

Southeast Region

of the



Wound, Ostomy and
Continence Nurses Society®

Board of Directors

Reference Manual

- Chapter 1: Leadership Role
- Chapter 2: Position Specific Responsibilities
- Chapter 3: Policies and Procedures
Guide for Operations
- Chapter 4: Forms

The SER WOCN Bylaws and History are also located on the SER WOCN website

May 1981,

Revised 1984, 1986, 1987, 1988, 1991, 1994, 1995, 1998, 1999, 2000, 2005, 2006, 2011, 2012, 2017, 2020



The Southeast Region of the WOCN® Society

Your Role Within the Regional Leadership

The Southeast Region (SER) of the WOCN Society is one regional arm or division of the WOCN® Society chartered by the WOCN Society. The Region’s general purposes and objectives are to support the activities and programs of the WOCN Society for the benefit of its members on a local basis. The Region must abide by and conduct its affairs in accordance with the purposes and principles set forth in WOCN Society’s Bylaws, policies, procedures and rules. The Region’s members are limited to WOCN Society members that either reside or practice in the geographic area approved and defined by the WOCN Society. A WOCN Society Member may elect to be a member of another Region or Affiliate if they meet criteria set forth by the WOCN Society. All Regional members have dual membership in both the Southeast Region of the WOCN Society and the WOCN Society. Six states make up the Southeast Region of the WOCN Society: Alabama, Florida, Georgia, North Carolina, South Carolina and Tennessee.

Leadership

The leadership of the Southeast Region of the WOCN Society consists of four officers (President, President-Elect, Secretary and Treasurer), four Directors (Director of Awards, Director of Communications, Director of Conference Planning and Director of Special Projects) and the Nominations Committee Chair. Members of the Southeast Region of the WOCN Society leadership team serve at large, representing all the states within the region. Each of the Board Members and Officers serves on a voluntary basis and no one receives honoraria for service to the Region. The Region currently contracts services for Society Event Planner, Society Management and Society Web Master.

Leadership for the Southeast Region of the WOCN Society is elected by the membership during the annual meeting, except for the State Conference Chair. That is an appointed position by the President from among eligible members from the host state. Elections will be held through on-line voting prior to and if needed, in conjunction with the annual meeting.

SOUTHEAST REGION

Annual Meeting

The Southeast Region of the WOCN Society holds an annual conference and meeting for the continuing education of its members. The location of the annual meeting rotates throughout the region. The Board selects a specific location for the conference in consultation with the host state's Conference Chair, the Director of Conference Planning, the President and the Event Planner.

Fiscal Responsibility

A major responsibility of the officers and directors of the region is to maintain the fiscal integrity of the Regional Society.

The funds to manage the Southeast Region of the WOCN Society come from two sources:

- Members' dues rebates from WOCN Society (national)
- Proceeds from annual conference

In addition to the operating expenses of the region, the major disbursements of regional funds during the fiscal year are for several key expenditures:

- Sponsorship of scholarships for nurses interested in pursuing a career in wound, ostomy and continence nursing or advanced practice
- Charitable gifts (Youth Rally, FOW, Ostogroup, Worldwide Fistula Fund, etc.)
- Recognition awards to members and persons who make outstanding contributions to the association
- Special projects and programs to promote the professional development of members to include the annual conference

SOUTHEAST REGION

SER of the WOCN Society Board Meetings

The Southeast Region of the WOCN Society Board meets at least twice annually to conduct the business of the association. Meetings are held in the Winter (or early Spring) at a location determined by the President in consultation with the Board. A fall meeting is held in conjunction with the annual conference and annual membership meeting. The Winter and Fall meetings are considered **mandatory** for all board members unless extenuating circumstances prevent attendance. If a board member is unable to attend a SER of the WOCN Society Board of Directors meeting due to illness, family death or another emergency; the President must be notified. Board members are expected to provide a report to the President for presentation at the meeting.

Travel to SER of the WOCN Society Board of Directors meetings may be reimbursed as determined by the budget limits of the association. The budget for travel is determined at the Winter Board meeting. Officers, Directors and Committee Chairs are expected to submit expenses in writing to the President following each Board meeting to obtain reimbursement. Reimbursement for expenses must be requested by submitting an expense form and receipts.

The President may call additional meetings on an as-needed basis. Board members attending the WOCN Society conference may call a meeting and convene if a quorum is present.

SER of the WOCN Society News

The Southeast Region of the WOCN Society publishes member news on-line, by state, on an ongoing basis for the benefit of its members. News updates will be posted on the SER of the WOCN Society website (www.serwocn.org). Members and state reporters are encouraged to submit updates.

SER of the WOCN Society Web Site

The Southeast Region of the WOCN Society owns and maintains a web site for the benefit of its members. Web site maintenance and support is the responsibility of the Director of Communications working in conjunction with the web master and the assistance of the association management company as needed.

Contact Information

See www.serwocn.org

SOUTHEAST REGION

Orientation to the SER of the WOCN Society Board

Each member of the SER of the WOCN Society Board has specific responsibilities for the accomplishment of the association business. Some of these duties are mandated in the bylaws of the association. The President also assigns additional duties during the administrative year as needed to accomplish the business of the region. A highly functioning Board exists when all members understand the roles and responsibilities of their own position and how that role interacts with other members of the group.

Learn the ropes... without getting yourself tied up in knots

Board members should familiarize themselves with the duties of **all** Board members prior to attendance at the Winter Board meeting following election by:

- Reviewing the Bylaws of the association
- Reviewing the Board of Directors Reference Manual
- Communicating and/or meeting with the member of the leadership team whom you are replacing

The outgoing Officer or Director will be asked to:

- Communicate or meet with incoming officer/director during the annual conference or at an arranged time as soon after the annual Fall conference as possible
- Provide for transfer of all records and materials no later than December 31st
- Offer suggestions and tips for smooth transition to the position

If you have not received any materials or records from the outgoing Officer/Director by January 15th of your term of office, please contact the President.

Rev. 9/2012 M McNeil

Rev. 6/2017 J Anderson

Rev. 2/2020 G. Brunette



Position-Specific Duties of Southeast Region (SER) of the WOCN[®] Society Leadership

Duties, Responsibilities and Essential Functions

The Leadership team for the SER of the WOCN Society must function to conduct the business of the association and support the improvement and growth of the organization. All Leadership team members need to be knowledgeable about the roles and responsibilities of other team members in addition to their own.

Archival Records Locations for SER of the WOCN Society Documents

Item	Years	Retained by
Minutes of Board Meetings	7	SER of the WOCN Website (serwocn.org)
Minutes of Membership Meetings	7	SER of the WOCN Website (serwocn.org)
Copies of Newsletters	7	SER of the WOCN Website (serwocn.org)
Financial Records	7	Treasurer
Annual Conference Brochures	6	Director of Conference Planning
Bylaws	Ongoing	SER of the WOCN Website by President-Elect
Board of Directors Manual	Ongoing	SER of the WOCN Website by President-Elect
Narrative History of SER WOCN Society	Ongoing	SER WOCN Website by President-Elect

All documents are retained electronically. Paper copies or documents may be kept by the officer or by the Association Management.

