

**Richmond Area AORN Policy and Procedure Manual
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Revised	1992	1994	1995	1997	1999	2001	2004	2007	2008
Reviewed	2009								

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: I A.
Title: Board Of Directors	Effective: 1964

I A. Board of Directors

A. Definition: The Board of Directors of the Association of periOperative Room Nurses of Richmond Area is composed of the Officers and five (5) elected members. The Board of Directors is charged with the overall responsibility of conducting the affairs of the chapter.

B. Purpose: The Board of Directors is to act in the best interest of the membership by conforming to the purposes for which the Association was formed as outlined in the bylaws.

C. Responsibilities: The Board of Directors shall:

1. Direct the business and financial affairs of the Chapter.
2. Establish administrative policy.
3. Fill all vacancies of the Board of Directors, with the exception of the President and President-Elect.
4. Foster growth and development of the Chapter.
5. Assist the President in the structuring of committees.
6. Review committee reports and determine action to be taken.
7. Approve budgetary allocations as submitted by the Treasurer.
8. Approve fund raising functions as established by the Ways and Means Committee.
9. Approve contracts for services.
10. Formulate policies to supplement the bylaws of the Chapter.
11. Develop future goals, both short and long range, for the Chapter.
12. Recommends priorities of projects and programs.
13. Serve on committees as assigned.
14. Be well informed of the activities of the Chapter.
15. Conduct self in a manner that reflects a positive image of nursing and the Chapter.
16. Arrive promptly for meetings and come prepared to discuss items of business.
17. Accept and completes special assignments as made by the President.
18. Advise the President of conflicts that prevent attendance at the meetings.

D. Meetings:

The Board of Directors meets a least six (6) times annually.

E. Vacancies:

1. Elected Officers or Directors who become ineligible or unable to serve in an office shall be replaced immediately according to the bylaws of the chapter.
2. When a member of the Board of Directors fails to perform as required by the bylaws and policy, the President, after consultation with the Executive Committee, shall counsel the member and inform him/her regarding non-performance. At the time of counseling the member will be advised that he/she is placed on probation for a period of not less than sixty (60) days. Immediately following the probationary period, the Executive committee will evaluate the member's performance. The member will be provided documentation of non-performance at the time of counseling.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: II A
Title: Officers - President	Effective: 1964

II A. Officers – President

A. Duties of the President

1. Presides at all meetings of the Association and the Board of Directors.
2. Shall be a member, ex-officio, of all committees except the Committee on Nominations.
3. Represents the Association at meetings of other organizations or designates an alternate.
4. Appoints the chair of all committees after consultation with the Board of Directors.
5. Offers guidance to all committees in their activities.
6. Terminates committee chair appointments when such appointees are non-productive.
7. Directs the preparation of and signs when applicable, all official communication.
8. Speaks on behalf of the Board of Directors on all official matters.
9. Keeps the Board of Directors and the membership totally informed of all official communication
10. Responds promptly to all communication from National.
11. Must be in close contact with the Vice President and President Elect at all times to keep him/her informed of ongoing activities of the Chapter and of National.
12. Chairs the Executive Committee.
13. Appoints the Tellers Committee.
14. Appoints the Reading committee for minutes of regular meetings of the Chapter.
15. Serves as Chairman of the Delegates to National AORN Congress in the absence of the President Elect.
16. Prepares an agenda for all business meetings of the Chapter and all meetings of the Board of Directors.
17. Signs checks in the absence of the Treasurer and co-signs checks over \$5000.
18. Appoints professional auditors.
19. Completes election results for within two weeks of election and mails to national AORN each year.
20. Notifies committee chairs when annual reports are due.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: II B
Title: Officers - President-Elect	Effective: 1964

II B. Officers - President-Elect

B. Duties of the President-Elect

1. Observes and assists the President in preparation for the duties and responsibilities of that office.
2. Represents the President and the Chapter at other professional meetings as delegated by the President.
3. Acts as a member of the Board of Directors with full power and responsibility of that office.
4. Serves as a member of the Executive Committee.
5. Serves as Chair of the Delegates to National AORN Congress.
6. Facilitates continuity and transition to the office of President.
7. Solicits committee chairs and approves selections.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: II C
Title: Officers - Vice President	Effective: 1964

II C. Officers -Vice President

C. Duties of the Vice President

1. Performs the duties of the President in the President's absence or inability to fulfill the role.
2. Performs such other duties as may be delegated by the President.
3. Serves as Chair of the Program/Continuing Education Committee.
4. Serves as a member of the Executive Committee.
 - a. Chairs the Credentials Committee

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: II D.
Title: Officers – Secretary	Effective: 1964

