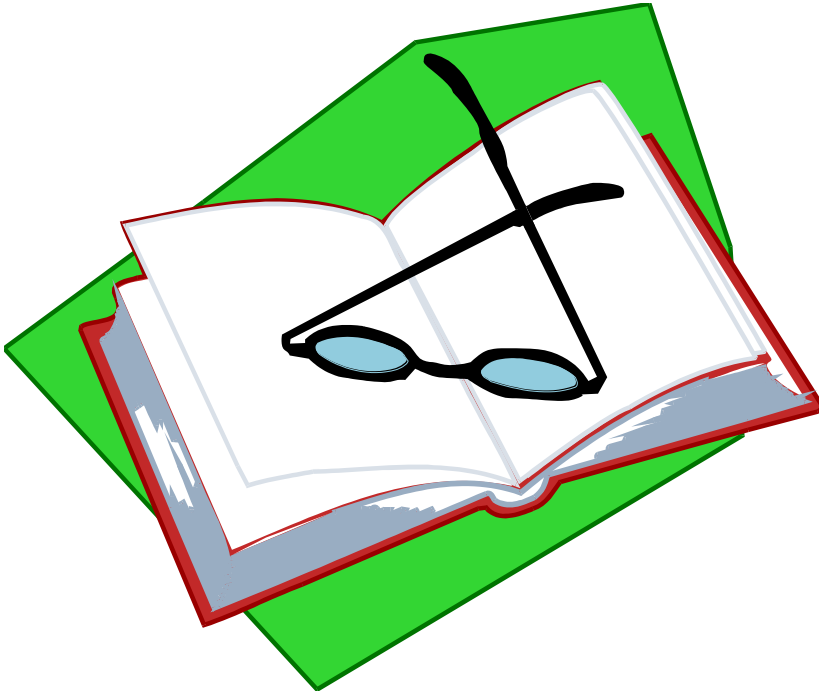
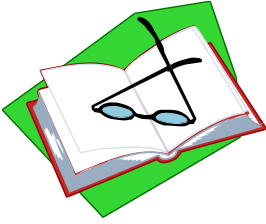


# **APGNN OFFICER/COMMITTEE CHAIR HANDBOOK**



**2016-2017**



# APGNN Officer/Committee Chair Handbook

## Purpose

To assure the smooth and timely transition of officers and committee chairs within APGNN and to support their knowledge and growth during their term.

## Contents

### ***General Board Member Responsibilities Form***

***Fact Sheets/Section*** for each Board and Committee Chair Position in Word Document Format which identifies:

1. Key position responsibilities as outlined in the Bylaws and delegated by the Board
2. Essential written materials to pass on to the incoming officer or committee chair, noting that these materials may be in excel or other formats as applicable (i.e. secretary's manual, treasurer's checkbook and statements , membership database, etc)
3. Usual deadlines for major tasks
4. Important resources

***Helpful tools*** for all Board/Committee Chair positions

1. How to make conference calls
2. How to request reimbursement for APGNN expenses from the Secretary/Treasurer

## Completion

Each outgoing Board Member and Committee chair will be responsible for updating their Section and essential written materials prior to the Annual Election so that their section may be reviewed by prospective candidates and all essential written materials are passed on at the Annual Board Meeting. The President-Elect will be responsible for integrating all the revised sections into the master handbook.

## APGNN General Board Responsibilities/Guidelines

1. Be guided by the missions and core values of APGNN
2. Understand and operate based on the strategic plan
3. Understand the difference between the Executive Board and Committee Chairs, and each entity's decision making ability
4. Understand who can speak on behalf of APGNN and commit APGNN resources (time, volunteers and funds).
5. Understand the APGNN Committees and their purpose
6. Promote APGNN membership among peers and be familiar with member benefits. Promote membership during the Annual Meeting by networking with the membership at large
7. During Board Meetings the following is expected
  - a. Follow parliamentary procedure as adapted for a Board less than 20 people
  - b. No simultaneous oral communication; no "sidebar" conversations
  - c. Discussion should be time limited
  - d. Utilize a relevancy challenge, if needed, to re-focus discussions
  - e. Avoid repeating ideas-state instead "I agree with..."
  - f. Expect the President to be directive while presiding as chair
  - g. Identify difficulties and concerns that should be brought verbally to the entire board
  - h. Assumptions/impressions should be validated.
  - i. Ask questions if validation is needed
  - j. No computers or tablets unless being used for presentation or documentation purposes
8. End each session with a brief evaluation of the effectiveness of the meeting process.
9. Attend 75% of all APGNN meetings
  - a. Annual Board Meeting
    - i. Thursday evening prior to the start of the Annual Meeting
  - b. Bi-monthly conference calls
    - i. January, March, May, July, September and November
  - c. Retreat
    - i. Late winter/Early spring as determined by President
  - d. Annual Meeting
    - i. October as determined by NASPGHAN
  - e. Social
    - i. Friday evening of Annual Meeting
10. Submit information/article to Newsletter by deadline determined by Newsletter Chair
11. Review website quarterly and validate that information is up to date. If changes need to be made, contact Media Chair.
12. Respond to all emails within 3 business days of receipt or notify sender via Out of Office Assistant or direct contact that your response will be delayed.
13. Dress professionally and make every attempt to arrive early/on time and stay for duration of the event at all times when representing APGNN.

## **Reimbursement Policy/Process**

### **Travel Policy & Expense Reimbursement – APGNN Board members**

Travel other than Board Meetings, Annual Conference, and required work related meeting must be approved by the Executive Board Members.