POSITION-SPECIFIC RESPONSIBILITIES

President

TERM: 2 Years

ELECTED: Even Years as President-Elect

DUTIES OUTLINED IN BYLAWS:

The President shall serve as the chief executive officer. The President shall also serve as a member ex-officio, with the right to vote on all committees except the Nominations Committee. The President shall make all required appointments of standing committee chairpersons and special committees with the collaboration of the Board of Directors (Board). The President shall perform such other duties as are necessary to the office of President or as may be described by the Board.

The President shall serve one year as a nonvoting advisor, as needed, to the Board of Directors upon completion of the term of office with the title of Past President. Meeting and conference attendance is not required and will not be supported.

Together, the Treasurer and the President shall approve all checks or drafts of the SER of the WOCN Society.

The President shall appoint a parliamentarian.

The President shall be chairman of and preside at all meetings of the Board.

DUTIES DEFINED BY POLICY:

The Board will meet twice a year, once at the Winter board meeting and again at the Annual Conference. Attendance is mandatory.

Authorize disbursement of all funds by the Treasurer.

Notify persons who request reimbursement if reimbursement is denied.

Make purchases and pay bills up to \$500.00 without prior consent of Board.

Authorize budgeted travel reimbursement and conference expenses.

Appoint chairpersons for standing committees as needed.

Submit a Budget Request form for anticipated expenses to the Treasurer at the Winter board meeting for incorporation into the budget proposal.

Activate Conference Disaster Plan in event that a conference cannot be held at a designated site or time due to massive property damage or other extenuating circumstances.

In the absence of the Nominations Chair, will announce election results and install new officers during the Annual Membership Meeting.

POSITION-SPECIFIC RESPONSIBILITIES

Maintain in a secure location a sealed envelope containing website access information (including passwords).

Select the site for the Winter board meeting. Provide a minimum of a 90 day notice when possible.

Review the Association Event Planner, Management Company contract and Webmaster contract at a minimum of 90 days prior to expiration of the contract. Make recommendations to the Board whether the contracts should be amended and/or extended or terminated.

Purchase and present appreciation gifts to outgoing Board members, Conference Chairs(s) and/or Nominations Chair.

POSITION-SPECIFIC RESPONSIBILITIES

President-Elect

TERM: 2 Years

ELECTED: Even Years

DUTIES OUTLINED IN BYLAWS:

The President-Elect shall perform the duties of the President in the absence or incapacity of the President. The President-Elect shall succeed to the office of President upon expiration of the President's term of office and in the event of the death, resignation, removal or incapacity of the President. The President-Elect shall perform such duties as may be delegated by the President or the Board. The President-Elect shall serve as the official representative to the Society Public Policy Committee. The President-Elect shall serve as bylaws chairperson and is responsible for maintaining the bylaws, the policy/procedure manual and the SER of the WOCN History.

DUTIES DEFINED BY POLICY:

Submit a Budget Request form for anticipated expenses to the Treasurer at the Winter board meeting for incorporation into the budget proposal.

The Board will meet twice a year, once at the Winter board meeting and again at the Annual Conference. Unless otherwise excused in advance by the President, attendance is mandatory.

Assist President with board meeting planning and any duties related to conference planning and execution as identified.

Purchase and present appreciation gifts to outgoing President.

Maintains the SER of the WOCN Society History.

Maintains the Position-Specific Duties of the SER of the WOCN Society Leadership document.

Shadows and mentors current Board members as assigned by the President.

POSITION-SPECIFIC RESPONSIBILITIES

Secretary

TERM: 2 Years

ELECTED: Odd Years

DUTIES OUTLINED IN BYLAWS:

The Secretary shall keep the minutes of all meetings and record decisions of the Board, review minutes and assure distribution to the Board and membership. The Secretary shall communicate with the Board regarding execution of other secretarial duties. The Secretary shall serve as membership chairperson and shall oversee all membership records.

DUTIES DEFINED BY POLICY:

Maintain records of Board Conflict of Interest statements and notify the President of any potential conflicts prior to voting on issues that may be affected by potential conflicts.

Submit a Budget Request form for anticipated expenses to the Treasurer at the Winter board meeting for incorporation into the budget proposal.

The Board will twice a year, once at the Winter board meeting and again at the Annual Conference. Unless otherwise excused in advance by the President, attendance is mandatory.

Prepare and send welcome letter to new graduates of regional WOC nursing education accredited programs (WOCNEP) and new SER of the WOCN Society members.

POSITION-SPECIFIC RESPONSIBILITIES

Treasurer

TERM: 2 Years

ELECTED: Odd Years

DUTIES OUTLINED IN BYLAWS:

The Treasurer shall be responsible for the oversight of all transactions and reporting. The Treasurer shall be responsible for disbursing funds as approved by the President. The Treasurer shall be responsible for investing funds as directed by action of the Board. The Treasurer shall provide a written report on the financial condition of at all meetings of the Board and at other times when called upon by the President. The Treasurer's records shall be reviewed by an independent accountant or accounting firm approved by the Board on a quarterly basis, when a Treasurer leaves office and as requested by the Board.

In addition, the Treasurer shall:

- Keep accurate records of all financial transactions
- Exercise all duties incident to the office of Treasurer
- Be bonded in an amount established by Board
- Continue to function as Treasurer while collaboratively working with newly elected Treasurer through the end of the fiscal year and to the point where the records are provided to the accountant for review.

DUTIES DEFINED BY POLICY:

Develop the annual budget and the conference budget. Present both to the Board at the Winter board meeting for approval.

Obtain records review from CPA at start of new term.

Review quarterly CPA reports for accuracy.

Submit a Budget Request form for anticipated expenses to the Treasurer at the Winter Board meeting for incorporation into the budget proposal.

The Board will meet two times during the year, once at the Winter board meeting and again at the Annual Conference. Unless otherwise excused in advance by the President, attendance is mandatory.

Obtain bonding for self and members of the Board.

Assure Association Management Company is protected by insurance or bonding.

Director of Awards

TERM: 2 Years

ELECTED: Even Years

DUTIES OUTLINED IN BYLAWS:

The four (4) Directors shall be: Director of Awards, Director of Communications, Director of Conference Planning and Director of Special Projects. The four (4) Directors are voting members Board. Duties of each office will be established by the Board and located in the Position-Specific Duties of the SER of the WOCN Society Leadership document. The Directors shall evaluate membership interests and develop strategic plans for the SER of the WOCN Society. The Directors facilitate communication between the members of the Region and Leadership.

DUTIES DEFINED BY POLICY:

Submit a Budget Request form for anticipated committee expenses to the Treasurer at the Winter board meeting for incorporation into the budget proposal.

The Board will meet twice a year, once at the Winter board meeting and again at the Annual Conference. Unless otherwise excused in advance by the President, attendance is mandatory.

Coordinate any Board-approved Charitable Gift donations.

Coordinate any Board-approved Society scholarship donation.

