

## COMMUNICATION

### **Chapter Advisory Team (CAT) Representative**

The Chapter Advisory Team is a group of NAON members who have volunteered to provide a bridge from the National level to the local Chapters. Communicate with your CAT representative on a quarterly basis at least. Inform your CAT representative of Chapter meetings and activities, changes in leadership, challenges and successes. You can find more information about the CAT in NAON Policy 4.9.

### **National Office**

Annual reports are due to the National Office on April 1 of each year. These reports help the Office and the CAT to evaluate the status of individual Chapters. These reports (distributed in the months prior to April) are available on the Chapter page of the NAON web site and are required from all active Chapters. (Policy 6.4)

Just as businesses require financial/budgetary information from its individual departments/divisions, so does NAON require such information from its Chapters. The reasons for this are a) NAON supports its Chapters financially (when requirements are met), b) Chapters fall under NAON's liability clause (legal support), and c) it's always good to keep financial information out in the open and above board to keep all parties honest and informed.

The National Office distributes the monthly Chapter mailings to the Chapter president on record. Communicate changes in officers to both the National Office and your CAT representative.

### **Chapter members & other NAON members**

A Membership Committee is a way to involve more participants within in the Chapter and utilizes “word of mouth” informing. This is an optional group whose practicality depends upon the size of the Chapter. Refer to the Membership Committee role description. You may be able to accomplish these tasks with members of your Chapter Board. The Membership Committee and Secretary can create and distribute a Chapter newsletter on a quarterly or monthly basis as necessary. A Chapter may also create and maintain a web site in order to get information out to orthopaedic nurses in the area.

A newsletter includes:

- Information discussed at previous business meetings
- Information and correspondence from the National Office and Executive Board
- A note from the Chapter President
- Upcoming education programs and meeting dates

## **Role Description of Membership Committee**

**TITLE:** Membership Committee Member

**QUALIFICATIONS:** Active member of NAON and local Chapter. Chapter member has been an active member at least 2 years prior. Works with Chapter secretary.

**TERM:** One year or re-appointment

### **SPECIFIC DUTIES:**

1. Reviews quarterly Members at Large lists from National Office. Sends Members at Large a letter inviting MALs to join the Chapter. Include calendar of events, newsletter, and MAL transfer slip. Follow up with a telephone call. (Appendix 1)
2. Monitors new and renewed members in region based on online rosters.
3. If appropriate, send welcome letter and renewal letter to new members and renewal members. Then follow up with a phone call if necessary. (Appendices 1 and 2)
4. Reviews expired members in Chapter and contacts them.
5. Arranges a contact person in concentrated areas to recruit new members in region.
6. Conducts annual membership drive.
7. Submits MAL transfer forms with Chapter number to the National Office.
8. Maintains current membership list.
9. Submits report of trends to Chapter board, and makes adjustments in recruitment strategies.
10. Creates and manages distribution of Chapter newsletter & maintains Chapter web site if applicable.