVE SHALL:

- Attend the NASN Board of Directors meetings and the annual meeting of NASN at the expense of MASN
- Serve as a member of the MASN Executive Committee
- Attend MASN Board of Directors meetings and submit a written report of NASN activities to this body, including changes in NASN bylaws, dues structure, pertinent actions or motions taken by NASN Board of Directors
- Participate in all official MASN budget related committees
- Submit a proposed budget to the Treasurer at the July board meeting
- Submit an Annual Report, via The Communicator
- Submit article to The Communicator, as appropriate
- Provide NASN with relevant member issues and interpret membership common concerns
- Submit the Annual Affiliate Report to NASN by June 15 using NASN’s form
- Serve on NASN Task Forces
- Serve as the NASN contact for Michigan’s school health related issues and concerns
- Submit to NASN any changes/revisions in the state immunization laws, Nurse Practice Act, or State affiliate bylaws
- Submit curriculum vitae and member (NASN Representative) interest survey to NASN by June 1st of the year elected (use NASN approved form)
- Promote membership in state via NASN display at meetings, newsletters, etc.
- Provide orientation to incoming NASN Representative and forward all NASN materials at or prior to the time of installations
- Notify MASN President if unable to perform duties

Revised 10-08
Treasurer

Policy

The Treasurer is responsible for monitoring all MASN expenditures and income. This position is elected by the general membership. The Treasurer shall serve one (1) term of two (2) years. The Treasurer must be an active member of MASN. Eligibility and terms of office shall be determined by the Bylaws.

Procedures

THE TREASURER SHALL:

• Be a member of all official budget related committees
• Monitor MASN income and expenses monthly in relation to the approved budget
• Review all motions passed by the Board of Directors and Executive Committee for financial impact and feasibility
• Work with NASN and Membership Chair to collect dues and to provide members with appropriate evidence of membership
• Work with MASN Conference Chair to collect monies and determine membership status for the MASN conference attendees.
• Receive, record and deposit in the name of MASN, all monies from dues and other sources
• Provide receipts for all monies received, as requested
• Pay all bills within 30 days of receipt
• Secure an annual review, by an outside agency, of the treasurer’s books and submit a financial statement at the Annual Meeting
• Provide records for an annual financial review
• Attend all Board of Directors meetings and prepare financial reports for each board meeting
• Prepare a complete financial report from September 1 to August 31 to be included in the Annual Report for the membership
• Prepare a proposed budget to be discussed by the Board of Directors at the summer board meeting and to be finalized by the fall meeting.
• Submit an Annual Report, via The Communicator
• Submit articles to The Communicator as appropriate
• Alert board members if/when spending nears or exceeds their budgeted amount
• Arrange for account books to be reviewed by an outside accountant at the end of their term
• Perform such other duties as may be requested or assigned by the President and/or the Board of Directors

Revised 10-08
Awards Chairperson

Policy

The Awards Chairperson and their Committee is entrusted with the responsibility of recognizing individuals and organizations that have continuously supported or uniquely contributed to MASN, school nursing, or school health services, or given outstanding service to MASN. The Awards Chairperson position is appointed by the President at least every two (2) years with approval of the Board of Directors. The Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedure

THE AWARDS CHAIRPERSON AND COMMITTEE SHALL:

- Collect names and data of potential recipients for each award
- Coordinate all aspects of the MASN School Nurse of the Year award
- Review awards criteria on an annual basis and make revisions as necessary
- Maintain schedule as identified in calendar of activities
- Contact the award recipient as applicable via phone and letter regarding the award and extend an invitation to attend the awards luncheon during the Annual Conference
- Complete and carry out all correspondence in relation to committee work
- Review recommendations with the MASN Board of Directors and make decisions regarding each award no later than March 1 of each year
- Provide a written report to the President and the Board of Directors indicating the award recipients and the reason for their selections by March 15th of each year
- Attend all Board of Directors meetings and report on the status of committee work
- Submit an Annual Report, via The Communicator
- Submit a proposed annual budget to the Treasurer at July Board meeting
- Submit information for the MASN website as needed
- Submit articles to The Communicator, as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors

Revised 10-08
December
- Write article for the MASN newsletter to encourage school nurses to nominate a fellow school nurse for Michigan School Nurse of the Year and to solicit nominees for Directors for the Distinguished Service Award, Dorothy Christy Award, and Friend of School Nursing

January
- Solicit names from MASN Board of Directors for the Distinguished Service Award, Dorothy Christy Award, and Friend of School Nursing.
- Contact the NASN office and/or the MASN Director to confirm the current criteria and deadlines for the School Nurse of the Year Award.
- By the 30 of the month, submit suggested candidates for Distinguished Service Award, Dorothy Christy Award and Friend of School Nursing Award to the Board of Directors.

February
- Contact MASN membership chair for a current list of school nurses who are active members
- Update, mailing labels to state superintendents for the School Nurse of the Year informational letter. – send to only those superintendents who have MASN members. Check with membership chair or director for current list of members and the school districts in which they work.
- Work with newsletter editor to do article regarding the Michigan School Nurse of the Year for the conference edition
- By February 15th make decision about all MASN awards

March
- Write annual report
- By March 1st, send letter to Governor requesting Proclamation for School Nurse Day
- By March 1st, notify the President and Board of Directors regarding all award recipients
- Plan banquet program for School Nurse of the Year and contact persons who will be speaking at the banquet
- Order plaques for all awards
- Have the School Nurse of the Year’s name engraved on the traveling plaque
- Buy apple charm for Dorothy Christy Award
- Contact award recipients for the Distinguished Service and Friend of School Nursing by email, phone call and letter.
- Prepare letter and School Nurse of the Year, School Nurse Administrator criteria to mail to all superintendents.
- Prepare letter to notify superintendents of School Nurse Day (include Governor’s proclamation).
April
- By April 1st, mail School Nurse of the Year and School Nurse Administrator criteria letters to all superintendents.
- Mail School Nurse Day letters to all superintendents with a copy of Governors proclamation 3-4 weeks before date – you may wish to send this with the SNOY and SNAY notification to save postage.
- Do all preparation/organization for conference jobs; banquet and luncheon programs and presentation information
- Order flowers for School Nurse of the Year banquet table and order corsage.
- Plan seating at head table if necessary
- After conference, make list of any changes for next year
- Post current guidelines for SNOY/SNAY to MASN website
- Post information re current SNOY to MASN website
- Post Governor’s proclamation for School Nurse Day to MASN website
- Prepare and submit Press release for SNOY
- Prepare and submit Press release for School Nurse Day
- Prepare email notification for MASN president to send out for School Nurse Day to MASN membership
- Prepare email notification for MASN president to send out for solicitation of SNOY to MASN membership

July
- Form committee to review/select the Michigan School Nurse of the Year
- Prepare projected committee budget

August
- Nominations for School Nurse of the Year close August 15th
- Solicit members for committee to select School Nurse of the Year by August 30th
- Submit article for Communicator on available Grants, Awards or Scholarships

September
- Contact successful School Nurse of the Year candidate and person who submitted nomination packet
- Contact MASN President and the Board of Directors regarding candidate for School Nurse of the Year
- Follow-up with phone calls/letters to all other School Nurse of the Year candidates and persons who nominated them
- Complete the School Nurse of the Year nomination packet for NASN and mail it to the NASN office before October 1st.
- Write article for the MASN newsletter and website regarding the School Nurse of the Year

October
- Plan with MASN Public Relations Chair for any local recognition for the School Nurse of the Year
- Encourage the Board of Directors to start thinking about all other awards given by MASN

Submit Board reports and Communicator articles prior to each board meeting – usually January, May (annual report), July and November.
December
- Write article for the MASN newsletter to encourage school nurses to nominate a fellow school nurse for Michigan School Nurse of the Year and to solicit nominees for Directors for the Distinguished Service Award, Dorothy Christy Award, and Friend of School Nursing.

