

The Southeast Region

Your Role Within the Regional Leadership

The Southeast Region is one of the recognized regions within the Wound, Ostomy and Continence Nurses Society. The Region maintains its own officers, bylaws, and program administration, and all members have dual membership in both the national and the regional WOCN. Six states make up the Southeast Region: Alabama, Florida, Georgia, North Carolina, South Carolina, and Tennessee.

Leadership

The leadership of the Southeast Region consists of the four officers (President, President-Elect, Secretary and Treasurer), four Directors and the Nominations Committee Chair. Members of the Southeast Region leadership team serve at large, representing all of the states within the region. There is no paid staff for the Southeast Region. Each of the Board Members and Officers serves on a voluntary basis, and no one receives honoraria for service to the Region. The association currently contracts with Corecare Associates, Inc (Corecare) of West Palm Beach, FL for consultation, administrative assistance, meeting planning assistance and web site support.

Leadership for the Southeast Region is elected by the membership of the Region during the annual meetings, with the exception of the Nominating Committee Chair. These are appointed positions. The Nominations Committee chair is appointed by the Board from among the elected Nominations Committee members.

Annual meeting

The Region holds an annual conference and meeting for the 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 planning committee chair, the director of Conference Planning, the President and the association management company. Elections will be held through on-line voting prior to and, if needed, in conjunction with the annual meeting

SOUTHEAST REGION

Fiscal responsibility

A major responsibility of the officers and directors of the region is to maintain the fiscal integrity of the association. The fiscal year of the SER runs January 1 to December 31. All end of the year expense reports are due to the Treasurer no later than January 15th of the following year. Budget requests are submitted to the Treasurer at the annual Winter board meeting. The proposed budget is prepared by the Treasurer at the winter board meeting and approved at this meeting by the Board.

The funds to manage the Southeast Region come from three major sources:

- Members' dues rebates from WOCN (national)
- Proceeds from annual conference
- Fund-raising activities which may include provision of educational offerings to members and interested health professionals

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
- Sponsorship of Youth Rally campers
- Recognition awards to members and persons who make outstanding contributions to the association
- Research grants to members interested in studying selected research problems in wound, ostomy and continence nursing
- Special projects and programs to promote the professional development of members, including the annual conference.

SER Board Meetings

The Southeast Region 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 Board of Directors meeting due to illness, family death, or other 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 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. Directors are expected to

SOUTHEAST REGION

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. See forms section for more information.

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

SER Newsletter

The Southeast Region publishes a newsletter a minimum of three times per year for the benefit of its members. Publications will be posted on the SER WOCN website after the Winter Board meeting, the national WOCN conference and the SER Fall conference.

SER Web Site

The Southeast Region 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 with the web master and the assistance of the association management company as needed.

Contact Information

See www.serwocn.org

Orientation to the Board

Each member of the SER 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

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

when all members understand the roles and responsibilities of their own position, and how that role interacts with other members of the group.

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:

SOUTHEAST REGION

- 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 your 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