

AORN Richmond Area Policy and Procedure Manual
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Revised & Reviewed	1992	1994	1995	1997	1999	2001	2004	2007	2008
	2009	2012	2012	2015	2017	2018			

AORN Richmond Area Richmond, Virginia	Policy #: I A.
Title: Board of Directors	Effective: 1964

I A. Board of Directors

A. Definition: The Board of Directors of the AORN 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. The chapter must comply with the Chapter Accountability Standards as set forth by AORN (In Section F).

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:

1. Directs the business and financial affairs of the Chapter.
2. Establishes administrative policy.
3. Fills all vacancies of the Board of Directors, with the exception of the President and President-Elect.
4. Fosters growth and development of the Chapter.
5. Assists the President in the structuring of committees.
6. Reviews committee reports and determine action to be taken.
7. Approves budgetary allocations as submitted by the Treasurer.
8. Approves fund raising functions as established by the Ways and Means Committee.
9. Approve contracts for services.
10. Formulates policies to supplement the bylaws of the Chapter.
11. Develops future goals, both short and long range, for the Chapter.
12. Sets priorities of projects and programs.
13. Serves on committees as assigned.
14. Stays informed of the activities of the Chapter.
15. Conducts self in a manner that reflects a positive image of nursing and the Chapter.
16. Arrives promptly for meetings and comes prepared to discuss items of business.
17. Accepts and completes special assignments as made by the President.
18. Advises 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.
3. 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.

F. Chapter Accountability Standards Checklist (Revised May 2018)

The 2013 AORN House of Delegates passed an addition to the AORN Bylaws, Article IX, Section 1, that all “Chapters must meet the Chapter Accountability Standards.” These Standards ensure Chapters are self-sustaining in good business; respectable stewards for AORN’s funding; and noble representatives of AORN’s integrity, credibility, and professionalism. In an effort to capture Chapter activities, we’ve separated the Standards into five categories – IRS Requirements, Governance Requirements, Engagement, Financial Reports, and Additional Required Information. Please note that these Standards are for the calendar year January 1 to December 31, and must be submitted to AORN Chapter Relations no later than January 31 of the following year.

Latest Bylaws

- In 2018, a new version of the chapter bylaws were created and are located in the Chapter Officer Group on ORNurseLink. Your chapter has the option to keep the current version you are using, or select the new version. Either copy will be acceptable for the upload as long as it is signed and dated.

Chapter URL (website)

- The chapter URL can be a chapter website address, chapter Facebook page, or the ORNurseLink URL for your chapter (e.g. <http://www.ornurselink.org/groups/home/378>)

Recent Bank Statement

- This is to confirm the correct information for your chapter monthly rebates or incentive deposits. Please use the most current month (or recent) within the calendar year.

Annual chapter budget

- The budget template is located in the resource section on the Chapter Officer Group in ORNurseLink.

Three chapter officers in good standing

- List three officer names and member IDs in good standing with AORN for your chapter.

IRS 990 postcard/email

- Upload the latest information from the IRS stating your previous year (2017/2018) has been confirmed and filed with the IRS. For more information on how to find your chapter EIN, visit the Chapter Officer Group or ORNurseLink.

Number of meetings

- In 2018, business meetings and chapter meetings were combined into one group. Please upload proof of three meetings your chapter held in the calendar year.

Number of contact hours

- Upload the number of contact hours you offered to your chapter in the calendar year. Your chapter will receive up to 10 points (1 per contact hour with a maximum of 10) for the calendar year.

The remaining items, which include: ORNurseLink chapter usage and member growth, will be uploaded from Chapter Relations to complete the CAS for 2018. Questions or comments? Contact chapterservices@aorn.org or call 800.755.2576.

AORN Richmond Area 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 Chapter and the Board of Directors.
2. Is a member, ex-officio, of all committees except the Nominations and Leadership Development Committee.
3. Represents the Chapter at meetings of other organizations or designates an alternate.
4. Approves 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 informed of all official communication.
10. Responds promptly to all communication from National.
11. Maintains 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. Serves as Chairman of the Delegates to National AORN Congress in the absence of the President Elect.
13. Prepares an agenda for all Board and Chapter and meetings.
14. Chairs the Executive Committee.
15. Signs checks in the absence of the Treasurer and co-signs checks over \$5000.
16. Compiles election results within two weeks of election and electronically updates the Chapter roster on AORN's websites.
17. Notifies committee chairs when annual reports are due.
18. Ensures accountability standards are met and submits required documentation.
19. Submits a copy of the annual committee reports and meeting attendance sheets to the newly elected President-Elect, prior to the delegate selection committee meeting (June 30).

