

Chapter Manual

I. Introduction

II. Chapter Leaders

A. Role Descriptions

B. Elections

III. Communication

A. With CAT

B. With National Office

C. With Members

D. With Non-members

E. Membership Committee

IV. Education

A. Planning

B. Requirements

C. Education Committee

V. Finance

A. Fiscal Management

B. Bookkeeping, Records & Accounts

C. Budget

D. Tax Exempt Status

E. Fundraising, Sponsorship and Corporate Exhibiting

VI. Meetings

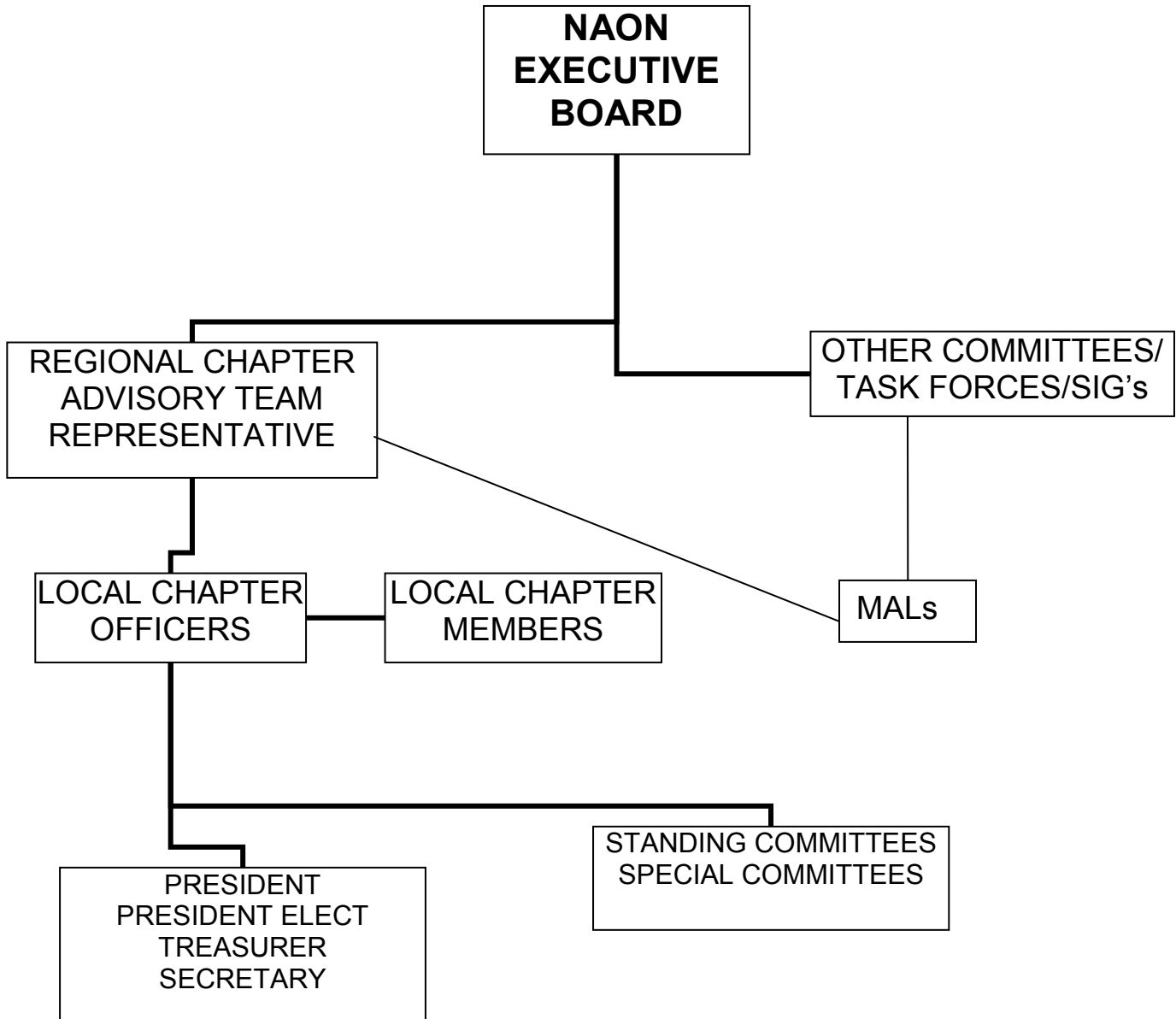
A. Business meetings

B. Voting

Appendices

- I. Sample Welcome Letter**
- II. Sample Renewal Letter**
- III. Chapter Transfer Form**
- IV. Officer Roster**
- V. Check Response Form**
- VI. Financial Report**
- VII. Chapter Summary and Evaluation**
- VIII. Financial Glossary**
- IX. Sample Ledgers**
- X. Sample Cash Flow Statements**
- XI. Sample Agendas**
- XII. Checklist for Chapter Officers**

NAON Chapter Organization Chart



INTRODUCTION

A. OVERVIEW

The Executive Board of NAON is composed of 10 members elected by popular vote of the membership. The Executive Board consists of the President, President-elect, Secretary, Treasurer, five Directors and the immediate Past President.

The role of the Executive Board is to provide leadership to the association in fulfilling its mission. NAON's mission is to advance musculoskeletal health care by promoting excellence in research, education and nursing practice.

While the Executive Board is responsible for establishing strategic direction and facilitating and monitoring progress toward meeting the goals and objectives of the strategic plan, it is the members who implement and execute this plan and in turn the mission of the association.

Local Chapters are an important component of NAON's structure. Chapters provide a local connection to colleagues, employers, health policy decision makers, and consumers in communities around the country. Chapter members and members at large (MALs) are the face and voice of NAON in their community. It is the responsibility of the Executive Board to facilitate a Chapter's success by providing necessary direction, support and resources. It is the responsibility of the local Chapter officers to communicate their needs to their Chapter Advisory Team representative (CAT) and provide information in a timely manner. The CAT communicates with the Executive Board via a Board liaison.