II D. Officers – Secretary

D. Duties of Secretary

1. Takes and maintains original minutes of all meetings of the Chapter and the Board of Directors.
2. Keeps an accurate classified list of membership for purposes of eligibility.
3. Writes correspondence for the Chapter only at the direction of the President.
4. Prepares a copy of minutes for the President and the Reading Committee prior to the next scheduled meeting.
5. Verifies that a quorum has been established at the monthly meeting.
6. Performs minute taking and reads recommendations of the Board of Directors for action at regular meetings.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: II E.
Title: Officers - Treasurer	Effective: 1964

II E. Officers – Treasurer

E. Duties of the Treasurer

1. Assumes responsibility for the financial affairs of the Chapter.
2. Maintains accurate records, including, but not limited to, checkbook and ledger, to be made available by the end of the fiscal year for an annual audit.
3. Obtains current signature cards (from bank) annually.
4. Pays all bills, signs all checks, forwards to second signature for checks over \$5000, and oversees additional transactions.
5. Presents a financial report at each Board and Business meeting and written report at the annual meeting.
6. Serves as a member of the Ways and Means Committee.
7. Chairs the Budget and Finance Committee.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: III A
Title: Subcommittees of the Board of Directors - Budget and Finance Committee	Effective: 1964

III A. Subcommittees of the Board of Directors - Budget and Finance Committee

A. Budget and Finance Committee

1. Definition:

The Budget and Finance Committee is a subcommittee of the Board of Directors appointed annually by the President. The committee is composed of the Treasurer as Chair, and at least three (3) members including the President, Chair of the Ways and Means Committee, and another Board member as deemed necessary by the President.

2. Purpose:

The Budget and Finance Committee presents an annual budget to the Board of Directors for adoption. The committee oversees the implementation of the adopted budget.

3. Responsibilities:

- a. Prepares the budget for submission to the Board of Directors annually prior to November 30.
- b. Review requests for monies for various committees and special projects of the Chapter.
- c. Makes recommendations to the Board of Directors to meet the financial needs of the Chapter, as submitted by the Ways and Means Committee.
- d. Determines appropriate funding equally for delegates and an alternate to the annual Congress, with the approval of the Board of Directors, according to the availability of Chapter funds. There must be at least \$7,000 remaining in the bank accounts for the amount of funding to be approved.
- e. Recommends to the Board of Directors specific charities to which the chapter will donate a percentage of the funds raised during the chapter fiscal year. The percentage will be determined according to the amount raised and will be determined annually. The Board in turn will submit to the chapter members for acceptance.

4. Duties of the Chair:

- a. Presides at meetings of the committee.
- b. Establishes the time and place of meetings to review the budget and determine the financial status of the Chapter.
- c. Prepares a written annual report with recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: III B.
Title: Subcommittees of the Board of Directors - Executive Committee	Effective: 1964

III B. Subcommittees of the Board of Directors - Executive Committee

B. Executive Committee

1. Definition:

The Executive Committee is a subcommittee of the Board of Directors. The committee shall consist of at least three (3) members; the President as Chair, the President-Elect and the Vice President.

2. Purpose:

- a. The Executive Committee acts to expedite urgent business of the Chapter between meetings of the full Board of Directors and serves as the Credentials Committee with the Vice President as Chair.

3. Responsibilities:

- a. Acts on urgent business and/or policy matters of the Chapter.
- b. Reviews and evaluates the financial status of the Chapter as indicated.

4. Duties of the Chair:

- a. Notifies the Board of Directors of any action taken by the committee.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: IV A.
Title: Elected Committees of the Chapter - Committee on Nominations	Effective: 1964

IV A. Elected Committees of the Chapter - Committee on Nominations

A. Committee on Nominations

1. Definition:

The Committee on Nominations is an elected committee of the Chapter and shall consist of three (3) elected members, with two (2) being elected in even-numbered years and one (1) being elected in odd-numbered years. Members of the committee will select the chair.

2. Purpose:

The Committee on Nominations acts to prepare and present a slate of candidates for elected chapter offices.

3. Responsibilities:

- a. Prepares a slate of candidates for informal presentation to the membership at the March Chapter meeting. The official ballot shall be presented at the next regular business meeting.
- b. Advises potential candidates of the demands of the offices they seek prior to their commitment to serve and obtains a signed "Willingness to Serve" form from each.