<b>Air Travel</b>
1. Traveler should make reservations using the best rates available. Submit receipt with expense report to APGNN treasurer within 10 business days after the flights for reimbursement.
2. Coach or economy class is covered.
3. Book travel 21-days in advance of travel start date.
4. Airfare should be kept to approximately \$400 or less when possible; costs over \$500 must be approved by President.
5. Seat selection / boarding priority up to \$40 per one-way reimbursed if under \$500 total.
6. One checked bag for travel lasting 3+ days; additional checked bags not reimbursable.
7. Overweight fees not reimbursable.

<b>Train Travel</b>
1. Traveler should make own arrangements and submit receipt for reimbursement within 10 business days after the trip.
2. Acela or business class permitted

<b>Auto Travel</b>
1. Reimbursable on a basis of the current Federal Guidelines (Avg. rate of \$0.55); not to exceed the round-trip coach airfare.

<b>Rental Cars</b>
1. Traveler must book and pay for car rental reservation and, must submit receipts and expense report to APGNN treasurer within 10 business days after the trip for reimbursement.
2. Mid-size car permitted unless SUV or van needed to accommodate large group and/or transporting materials.
3. Fuel re-fill per rental company rules reimbursable; please use least costly option.
4. Please select rental car company's insurance option.
5. Parking tickets or moving violations not reimbursable.

<b>Ground Transportation</b>
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1. Traveler must pay taxi or shuttle fare and, must submit receipts and expense report to APGNN treasurer within 10 business days of trip for reimbursement.
--

<b>Lodging: Conference &amp; Board Meetings</b>
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1. Traveler should make his or her own lodging reservations except for Board Retreat which will be made by APGNN. Submit receipts and expense report to APGNN treasurer within 10 business days of meeting for reimbursement.
---

2. Hotel internet access fees are reimbursable if necessary for the meeting/conference.
---

3. Other incidentals (mini-bar, laundry, pay TV, phone charges) are not reimbursable.
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<b>Lodging: All Other Travel</b>
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1. Traveler is responsible for lodging costs at time of check in/out and, must submit receipts and expense report to APGNN within 10 business days of meeting for reimbursement.
--

2. Hotel internet access fees are reimbursable if necessary for the meeting/travel.
---

3. Other incidentals (mini-bar, laundry, pay TV, phone charges) are not reimbursable.
---

<b>Meals</b>
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1. Traveler is responsible for meal/tax costs and, must submit receipts and expense report to APGNN within 10 business days for reimbursement – please include names of all guests on receipt.
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2. Gratuity (15-20%) permitted.
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3. Limited alcoholic beverage reimbursement permitted (2 drinks/per person).
--

4. Food prices vary city to city; please be mindful of expenditures. Expenses over 60.00/day/person must be approved by President.
--

<b>Misc.</b>
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1. Onsite supply purchases are reimbursable with receipt.
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2. Onsite copy/printing charges are reimbursable with receipt.
--

3. Hotel tipping is reimbursable – typical: \$1 - \$2/bag for bellman; \$1 - \$2/night for housekeeping; \$1 - \$2 for special room deliveries; \$1 - \$2 for doorman flagging taxi/loading luggage; use discretion for large deliveries to meeting rooms. Submit on expense report to APGNN within 10 business days of the meeting.
--

**Process for expense report reimbursement:**

1. Complete expense reimbursement report (see handbook). You must submit receipts for auditing purposes.
  - a. To facilitate handling, separate and tape original receipts and itemized bills for ALL EXPENSES to a separate sheet and attach to the reimbursement report.
  - b. Please clarify any charge that is unusual or specific for the needs of your position.
  - c. Submit completed forms with receipts to the APGNN treasurer for review and processing within 10 days of travel/meeting.
  - d. Keep a copy of expense reimbursement report and receipts to assist your own record keeping and to insure against loss in the mail.
  - e. Allow three (3) weeks to receive payment.

**How to submit for reimbursement:**

1. Review Reimbursement Policy/Process
2. Complete the Expense Form and submit to Secretary/Treasurer (example following on page).
3. Submit original receipts itemized on the Expense Report to Secretary/Treasurer.
4. Authorized Expenses will be verified and reimbursed via an APGNN check.

## APGNN Travel/Conference Expense Report

<b>Name</b>		<b>Date</b>	
<b>Address</b>		<b>Purpose</b>	

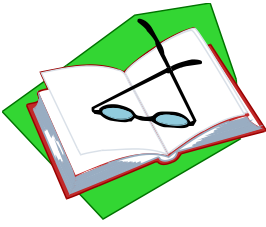
Expenses	Dates	Details			Amount
<b>Transportation</b>		<input type="checkbox"/> Air	<input type="checkbox"/>	<input type="checkbox"/> Rental	
		<input type="checkbox"/> Air	<input type="checkbox"/>	<input type="checkbox"/> Rental	
		<input type="checkbox"/> Air	<input type="checkbox"/>	<input type="checkbox"/> Rental	
		<input type="checkbox"/>	Other:	Other:	
<b>Own car</b>		Mileage (rate = 55.5 cents/mile)			
<b>Lodging</b>	Room	Room			
	Taxes	Taxes			
	other	Internet/other			
<b>Meals</b>					
<b>Other</b>					
<b>Total amount</b>					

Additional details/explanation as needed:

<b>Signature</b>	<b>Date</b>
------------------	-------------

Please attach receipts for all listed expenses, sign the form and submit to the APGNN Treasurer.