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- Update, mailing labels to state superintendents for the School Nurse of the Year informational letter. – send to only those superintendents who have MASN members. Check with membership chair or director for current list of members and the school districts in which they work.
- Work with newsletter editor to do article regarding the Michigan School Nurse of the Year for the conference edition.
- By February 15th make decision about all MASN awards.

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Submit Board reports and Communicator articles prior to each board meeting – usually January, May (annual report), July and November.

Revised 10-08
Bylaws Committee Chairperson

Policy

The Bylaws Committee Chairperson provides guidance to the Board of Directors in regard to actions, which may be affected by the bylaws and coordinates the activities of the Bylaws Committee. This position is appointed by the President at least every two (2) years with approval of the Board of Directors. The Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedure

THE BYLAWS COMMITTEE CHAIRPERSON SHALL:

- Maintain familiarity with the current bylaws
- Maintain familiarity with the NASN bylaws and propose any changes in the MASN bylaws, which will keep MASN in compliance with NASN
- Receive suggestions from the general membership and Board of Directors for revision of the Bylaws
- Coordinate meeting with committee members to discuss or write any proposed changes
- Present any proposed bylaw changes to the Secretary and Board of Directors in accordance with Article XIV of the Bylaws
- Forward any final proposed language or changes to the Board of Directors and the Secretary in the timeline as described in Article XIV
- Update any language approved by the membership
- Provide and maintain a printable version with MASN Logo and the year of the revision
- Provide Membership Chairperson with a printable copy for all new members
- Attend all Board of Directors meetings and report on the status of any proposed changes and committee meetings
- Submit a Annual Report, via the Communicator
- Submit a proposed annual budget to the Treasurer at July Board meeting
- Submit information for the MASN website as needed
- Submit articles to The Communicator, as appropriate
- Perform articles to The Communicator, as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors

Revised 10-08
Conference Vendor Chairperson

Policy

The Conference Vendor Chairperson is the representative for the Association responsible for soliciting and procuring exhibitors, sponsors, and donors for MASN conferences. The President appoints this position every two (2) years with approval of the Board of Directors. The Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE CONFERENCE VENDOR CHAIRPERSON SHALL:

- Solicit exhibitors, donors and sponsors by phone, email, fax and mail for MASN conferences
- Arrange for payment and receipt of all exhibitor and sponsorship fees and submit them to the MASN Treasurer
- Coordinate any sponsorship arrangements for receptions, breaks, meals or conference giveaway items with the conference chairperson
- Organize the delivery and display of non-attending vendor handouts and donations
- Handle all exhibitor table arrangements and needs
- Oversee the handling and raffling off of vendor door prizes
- Send thank you notes to all exhibitors, sponsors and donors
- Solicit advertising contracts from previous exhibitors for The Communicator
- Question conference vendors/specialist about research opportunities available
- Attend board meetings and keep the Board of Directors informed of any progress towards exhibitor, sponsorship and donor arrangements
- Submit a proposed annual budget to the Treasurer at the July board meeting
- Submit articles to The Communicator, as appropriate
- Submit an Annual report via The Communicator
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors
- Question conference vendors/speakers about research opportunities available.

Revised 10-08
Fundraising Coordinator

Policy

The Fundraising Coordinator is assigned the responsibility to ensure that desirable items are available for sale or raffle to raise money for MASN. This position will be a part of the Annual Conference Committee. This position is appointed by the Vice President at least every year with approval of the Board of Directors.