Coordinate application and selection process for any Board-approved Annual Conference scholarships.

Coordinate application process, selection process and arrange for preparation of awards:

- SER of the WOCN Society Nurse of the Year
- SER of the WOCN Society Rookie of the Year

Coordinate selection of the SER of the WOCN Society State Recognition Award with State Conference Chair.

Director of Communications

TERM: 2 Years

ELECTED: Even Years

DUTIES OUTLINED IN BYLAWS:

The four (4) Directors shall be: Director of Awards, Director of Communications, Director of Conference Planning and Director of Special Projects. The four (4) Directors are voting members Board. Duties of each office will be established by the Board and located in the Position-Specific Duties of the SER of the WOCN Society Leadership document. The Directors shall evaluate membership interests and develop strategic plans for the SER of the WOCN Society. The Directors facilitate communication between the members of the Region and Leadership.

DUTIES DEFINED BY POLICY:

Submit a Budget Request form for anticipated committee expenses to the Treasurer at the Winter board meeting for incorporation into the budget proposal.

The Board will meet twice a year, once at the Winter board meeting and again at the Annual Conference. Unless otherwise excused in advance by the President, attendance is mandatory.

The Director of Communications is the liaison to the Webmaster.

Steer the Communications Committee (i.e. state reporters).

Coordinates all communication to membership related to SER of the WOCN Society activities to include Society news, coordination of electronic email blasts in collaboration with the Webmaster.

Maintains a social media presence to share news, photographs, and events.

Appoint State Reporters and secure state news for publication on the website.

Review, edit and approve blast emails and website content prior to publication.

Functions as or recruits a conference photographer.

Maintain a record of all correspondence, committee minutes and work plans to provide to the next chairperson.

Director of Conference Planning

TERM: 2 Years

ELECTED: Odd Years

DUTIES OUTLINED IN BYLAWS:

The four (4) Directors shall be: Director of Awards, Director of Communications, Director of Conference Planning and Director of Special Projects. The four (4) Directors are voting members Board. Duties of each office will be established by the Board and located in the Position-Specific Duties of the SER of the WOCN Society Leadership document. The Directors shall evaluate membership interests and develop strategic plans for the SER of the WOCN Society. The Directors facilitate communication between the members of the Region and Leadership.

DUTIES DEFINED BY POLICY:

Plays key role in activation and execution of Conference Disaster Plan in conjunction with President and association management representative.

Submit a Budget Request form for anticipated committee expenses to the Treasurer at the Winter board meeting for incorporation into the budget proposal.

The Board will meet twice a year, once at the Winter board meeting and again at the Annual Conference. Unless otherwise excused in advance by the President, attendance is mandatory.

Liaison to Conference Planning committee to include support and guidance to Conference Chairperson.

Maintain/revise conference planning manual annually as a guide for future Conference Chairpersons.

Coordinates with the Association Management Company the securing of vendor support for regional conference. Serves as liaison between vendors, Association Management Company and the Board.

Make recommendations to the Board regarding funding for upcoming conferences.

POSITION-SPECIFIC RESPONSIBILITIES

Director of Special Projects

TERM: 2 Years

ELECTED: Odd Years

DUTIES OUTLINED IN BYLAWS:

The four (4) Directors shall be: Director of Awards, Director of Communications, Director of Conference Planning and Director of Special Projects. The four (4) Directors are voting members Board. Duties of each office will be established by the Board and located in the Position-Specific Duties of the SER of the WOCN Society Leadership document. The Directors shall evaluate membership interests and develop strategic plans for the SER of the WOCN Society. The Directors facilitate communication between the members of the Region and Leadership.

DUTIES DEFINED BY POLICY:

Submit a Budget Request form for anticipated committee expenses to the Treasurer at the Winter board meeting for incorporation into the budget proposal.

The Board will meet twice a year, once at the Winter board meeting and again at the Annual Conference. Unless otherwise excused in advance by the President, attendance is mandatory.

Collaborates with and assists the Annual Conference Poster Chairperson.

Coordinates the review and presents awards for the posters at the Annual Conference Poster Session.

Participates in special projects in the interest of supporting the competent practice of wound/ostomy/continence and foot care.

Nominations Committee Chair

TERM: 2 Years (All Nominations Committee Members)

ELECTED: Odd Years

DUTIES OUTLINED IN BYLAWS:

DUTIES DEFINED BY POLICY:

The Board will meet twice a year, once at the Winter board meeting and again at the Annual Conference. Unless otherwise excused in advance by the President, attendance is mandatory.

Recruit members to fill open positions.

Verify all candidates have a valid and current Society membership.

Provide oversight for the on-line voting process.

Communicate with those not elected regarding outcome of election. Notify the elected candidates of their position after the election prior to announcement at the annual conference.

Communicate with committee members and with the Board regarding activities related to the Nominations committee.

Maintain work plans to provide to the next chairperson.

Recommend policy and procedure changes to the Board.

Verify all the Board members to ensure they have a valid and current Society membership.

State Conference Planning Committee Chair

TERM: 2 Years

HOW SELECTED: Selected by President with collaboration from the Board

DUTIES OUTLINED IN BYLAWS:

All committees and chairpersons except for the Nominating Committee, shall be appointed by the President. Each committee shall consist of a chairperson and at least two members.

All committees report to the Board. Committee chairpersons must submit budget requests and receive approval prior to committing expenditure of funds. All financial reports of committee expenses must be reported to the Treasurer and President per the Financial Reimbursement Policy.

DUTIES DEFINED BY POLICY:

The Conference Planning Chair will meet with the Board two times during the year, once at the Winter board meeting and again at the Annual Conference. Unless otherwise excused in advance by the President, attendance is mandatory.

The Chair of the conference planning committee shall utilize the budget developed by the Board for planning the Annual Conference. This budget may include:

- Expenses for Conference Chair to attend the conference
- Speaker honoraria and travel expenses
- Entertainment, social activity expenses and food service (including tax and gratuity)
- Other anticipated expenses
- Sources of projected income for the conference

Committee Chairperson - General Duties

Refer to the Conference Planning Manual for guidelines for planning the Annual Conference.

Communicate with committee members and with the Director of Conference Planning regarding activities of the committee. When appropriate, publicize committee activities on the SER of the WOCN Society Website.

Recommend policy and procedure changes to the Board.

Rev. 3/2014 Davidson
Rev. 6/2017 J Anderson
Rev. 2/2020 G. Brunette

Southeast Region of the WOCN[®] Society Board Policies and Procedures

Guidelines for Operations

Southeast Region (SER) of the WOCN Society exists to promote the excellence and professionalism of wound, ostomy and continence nurse specialists. Financial emphasis will be placed on member growth and development as well as industry best practice. SER of the WOCN Society will continue to strive for flexibility and autonomy, but recognizes its relationship as a part of the WOCN[®] Society (hereafter referred to as the Society). The SER of the WOCN Board of Directors also recognizes their individual responsibility as community members.