Approved: \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_



## PRESIDENT

### **Key Position Responsibilities**

- a. Supports the mission statement of APGNN
- b. With the treasurer and committee chairs of APGNN, determines the annual budget
- c. Sets the goals/Update the Strategic Plan for the organization with the assistance of the Board of Directors and the membership
- d. Pursues fund raising for APGNN through industry grant support
- e. Serves as APGNN's representative to NASPGHAN and NASPGHAN Foundation
  - i. Attends NASPGHAN council meetings and retreats as invited (October, January, May [DDW] and sometimes September)
  - ii. Presents an interim report to NASPGHAN at January retreat and DDW and an annual report to the NASPGHAN Council at the October Conference when invited.
  - iii. Identifies APGNN representatives to the NASPGHAN committees
  - iv. Attends NASPGHAN Foundation board meetings as invited (October, January, May) and identifies/promotes potential involvement of APGNN in Foundation Activities
- f. Serves as APGNN's liaison to other nursing organizations such as Nursing Alliance, NAPNAP, SGNA and SIGNEA as needed.
- g. Participates in APGNN Program development
  - i. Serves on the Program committee
  - ii. Contributes to each newsletter with a message from the President
  - iii. Participates in the nomination committee work, with identification of potential leadership
- h. Participates in the World Congress of Pediatric Gastroenterology Meeting development and attends meeting if possible
  - i. Serves as APGNN representative for the nursing program development



- i. Continues to reassess with NASPGHAN the ongoing needs of APGNN and the level of support needed from the administrative staff of NASPGHAN.
- j. Participates in committee development – guides and reviews committee work as needed/requested.
- k. Organizes 4-6 board conference calls per year
- l. Leads annual Board meeting at the APGNN annual meeting
- m. Leads annual APGNN Business Meeting
- n. Recognizes departing officers at the annual business meeting.  
Purchases/delegates purchase of appropriate recognition gifts

**Essential Written Materials/Computer files**

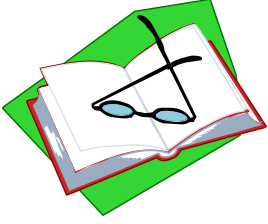
- a. Updated copy of the APGNN By-laws
- b. Officers/Committee Chairs Handbook
- c. Minutes of APGNN Board and Business Meetings
- d. Minutes of NASPGHAN Council Meetings
- e. Minutes of NASPGHAN Foundation meetings
- f. APGNN Newsletters
- g. Program Committee Minutes

**Usual Deadlines**

- a. Annual report to NASPGHAN at annual Council meeting in October/November of each year
- b. Interim report to NASPGHAN at council meeting held during DDW in May of each year.
- c. Interim report if requested to NASPGHAN at leadership retreat.
- d. Submit industry grant requests beginning in April/May with assistance from APGNN Executive Board as needed.
- e. Newsletter submission – published quarterly- due as determined by the Newsletter Chair
- f. Prepare agenda for annual APGNN Board Meeting – September/October
- g. Prepare pertinent materials for annual APGNN Board Meeting – September/October
- h. Prepare agenda for annual APGNN Business meeting – October
- i. Prepare presidents report for annual APGNN Business meeting – October.
- j. Update the History of APGNN Section of the Clinical Handbook prior to the Annual Meeting

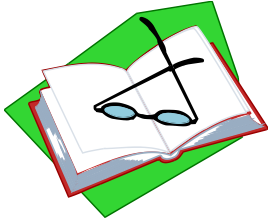
## Important Resources

- a. *Roberts Rules of Parliamentary Procedures* as general reference but not strict criteria for conducting the Board and Committee meetings of APGNN
- b. Minutes of previous meeting
- c. APGNN membership directory
- d. NASPGHAN membership directory
- e. Margaret Stallings, Executive Director of NASPGHAN, mstallings@naspghan.org
- f. Donna Murphy, Assistant Director of NASPGHAN, dmurphy@naspghan.org
- g. Kim Rose, APGNN Membership Liaison, krose@naspghan.org
- h. President of NASPGHAN
- i. Past President of APGNN
- j. The Board of Directors of APGNN
- k. Past officers of APGNN
- l. The History of APGNN (to be included with this handbook)
- m. The updated By-Laws of the APGNN
- n. Updated guidelines for commercial support of continuing education: ACCME (Accreditation Council for Continuing Medical Education) and SGNA. See online resources
- o. Any other source that proves helpful



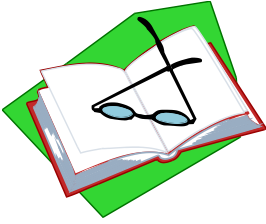
## PRESIDENT-ELECT

- I. Key Position Responsibilities:**
  - a. Performs all duties of the President in his/her absence or incapacity
  - b. Performs the role of Parliamentarian at the Executive Officer and Board of Directors Meetings
  - c. Chairs the By-Laws/Policy Committee (ad hoc) as needed
  - d. Performs duties as delegated by the President
  - e. Prepares to assume the role of President
  - f. Member of the Program Committee
  - g. Maintains the APGNN Officer/Committee Chair Handbook
  - h. Member of Excellence in Education Award judging panel
  - i. Attends NASPGHAN Ethics Committee meetings as invited (October, May) and brings back to the group appropriate considerations for implementation
  
- II. Essential written Materials**
  - a. Updated copy of the By-Laws
  - b. Officer/Committee Chair Handbook
  
- III. Usual Deadlines for major tasks**
  - a. As delegated by the President
  - b. If By-law revisions required, when possible sends out proposed revisions with annual ballots
  - c. Summer of each year obtains updated sections of Officer/Committee Chair Handbook from each outgoing officer and committee chair
  