4. Duties of the Chair:

- a. Establishes the time and place of meetings.
- b. Presents the slate of candidates at the meeting one (1) month prior to the election meeting. If unable to attend, he/she appoints a committee member to present the slate.
- c. Submits a written annual report to be presented to the membership with recommendations to the Board of Directors.
- d. Presides at meetings of the committee.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: V A.
Title: Committees of the Chapter - Policy Committee	Effective: 1964

V A. Committees of the Chapter - Policy Committee

A. Policy Committee

1. Definition:

The Policy Committee is a committee of the Chapter. The committee consists of a Chair and at least two (2) members, one (1) of who serves on the Bylaws Committee. The President with the approval of the Board of Directors approves the Chair and committee members annually.

2. Purpose:

The Policy Committee serves to formulate and maintain guidelines, procedure, and policies necessary to carry out the bylaws of the Chapter and policy as determined by the Board of Directors.

3. Responsibilities:

- a. Conducts a bi-annual review of the Policy Manual in the odd years. Revises policies as appropriate.
- b. Formulates and maintains current policies in the following areas:
 - Definitions, duties
 - Method of functioning of all standing committees as called for in the bylaws and all special committees as established by the President
 - Committees as established by the President
 - Responsibilities and duties of the Board of Directors
 - Responsibilities and duties of delegates.

4. Duties of the Chair:

- a. Presides at meetings of the committee.
- b. Submits a written annual report.
- c. Provides recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: V B.
Title: Committees of the Chapter - Bylaws Committee	Effective: 1964

V B. Committees of the Chapter - Bylaws Committee

B. Bylaws

1. Definition:

The Bylaws Committee is a committee of the Chapter. The committee is composed of the Chair who is a member of the Board of Directors and serves as a member of the Policy Committee. The President with the approval of the Board of Directors approves the Chair and committee members annually.

2. Purpose:

The Bylaws Committee acts to keep the Chapter Bylaws up to date and current with the changing needs of the Association on both the national and local levels.

3. Responsibilities:

- a. Reviews the Chapter bylaws and recommends amendments to insure consistency with the action of the policy-making bodies of the Chapter.
- b. Prepares amendments, which are considered advisable to facilitate the work and best interest of the Chapter. These amendments shall be submitted to the Board of Directors for consideration.
- c. Reviews suggestions for amendments from members and recommends appropriate action to the Board of Directors.
- d. Presents proposed amendments to the membership thirty (30) days prior to voting. This may be done either by mail, electronically, or at a regular meeting.

4. Duties of the Chair:

- a. Presides at meetings of the committee.
- b. Establishes the time and place of meetings.
- c. Informs the committee members of relevant communications from Headquarters.
- d. Submits an annual written report.
- e. Provides recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: V C.
Title: Committees of the Chapter- Legislative Committee	Effective: 1964

V C. Committees of the Chapter - Legislative Committee

C. Legislative Committee

1. Definition:

The Legislative Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:

a. The Legislative Committee is charged with keeping the Chapter membership informed about healthcare legislation, both State and Federal, affecting perioperative nursing, directly and indirectly.

3. Responsibilities:

- a. Reviews proposed legislation related to healthcare and its relation to nursing in general and, in particular, to Perioperative Nursing.
- b. Maintains communication with appropriate legislative sources.
- c. Informs Board and Chapter membership of proposed or enacted legislation impacting nursing.
- d. Recommends to the Board of Directors issues on which a Chapter stance might be indicated.

4. Duties of the Chair:

- a. Presides at meetings of the committee.
- b. Establishes the time and place of meetings.
- c. Informs committee members of all relevant communications from headquarters and/or the National Legislative Committee.
- d. Establishes and maintains communication with the State Legislative Coordinator.
- e. Submits an annual written report.
- f. Provides recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: V D.
Title: Committees of the Chapter - Membership Committee	Effective: 1964

V D. Committees of the Chapter - Membership Committee

D. Membership Committee

1. Definition:

The Membership Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:

The Membership Committee serves to promote and maintain growth and development of the Chapter.

3. Responsibilities:

- a. Promotes membership.
- b. Maintains current information on related activities and membership benefits.
- c. Provides attendance sheets at monthly Chapter meetings.
- d. Provides and maintains nametags for each member.
- e. Sends follow-up notes to all visitors for recruitment purposes.
- f. Sends cards to every know member who has had a death in the family, long term illness or hospitalization. Flowers and gifts will be sent at the discretion of the Executive Committee.
- g. Communicates with the members as their membership expires.
- h. Promotes attendance at Chapter meetings and functions, and notifies the membership of any cancellations.
- i. Shall be responsible for greeting members and guests at all Chapter functions.
- j. Presents certificates for perfect attendance at the September meeting.
 - Membership chair will maintain records of attendance for the Secretary of the Chapter.
 - The calendar year of perfect attendance is June through May.
 - Individual members will be responsible for notifying the secretary or membership chair of excused absences by the next monthly meeting. An excused absence is recognized for the following: working, military duty, out of town on work-related or AORN business, long-term illness, hospitalization, death in the immediate family and major religious holidays.
 - The Membership chair will submit the list of perfect attendance to the delegate selection committee for confirmation.
- k. Develops a protocol to sponsor a student(s) for membership in the chapter by paying dues.
 - l. As funds are available a maximum of ten (10) AORN memberships will be paid for students, as defined in the bylaws, by the chapter. This information will be submitted to the AORN Board of Directors for final approval.
- m. Will consider protocol for consideration of sponsoring a student to attend AORN Congress.
- n. Will work with other nursing organizations to promote recruitment, retention, and education in the community.