Annual Budgets

Purpose: Clarify process of budgeting

Developed: 2002

Revised/Reviewed: 2006, 2008, 2011, 2012, 2013, 2014, 2016, 2017, 2020

Policy

1. Annual Conference is the main source of revenue for SER of the WOCN[®] Society. All proceeds from the Annual Conference shall be considered revenue for SER of the WOCN Society. Conference budgeting should be conducted with the expectation of achieving a surplus of funds after payment of all conference expenses. This surplus provides the funds required to pay for operating expenses.
2. The Treasurer shall prepare the Operating Budget and the Annual Conference Budget. Both proposed budgets are presented at the Winter board meeting.
3. The Board of Directors (Board) shall approve the Operating Budget and the Annual Conference Budget at the Winter board meeting.
4. The Annual Conference budget shall include:
 - a. Speaker honoraria (predetermined by the Board)
 - b. Speaker expenses (travel, lodging, food and incidentals)
 - c. Board expenses (conference travel, lodging, food and incidentals)
 - d. Contracted Staff expenses (conference travel, lodging, food and incidentals)
 - e. Promotional costs (conference brochure)
 - f. Food and facility fees
 - g. AV equipment
 - h. Exhibit hall decorator fees
 - i. Conference cancellation insurance
 - j. Other anticipated expenses (printing, mailing, supplies, etc.)
 - k. Future conference planning travel expenses
 - l. All sources of projected income for the conference
5. The Operating Budget shall include but not limited to: Contracted Staff fees, Webmaster fees, website hosting fees, Winter board meeting expenses, charitable donations, and Annual Conference scholarships.

Financial Authority

Purpose: Guide Board of Directors in fiscal responsibility

Developed: September 1985

Revised/Reviewed: 1988, 1991, 1994, 2002, 2006, 2008, 2011, 2012, 2013, 2014, 2017,2020

Policy

1. The Treasurer shall prepare the conference budget and the operating budget at the start of the fiscal year to be presented at the Winter board meeting. The budgets shall be developed with consideration of the requests from the Board of Directors (Board).
2. Budget requests must be submitted in writing to the Treasurer at or before the Winter board meeting.
3. The President shall have the authority to make purchases or pay bills in the name of the SER of the WOCN® Society, not to exceed \$500.00, without the consent of the Board.
4. Transfer of funds from treasury to savings, money market certificates, etc. shall be made with the approval of the Board as needed to assure fiscal stability.
5. Special contributions to the Youth Rally, Friends of Ostomates Worldwide or other non-profit organizations shall be made by Board recommendation based on available funds.
6. An accounting system such as Quick Books® will be utilized by the Treasurer to generate statements.
7. A Certified Public Accountant (CPA) will conduct quarterly reviews on all financial records.
8. The Treasurer in conjunction with the CPA will submit to the Annual Financial Report to the WOCN® Society at the beginning of each year.

Financial Reimbursement

Purpose: Provide guidelines for the Board of Directors, Committee Chairs and Contracted Staff in obtaining reimbursement for expenses incurred in the execution of duties for the SER of the WOCN® Society

Developed: September 1985

Revised/Reviewed: 1987, 1991, 1994, 2002, 2006, 2008, 2011, 2012, 2013, 2014, 2016, 2020

Policy

1. The Board of Directors (Board) et al will be reimbursed for expenses within the limits of the budget approved at the start of the fiscal year. Any expenses incurred outside the approved budget shall be submitted for approval by the President PRIOR to expenditure.
2. All requests for reimbursement shall be submitted on the Expense Voucher, no later than 30 days following the event. Vouchers submitted past 30 days are subject to no reimbursement. Vouchers must be accompanied by receipts for each itemized expense on the voucher. The vouchers will be sent electronically to the President and the Treasurer. Receipts should be scanned and emailed or mailed to the Treasurer. All end of the year expense reports are due to the Treasurer no later than January 15th of the following year.
3. Reimbursement must be authorized by the President prior to disbursement of funds by the Treasurer. Notification of disapproval of any request shall be sent via email to the requestor.
4. The following are allowable expenses which may be approved for reimbursement – Group reservations prevail over individual reservation preference:
 - a. Cost of air and/or ground transportation, lowest logical fare (coach rate) to attend Board meetings and Annual Conference - not to exceed \$500 per trip. Requestor shall use the cheaper mode of transportation; either mileage or coach airfare. It is expected to be booked 6 weeks in advance of scheduled trip. You are welcome to use your own loyalty programs if this does not prevent you from booking the lowest-priced, logical choice available. Flight insurance should not be purchased and is not a reimbursable expense. Flight change fees must be approved by President PRIOR to expense
 - b. Expenses incurred with travel such as luggage for one regular weight bag only. Any additional or overweight fees will be at your own cost
 - c. Tips
 - i. Shuttles – Maximum \$2 each direction (usually \$1 per bag)
 - ii. Airport/Hotel Concierge are a personal convenience and tips are not covered under this policy
 - iii. Food Service Tips – Maximum of 20%
 - iv. Maid service - personal decision and is not covered under this policy

- v. Any other tip shall be approved by President PRIOR to expense
 - d. Hotel – Shall not exceed the contracted group conference room rate to include taxes and fees with the exception of Group contracted rates for National/Regional Conferences or Meetings. You are responsible for all hotel cancellations and for reclaiming reimbursements (less cancellation fees) from the hotel directly
 - e. Parking – Logical, most economical choice.
 - f. Mileage – Allowed current IRS reimbursable mileage rate for most economical route
 - i. If driving to event – mileage must be less than coach airfare
 - ii. Must use cheapest, most logical alternative – either have someone drive you both ways or utilize economy airport parking whichever is cheapest
 - g. Tolls – Please keep to minimum. Use most logical, cost effective route. Will require a receipt
 - h. Shuttle/Taxi – Please take most logical, economical route. Cost of round -trip car service/limo must be less than that of the total cost of parking for the entire work trip. Limos and car services MUST have pre-approval by President
 - i. Expenses incurred in the execution of office, including postage, photocopying, stationary or other supplies. Any unexpected expenses of any amount shall need President approval if not reported on approved annual budget
 - j. Specific project or other expenses when previously approved by the Board and/or President
 - k. Cost of meals, that is not provided as part of the Annual Conference or Board meetings – not to exceed \$50.00 per day to include day of travel to and from event. Alcohol is not reimbursed
 - l. The President, President-Elect and Treasurer (or designee by the President) must attend WOCN® conference; all expenditures related to this conference will be reimbursed per above
5. Each Board member is responsible for monitoring expenses incurred against budgeted expenses during the fiscal year

Procedure

Procedure for Completion of Regular Expense Voucher

1. List name of item
2. List cost item
3. Complete explanation of item
4. Complete source of payment (personal check, VISA card, etc.)
5. Complete “payable to” box with name and address