- IV. Important Resources**
  - a. *Roberts Rules of Parliamentary Procedures* as general reference but not strict criteria for conducting the Board and Committee meetings of APGNN



## PAST PRESIDENT

- I. Key Position Responsibilities:**
  - a. Serves as the designated Board member for the Nominating Committee
  - b. Performs fund raising activities to support patient education materials, scholarships and research endeavors
  - c. Performs all duties delegated by the President
  - d. Serves as resource to President and President elect
  - e. Receives electronic ballots during election cycles
  
- II. Essential written Materials:**
  - a. Nomination form
  - b. Election ballots with no less than one candidate for each open office/chair
  - c. Nominations/Election update for Annual Board and Business meetings
  - d. APGNN recruitment letter for funds
  
- III. Usual Deadlines for major tasks:**
  - a. Call for nominations June-July (3-4 months prior to Annual Fall meeting), either via nomination forms or APGNN newsletter
  - b. After presentation and approval of the Board of Directors, mails out ballots August (2 months prior to Annual Fall meeting)
  - c. Election results available prior to Annual Fall meeting
  
- IV. Important Resources:**
  - a. Updated APGNN directory for potential nominees, some members indicate an interest, i.e., education, research
  - b. Updated APGNN full membership roster
  - c. Updated APGNN Board and Committee members and their terms of office
  - d. Updated APGNN By-Laws
  - e. Pharmaceutical Representatives as potential supporters of APGNN



## SECRETARY/TREASURER

- I. Key Position Responsibilities
  - a. Performs all duties as outlined in the APGNN bylaws
    - i. Accurately records the minutes of all meetings of the Executive Officers and Board of Directors
    - ii. Retains an electronic file of all meeting minutes and makes these available for review
    - iii. Excerpts and submits pertinent meeting data to respective committee chairs
  - b. Maintains an electronic file of pertinent e-mail correspondence among board members and committee chairs from the past 12 months for reference
  - c. Retains an electronic file of the annual membership directories for the past 2 years
  - d. Retains an electronic file of the 2 most recent newsletters
  - e. Annual report filed with our state of incorporation (Delaware) yearly by Harvard Business Services
  
- II. Maintains Financial Records of the Association
  - a. Pays bills for expenditures
    - i. Maintains records of the expenditures against the grants from pharmaceutical companies and other supporting organizations
    - ii. Reimburses board members and others for submitted expenses
    - iii. Provides a current financial report to the membership at the annual business meeting
  - b. Provides the membership with a budget annually
  - c. Prepares records for the CPA for taxes and allows them access to QuickBooks Accountant:

Kotzker and Brodsky, Inc.  
111 Lakeside Drive  
South Hampton, PA 18966  
Phone: 215-355-8700  
Fax: 215-357-6612
  - d. The independent CPA reviews the entities operational reports. All of our money is in separate savings and checking accounts at Bank of America.

<https://www.councilofnonprofits.org/nonprofit-audit-guide/state-law-audit-requirements#PA>

Nonprofit organizations in Pennsylvania:

Statute and Description: 10 Pa. Cons. Stat. §162.5 (f) | A charitable organization with annual contributions of \$300,000 or more must file an audited financial statement prepared by an independent CPA. A charitable organization with annual contributions less than \$300,000 and at least \$100,000 must file a financial statement that is reviewed or audited by an independent CPA. A charitable organization with annual contributions less than \$100,000 and at least \$50,000 must have a compilation, review, or audit of its financial statements prepared by an independent CPA.

e. Items required

- i. Bank statements
- ii. Knowledge of QuickBooks and online documents
- iii. Receipts of all transactions

f. Maintains tax exempt status by paying franchise fees and registered agent fees annually/biannually to:

Harvard Business Services, Inc.  
16192 Coastal Highway  
Lewes, Delaware 19958  
1-800-345-2677  
[www.delawareinc.com](http://www.delawareinc.com)

g. Orders awards for annual conference

- i. Mentor Award plaque
- ii. Excellence in Education and Excellence in Clinical Practice Award plaques
- iii. Awards for outgoing committee chairs and Executive Board
- iv. Others as directed by Board Spikes Trophies@  
[www.gospikes.com](http://www.gospikes.com) Contact Fred Darby at  
[fdarby@gospikes.com](mailto:fdarby@gospikes.com)

III. Essential Materials

- a. Spreadsheet of income
- b. Spreadsheet of expenditures
- c. Annual budget
- d. Articles of incorporation
- e. Tax ID information
- f. Banking and online bookkeeping information
- g. Electronic list of board members, committee chairs, recent correspondence, conference calls, board meeting minutes, annual business meeting minutes, directory and newsletters

IV. Deadlines for Major Tasks

- a. Within 2 weeks of all conference calls, board meeting, and annual business meeting, prepares, and distributes for review the first draft of

the meeting minutes. Completes and distributes final draft within the next 2 weeks.

