

DELEGATE WILLINGNESS TO SERVE FORM

I have received a copy of the delegate policy and I am aware of the responsibilities of delegates as stated in the policy.

I hereby confirm that I will be attending the AORN Congress in _____
on _____

I (please circle) accept /decline to serve as a delegate for the Richmond Chapter.

Signature Date

Please Print:

Name _____ AORN # _____

Address _____

City, State, Zip _____

Work Phone: _____ Home phone: _____

Cell: _____ Email: _____

Please return this willingness to serve form by _____

to: _____

Delegate Responsibilities:

1. Delegates shall become familiar with and adhere to the directives forwarded from National Headquarters prior to attending the National Congress.
2. Delegates are encouraged to attend all Virginia Council meetings during their delegate year (pre Congress and post Congress).
3. 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 a delegate is unable to fulfill all responsibilities, 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, (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.
11. Without prior notification to the President, any delegate who is unable to attend designated delegated meetings, may forfeit their financial funding from the chapter (refer to Membership Committee for excused absence).