Procedure for Completion of Travel Expense Voucher

1. Open Excel spreadsheet

2. Enter name and address
3. Enter purpose of the trip, destination, and departure/return dates
4. For each row expense enter amounts by date
5. Cells are already formatted to show amounts in dollars to calculate totals
6. Enter “no-travel expenses” in the bottom portion of the form
7. Total all expenses
8. Enter your electronic signature and the date of submission
9. Send completed voucher and scanned receipts as an email attachment to both the President and the Treasurer at president@serwocn.org and treasurer@serwocn.org
10. President to send completed voucher to President-Elect and Treasurer for approval
11. Send original receipts via conventional mail or a scanned copy via e-mail to the Treasurer at treasurer@serwocn.org within 30 days of the event

Gifts

Purpose: Provide a token of appreciation for outgoing Board of Directors, Conference Chairperson(s) and others who support the SER of the WOCN® Society

Developed: August 2013

Revised/Reviewed: 2014, 2017, 2020

Policy

1. The President will present any outgoing Board of Director and Conference Chair(s) with a small gift of appreciation (Limit: \$25.00) at the SER of the WOCN Society Annual Conference awards ceremony.
2. The President-Elect will present the outgoing President with a small gift of appreciation (Limit: \$25.00) at the SER of the WOCN Annual Conference Award ceremony.
3. At the President's discretion, a small gift of appreciation (Limit: \$25.00) may be given to others who have supported the SER of the WOCN Society.
4. The President/President-Elect will purchase gifts prior to the Annual Conference and submit voucher to the Treasurer for reimbursement.

SER of the WOCN® Society Board Nominations and Elections

Purpose: Ensure compliance with Bylaws for the election of Officers, Directors and Nominations committee members

Developed: September 1985

Revised/Reviewed: 1987, 1991, 1994, 1999, 2002, 2005, 2008, 2011, 2012, 2013, 2014, 2017, 2020

Policy

Open positions will be publicized electronically among the membership. Candidates shall apply via on-line application for consideration by the membership (**Deadline: June 1st**).

The Nominations committee will ensure all candidates whose names are submitted by the committee are knowledgeable about the responsibilities of the position and have consented completion of the Consent to Serve form on-line.

When possible, the membership shall be presented with at least two candidates for each position to be elected following the criteria listed below.

Composition, Election and Term.

- a) The Region Board of Directors shall at a minimum be composed of the President, the President-Elect, the Secretary and the Treasurer of the Region (the "Officers"), and at the option of the Officers, up to FOUR additional persons elected by the Region's membership or appointed by the Board (each Officer and other member of the Board referred to in these Operating Guidelines as a "Director"). The President-Elect, Director of Awards and Director of Communication shall be elected in the even-numbered years. The Secretary, Treasurer, Director of Special Projects and Director of Conference Planning shall be elected in odd-numbered years. NO TWO OFFICES MAY BE HELD SIMULTANEOUSLY BY THE SAME PERSON.
- b) No person may serve as a Director unless he or she has been a member of the Region and the WOCN Society for at least one year. In addition, a candidate for President-Elect should have served at least one year on the Region Board. For purposes of eligibility for election, a person appointed to fill a vacancy of more than one year shall be deemed to have served a full term.
- c) Region members who are employed by a commercial industry that provides products or services as defined in the WOCN policy are eligible to serve on the Region Board of Directors ("Industry Director"), provided that no more than two (2) Industry Directors, each of whom must be from different companies, may serve on the Region Board at any time.
- d) Directors serve for a term of TWO (2) years from their election or appointment and may serve TWO (2) consecutive terms IN THE SAME OFFICE. In no event may any Director of the Region serve for more than ten (10) consecutive years.
- e) No member serving as an Officer or Area Director on the WOCN Board of Directors may concurrently serve on the Region Board of Directors.
- f) The President-Elect automatically succeeds to the office of President at the end of his or her term as President-Elect.
- g) THE TERM OF OFFICE FOR EACH DIRECTOR SHALL BEGIN ON THE FIRST DAY OF THE CALENDAR YEAR FOLLOWING HIS OR HER ELECTION.

Procedure

1. The Nominations Chair will provide each committee member with a description of the position responsibilities for each position to be elected in the administrative year. (**Deadline: March 31st**) to allow them to inform potential candidates about the office.
2. The Nominations Chair will submit an article to the Director of Communications for the website news, email notification and social media posting of which offices are to be elected in order to encourage involvement of the membership.
3. State committee members will contact members within the State to encourage interest in specific positions.
4. When a potential candidate expresses interest in running for a position, the member can obtain a copy of the position description and Consent to Serve form, both located on the website.
5. All Consent to Serve forms shall be completed and submitted online (**Deadline: June 1st**).
6. A blast email will be sent to notify the membership that the candidates' biographies are available for review on the website (**Deadline: June 15th**).
7. Election of officers and Directors shall take place by way of on-line voting through the web site: SERWOCN.org prior to the annual membership meeting of the Southeast Region of the WOCN Society.
8. Election shall be solely from those candidates, as set forth in the SER of the WOCN bylaws.
9. A blast email will be sent notifying the membership that online voting is open (**Deadline: July 15th**). Online voting will be open for one month.
10. Only eligible SER of the WOCN Society members in good standing shall be entitled to vote. No vote may be cast by proxy.
11. Validation of current membership will be secured by the Nominations Chairperson. Membership rosters are sent to the President from the WOCN[®] Society and will be available on the board website.
12. If a member's vote cannot be counted due to invalid membership, the Nominations Chair will contact the non-validated member in attempt to resolve the issue.
13. The person receiving the majority of the votes for the office shall be declared elected to such office. A tie vote shall be decided by a ballot revote during the annual conference and if necessary, by a coin flip.
14. A blast email will be sent notifying the membership that online voting is closed (**Deadline: August 15th**).
15. Election results will be announced by Nominations Chair or the President during the Annual Membership Meeting held during the Annual Conference.
16. The Nominations Chair or the President will install new Officers and Directors at the Installation of Officers during the Annual Membership Meeting by asking them if they will assume the responsibilities and duties of their elected office.

17. The Nominations Chair will notify candidates that were not elected to the position prior to the Annual Conference.

Candidate Campaigns

Purpose: Enable voting membership to make an informed decision regarding candidates and enable candidates to present credentials to voters for consideration

Developed: August 2002

Revised/Reviewed: 2008, 2011, 2012, 2013, 2014, 2017, 2020

Policy

Candidates for offices shall be permitted to engage in campaign activities prior to the election.

Each candidate's qualifications will be posted on the website from June 15 to July 15 to provide the membership information on the candidates. Posted information will be obtained from the Consent to Serve form completed by the candidate and submitted electronically to the Nominations Committee Chairperson no later than June 1.

Meetings

Purpose: Guide meeting frequency and order for SER of the WOCN® Society

Developed: 1982

Revised/Reviewed: 1984,1986,1991, 2002, 2008, 2011, 2012, 2013, 2014, 2017, 2020

Policy

1. All meetings will be held in accordance with the SER of the WOCN Society Bylaws.
2. An Annual Meeting of the membership shall be held each fall at such time and place as shall be determined by the SER Board of Directors. The Annual Meeting shall be conducted in conjunction with the SER of the WOCN Society Annual Conference. Annual Conference shall rotate among the states of the SER of the WOCN Society.
3. A membership meeting shall be conducted at the WOCN® Society Conference.
4. These Membership Meetings will include a discussion of current events and issues facilitated by the President and the Members of the Board of Directors.
5. The Board of Directors will meet twice a year. One Board meeting will be held in the Winter and the second at the SER of the WOCN Society Annual Conference. Unless excused in advance by the President, attendance is mandatory for all Board Members.
6. The President will select the site of the Winter board meeting. Board meetings will be scheduled by the President with 90 day notice whenever possible.
7. All meetings will be conducted per parliamentary procedures (*Robert's Rules of Order*).
8. The President will appoint a parliamentarian for Board of Director Meetings.