AORN Richmond Area 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.
4. Serves as a member of the Executive Committee.
5. Serves as Chair of the Delegate Selection Committee and Delegates to National AORN Congress.
6. Facilitates continuity in the transition to the office of President.
7. Solicits committee chairs.
8. Ensures accountability standards are met.

AORN Richmond Area 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.
5. Ensures accountability standards are met and submits annual report to the President, to include the attendance sheet.

AORN Richmond Area 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. Writes correspondence for the Chapter at the direction of the President.
3. Prepares a copy of minutes for the President and the Reading Committee prior to the next scheduled meeting.
4. Documents that a quorum has been established at the monthly meeting.
5. Performs minute taking and reads recommendations of the Board of Directors for action at regular meetings.
6. Ensures accountability standards are met.
7. Submits annual report to the President to include attendance sheet for Reading Committee.
8. Submits approved Chapter meeting minutes to the webmaster after removing the financial information.

AORN Richmond Area 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 May audit.
3. Obtains current signature cards (from bank) annually.
4. Pays all bills, signs all checks, forwards for second signature for checks over \$5000, and oversees additional transactions.
5. Presents a financial report at each Board and Chapter meeting.
6. Serves as a member of the Ways and Means Committee.
7. Chairs the Budget and Finance Committee to prepare the budget for the Chapter in February of each year for approval by the Board in March.
8. Completes IRS 990 Form report annually, no later than August 15.
9. Submits annual report to the President to include attendance sheet for the Budget & Finance Committee Meeting and the Audit Committee meeting.
10. Ensures accountability standards are met and submits required documentation to the President.

AORN Richmond Area 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 March 1.
- b. Reviews 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 for delegates 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 delegate 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 fiscal year. The Board will present its recommendation to the Chapter members for approval.

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.

AORN Richmond Area 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.

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 needed.

4. Duties of the Chair:

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

AORN Richmond Area Richmond, Virginia	Policy #: IV A.
Title: Elected Committees of the Chapter - Nominating Committee	Effective: 1964

IV A. Elected Committees of the Chapter – Nominating Committee

A. Nominating Committee

1. Definition:

The Nominating Committee 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 from the continuing committee members. The immediate Past President is a member of the committee.

2. Purpose:

The Nominating Committee acts to prepare and present a slate of candidates for 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 Chapter 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.
- c. Performs tabulation of ballots.

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. Presides at meetings of the committee.
- d. Destroys ballots as designated by chapter.
- e. Ensures accountability standards are met and submits annual report to the President, to include the attendance sheet.

AORN Richmond Area Richmond, Virginia	Policy #: V A.
Title: Committees of the Chapter - Bylaws and Policy Committee	Effective: 1964

V A. Committees of the Chapter – Bylaws and Policy Committee

A. Bylaws and Policy Committee

1. Definition:

The Bylaws and Policy Committee is a committee of the Chapter. The committee consists of a Chair and at least two (2) members.

2. Purpose:

- a. Acts to keep the Chapter Bylaws up to date and current with the changing national and local needs.
- b. Serves to formulate and maintain guidelines, procedures, and policies necessary to carry out the bylaws of the Chapter and policy as determined by the Board of Directors.

4. Responsibilities:

- a. Conducts an annual review of the Bylaws and Policy Manuals. Recommends revisions as appropriate.
- b. Reviews the Chapter bylaws and recommends amendments to insure consistency with the action of the policy-making bodies of the Chapter.
- c. Prepares amendments to facilitate the work and best interest of the Chapter. These amendments shall be submitted to the Board of Directors for consideration.
- d. Reviews suggestions for amendments from members and recommends appropriate action to the Board of Directors.
- e. 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.
- f. Formulates and maintains current policies in the following areas:
 - Definitions, duties.
 - Functions of all standing committees as called for in the bylaws and all special committees as established by the President.
 - Responsibilities and duties of the Board of Directors.
 - Responsibilities and duties of delegates.

5. 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 National.
- d. Submits an annual written report.
- e. Provides recommendations to the Board of Directors.
- f. Ensures accountability standards are met.