- b. Within 2 weeks of the annual board meeting prepares and distributes new board and committee chair contact information
  - c. Prepares financial report for the annual meeting of the Board of Directors and the annual business meeting
  - d. Prepares budget for the upcoming fiscal year for presentation at the annual meeting of the Board of Directors
  - e. Prepares records for the accountant for taxes as per their deadlines
- V. Important Resources
- a. NASPGHAN committee chairs
  - b. Past financial records
  - c. Previous Secretary/Treasurer



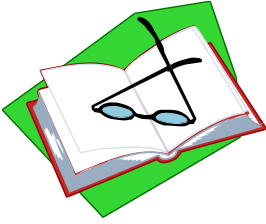
## MEMBERSHIP CHAIR

### I. **Key Position Responsibilities:**

- a. Performs all duties outlined in the APGNN Bylaws.
  - b. Receives and reviews applications for new members to evaluate eligibility for membership (determines if minimum requirements are met)
  - c. Works closely with the NASPHGAN Membership Coordinator who:
    - i. Processes new membership applications and updates database accordingly
    - ii. Notifies new members; sends out a “Welcome Letter” with a copy of the APGNN By-Laws and a current Membership Directory
    - iii. Updates addresses and payment information for all APGNN members
    - iv. Maintains the APGNN membership database through the existing NASPHGAN website database program.
    - v. Responds to member queries regarding membership issues including payment status and address corrections.vi.
- Prepares quarterly reports on dues payments and outstanding dues payments
- vii. Approves the APGNN membership directory on an annual basis.
  - d. Prepares and distributes annually after elections, a contact information list of All Board Members and Committee Chairs (name, work and home address, work and home phone numbers, fax numbers and e-mail address)
  - e. Quarterly notifies officers and committee chairpersons about new members and their interest in serving on APGNN committees.
  - f. Solicits nominations for the APGNN Excellence in Mentoring Award, Excellence in Nursing Practice Awards and Conference Scholarship Awards. Coordinates the review of applications and presentation of the awards. Notifies the award recipients as well as award nominees of the winning nomination by phone or email.
  - h. Verifies eligibility of members interested in running for board openings, and reports back to nominating chair prior to ballot creation. Annually updates all essential written materials
  - i. Provides current membership updates for all board meetings
  - j. Coordinates all membership recruitment and renewal activities with APGNN board



- k. Reports on activities of the membership committee at annual conference
  - l. Coordinates all membership committee meetings and activities
- II. **Approves essential written materials**
- a. Membership Application, available on both the APGNN and NASPGHAN Websites
  - b. Membership Directory; updated by NASPGHAN staff.
  - c. Copy of the criteria for the Excellence in Mentoring Award
  - d. Criteria for the Conference Awards and Scholarship
  - e. Welcome letter with current copy of by-laws and membership directory to provide to all new members
- III. **Deadlines for Major Tasks**
- a. APGNN Excellence in Mentoring and Nursing Practice Awards nomination –deadline to be determined by APGNN board
  - b. Conference Scholarship Awards – deadline to be determined by APGNN board
  - c. Returns report regarding eligibility of board election candidates 3 months prior to annual conference
  - d. Award presentations – annual APGNN business meeting



## MEDIA CHAIR

- I. Key Position Responsibilities:**
  - a. Publishes (electronically) the quarterly newsletter by uploading it to the APGNN web site. Send to NASPGHAN administration for emailing to members.
  - b. Under the direction of the Board, guides the Media Committee in work on the newsletter content to fulfill the purpose of the committee
  - c. Attends meetings and conference calls
  - d. Contributes to and receives directions from the Board
  - e. Holds meetings of the Media committee at the annual conference and by conference call, as needed
  - f. Provides Media Committee updates to the Board at board meeting
  - g. Provides a Media Committee annual report to the Board prior to the annual business meeting and presents the report at the annual business meeting
  - h. Updates the APGNN website periodically as requested by the executive board and within 4 weeks of the Board Meeting
  - i. Updates APGNN presence on social media sites as directed by the Executive board
  
- II. Essential Written Materials**
  - a. Access to e-mail, WORD software, and Microsoft Publishing
  - b. Copies of the newsletters from the previous 2 years for reference
  - c. Administrator access account to website
  - d. Log in and passwords for social media accounts
  
- III. Usual Deadlines for Major Tasks**
  - a. Quarterly newsletter is published (Winter, Spring, Summer, Fall)
  - b. Review agenda of Board meetings and prepare committee update
  - c. Prepare final committee report for the meeting, due early Sept
  
- V. Important Resources**
  - a. Previous newsletters on website



## PATIENT AND FAMILY EDUCATION CHAIR

### **I. Key Position Responsibilities**

- a. Attends Board meetings and conference calls
- b. Contributes to and receives direction from the Board.
- c. Maintains the Patient Education Committee membership list
- d. Convenes meetings of the Patient Education Committee at the annual meeting and by conference call, as needed
- e. Under the direction of the Board, guides the Patient Education Committee in work on the projects assigned and chosen to fulfill the purpose of the committee
- f. Provides Patient Education Committee updates to the Board at board meetings
- g. Provides a Patient Education Committee annual report to the Board prior to the annual business meeting and presents the report at the annual business meeting
- h. Solicits nominations for the APGNN Excellence in Education Award. Mentors applicants as needed; manages applications; coordinates the review of applications and presentation of the award.
- i. Sit on NASPGHAN Public and Family Education committee and participates in tasks as assigned
- j. Submits/Solicits education articles to APGNN newsletters/websites
- k. Reviews section of website and updates regularly including editing and updating applications as needed.