4. Duties of the Chairman:

- a. Serves as a member of the Marketing committee and the Nurse Recruitment, Retention, Education Task Force.
- b. Presides at meetings of the Committee.
- c. Establishes the time and place of meetings.
- d. Submits an annual written report.
- e. Provides recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: V E.
Title: Committees of the Chapter - Program/Continuing Education Committee	Effective: 1964

V E. Committees of the Chapter - Program/Continuing Education Committee

E. Program Committee

1. Definition:

The Program/Continuing Education Committee is a committee of the Chapter. The Vice President will serve as Chair. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:

The Program/Continuing Education Committee plans monthly educational programs in accordance with the goals established by the Board of Directors.

3. Responsibilities:

- a. Distributes program notices to the membership.
- b. Submits tentative program plans to the Board of Directors by the August Board Meeting of each year for review and approval.
- c. Obtains and finalizes speakers for programs for monthly meetings.
- d. Submits applications to AORN Continuing Education Approval Committee at least 45 days prior to the scheduled presentation.
- e. Sends thank you notes to all participants of programs.
- f. Speakers are to be introduced by a committee member.
- g. Notifies and reminds hostess hospital members of responsibilities.
- h. Submits to the accrediting body a written report of the evaluation of the educational program.
- i. Provides the membership with certificate of attendance for contact hours acquired.
- j. Work with representatives of academia to address introduction of perioperative nursing in curriculum.
- k. Arranges with the nursing schools to promote attendance at monthly meetings as well as students working with the chapter members on educational/leadership opportunities.

4. Duties of the Chair:

- a. Presides at meetings of the Committee.
- b. Establishes the time and place of meetings.
- c. Submits an annual written report.
- d. Provides recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: V F.
Title: Committees of the Chapter - Ways and Means Committee	Effective: 1964

V F. Committees of the Chapter - Ways and Means Committee

F. Ways and Means Committee

1. Definition:

The Ways and Means Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually, one (1) of those being the Treasurer.

2. Purpose:

The Ways and Means Committee will be responsible for meeting the financial needs of the Chapter as set forth by the annual budget. The committee serves to plan, promote and implement the annual fundraisers of the Chapter. The committee will serve at the will of the chapter's decision.

3. Responsibilities:

- a. Submits proposals for fund-raising projects to the Board of Directors for approval prior to recommendations to the membership by the Board.
- b. Proposed projects for the year are submitted to the membership and must be approved by the majority of members present.

4. Duties of the Chair:

- a. Presides at meetings of the Committee.
- b. Establishes the time and place of meetings.
- c. Submits all monies from fund-raising projects to the Treasurer as soon as possible after collection.
- d. Recommends to the Board of Directors the event planner if applicable.
- e. Keeps an accurate record of all projects and funds received.
- f. Submits an annual written report.
- g. Provides recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: V G.
Title: Committees of the Chapter - AORN Evidence Based Practice Committee	Effective: 1964

V G. Committees of the Chapter - AORN Evidence Based Practice Committee (Nursing Research Committee)

G. AORN Evidence Based Practice Committee (Nursing Research Committee)

1. Definition:

The AORN Evidence Based Practice Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:

The AORN Evidence Based Practice Committee promotes the building of a body of scientific knowledge in Perioperative Nursing through fostering basic and applied research.

3. Responsibilities:

- a. Identifies areas for evidence based practice changes.
- b. Informs the membership of current National research projects.
- c. Utilizes the Chapter membership as a means of providing National AORN with relevant information regarding evidence based practice.
- d. Recommends to the Board of Directors evidence based practice projects for endorsement and/or funding.

4. Duties of the Chair:

- a. Presides at meetings of the Committee.
- b. Establishes the time and place of meetings.
- c. Inform members of all relevant communication from National AORN.
- d. Submits an annual written report.
- e. Provides recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: V H.
Title: Committees of the Chapter Awards Committee	Effective: 1964

V H. Committees of the Chapter - Awards Committee

H. Awards Committee

1. Definition:

The Awards Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually. The Committee is composed of the chair, committee members and a representative of Owens and Minor.