AORN Richmond Area Richmond, Virginia	Policy #: V B.
Title: Committees of the Chapter- Legislative Committee	Effective: 1964

V B. Committees of the Chapter – Legislative Committee

B. Legislative Committee

1. Definition:

The Legislative Committee is a committee of the Chapter.

2. Purpose:

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

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 resources.
- 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 National AORN and/or the National Legislative Committee.
- d. Establishes and maintains communication with the State Legislative Coordinator.
- e. Submits an annual written report to the President to include attendance sheet.
- f. Provides recommendations to the Board of Directors.
- g. Ensures accountability standards are met.

AORN Richmond Area Richmond, Virginia	Policy #: V C.
Title: Committees of the Chapter - Membership Committee	Effective: 1964

V C. Committees of the Chapter – Membership Committee

C. Membership Committee

1. Definition:

The Membership Committee is a committee of the Chapter.

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. Sends follow-up notes or e-mails to all visitors for recruitment purposes.
- e. Sends cards to members who have had a death in the family, long term illness or hospitalization.
- f. Sends reminders to members prior to memberships lapse.
- g. Promotes attendance at Chapter meetings and functions, and notifies the membership of any cancellations.
- h. Greets members and guests at all Chapter functions.
- i. Presents certificates for perfect attendance at the September meeting.
 - Membership chair will maintain records of attendance for the Secretary of the Chapter and chair of delegates.
 - 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 Board of Directors for confirmation.
- j. Works with other nursing organizations to promote recruitment, retention, and education in the community.

4. Duties of the Chairman:

- a. Presides at meetings of the Committee.
- b. Establishes the time and place of meetings.
- c. Submits an annual written report to the President to include attendance sheet.
- d. Provides recommendations to the Board of Directors.
- e. Keeps an accurate classified list of members for purposes of eligibility.
- f. Verifies a quorum has been established for monthly meetings.
- g. Ensures accountability standards are met.

AORN Richmond Area Richmond, Virginia	Policy #: V D.
Title: Committees of the Chapter - Program/Continuing Education Committee	Effective: 1964

V D. Committees of the Chapter – Program/Continuing Education Committee

D. Program / Continuing Education Committee

1. Definition:

The Program/Continuing Education Committee is a committee of the Chapter. The Vice President will serve as Chair.

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 program speakers and hospitality sponsors.
- f. Introduces speakers.
- g. Submits to the accrediting body a written report of the evaluation of the educational program.
- h. Provides the membership with certificate of attendance for contact hours acquired.
- i. Works with representatives of academia to address introduction of perioperative nursing in curricula.
- j. Promotes monthly meetings attendances and educational/leadership opportunities with nursing schools.

4. Duties of the Chair:

- a. Presides at meetings of the Committee.
- b. Establishes the time and place of meetings.
- c. Keeps an accurate classified list of membership for purposes of eligibility.
- d. Verifies that a quorum has been established at monthly meetings.
- e. Submits an annual written report to the President to include attendance sheet.
- f. Provides recommendations to the Board of Directors.
- g. Ensures accountability standards are met

AORN Richmond Area Richmond, Virginia	Policy #: V E.
Title: Committees of the Chapter - Ways and Means Committee	Effective: 1964

V E. Committees of the Chapter – Ways and Means Committee

E. Ways and Means Committee

1. Definition:

The Ways and Means Committee is a committee of the Chapter. The treasurer must be a member of the committee.

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.

3. Responsibilities:

- a. Submits proposals for fund-raising projects to the Board of Directors for approval.
- b. Proposed projects for the year are then submitted to the membership for approval.

4. Duties of the Chair:

- a. Presides at meetings of the Committee.
- b. Establishes the time and place of meetings.
- c. Submits all proceeds from projects to the Treasurer as soon as possible after collection.
- d. Keeps an accurate record of all projects and funds received.
- e. Submits an annual written report to the President to include attendance sheet.
- f. Provides recommendations to the Board of Directors.
- g. Ensures accountability standards are met.

AORN Richmond Area Richmond, Virginia	Policy #: V F.
Title: Committees of the Chapter - Research Committee	Effective: 1964

V F. Committees of the Chapter – Research Committee

F. Research Committee

1. Definition:

The Research Committee is a committee of the Chapter.