Procedure

THE FUNDRAISING COORDINATOR SHALL:

- Develop ideas and projects that would be suitable fundraisers for MASN
- Obtain sources and prices for any suggested fundraisers
- Present all ideas and prices to Conference Committee and Board of Directors for approval
- Order all items approved as fundraisers and submit bills to Vice President
- Be responsible for set-up, selling, break-down and handling of all monies during the sale of fundraising items at the MASN Annual Conference
- Hand in all monies collected to Treasurer at end of conference
- Prepare an itemized statement of items sold and funds raised for the Vice President. Arrange for storage of items not sold

Revised 10-08
Historian

Policy

The Historian is the official keeper of all pertinent historical information of interest to the Association. The President appoints this position at least every two (2) years with approval of the Board of Directors. The Historian must be an active member of MASN. It is recommended that the Historian be a former MASN Board of Directors member. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE HISTORIAN SHALL:

- Identify, collect, and maintain historical information of interest to the association
- Maintain a file of all reports, records, official proceedings, publications, meetings, and other events of interest for use by future officers and members
- Develop, organize and maintain an appropriate filing and storage system for all MASN historical properties
- Store materials as directed by the Board of Directors
- Archive appropriate materials with the Lansing library
- Attend all Board of Directors meetings
- Submit a proposed annual budget to the Treasurer at the July board meeting
- Submit an Annual Report via The Communicator
- Submit article to The Communicator, as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors

Revised 10-08
Policy

The Legislative Representative represents the political and professional views of the Association. This position is appointed by the President at least every two (2) years with approval of the Board of Directors. The Legislative Representative must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedure

THE LEGISLATIVE REPRESENTATIVE SHALL:

- Coordinate and chair MASN legislative committee conference calls/meetings as needed
- Participate in monthly or more frequent teleconferences with Legislative Committee members and/or MASN board members to review current legislative issues
- Prepare Legislative Grid for MASN Legislative Committee and members
- Work with Governmental Affairs Consultant (if available) or appropriate groups to track legislation that affects MASN members and the health and well being of Michigan’s school age children
- Promote issues with legislators that reflect the mission and position statements of MASN
- Collaborate and form coalitions with the MEA, MFT and School Board Association regarding legislative issues
- Work with PAC Chairperson to identify legislators supportive of school nursing and child health and safety
- Encourage MASN members’ participation in grassroots political organizations that support the health and safety of children
- Identify MASN members or friends of MASN who would be willing to provide legislative testimony on behalf of MASN
- Prepare worksheet and testimonies in support of or in opposition to legislative bills for review and approval by the Board of Directors
- Organize emails and send out for legislative issues that need quick action
- Attend all Board of Directors meetings and report on the status of any legislative issues and committee meetings
- Submit a proposed annual budget to the Treasurer at the July board meeting
- Submit an Annual Report via The Communicator
- Submit articles to The Communicator as appropriate
- Submit monthly Legislative grid to the Webmaster.
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors

Revised 10-08
MICHIGAN ASSOCIATION OF SCHOOL NURSES

Nurse Specialists in School Health

Operating Guidelines

Mentoring Chairperson

The Mentor Chairperson is the liaison between MASN and new school nurses. This position is appointed by the President at least every 2 years with approval of the Board of Directors. The Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of 2 years at the discretion of the President.

Roles and Responsibilities

Responsibilities include:

- Collect names and data of new school nurses
- Coordinate all aspects of the MASN Mentoring Program
- Complete and carry out all correspondence regarding the Mentoring Program
- Provide new school nurse orientation packets at the MASN Annual Conference
- Submit a proposed annual budget to the Treasurer (due at annual conference board meeting)
- Submit articles to The Communicator, and to the MASN website as appropriate
- Submit an annual report, via The Communicator, to the MASN membership prior to the annual meeting

Revised 10-08
Membership Chairperson

Policy

The Membership Chairperson is responsible for monitoring, recording and reporting the Organization’s membership status to the Board of Directors and membership of the Organization and to collaborate with the National Association of School Nurses regarding membership issues. This position is appointed by the President at least every two (2) years with the approval of the Board of Directors. The Membership Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE MEMBERSHIP CHAIRPERSON SHALL:

- Collaborate with both MASN and NASN staff to ensure continuity and accuracy of membership information
- Act as a resource person for potential and current members who have questions related to membership status and procedures
- Verify membership category eligibility, according to current bylaws, for new and renewing members on a monthly basis.
- Collaborate with the Conference Chair and the Treasurer to verify membership status for the Annual Conference
- Prepare an annual membership directory for distribution at the annual conference
- Identify/maintain a list of school nurses, both member and non-member, for communication of timely issues
- Provide new member information to the Newsletter Editor for publication
- Accept requests for member information from outside organizations and/or vendors and distribute membership lists according to established guidelines.
- Attend all Board of Directors meetings and report on status of MASN membership
- Submit a monthly update of new and dropped members to the Webmaster and Regional Director.
- Submit an Annual Report via The Communicator
- Submit a proposed annual budget to the Treasurer at July board meeting
- Submit articles to The Communicator, welcoming new members and membership updates
- Maintain all membership data in a confidential manner
- Perform other such duties as may be assigned by the President and/or Board of Directors

Revised 10-08
Membership Chairperson

Operating Guidelines and Calendar of Events

- Correspond with NASN membership person as needed via email or phone
- Receive monthly Members In Good Standing spreadsheets from NASN via email at the beginning of each month
  - Review for numbers of total members, new members, number of members in each category, date of expiration
- Send out welcome letters and new member packets to all new members each month as identified in the membership spreadsheet from MASN
  - Included should be a copy of the most recent membership directory and bylaws
- Correspond with members, potential members or other interested parties about membership status, procedures and membership information
- Prepare a report of membership for the Board of Directors for each regularly scheduled meeting
  - Report should include current number of members in each membership category
  - Any significant membership requests or correspondence that occurs between meetings
- Make and send labels or send an email copy of a label-ready spreadsheet to board members who request them for MASN business
- Correspond with conference vendors who wish to send information to members
- Attend the annual conference and be available at registration to verify memberships, encourage membership applications and answer membership related questions
- Provide regular notices and information about membership to the website and The Communicator
- Prepare a yearly updated membership directory for distribution at the annual conference
  - Use the most recent membership data available prior to the time needed to print the directories
  - Arrange for printing of the directory at a print shop of your choice
  - Formatting and printing options are left to the discretion of the Membership Chairperson
  - Include guidelines about release of information of members

Revised 10-08
**Policy**

The roll of the Newsletter Editor is to produce a high quality newsletter for the MASN membership according to the bylaws. This position is appointed by the President at least every two (2) years with approval of the Board of Directors. The Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

**Procedures**

**THE NEWSLETTER EDITOR SHALL:**

- Print and distribute The Communicator at least four (4) times per year or as directed by the Board of Directors (Article XII)
- Determine deadline for articles to be submitted for September, November, February, and May issues.
- Establish an article in The Communicator requesting information on resources from members
- Proof articles as needed and summarize where necessary. Make sure dated information will be relevant at time of distribution
- Maintain accurate account of money spent for printing and mailing of the newsletter
- Publish the names of new members in the newsletter, as provided by the Membership Chair
- Work with the President and Board of Directors to obtain important content for the newsletter
- Email electronic copy of The Communicator and the Annual Report to the Webmaster for the “Members Only” section of the MASN web site
- Attend all Board of Directors meetings
- Submit a proposed annual budget to the Treasurer (due at the annual conference board meeting)
- Write articles for the Communicator, as appropriate
- Compile and publish the Annual Report to the MASN membership prior to the annual meeting

Revised 10-08
Nominations Chairperson

Policy
The Nominations Chairperson along with their Committee shall present a list of eligible candidates for each vacant office to the Board of Directors. The Immediate Past President shall serve as the Nominations Committee Chairperson.