2. Purpose:

- a. To promote the recognition and honoring a member of the Chapter for the Mary C. Evans Award.
- b. The AORN Mary C. Evans Award was established to recognize a Registered Nurse who has made a significant contribution to the growth, progress, and welfare of the Richmond Area AORN.

3. Responsibilities:

- a. Receives and reviews completed nomination forms for selecting a recipient according to established award criteria.
- b. Presents the award at the October meeting each year.

4. Presentation of Award:

The award will be presented annually at the discretion of the Awards Committee and the Board of Directors. It will be a suspense award presented at the October meeting of the chapter.

5. Form of Award:

The award will be presented in the form of a plaque pertinent to the award. Three plaques will be presented: one to the recipient, one to Owens and Minor, and one to the employer of the recipient. The recipient will also receive a check with the amount determined by Owens and Minor. The money will be used for perioperative education.

6. Method of Selection:

- a. Nomination forms must be completed and submitted to the Chair of the Awards Committee by a date established by the chair.
- b. The Awards Committee makes selection by use of a point system.

7. Duties of the Chair:

- a. Presides at meeting of the Committee.
- b. Establishes the time and place of the meetings.
- c. Submits an annual written report.
- d. Provides recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: V H. 1.
Title: Committees of the Chapter - Caspari Award Sub-Committee	Effective: 1999

V H. 1. Committees of the Chapter - Caspari Award Sub-Committee

H.1. Caspari Award Sub-Committee

1. Definition:

The Caspari Award Sub-committee of the Awards Committee of the Chapter. The committee is composed of the chair, committee members and a representative of Owens and Minor and a physician from Tuckahoe Orthopaedic Associates. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:

The Richard B. Caspari Award was established to honor the memory of Dr. Richard B. Caspari and recognize and honor an individual who has made a difference in the community and in the lives of others. This individual will also have made a significant contribution to mankind.

4. Presentation:

The award will be presented annually at the discretion of the committee and the Board of Directors. It will be presented at the appropriate venue.

5. Form of Award:

The award will be a crystal 1 (one), which is indicative of the accomplishments of the recognized individual. If the crystal 1 (one) is not available, the Committee will decide on the appropriate award.

6. Method of Selection:

- a. Nominating forms must be completed and submitted to the Chair by the date designated by the Chair.
- b. Nominations may be made outside of the local chapter but must be sent to a member of the chapter for consideration.
- c. The nominee does not have to be a member of the medical profession.
- d. The nominee should exemplify a role model image, which will inspire peers to excellence.
- e. The nominee must have made a significant contribution to the quality of life to the individuals in the community and or nationally.
- f. Nominations will be considered based on criteria. The recipient will be chosen by the designated date as determined by the committee.

7. Duties of the Chair:

- a. Presides at meeting of the committee.
- b. Establishes the time and place of the meetings.
- c. Submits an annual written report.
- d. Provides recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: V I.
Title: Committees of the Chapter - Delegate Selection Committee	Effective: 1964

V I. Committees of the Chapter - Delegate Selection Committee

I. Delegate Selection Committee

1. Definition:

The Delegate Selection Committee is a committee of the Chapter. The President Elect is the Chair. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:

The Delegate Selection Committee, using established criteria, selects delegates and alternate delegates to represent the chapter at the National AORN Congress.

3. Responsibilities:

- a. Reviews the Congress Delegate Point Selection forms annually, and makes recommendations to the Board of Directors for changes to the delegate point selection forms.
- b. Distributes point forms at the monthly meetings.
- c. Receives completed and verified point forms from the membership by *June 1st*.
- d. Reviews and submits to the Board of Directors those delegates, alternate delegates, and eligible non-delegates selected by the point system. The Board of Directors presents these to the membership at the September meeting.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: V. J.
Title: Committees of the Chapter - Marketing Committee	Effective: 1964

V.J. Committees of the Chapter - Marketing Committee

J. Marketing Committee

1. Definition:

The Marketing Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:

The Marketing Committee serves to promote perioperative nursing and the professional activities of AORN, both locally and nationally, to the consumer.

3. Responsibilities:

- a. Promotes OR Nurse Day and other activities to the consumer.
- b. Submits proposed marketing ideas and projects to the Board of Directors by August 1st of each year for review and approval.
- c. Works with the Newsletter Committee to provide information to the Website Chair (Webmaster) to maintain the Chapter Website.