2. Purpose:

The Research Committee promotes the building of a body of scientific knowledge in Perioperative Nursing through basic and applied research.

3. Responsibilities:

- a. Identifies areas for practice changes through research.
- 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 research.
- d. Recommends to the Board of Directors research 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 to the President to include attendance sheet.
- e. Provides recommendations to the Board of Directors.
- f. Ensures accountability standards are met.

AORN Richmond Area Richmond, Virginia	Policy #: V G.
Title: Committees of the Chapter Awards Committee	Effective: 1964

V G. Committees of the Chapter – Awards Committee

G. Awards Committee

1. Definition:

The Awards Committee is a committee of the Chapter. The Committee is composed of the chair, committee members and a representative of Owens and Minor (for the Mary C. Evans Scholarship Award only).

2. Purpose:

- a. Promotes the recognition and honoring a member of the Chapter for the Mary C. Evans Scholarship Award. The Mary C. Evans Scholarship Award was established to recognize a Registered Nurse who has made a significant contribution to the growth, progress, and welfare of the AORN Richmond Area chapter.
- b. Continues the support for the Caspari Nursing Student Scholarship Award.
- c. Examines the criteria from AORN for Chapter and Individual award submissions.

3. Responsibilities:

- a. Receives and reviews completed Mary C. Evans Scholarship Award nomination forms for selecting a recipient according to established award criteria.
- b. Presents the Mary C. Evans Scholarship Award at the October meeting each year.
- c. Writes and submits Chapter and/or Individual award nominations to AORN according to guidelines at least every other year.

4. Presentation of Award:

The Mary C. Evans Scholarship Award is a suspense award to be presented annually at the discretion of the Awards Committee and the Board of Directors during the October meeting of the chapter.

5. Form of Award:

The Mary C. Evans Scholarship Award will be presented in the form of a plaque pertinent to the award. The plaque will be presented to the recipient. The recipient will also receive a check with the amount determined by Owens and Minor. The money must be used for perioperative education, obtaining advanced nursing degrees or donation to Owens and Minor Scholarship through the AORN Foundation, in honor of the named recipient.

6. Method of Selection:

- a. Mary C. Evans Scholarship Award 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 to the President to include attendance sheet.
- d. Provides recommendations to the Board of Directors.
- e. Ensures accountability standards are met.

AORN Richmond Area Richmond, Virginia	Policy #: V G. 1.
Title: Committees of the Chapter – Awards Committee Mary C Evans Scholarship Award	Effective: 1999

V G. 1. Committees of the Chapter – Awards Committee

G.1. Mary C. Evans Scholarship Award

THE AWARD:

The Mary C. Evans Scholarship Award was established to recognize a perioperative nurse who has made a significant contribution to the growth, progress and welfare of the AORN Richmond Area chapter.

CRITERIA:

1. The nominee must be a current member of AORN Richmond Area for at least (2) years, with no lapse in membership.
2. The nominee should exemplify a role model image, which will inspire peers to improve the quality of perioperative nursing practice and contribute to the positive promotion of the AORN Richmond Area.
3. The nominee will have contributed to the growth of the chapter and its members through support of the Association's philosophy and goals.
4. Must have served at least (1) year on the Board of Directors and chaired a committee.

NOMINATION:

Nomination must be initiated by any AORN member. Completed nomination form and two endorsement letters (one of which must be from an AORN member) must be submitted to the Chairman of the Awards Committee by June 1. All materials received will be held in confidence by the committee. A nomination form is required each year.

JUDGING:

Selection will be made by the Awards Committee. Nominations will be considered based upon the above criteria and utilizing the established rating scale.

PRESENTATION:

1. The award will be a specially designed plaque that will be awarded to the recipient.
2. The recipient will also receive a check with the amount determined by Owens and Minor. The recipient may receive registration for Congress at the discretion of the AORN Richmond Area Board of Directors pending availability of funds.
3. The appropriated funds must be used within the year received. The recipient must use the funds to
 - i. attend an AORN sponsored or nursing conference.
 - ii. complete college courses for advanced nursing degree.
 - iii. make a donation to the Owens & Minor Scholarship through the AORN Foundation, in honor of the named recipient.

NO RECIPIENT:

In the event the award is not presented, O&M may allocate the funds to the AORN Foundation, O&M Scholarship.