Procedures

THE NOMINATIONS CHAIRPERSON SHALL:

- Solicit committee members from Board of Directors and membership
- Seek out qualified candidates for each office
- Review each nominee’s qualifications to ensure that they meet eligibility requirements as outlined in MASN Bylaws
- Submit a tentative list of candidates to the Board
- Send letter of agreement to each candidate prior to approval of final ballot
- Obtain biographical data from the nominees
- Prepare ballot for Board approval
- Schedule meeting for ballot counting
- Notify all candidates of results in writing
- Attend all Board of Directors meetings to report on status of Committee work
- Submit an annual report via The Communicator
- Submit a proposed budget to the Treasurer at the July board meeting
- Submit articles to The Communicator as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors

Revised 10-08
Nominations Committee

Operating Guidelines and Calendar of Events

September
• Nominations Chair will solicit committee members from membership

October
• Approval of Nominations Committee at the Board of Directors meeting
• Seek out qualified candidates for each office

January
• Submit tentative ballot at the Board of Directors meeting for approval
• Send a letter of agreement to each candidate
• Obtain biographical data from each candidate

February
• Request approval of final ballot at February/March Board meeting
• Mail ballots, with biographical data of candidates, to all eligible members by the second week of March
• Ballots must be returned in the pre-addressed envelope to the Nominations Chairperson

April
• Completed ballots shall be returned by April 1, or 21 days prior to the Annual meeting, whichever is first
• Ballots shall be counted by the Nominations chair and at least one Committee member
• Election will be majority votes cast
• Tie votes shall be determined by ballot vote at the Annual meeting
• Nominations Chair shall notify all candidates of the results in writing by April 14 or seven (7) days prior to the Annual meeting, whichever is first
• Nominations chair shall report at the annual business meeting the number of ballots cast and the candidates selected
• All ballots shall be sealed and retained by the Nominations Chair for one year
• Submit article for annual report

Revised 10-08
Political Action Committee Chairperson

Policy

The Political Action Committee Chairperson is the coordinator of fundraising for the PAC of the Association. This position is appointed by the President at least every two (2) years with approval of the Board of Directors. The Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedure

THE POLITICAL ACTION CHAIRPERSON SHALL:

- Maintain PAC fund bookkeeping with tri-annual reports submitted to the Bureau of Election as directed according to guidelines in “Michigan Campaign Finance Manual for Independent and Political Committees”
- Coordinate annual PAC fund drive to replenish funds
- Coordinate the delivery of expenditures for support of political candidates or issues that represent the political and professional views of MASN following the “MASN-PAC Expenditure Guidelines” and MASN Board approval
- Collaborate with Legislative Chairperson and MNA Representative regarding political issues and campaign to be supported by MASN
- Attend all Board of Directors meetings to report on the status of any proposed changes and committee meetings
- Submit an Annual Report via The Communicator
- Submit a proposed annual budget to the Treasurer at the July board meeting
- Submit articles to The Communicator, as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors
Publications Chairperson

Policy

The Publications Chairperson is responsible for maintaining, mailing and storing all publications the organization produces. This position is appointed by the President at least every two (2) years with approval of the Board of Directors. The Publications Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedure

THE PUBLICATIONS CHAIRPERSON SHALL:

- Purchase materials necessary for the invoicing, storing, and mailing of publication materials
- Mail out orders for publications in a timely manner
- Maintain a ledger of sales and money outstanding
- Keep Board apprised of latest update of published materials
- Prepare items for sale at annual conference
- Attend all Board of Directors meetings and report on sales and money outstanding
- Submit an Annual Report via The Communicator
- Submit a proposed annual budget to the Treasurer at the July board meeting
- Submit articles to The Communicator, as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors

Revised 10-08
Publications

Operating Guidelines and Calendar of Events

- Requests for orders should be mailed first class or priority
- For all orders over $50
  - Mail with return receipt card
- Second notice for payment should be sent after two (2) months
- All personal/private orders should be prepaid
- Purchase Orders are accepted
- When mailing flip charts
  - One (1) chart per manila envelope
  - Two to six (2 – 6) per priority mail envelope
  - Seven to twenty-five (7 – 25) per priority mail box
- Shipping is 10% of total order
Public Relations Chairperson

Policy

The Public Relations Chairperson develops, implements and promotes projects that will aid the organization in presenting a positive image of school nursing and promote MASN as a recognizable and accepted force for school health issues.