4. Duties of the Chair:

- a. Presides at all Committee meetings.
- b. Establishes the time and place of meetings.
- c. Submits an annual written report.
- d. Provides recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: V.K
Title: Committees of the Chapter - Newsletter Committee	Effective: 1964

V. K. Committees of the Chapter - Newsletter Committee

K. Newsletter Committee

1. Definition:

The Newsletter Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:

The Newsletter Committee is charged with keeping the membership informed of local and national news and activities of the Chapter.

3. Responsibilities:

- a. Provides a newsletter to all members three (3) times per year. (Fall, Winter and Summer).
- b. Ensures that the newsletter is given to the Webmaster as an additional site for communication.
- c. Works closely with the Marketing Committee to inform the membership of activities on the Website and maintenance of the site.

4. Duties of the Chair:

- a. Presides at the meetings of the Committee.
- b. Establishes the time and place of meetings.
- c. Informs committee members of relevant communications.
- d. Submits newsletter to Website chair (Webmaster) for posting.
- e. Submits an annual written report.
- f. Provides recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: VI A.
Title: Miscellaneous Policies - Certification Loan Policy	Effective: 1964

VI A. Miscellaneous Policies - Certification Loan Policy (CNOR/CRNFA)

A. Certification Loan Policy (CNOR/CRNFA)

1. Purpose:

The Certification Loan facilitates certification, and re-certification, of Chapter members through an economic installment loan system.

2. Qualifications:

Any Chapter member may apply for a Certification Loan for certification of CNOR or CRNFA.

3. Application:

- a. Written intent to apply for a certification loan is to be submitted to the chapter President 90 days prior to sitting for the certification exam or re-certification.
- b. The Board of Directors will review each application and a written response will be give to each applicant within 30 days.
- c. Upon approval, each applicant will sign a loan agreement (see Forms and Procedures) and a check will be issued payable to the CCI.
- d. Two loans may be approved per year, based on available chapter funds. Equally qualified applicants will be considered on a first come, first served basis.

4. Repayment of Loan:

- a. The Certification Loan will be repaid in no more than three (3) installments within a six (6) month period.
- b. The payment due dates will follow consecutively the date the loan agreement is signed at two (2), four (4), and six (6) month intervals.
- c. The chapter Treasurer will receive the signed loan agreement and installment payments.
- d. The Treasurer will refer delinquent payments to the Board of Directors for appropriate action.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: VI. B.
Title: Miscellaneous Policies – Delegate Policy	Effective: 1964

VI. B. Miscellaneous Policies – Delegate Policy

B. Delegate Policy

1. Definition:

A delegate is a representative of the local Chapter of at the annual National AORN Congress.

2. Eligibility:

- a. Must have been an AORN member for two (2) consecutive years.
- b. Must have attended at least five (5) Chapter meetings during the previous year.
- c. Must be informed and active in Chapter activities.
- d. Must be an active member of a committee/task force (not an elected committee) as demonstrated by committee sign-in sheet.

3. Selection:

- a. Delegates and alternates (1) are selected by the Delegate Point System Criteria as established by the membership. In the event of insufficient return of point forms, the Board of Directors will determine the appropriate action to be taken in delegate selection.
- b. The delegate count shall be allocated annually by National to Chapters based upon the ratio of total Chapter membership to total Association membership as of June 30, with each Chapter having a minimum of one (1) delegate and one (1) alternate delegate.
- c. Selection of delegates will be based on the highest total of points in descending order until all requirements for delegate representation are met.
- d. Delegate Selection Activity Record Points Sheets must be submitted to the Delegate Selection Committee Chair by **June 1** of each year. Tabulation of points must meet a minimum of 25 points to be eligible for delegate/alternate status.
- e. Delegates will be rotated annually based on the above criteria. Members may ***not*** serve in consecutive years as delegates/alternate unless Chapter needs dictate.

4. Responsibilities:

- a. Each selected delegate shall serve for a term commencing at the beginning of the first annual Congress that follows the selection of the delegate and ending immediately prior to the beginning of the next annual Congress.
- b. Delegates and alternate delegates shall become familiar with and adhere to the directive forwarded from National Headquarters prior to attending the National Congress.
- c. Attend all business sessions and special delegate activities at the National Congress.
- d. In the event that an alternate delegate is seated, except in extenuating circumstances, the delegate shall forfeit all monies extended her/him as a delegate. The Board of Directors reviews extenuating circumstances.
- e. Prior to Congress, delegates will seek guidance from the Chapter on all issues to be voted upon and will act in the best interest of the Chapter.
- f. Delegates will identify potential candidates for National Office.
- g. Attend educational and scientific meetings and exhibits at Congress as schedule permits.