AORN Richmond Area Richmond, Virginia	Policy #: V G. 2.
Title: Committees of the Chapter – Awards Committee Caspari Nursing Student Scholarship Award	Effective: 1999

V G. 2. Committees of the Chapter – Awards Committee

G.2. Caspari Nursing Student Scholarship Award

**THE RICHARD B. CASPARI
NURSING SCHOLARSHIP AWARD**
Sponsored by the AORN Richmond Area

THE AWARD:

The Richard B. Caspari Nursing Student Scholarship Award was established to honor Dr. Richard B. Caspari who always supported and encouraged nurses to seek their dreams. It is to be awarded to a VCU nursing student who has the interest in becoming a perioperative nurse.

CRITERIA:

- GPA to be determined by existing criteria established by Enrollment and Student Services.
- Should demonstrate an interest in Perioperative nursing. (Preferred not mandatory).
- Should be in the last 2 years of program (junior or senior) or in the accelerated nursing program.
- Should have a recommendation letter from a professor.
- Should demonstrate participation in community activities.
- Applicant should write a short paper about the statement described below.
- Recipient will attend the next available chapter meeting after receiving the scholarship.

Dr. Caspari, a renowned orthopaedic surgeon in Richmond, VA, believed in living life according to the statement, "Life is not a dress rehearsal." In 400-500 words, describe what this statement means to you as you pursue a nursing career. Consider how your attributes of innovative, forward thinking, community involvement, and interest in perioperative nursing play into this statement.

NOMINATION:

- Nominations are made according to the Enrollment and Student Services for VCU School of Nursing (process starts in July).

JUDGING:

- Judging is made according to the Enrollment and Student Services for VCU School of Nursing.

PRESENTATION:

The award will be a \$1000 check from AORN Richmond Area (pending approval of the chapter budget), presented to the recipient at the annual Department of Orthopedics Caspari Lectures at VCU Health Systems on the designated date in October of each year.

VCU CONTACT: Director of Development, School of Nursing, PO Box 980567, Richmond, VA 23298-0567, 804-828-5172. FUNDING: Check to be sent to VCU contact by July 31 each year.

AORN Richmond Area Richmond, Virginia	Policy #: V H.
Title: Committees of the Chapter - Delegate Selection Committee	Effective: 1964

V H. Committees of the Chapter – Delegate Selection Committee

H. Delegate Selection Committee

1. Definition:

The Delegate Selection Committee is a committee of the Chapter.

2. Purpose:

The Delegate Selection Committee, using established criteria, selects 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. Makes available as requested point forms and ~~and~~ communicates the deadline at the monthly meetings.
- c. Receives completed and verified point forms from the membership by June 1
- d. Reviews and submits to the Board of Directors those delegates. The President presents these to the membership at the September meeting.

4. Duties of the Chair:

- a. Presides at meetings of the committee.
- b. Establishes the time and place of meetings.
- c. Submits confirmed delegates to AORN website
- d. Submits a written report to the membership regarding completed National delegate responsibilities.
- e. Submits an annual written report to the President to include attendance sheet.
- f. Provides recommendations to the Board of Directors.
- g. Ensures accountability standards are met.

AORN Richmond Area Richmond, Virginia	Policy #: V. I.
Title: Committees of the Chapter - Marketing Committee	Effective: 1964

V.I. Committees of the Chapter – Marketing Committee

I. Marketing Committee

1. Definition:

The Marketing Committee is a committee of the Chapter.

2. Purpose:

The Marketing Committee promotes perioperative nursing and the professional activities of AORN, both locally and nationally.

3. Responsibilities:

- a. Promotes PeriOperative Nurse Week and other activities.
- b. Communicates proposed marketing ideas and volunteer projects to the membership monthly for review and approval.
- c. Works with the Newsletter Committee to provide information to the 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 to the President to include attendance sheet.
- d. Provides recommendations to the Board of Directors.
- e. Ensures accountability standards are met.

AORN Richmond Area Richmond, Virginia	Policy #: V.J
Title: Committees of the Chapter - Newsletter Committee	Effective: 1964

V. J. Committees of the Chapter – Newsletter Committee

J. Newsletter Committee

1. Definition:

The Newsletter Committee is a committee of the Chapter.

2. Purpose:

The Newsletter Committee keeps 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 to be posted on the Chapter website.
- c. Works closely with the Webmaster to inform the membership of Website updates.