Committees

Purpose: Ensure integrated functioning of committees and executive leadership

Developed: September 1985

Revised/Reviewed: 1984,1986,1991, 2002, 2008, 2011, 2012, 2013, 2014, 2017, 2020

Policy

All committees report to the Board of Directors. Committee chairpersons must submit budget requests and receive approval prior to committing expenditure of funds. All financial reports of committee expenses must be reported to the Treasurer and President. Additional committees may be established by the Board of Directors as deemed necessary to complete the business of the association.

The standing committees shall be as follows:

- a. Conference Planning
- b. Nominations

Standing committee chairpersons may be appointed at the discretion of the President. The Nominations Committee chair shall be appointed from the elected State nominations committee members in odd years. The Conference Planning Chairperson shall be appointed as each future conference site has been confirmed and announced.

Standing committee chairpersons shall be responsible for the following:

1. Each committee shall ideally consist of a chairperson and at least two (2) members.
2. The term of a Committee Chairperson shall be two (2) years with no more than two (2) consecutive terms.
3. Chairpersons are to attend the Winter board meeting at the discretion of the President. If unable to attend, a written report must be submitted prior to the meeting.
4. Communicate with committee members and with the Board of Directors (Board) regarding activities of the committee. When appropriate, publicize committee activities in collaboration with the Director of Communications.
5. Recommend policy and procedure change(s) to the Board.

Nominations Committee Procedure

1. Every effort should be made to solicit at least one representative from each state in the SER of the WOCN® Society.
2. The chairperson is elected by the membership.

3. Each member of the committee shall be an active member of the Southeast Region for at least one year prior to the election.
4. If a Nominations Committee member is nominated to office, the candidate must resign from the Nominations committee. The President in collaboration with the Board of Directors shall appoint a qualified SER of the WOCN Society member to fill the vacancy until the next election.

Conference Planning Committee Procedure

1. The Committee is formed in the state planning the conference.
2. The Committee Chair is appointed by the President in collaboration with the Board of Directors.
3. The Conference Planning Chair, Director of Conference Planning, President and Event Planner will work together to determine a site for the meeting and recruiting committee members as needed.
4. The Board liaison (Director of Conference Planning) will assist in facilitating the planning process.
5. Committee responsibilities include, but are not limited to; program planning, coordinating speakers, assistance with registration process, room monitoring, speaker introductions, and conference schedule.

Annual Conference Fees

Purpose: To provide support for SER of the WOCN® Annual Conference related expenses

Developed: September 1985

Revised/Reviewed: 1987, 1991, 1994, 2002, 2006, 2008, 2009, 2011, 2012, 2013, 2014, 2016, 2017, 2020

Policy

1. The Board of Directors (Board) shall approve the registration fee(s) for the Annual Conference at the Winter board meeting.
2. Registration fees may be waived for the following:
 - a. Board (excluding pre-conference fees)
 - b. Conference chairperson(s)
 - c. WOCN® representative
 - d. Standing committee chairperson(s)
 - e. Conference speakers (if requested and approved, CEs not awarded unless they pay registration fees)
3. Members of the Annual Conference planning committee serve in a voluntary capacity. Conference fees shall not be waived for services in conference planning.
4. All other attendees will be required to pay a registration fee(s).
5. All conference cancellations must be received in writing approximately 2 weeks prior to conference and are subject to a \$50.00 processing fee. No refunds will be given after this date.
6. Exhibit fees are set by the Board. Exhibit fees are not waived for any reason for vendors. However, with the approval from the Board, the exhibit fee can be waived for non-vendor exhibits (i.e. WOCNCB®, Youth Rally, UOAA, etc.).

Conference Disaster Plan

Purpose: Direct action in the event of a natural disaster affecting the venue of the Annual Conference or access to the venue

Developed: June 1990

Revised/Reviewed: 2002, 2008, 2011, 2012, 2013, 2014, 2017, 2020

Policy

The Conference Disaster Plan will be implemented in the event a natural disaster occurs preventing members from attending annual conference as scheduled. Natural disasters may include damage to the conference site, rendering it unable to accommodate the conference and/or inaccessibility to the conference due to damaged roads, airport closures or restriction of travel by governmental authorities.

In the event a natural disaster occurs within the location of a regional conference, the association management firm under the direction of the Director of Conference Planning will contact the conference site, local airport and local governmental authorities to ascertain the extent of the damages and conference feasibility per the schedule. These findings shall be communicated immediately to the President.

Activation of Disaster Procedures may begin upon authorization of the President after conferring with the Association Management Company, Director of Conference Planning, Conference Chair(s) and the Board of Directors (Board).

The Director of Conference Planning shall be responsible for coordinating the activities of the Conference Chair and the Association Management Company. The President may appoint other Board members to assist as needed in implementation of the plan.

Disaster procedures may follow one of the following plans:

Plan A – Conference venue relocated within same city. This plan is an option when transportation to the conference venue has not been affected but the original conference venue can no longer accommodate the meeting.

Plan B – Conference venue relocated to another city. This plan is an option when transportation to the conference venue has been affected. The conference venue itself may or may not have been affected.

Plan C – Rescheduling or cancellation of the Annual Conference.

Procedures

Plan A Procedure:

1. The Association Management Company will contact original conference venue to negate conference contract. A copy of voided contract shall be obtained and sent to the President.
2. The Association Management Company will solicit assistance from original conference venue in relocation if possible.
3. The Association Management Company will obtain a list of attendees registered and type of accommodations already secured with the original venue.

4. Upon approval of the Board, the Association Management Company will contact identified alternate venue(s) under the guidance of the Director of Conference Planning.
5. The Association Management Company will review/negotiate contract with new venue. A copy of the contract will be forwarded to President for authorization.
6. The Association Management Company will forward the list of attendees and type of accommodations confirmed with original venue to new conference venue.
7. All registered attendees, exhibitors and speakers will be notified of new venue location. Mode of notification will depend upon time allocation.

Upon notification, the Webmaster will post the information on the website, social media and send out a blast email to the SER of the WOCN® members and to those registered for the conference.

Plan B Procedure:

Procedures 1 through 7, as above.

8. In the event conference attendees are required to change airline reservations, the Director of Conference Planning or designee will write a letter explaining the reason for the change in destination. The Webmaster will post the letter on the website.
9. In the event a speaker cannot travel to the new venue, the Association Management Company in conjunction with the Director of Conference Planning shall arrange for back-up coverage. Back-up coverage may include but not limited to alternate speakers and/or teleconferencing.