- h. Submits a written report to the Chapter following attendance at the National Congress. The delegates will report on business meetings as assigned by the Chair of the delegates.
- i. All delegates and alternate delegates are encouraged to attend all Virginia Council meetings during their delegate year. Attendance at the VCORN pre-Congress and post Congress meeting is required for delegates.
- j. Without prior notification to the President, any delegate or alternate delegate who is unable to meet their stated responsibilities, both locally and nationally, may forfeit their financial funding from the chapter (refer to Membership Committee for excused absence).

5. Duties of the Chair:

- a. Presides at meetings of the committee.
- b. Establishes the time and place of meetings.
- c. Submits a written report to the membership regarding completed National delegate responsibilities.
- d. Submits and annual written report.
- e. Provides recommendations to the Board of Directors.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: VI. C
Title: Miscellaneous Policies - General Policies	Effective: 1964

VI. C. Miscellaneous Policies - General Policies

C. General Policies

1. There will be no smoking during the program or monthly business meetings.
2. Any Richmond Area AORN Chapter member, or member currently holding National office, may attend the local Board of Directors meetings as a non-voting participant.
3. The Chapter will honor an individual who has been a member for three (3) years and has attended four (4) meeting the year prior to retirement with payment of his/her dues. This individual must continue to attend four (4) meetings each year to continue to receive payment of their dues.
4. The chapter will receive a dues rebate per member from AORN Headquarters.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: VI. D.
Title: Miscellaneous Policies - Historian Policy	Effective: 1964

VI. D. Miscellaneous Policies - Historian Policy

D. Historian Policy

1. Definition:

The President with the approval of the Board of Directors shall appoint the Historian of the Chapter annually.

2. Purpose:

The Historian will keep a record of the history of the Chapter.

3. Responsibilities:

- a. Obtains all press clippings, chapter pictures, and other items of interest regarding chapter activities to be kept as a permanent historical record.
- b. Updates the history of the Chapter annually.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: VI. E.
Title: Miscellaneous Policies - Parliamentarian Policy	Effective: 1964

VI.E. Miscellaneous Policies - Parliamentarian Policy

E. Parliamentarian Policy

1. Definition:

The President with the approval of the Board of Directors shall appoint the Parliamentarian annually.

2. Purpose:

The Parliamentarian provides information relating to parliamentary procedure and law according to *Robert's Rules of Order*.

3. Responsibilities:

- a. Be knowledgeable in parliamentary law and procedure.
- b. Attends and assists the President and the Board of Directors in parliamentary procedure at all business meetings of the Chapter.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: VI. F.
Title: Miscellaneous Policies - Transfer of Files and Materials	Effective: 1964

VI. F. Miscellaneous Policies - Transfer of Files and Materials

F. Transfer of Files and Materials

1. The President assigns outgoing Board of Directors members to give files to new Board of Directors members at the joint Board of Directors meeting in June.
2. All outgoing committee chairs and members must transfer pertinent information regarding committees to the in-coming chair and members by the June Board of Directors meeting.

G. Delegate Letter

Dear _____

Congratulations! The Delegate Selection Committee has confirmed that you are eligible to serve the Richmond Chapter as a delegate/alternate delegate to the _____ AORN Congress in _____. Final selections will be made _____, and selection will be made from those members who have returned their willingness to serve/commitment to serve form by _____ to _____.

Please read the enclosed policy and notify me of your intent to serve or decline. The willingness to serve form serves as your assurance to the chapter that you will attend the Congress as a delegate/alternate delegate.

Please notice the early return date. Members are required to check on their Congress registration form whether they will be serving as a delegate. If I have not received your willingness to serve form by the stated date, it will be assumed that you are unable to serve.

Also, please review the delegate/alternate delegate responsibilities as all or part of your funding may be revoked if responsibilities are not met.

Thank you very much for your assistance and willingness to serve your Richmond Chapter. If you have any questions, please feel free to contact me.

Sincerely,

Delegate Selection Committee Chair

H. Delegate Responsibilities:

1. Delegates and alternate delegates shall become familiar with and adhere to the directives forwarded from National Headquarters prior to attending the National Congress.
2. Delegates and alternate delegates are to attend all Virginia Council meetings during their delegate year (pre Congress and post Congress).
3. Delegates and alternate delegates are to attend all pre Congress Delegate meetings as deemed necessary by the Delegate Committee Chair.
4. Attend all business sessions and special delegate activities at the National Congress.
5. In the event that an alternate delegate is seated, except in extenuating circumstances, the delegate shall forfeit all monies extended her/him as a delegate.
6. Prior to Congress, delegates will seek guidance from the Chapter on all issues to be voted upon and will act in the best interests of the chapter.
7. Delegates will identify potential candidates for National office.
8. Attend, as schedule permits, educational and scientific meetings and exhibits at Congress.
9. Submit a written report (as determined by the Delegate chair) to the Chapter within 30 days following attendance at the National Congress.
10. Submit an itemized expense accounting to the Chapter within 30 days post Congress; funds received outside the chapter must be accounted for and utilized before Chapter funds; excess funds must be returned to the Chapter with the itemized record.
11. Without prior notification to the President, any delegate or alternate delegate who is unable to meet their stated responsibilities, both locally and nationally, may forfeit their financial funding from the chapter (refer to Membership Committee for excused absence).