### **II. Essential Written Materials**

- a. Annual committee reports from the Patient Education Committee
- b. Minutes of one year of patient education committee meetings may be helpful
- c. Patient Education Committee membership list
- d. Conference call instructions

### **III. Usual Deadlines for Major Tasks**

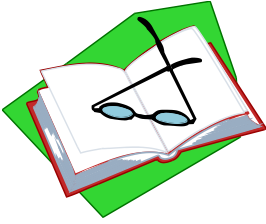
- a. Board member tasks: Review agenda of Board meetings and prepare contributions which include a committee update
- b. Prior to annual meeting, prepare final committee report for the meeting – due early September
- c. Sends formal call for award in early Spring, late Spring/early

Summer

- d. Excellence in Education Award applications due Summer coinciding with other APGNN deadlines; Award announced internally within 4 weeks, announced formally at APGNN meeting– July 31st.
- e. Meet with the NASPGHAN Public Education Committee, or send an alternate, and determine contributions possible by APGNN members. Meets at the Annual NASPGHAN meetings (generally in the fall) and at DDW (May)
- f. Delegate and recruit volunteers to write and edit written materials for the public which are planned by the Public Education Committee of NASPGHAN
- g. Assist Patient Education committee volunteers in breaking down the tasks of writing and editing pamphlets.
  - i. With the volunteers, set deadlines for task accomplishment
  - ii. Provide frequent or monthly reminders to the volunteers to meet deadlines

**IV. Important resources**

- a. Conference Call Instructions



## PROGRAM CHAIR

### I. Key Responsibilities

- a. Participates in annual Board meeting and conference calls
- a. Recruits enthusiastic members for the Program Committee
- b. Conducts meetings of the Program Committee during the annual APGNN conference
- c. Conducts conference call meetings throughout the planning stages for each conference
- d. Communicates with the Executive Director of NASPGHAN regularly to
  - i) Provide information about the APGNN conference for the NASPGHAN conference brochure
  - ii) Confirm rooms for
    - (1) Board and Committee meetings
    - (2) APGNN conference main lectures and breakout sessions
    - (3) APGNN social event
  - iii) Confirm A-V equipment needed
  - iv) Miscellaneous needs
- e. Delegates responsibilities to the committee members for recruiting speakers and/or other tasks as needed
- f. Maintains frequent email and telephone contact with committee members regarding progress of conference planning
- g. Maintains detailed minutes of all meetings and provide these to committee members
- h. Sends speaker packets to confirmed speakers 3 months prior to the conference
- i. Completes and submits CEU packet no later than 60 days prior to conference
- j. Forwards objectives /evaluations to online evaluation provider
- k. Obtains speaker slides for syllabus
- l. Arranges to have syllabus put on flash drives for distribution at the conference
- m. Writes thank you notes to speakers after the conference
- n. Provides speakers with honoraria at the end of their lectures
- o. Completes post-conference CEU paperwork and submits to CEU provider
- p. Updates the website regarding the activities of the program planning committee and conference dates, agenda and other information as needed

## **II. Essential Written Material**

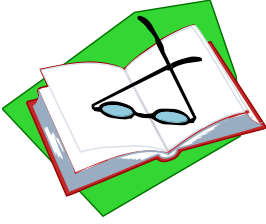
- a. Annual committee reports
- b. Minutes of all meetings, to be kept electronically
- c. CEU packet instructions from the CEU provider
- d. Written communications with the CEU provider, to be kept in a binder?
- e. Maintain current Program Committee list
- f. Conference call instructions

## **III. Deadlines for Major Tasks**

- a. a October:
  - i. Provide committee reports for the annual Board Meeting in October and as needed throughout the year
  - ii. Meet with program committee at the APGNN conference
- b. January: Begin conference calls with Program Committee
- c. February: Contact CEU provider for current instructions/requirements
- d. March: Finalize conference schedule
- e. May: Finalize speakers
- f. June: Contract with company to provide online post-conference evaluations and contact hour certificate.
- g. June: Send speaker packet to all speakers
- h. Aug-Sept: Complete and submit CEU packet no later than 60 days prior to conference
- i. Obtain speaker slides for syllabus 60 days prior to conference.
- j. Have syllabus put on flash drives 30 days prior to the conference.

## **IV. Important Resources**

- a. Contact information for APGNN Executive Board and committee chairpersons
- b. Executive Director of NASPGHAN
- c. CEU instructions from the CEU provider



## RESEARCH AND QUALITY IMPROVEMENT CHAIR

### I. Key Responsibilities

- a. Educates, enlightens and engenders enthusiasm for the development of research protocols, studies, and quality improvement initiatives.
- b. Represents the Research committee in administrative matters (i.e., conference calls, annual meetings)
- c. Brings to the attention of committee members, matters for discussion and action items pertaining to the work and efficiency of the Research committee
- d. Oversees the internal administration of the committee (after consultation with President and the Executive Board [if applicable]) and delegates administrative activities as seen fit
- e. Ensures that proposals requiring the approval of the President and the Executive Board are brought forward.
- f. Committee Budget Oversees the spending of committee budget (if any) by committee members requiring the approval of the President and the Executive Board are brought forward
- g. APGNN Poster Abstracts: for APGNN Annual Conference with the Research and Quality Improvement Posters  
*Duties: Submissions, Reviewers, Notification*
  1. Assists with communication for the availability of poster abstracts
  2. Facilitates volunteers committee to be abstract reviewers
  3. Assists and communicates with NASPGHAN to provide the list of reviewers
  4. Provides ongoing communication with the abstract
  5. Timeline as assigned by NASPGHAN
- h. APGNN Susan Moyer Research Grant:  
*Duties: Submission, Reviewers, Notification*
  - i. Assembles a review committee consisting of (as possible)
    - a. Research Chair
    - b. Two research committee members
    - c. A past recipient of the award
    - d. NASGPHAN will assign one member of their Research Committee
  - ii. Assists NASPGHAN foundation with communication with the award recipient
  - iii. Communicate with the award recipient that he/she is expected to present at the APGNN Annual Conference at the completion of the study
  - iv. Timeline as assigned by NASPGHAN