B. STRUCTURE OF NAON

1. The National Executive Board is the elected body of NAON serving the membership. It maintains open communication with the membership and transacts the business of the Association by meeting face-to-face three (3) times a year, conducting scheduled conference calls and frequent e-mail.
2. In addition to the Executive Board, there are several national committees, project directors, and task forces to serve the Chapters and the individual members. Refer to the NAON Bylaws and Policy & Procedure Manual.
3. The CAT representatives are familiar with NAON's structure and functions. The role of the CAT representatives is to give support and guidance to help strengthen Chapters.

C. THE NATIONAL OFFICE: STRUCTURE AND FUNCTION

The National Office serves as a resource for information regarding supplies (such as membership applications, brochures, etc.), workshops, computer printouts, regional and national meetings, etc. Call the National Office for any questions you may have; they will offer you their assistance or refer you to whom you may contact for an answer. Call the National Office at 800.289.6266 or fax 312.673.6941 or e-mail at naon@smithbucklin.com.

The National Office consists of 5 employees who are dedicated to working with NAON members on a daily basis, plus over 10 additional employees who assist in day-to-day operations. The

National Office is headquartered at the office of SmithBucklin Corporation in Chicago, IL. NAON staff members stand ready to provide you with the information and resources you need to facilitate local NAON activities. Listed are their titles and names:

<u>STAFF:</u>	<u>NAME</u>
EXECUTIVE DIRECTOR	Kaye Englebrecht
ASSOCIATION MANAGER	Christina Tomaso
EDUCATION Sr. ASSOCIATE	Katie DenHollander
OPERATIONS & CHAPTER ASSOCIATE	Kelly Keane
MEMBERSHIP ASSOCIATE	Meghan O'Brien

NOTE: All staff members may be reached by dialing 800.289.6266.

The office hours are 9:00 am to 5:00 pm Central, Monday thru Friday. Voicemail is available at all other times.

Each year, staff members travel to the Annual Congress. This is an opportunity to meet the staff and discuss ideas or concerns. Check with the registration desk to locate the staff members.

Above all, the National Office is available to work with all NAON members to advance our association and the specialty of orthopaedic nursing.