I.

POINTS GUIDELINES

1. Delegate Selection Activity Record Points Sheets are available throughout the year from the Delegate Selection Committee Chair (President-Elect) and on the Chapter website. It is the responsibility of the member to obtain and maintain their activity record prior to submitting it to the Delegate Selection Committee Chair.
2. Delegate Selection Activity Record Points Sheets must be postmarked no later than June 1st. Forms are to be submitted to the Delegate Selection Committee Chair.
3. Tabulation of the points will be by the Delegate Selection Committee. The committee will utilize meeting attendance records submitted by committee chairs to validate attendance requirements. Submission of verification of miscellaneous points will be the responsibility of the member.
4. Selection of delegates will be based on the highest total of points in descending order until all requirements for delegate representation are met. In the case of a tie, choice will be by lot. The President Elect, as chair of the delegates, is automatically the number one selectee.
5. Members may not serve as delegates in consecutive years unless chapter needs so dictate.
6. Absences from meetings:
 - i. Excused absences count toward delegate eligibility.
 - ii. Excused absences will not receive points for chapter meeting attendance.
7. No points are received for:
 - i. Teller activities at chapter meetings.
8. An ex-officio committee member/attendee does not receive points for being a committee member, but does earn a point for each meeting attended of that committee.
9. Points will not be awarded to any individual serving on a committee that did not meet at least once during the year.
10. The minimum number of points required to be eligible for delegate status is 25.
11. A minimum of 5 meetings must be attended to be eligible for delegate status.
12. Funding will be provided as directed by the Board of Directors, with approval of the membership, usually as follows:
 - i. Registration, hotel deposit and airfare will be provided prior to Congress to meet the necessary deadlines.
 - ii. The balance of allotted funds, as determined by the Board of Directors, with the approval of the membership, will be provided approximately 2 weeks prior to the meeting as funds permit. **All delegate responsibilities must be met.**
13. An expense report and written report must be completed within 30 days of return from Congress in order for the remaining funds to be provided.

J.

RICHMOND AREA AORN Non Delegate Member to Congress

The Richmond Area AORN Chapter may fund one member as a non-delegate to the annual AORN Congress based upon chapter solvency and as approved by the Board of Directors.

Purpose: To encourage and reward active chapter membership by promoting membership involvement in chapter functions through increased awareness of local and national AORN activities and networks.

Guidelines for eligibility:

1. The non-delegate member will be chosen from those members who have submitted point records to the delegate selection committee chair by June 1st.
2. The member has not previously attended AORN National Congress.
or
3. The member has transferred into our chapter during the current point year.
or
4. The member has been inactive for last five years in our chapter and has returned to an active role.

The minimum requirement for eligibility in addition to the above:

1. The member has attended at least five meetings during the point year.
2. The member was not eligible for delegate/alternate status.
3. There is no minimum number of points for this consideration above number 1 & 2 above.
(Delegate/alternates must have 25 points)
4. The member cannot have declined to serve as a delegate or alternate if he/she had been eligible to so serve.

Responsibility of the Non delegate member:

1. Submit an expense report by the monthly meeting following congress. Funding received from other sources must be indicated and used prior to Richmond area AORN funds, with excess funds returned to the chapter within 30 days of Congress.
2. Attend opening.
3. Attend at least one House of Delegates session.
4. Attend at least one Forum.
5. Submit a written summary of Congress for the post congress newsletter publication.
6. Reports are to be submitted to the Chair of the Delegates.
7. Report to the Chair of the Delegates to verify meeting attendance prior to the meeting session as determined by the delegates prior to Congress.

Richmond Area Association of periOperative Nurses Richmond, Virginia	Policy #: VI. L.
Title: Forms and Procedures	Effective: 1964

VI. G. Forms and Procedures:

1. Forms Policy:

- a. The Board of Directors must review all forms developed and maintained by the chapter biannually.
- b. Any forms in need of revisions must have prior approval of the Board of Directors.
- c. Approved Forms (See Samples in Section VII).

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