- i. Committee Development:
  - 1. Obtains periodic feedback from membership regarding areas of interest for research and quality improvement initiatives
  - 2. Acknowledges the quality improvement projects and research studies of the APGNN membership
  - 3. Works with committee to seek out potential partnerships and collaborations with local, regional, and national research initiatives
- j. Participates on NASPGHAN Research Committee as an APGNN representative Such reasonable duties as assigned by the President and the Executive Board
- k. Such reasonable duties as assigned by the President and the Executive Board

## **II. Essential written materials**

- a. Electronic copy in an editable format of the abstract submission instructions (available on APGNN website)
- b. Electronic copy in an editable format of the abstract submission form (available on APGNN Website)
- c. Work with NASPGHAN on the online submission and notification process for the abstract submissions for the annual conference
- d. Copy of the criteria for the APGNN Research Award (at APGNN website)
- e. Instructions (or Templates) to make certificates for the APGNN Research Award
- f. Electronic copy of the NASPGHAN Foundation/APGNN Susan Moyer Research Grant submission criteria
- g. Copy of the grading instrument used for the Research Grant (available through the NASPGHAN Foundation website)

## **III. Usual Deadlines for Major Tasks**

- a. Criteria for each award (NASPGHAN Foundation/APGNN Susan Moyer Research Grant) should be published in the FIRST quarterly publication of the new year as well as on the website and via email communications. It may help to have it published in the 1st and 2nd to increase participation.
- b. The deadline for submission of abstracts for the Annual Meeting will be subject to change in order to meet timelines established by JPGN for the publication of manuscripts.
- c. The deadline for submission for the NASPGHAN Foundation/APGNN Susan Moyer Research Grant will be the same as the NASPGHAN Foundation fellow awards (typically the beginning of August).

## **IV. Important Resources**

### *Internet Sources*

- 1. [www.fda.gov](http://www.fda.gov) - Food and Drug Administration
- 2. [www.europa.eu.int](http://www.europa.eu.int) - European Union



3. [www.os.dhhs.gov](http://www.os.dhhs.gov) - Department of Health and Human Services
4. [www.ich.org](http://www.ich.org) - International Conference on Harmonization (ICH)
5. [www.nih.gov](http://www.nih.gov) - National Institutes of Health
6. [www.wma.net](http://www.wma.net) - World Medical Association (WMA)
7. [www.hc-sc.gc.ca](http://www.hc-sc.gc.ca) - Health Canada
8. [www.health.gov.au](http://www.health.gov.au) - Department of Health and Aging
9. [www.fda.gov/medwatch](http://www.fda.gov/medwatch) - FDA - MEDWATCH

*Documents to Know:*

1. Code of Federal Regulations(CFR) for Clinical Research - 21 CFR: 11, 50, 54, 56, 312, 314, 330, 601, 812, 81
2. DHHS 45 CFR 46 - Protection of Human Subjects
3. ICH - Good Clinical Practice (GCP) Guidelines - E 6 GCP 1, 2, 4, 5, 7, 8
4. WMA - Declaration of Helsinki
5. NIH - The Nuremberg Code
6. NIH - Guideline on the Inclusion of Women and Minorities in Clinical Research
7. The Common Rule
8. The Belmont Report

*Professional societies, Associations & Organizations:*

1. [www.acrpnet.org](http://www.acrpnet.org) - ACRP is the primary resource for clinical research professionals in the pharmaceutical, biotechnology, and medical device industries, as well as those in hospital, academic medical centers, and physician office settings.

ACRP was founded in 1976 to address the distinct educational and networking needs of research nurses and others who supported the work of clinical investigations. With its own professional society came the recognition of a new distinctive profession - that of the clinical researcher. More than 25 years later, ACRP is an international association comprised of more than 17,000 individuals dedicated to clinical research and development. Certifications available: Clinical Research Coordinators and Clinical Research Associates

2. [www.nicresearch.com](http://www.nicresearch.com) The National Institute of Clinical Research is a physician owned & managed, independent multi-site clinical research trial management corporation. NICR specializes in clinical trial management for our affiliated, multi-specialty network spanning from Bakersfield in northern California, east to Riverside/San Bernardino and south to San Diego. They are leaders in planning, organizing and managing multi-therapeutic pharmaceutical, device and biotech clinical research trials.

3. [www.socra.org](http://www.socra.org) - The Society of Clinical Research Associates, Inc., is a non-profit, professional organization dedicated to the continuing education and development of clinical research professionals. The expressed aim of SoCRA is to provide training and continuing education for clinical research professionals

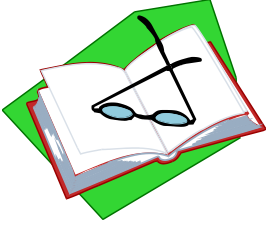
and to establish and maintain an international certification program for clinical research professionals. Certifications available: Clinical Research Professional

4. [www.ahrp.org](http://www.ahrp.org) - ALLIANCE FOR HUMAN RESEARCH PROTECTION (AHRP)  
- The Alliance for Human Research Protection (AHRP) is a national network of lay people and professionals dedicated to advancing responsible and ethical medical research practices, to ensure that the human rights, dignity and welfare of human subjects are protected, and to minimize the risks associated with such endeavors.