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 Webmaster for posting.
- e. Submits an annual written report to the President to include attendance sheet.
- f. Ensures accountability standards are met.

AORN Richmond Area Richmond, Virginia	Policy #: VI. A.
Title: Miscellaneous Policies – Delegate Policy	Effective: 1964

VI. A. Miscellaneous Policies – Delegate Policy

A. Delegate Policy

1. Definition:

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

2. Eligibility:

- a. Must have been an AORN member for two (2) consecutive years, prior to June 1.
- b. Must have attended at least five (5) Chapter meetings during the previous year, June 1 - May 31.
- c. 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 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. 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. Selection of delegates will be based on the highest total of points in descending order until all requirements for delegate representation are met.
- c. 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.
- d. Delegates will be rotated annually based on the above criteria. Members may not serve in consecutive years as delegates unless Chapter needs dictate.

4. Responsibilities:

- a. Serves 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. Attends all pre-Congress Delegate meetings as deemed necessary by the Delegate Committee Chair.
- c. Delegates encouraged to attend all Virginia Council meetings during their delegate year.
- d. Becomes familiar with and adheres to the directive forwarded from National Headquarters prior to attending Congress.
- e. Attends all business sessions and special delegate activities at Congress.
- f. Seeks guidance, from the Chapter prior to Congress, on all issues to be voted upon and acts in the best interest of the Chapter.
- g. Identifies potential candidates for National Office.
- h. Attends educational and scientific meetings and exhibits at Congress as schedule permits.
- i. Submits a written report (as determined by the Delegate chair) to the Chapter within 30 days following attendance at the National Congress.

- j. Attendance at the Chapter Delegate pre-Congress and/or post Congress meeting is required.
- k. Submits an itemized expense accounting, (as requested) 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.
- l. Without prior notification to the President, any delegate who is unable to attend designated delegate meetings, may forfeit their financial funding from the chapter (refer to Membership Committee for excused absence).
- m. In the event that a delegate is unable to fulfill the responsibilities, except in extenuating circumstances, the delegate shall forfeit all monies extended her/him as a delegate. The Board of Directors reviews extenuating circumstances.

AORN Richmond Area Richmond, Virginia	Policy #: VI. B
Title: Miscellaneous Policies - General Policies	Effective: 1964

VI. B. Miscellaneous Policies – General Policies

B. General Policies

1. All electronic devices are turned off during meeting except for those necessary for conducting meeting-related business.
2. Any AORN Richmond Area 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. Retirees will be responsible for paying their own dues and then may submit a receipt for reimbursement to the treasurer.
5. The chapter will receive a dues rebate per member from AORN National.
6. All members are expected to abide by the Code of Ethics and Conduct below:

AORN Richmond Area 4702 Member Code of Ethics and Conduct

Overview

The AORN Richmond Area 4702 requires 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 4702 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 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 health care 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.

Approved August 11, 2014

AORN Richmond Area Richmond, Virginia	Policy #: VI. C.
Title: Miscellaneous Policies - Historian Policy	Effective: 1964

VI. C. Miscellaneous Policies – Historian

C. Historian

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.

AORN Richmond Area Richmond, Virginia	Policy #: VI. D.
Title: Miscellaneous Policies - Parliamentarian Policy	Effective: 1964

VI.D. Miscellaneous Policies – Parliamentarian

D. Parliamentarian

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. Is knowledgeable in parliamentary law and procedure.
- b. Assists the President and the Board of Directors in parliamentary procedure at all Chapter meetings.

AORN Richmond Area Richmond, Virginia	Policy #: VI. E.
Title: Miscellaneous Policies - Transfer of Files and Materials	Effective: 1964

VI. E. Miscellaneous Policies – Transfer of Files and Materials Policy

E. 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.

AORN Richmond Area Richmond, Virginia	Policy #: VI. F.
Title: Forms and Procedures	Effective: 1964

VI. F. Forms and Procedures:

F. Forms and Procedure:

- 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 may be found on the Chapter website and include:
 1. Mary C. Evans Scholarship Awards Forms
 2. Nominations Consent Form
 3. Delegate Activity Point Sheets Form
 4. Delegate Willingness to Serve Form
 5. Committee Sign-Up Sheet
 6. Committee Sign-in Sheet
 7. Expense Form

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