Plan C Procedure:

1. The Association Management Company will contact Cancellation Insurance carrier to verify coverage limits and terms of coverage.
2. Upon authorization from the President, the Association Management Company will contact original conference venue to negate or negotiate a new conference contract. Copy of voided contract and/or renegotiated contract shall be forwarded to the President.
3. All registered attendees, exhibitors and speakers will be notified of the cancellation or new schedule. Mode of notification will depend upon time allocation.
4. Upon notification, the Webmaster will post the information on the website, social media and send out a blast email to the SER of the WOCN members and to those registered for the conference.
5. If conference is to be rescheduled, arrange for alternate speakers in the event a speaker cannot fulfill a new schedule for presentation. In the event a speaker is unable to honor the new schedule, the Association Management Company in conjunction with the Director of Conference Planning shall arrange for back-up coverage. Back up coverage may include but not limited to alternate speakers and/or teleconferencing.

The Association Management Company will file claim for insurance coverage in event of cancellation.

Recognition Awards

Purpose: Recognize outstanding professional practice of a SER of the WOCN® Society member

Developed: September 1985

Revised/Reviewed: 1987, 1991, 1994, 2002, 2006, 2008, 2009, 2011, 2012, 2013, 2014, 2016, 2017, 2020

Policy

The SER of the WOCN® Society shall provide for an annual program of awards to recognize members who have demonstrated outstanding practice and/or research.

Recognition Awards shall include:

- SER of the WOCN Nurse of the Year
- SER of the WOCN Rookie of the Year
- State Recognition Award

Nominations may be made by any member. No nominations will be accepted from employers. Applications may be submitted by a member on behalf of a consumer group.

The award recipients shall be selected, via blind vote, by the Board of Directors (Board) from among the applications received. SER of the WOCN Society Board Members are not eligible to be nominated or accept monies related to educational programs, conferences or posters. Board members may nominate a peer. Board members may not receive an award while actively serving.

The deadline for nomination for these awards shall be **June 1**. Awards will be presented at the Annual Conference.

ELIGIBILITY CRITERIA:

SER of the WOCN Nurse of the Year

1. Member of the SER of the WOCN Society for a minimum of 5 years.
2. Engaged in clinical practice of wound, ostomy and continence nursing for a minimum of 5 years.
3. Certified by the WOCNCB® in one or more of the following: wound, ostomy and/or continence.
4. Endorsed by one or more peers for recognition status.

SER of the WOCN Rookie of the Year

1. Member of SER of the WOCN Society for less than 2 years.
2. Engaged in clinical practice of wound, ostomy and continence nursing for less than 2 years.

3. Certified by the WOCNCB in one or more of the following: wound, ostomy and/or continence.
4. Endorsed by one or more peers for recognition status.

State Recognition Award

A recognition award is given to an individual from the State hosting the Annual Conference who has made contributions to the SER of the WOCN Society in any of the following areas:

- Education
- Financial Support
- Service on Committees
- Clinical Expertise

Award shall read:

“Year” SER of the WOCN® Society “State” Honoree (i.e., 2013 SER of the WOCN® Society South Carolina Honoree) in recognition of your contribution and service...

Procedure

1. Nomination forms are available on the website and are submitted online.
2. Information regarding all nominees shall be disseminated by the Director of Awards to the Board for their review.
3. The Award winners shall be selected by the Board or the State conference planning committee (for State Honoree) no later than **August 1**.
4. The names of the Award winners shall remain confidential until formal announcement is made at the Annual Conference.

SER of the WOCN® Annual Conference Scholarships

Purpose: Foster Continuing Education for SER of the WOCN membership

Developed: August 2013

Revised/Reviewed: 2014, 2016, 2017, 2020

Policy

The SER of the WOCN Society shall provide scholarships to the Annual Conference to offset a portion of the conference expenses. The amount budgeted shall be determined in relation to other fiscal priorities of the region.

Scholarship recipients shall be selected by the Board from among the applications received. The member must attend conference to receive the scholarship award. All expenses including conference registration, hotel, meals and travel are the responsibility of the recipient. The deadline for applications shall be **June 1**. Scholarships will be presented at the Annual Conference. A recipient cannot receive the SER of the WOCN Annual Conference Scholarship two consecutive years.

The Board of Directors (Board) shall determine the number of Scholarship awards budgeted on an annual basis. SER of the WOCN Society Board Members are not eligible to be nominated or accept monies related to educational programs, conferences or posters.

ELIGIBILITY CRITERIA:

1. Member of the SER of the WOCN Society.
2. Engaged in the clinical practice of wound, ostomy and continence nursing.
3. Certified by the WOCNCB® in one or more of the following: wound, ostomy and/or continence nursing.
4. Agree to submit a summation of the conference experience to the Director of Awards for publication on the website.
5. Self-nominations are accepted.

Procedure

1. Scholarship applications are available on the website and submitted online.
2. Information regarding the applications shall be disseminated by the Director of Awards to the Board for review.
3. Scholarship winners shall be selected by the Board no later than **July 1**.
4. Scholarship winners shall be notified by the Director of Awards by **August 1**.
5. The Director of Awards shall notify those members not selected for a scholarship by **August 1**.

Dorothy Doughty WOCNEP and Advanced Practice Scholarships

Purpose: Foster Continuing Education for SER of the WOCN membership

Developed: June 2017

Revised/Reviewed: 2020

Policy

The SER of the WOCN Society shall provide scholarships to eligible WOC Nursing Education Program (WOCNEP) or Advanced Practice Nursing candidates to offset a portion of educational expenses. The amount budgeted shall be determined in relation to other fiscal priorities of the region.

Scholarship recipients shall be selected by the Board from among the applications received. All expenses including tuition, preceptorship, hotel, meals and travel are the responsibility of the recipient. The deadline for applications shall be **June 1**. Scholarships will be presented at the Annual Conference. A recipient cannot receive a SER of the WOCN Scholarship two consecutive years.

The Board of Directors (Board) shall determine the number of Scholarship awards budgeted on an annual basis. SER of the WOCN Society Board Members are not eligible to be nominated or accept monies related to educational programs, conferences or posters.

WOCNEP SCHOLARSHIP CRITERIA:

1. Member of the Southeast Region of the WOCN® Society
2. Employed or willing to seek employment within the Southeast Region in the clinical practice of Wound, Ostomy and/or Continence upon graduation
3. Seeking education in wound, ostomy and/or continence nursing care at a WOCN® accredited Wound, Ostomy and Continence Nursing Education Program (WOCNEP) or Specialty Program
4. Proof of one of the following:
 5. Acceptance to a WOCN® accredited WOCNEP or Specialty Program
 6. Current enrollment in a WOCN accredited WOCNEP or Specialty Program
 7. Certificate of completion from a WOCN accredited WOCNEP or Specialty Program, within three months of graduation
8. Three satisfactory letters of recommendation from professional associates who have known the applicant for at least one year (one from current employer is preferred)
9. Has not been awarded an educational scholarship from the SER of the WOCN® Society in the past three years

Recipient(s) will receive the scholarship upon receipt of certificate of completion from a WOCN accredited WOCNEP or Specialty Program

Recipient(s) will be notified by **August 1**.