Procedures

THE PUBLIC RELATIONS CHAIRPERSON SHALL:

- Coordinate with Chairs of various committees to develop promotional materials for those committees
- Provide conference attendees with sample press articles for distribution to local newspapers
- Prepare articles for nursing journals, newsletters, publications on upcoming MASN events
- Review and update Policy and Procedure of board positions as needed
- Attend all Board of Directors meetings and report on the status of any activities and progress of any projects
- Submit an Annual Report via The Communicator
- Submit a proposed annual budget to the Treasurer at the July board meeting
- Submit articles to The Communicator, as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors
Regions Chairperson

Policy

The Regions Chairperson is responsible for organizing Regions as designated per board. Each region has a representative to pass on information and hold region meeting if possible at least once a year. The regions chairperson is responsible for finding a representative for each region. This position is appointed by the President at least every 2 years with the approval of the Board of directors. The Regions Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of (2) years at the discretion of the President.

Procedures

THE REGIONS CHAIRPERSON SHALL:

- Maintain or adjust regions by county per board discussion
- Coordinate all aspects of Regions duties
- Keep President informed of any region business as needed
- Maintain a list of region representatives
- Attend or arrange to plan region meetings yearly if possible
- Attend MASN annual conference to organize event for regions.
- Maintain an active list of members in each region
- Submit articles to The Communicator and the MASN website as appropriate
- Submit a proposed annual budget the Treasurer (due at annual conference board meeting)
- Meet with Regions representatives at least yearly at annual conference
- Maintain an open line of communication with Regions representative
- Submit an annual report, via Communicator, to the MASN membership prior to annual meeting
Nurse Specialists in School Health

Special Education Representative

Policy

The Special Education Representative is responsible for monitoring issues involving special education at local, state and federal level. This position is appointed by the President at least every two (2) years with approval of the Board of Directors. The Special Education Representative must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE SPECIAL EDUCATION REPRESENTATIVE SHALL:

- Maintain communication with the Legislative Representative on pending legislation involving special education
- Investigate and answer member questions involving special education and related areas
- Attend all Board of Directors meetings and report status of activities and events involving special education of interest to school nursing
- Submit an Annual Report via The Communicator
- Submit a proposed annual budget to the Treasurer at the July board meeting
- Submit articles to The Communicator, as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors
Nurse Specialists in School Health

Standards

Policy

Under development
Nurse Specialists in School Health

Webmaster Coordinator

Policy

The Webmaster Coordinator is responsible for maintenance and coordination of content for the MASN website. This position is appointed by the President at least every two (2) years with approval of the Board of directors. The Webmaster must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE WEBMASTER COORDINATOR SHALL:

• Work with the Webmaster to
  - Procure and annually renew the web host account
  - Procure and annually renew the domain name
  - Maintain the format and appearance of the website
• Create forms and documents on the site with approval from the Board of Directors
• Update and link pages to other websites with approval from the Board of Directors
• Obtain permission from the Board of Directors for links to other sites as well as license fees for proprietary graphics or information
• Maintain and update the names and email addresses of officers and committee chairpersons
• Respond and direct questions sent to the webmaster from the site
• Attend all Board of Directors meetings and report on the status of the website
• Submit an Annual Report via The Communicator
• Submit a proposed annual budget to the Treasurer at the July board meeting
• Submit articles to The Communicator as appropriate
• Perform other such duties as may be requested or assigned by the president and/or Board of Directors