ADVANCED PRACTICE NURSING SCHOLARSHIP CRITERIA:

1. Member of the Southeast Region of the WOCN Society
2. Employed within the Southeast Region or willing to seek employment within the Southeast Region in the clinical practice of wound, ostomy and/or continence upon graduation
3. Seeking a Master's or Doctoral Degree or NP/CNS Certificate
4. Proof of current enrollment or acceptance into an NLN accredited nursing program or other accredited college/university
5. Certified by the WOCNCB® in one of the following: wound, ostomy and/or continence
6. Three satisfactory letters of recommendation from professional associates who have known the applicant for at least one year (one from current employer is preferred)
7. Has not been awarded an educational scholarship from the Southeast Region of the WOCN® Society in the past three years

Recipient(s) will receive the scholarship upon receipt of transcripts for semester/quarter credit

Recipient(s) will be notified by **August 1**

Procedure

1. Scholarship applications are available on the website and submitted online no later than **June 1**.
2. Information regarding the applications shall be disseminated by the Director of Awards to the Board for review.
3. Scholarship winners shall be selected by the Board no later than **July 1**.
4. Scholarship winners shall be notified by the Director of Awards by **August 1**.
5. The Director of Awards shall notify those members not selected for a scholarship by **August 1**.

Regional Communications

Purpose: To communicate activities within the SER of the WOCN® Society through the website, email, and/or social media

Developed: September 1985

Revised/Reviewed: 1987, 1991, 1994, 1999, 2002, 2008, 2011, 2012, 2013, 2014, 2017, 2020

Policy

The website (www.serwocn.org) is the central hub for all communications. The news is posted on the website and is updated as submissions are received. Email blasts are sent to the membership as necessary.

The Webmaster shall be selected by the Board of Directors (Board) based upon recommendations of the Director of Communications. The Director of Communications is the liaison to the Webmaster.

The Board shall review fees for website hosting annually. Changes in host arrangements may be made by the Board and shall consider both the financial and communications impact upon the region.

The Webmaster will mail a sealed envelope containing website access information (including passwords) to the President or designee. When website access information (including passwords) is changed, the Webmaster will notify the Director of Communications; who will in turn notify the President or designee.

The contents of the website shall include at a minimum: President's message, links to current WOCN® Society news and events, a list of the Board members, past issues of newsletters, information about upcoming and past Annual Conferences, information on awards and scholarships and information on elections. Forms, as appropriate, will also be housed on the website.

Procedure

1. The Director of Communications shall be in frequent contact with the Webmaster and state reporters.
2. The Webmaster shall update the website as necessary. Updates include information about Annual Conference, annual elections, information on awards and scholarship and the newsletter. Information for the website comes from the Board, the WOCN Society and the membership.
3. The news is published on our website and updated periodically, as information is received.
4. Each state will have a state reporter. The state reporter will be selected by the individual state or by the Director of Communications. The state reporter will be a 2 year commitment, with a 4 year maximum. Each appointed state reporter shall be a member of the Communications Committee which reports to the Director of Communications.

5. The State reporters shall be liasons to the Director of Communications and are responsible for soliciting news from their peers and creating a brief update for the website. The Director of Communications will proof, edit and submit to the webmaster for publication.
6. If in the event a State reporter is unable to continue in his/her role, the Director of Communications shall secure a replacement and provide orientation to the role and expectations.
7. The Director of Communications shall send information to the membership via email blasts as needed. Information for email blasts originates from the Board and the membership.
8. The Director of Communications shall provide written submissions to the WOCN Society to be included in Society publications as requested.

Event Planner Oversight

Purpose: Ensure effective event planning of the SER of the WOCN® Society

Developed: April 2017

Revised/Reviewed: 2020

Policy

The Board of Directors (Board) shall select, retain and evaluate a contracted Event Planner for designated association activities.

Procedure

1. The Board shall select an Event Planner to provide management services as defined in a negotiated contract.
2. The President or designee shall contact the Event Planner within thirty (30) days after the Annual Conference to provide feedback on the conference.
3. If the term of the Event Planner's contract is for more than one (1) year, the President shall meet with the Event Planner for an annual review. If possible, the meeting shall be held during the Winter board meeting. The President shall appoint one other board member such as the President-Elect to attend the meeting.
4. The President or designee shall review the Event Planner contract no later than four (4) months prior to its expiration.
5. Ninety (90) days prior to the expiration of the contract, the President shall recommend to the Board if the contract should be extended with or without amendments.
6. If needed, the President shall appoint a sub-committee to collect and review requests for proposals (RFPs) from the current and other event planners. The appointed subcommittee shall present their findings to the Board. By a Board vote, an Event Planner will be selected.

Association Management Company Oversight

Purpose: Ensure effective management of the SER of the WOCN® Society

Developed: March 2012

Revised/Reviewed: 2013, 2014, 2017, 2020

Policy

The Board of Directors (Board) shall select, retain and evaluate a contracted Association Management Company for designated association activities.

Procedure

1. The Board shall select an Association Management Company to provide management services as defined in a negotiated management contract.
2. The President or designee shall contact the Associational Management Company within thirty (30) days after the Annual Conference to provide feedback on the conference.
3. If the term of the Association Management Company's contract is for more than one (1) year, the President shall meet with the Association Management Manager for an annual review. If possible, the meeting shall be held during the Winter board meeting. The President shall appoint one other board member such as the President-Elect to attend the meeting.
4. The President or designee shall review the Association Management Company contract no later than four (4) months prior to its expiration.
5. Ninety (90) days prior to the expiration of the contract, the President shall recommend to the Board if the contract should be extended with or without amendments.
6. If needed, the President shall appoint a sub-committee to collect and review requests for proposals (RFPs) from the current and other association management companies. The appointed subcommittee shall present their findings to the Board. By a Board vote, a Management Association Company will be selected.

Webmaster Oversight

Purpose: Ensure effective web management of the SER of the WOCN® Society

Developed: February 2014

Revised/Reviewed: 2017, 2020

Policy

The Board of Directors (Board) shall select, retain and evaluate a Webmaster to manage the website and to perform other duties as specified.

Procedure

1. The Board shall select a Webmaster to provide services as defined in a negotiated contract.
2. The President or designee shall contact the Webmaster within thirty (30) days after the Annual Conference to provide feedback on the conference.
3. If the term of the Webmaster's contract is for more than one (1) year, the President shall contact the Webmaster for an annual review. The President shall appointment one other Board member such as the President-Elect to attend the conference call.
4. The President or designee shall review the Webmaster's contract no later than four (4) months prior to its expiration.
5. Ninety (90) days prior to the expiration of the contract, the President shall recommend to the Board if the contract should be extended with or without amendments.
6. If needed, the President shall appoint a subcommittee to collect and review requests other webmaster companies. The appointed subcommittee shall present their findings to the Board. By a Board vote, a Webmaster will be selected.