5. [www.barnett@e-directlogic.com](mailto:barnett@e-directlogic.com) - Education and Training

6. [www.na-marketingcomm@parexel.com](mailto:www.na-marketingcomm@parexel.com) - Education and Training

7. [www. centerwatch.com](http://www.centerwatch.com) - Education and Training



## CLINICAL PRACTICE COMMITTEE CHAIR OF AGPNN

### I. Key Responsibilities:

- a. Oversees the Clinical Practice Committee's review of poster submissions in all categories (clinical vignette, research and quality improvement) in conjunction with the research chair.
  - i. Selects 3 winners for POD based on either highest score or a winner from each category.
  - ii. Winners of POD will receive email communications and a written letter of their distinction.
  - iii. Send a written letter to all accepted abstracts. Collect 2 poster objectives from each submission to be sent to Program Chair for CME during the conference
- b. Coordinates development of clinical guidelines/protocols.
  - i. seeks member feedback for projects at the conference, via committee emails and via the newsletter
- c. Participates in NASPHGAN Clinical Care and Quality (CCQ) Committee
  - i. participates in conference calls
  - ii. participates in CCQ projects when asked
  - iii. attends the CCQ meeting at NASPHGAN
- d. Provides Newsletter and Program Committees with reports, updates, abstract submission guidelines, etc.
- e. Assists with Excellence in Education Award as requested (co-chair of review committee)
- f. Keep a spreadsheet with the Author names, submission title, and assigned poster # in the records for review
- g. Support incoming committee chair at the annual conference and during the transition period.
  - i. Present new chair with printed materials and electronic files.
- h. Maintain an updated list of committee members and contact information
- i. Encourage committee members to volunteer for annual projects
- j. Establish project deadlines for volunteers
- k. Ensure CCQ committee reviews and approves all written projects before publication via contact with CCQ chair

- II. Annual conference Responsibilities:
  - a. Attend conference
  - b. Attend board meeting during the conference
  - c. Support membership booth as requested by membership chair
  - d. Ensure all APGNN posters are hung in the correct location and be present during the APGNN poster session
  - e. Place ribbons by posters who have been selected “Poster of Distinction” at annual meeting
  - f. Present POD winners during the conference along with monetary reward – may consider power point to present winners
  - g. Attend CCQ committee meeting
  - h. Participate in APGNN social
  - i. Run clinical practice committee meeting during the conference and establish projects for the next year
  - j. Submit annual committee report prior to the board meeting

II. Essential Written Materials:

- a. Committee minutes
- b. Special reports/projects
- c. Ongoing project list/timeline

III. Usual Deadlines:

- a. Newsletter deadlines
- b. Education program deadlines

IV. Important Resources:

- a. Current list of APGNN committee chairpersons and Executive Board members, contact information
- b. Current name of NASPGHAN CCQ committee chair, and their contact information

## Helpful Instructions/Tools

- (1) **How to make a Conference Call**
- (2) **How to request Reimbursement**
- (3) **APGNN History**



## Conference Call Meetings

The board and committees meet one to several times a year by conference call.

Members receive notice of scheduled conference calls by e-mail. [Please note your time zone and the time difference].

Doodle.com may be used to help find times that are convenient for the majority of the group

Conference call courtesy includes the following.

1. E-mail the chair if you cannot attend promptly so that the meeting can commence without waiting.
2. Call from a quiet location on a telephone without static. Background noises transmit well.
3. Identify yourself at sign-on as directed and during discussions again as needed. Voices cannot always be distinguished.

## To Initiate a Call

- A. Schedule the call
  1. Contact Donna Murphy at the NASPGHAN office to inquire whether your possible committee conference call times have been reserved by other groups. [dmurphy@naspghan.org](mailto:dmurphy@naspghan.org) or 215-641-9800
  2. Notify your committee of the scheduled conference call meeting, noting the time zone. Provide instructions on how to participate in the call.
- B. The conference call
  1. Each member is to call 1-888-858-6021 and enter conference code: 8501007259
  2. Your or your designate, (the host of the call) dials the same number and enters passcode 3074 #. This commences the call.
- C. Confirm the call for billing

After the call, e-mail Donna Murphy at [dmurphy@naspghan.org](mailto:dmurphy@naspghan.org) and the APGNN treasurer with the dates, times, (and approximate attendance) of your calls, so NASPGHAN can bill us and our treasurer expects the bill.

## History of APGNN as of 2015

- 1) **1984** - NASPGN newsletter article to solicit interest of pediatric GI and Nutrition nurses in forming a professional support network.
  - 45 responses were received
- 2) **1988** - NASPGHN endorses the idea of a sister organization for pediatric GI and nutrition nurses.
  - 6 nurses invited and attend the NASPGN meeting in Chicago IL
  - The purpose of a nurse clinician affiliate group was discussed (NC-NASPGN) with the membership open to all nurses involved in pediatric GI/Nutrition and nursing participation in NASPGN meetings would be optimal
- 3) **1989** - (July) NASPGHN subcommittee was formed to pursue the organization of a pediatric GI/Nutrition organization. This was led by Jay Perman (President NASPGN) and Claire Stackhouse, MSN. Initial officers were:
  - Claire Stackhouse – chair
  - Marianne Buzby – co-chair
  - Susan Peck- secretary/treasurer)
- 4) **1989** - Organization named the Association of Pediatric Gastroenterology and Nutrition Nurses (APGNN). The Mission was outlined:
  - Promote nursing research and education in pediatric gastroenterology and nutrition
  - Establish standards of nursing practice
  - Create nursing network to enhance professionalism in the discipline
  - Support role development of pediatric gastroenterology and nutrition nurses.
- 5) **1989** - (October) first meeting of APGNN.
  - 25 nurses attended.
- 6) **1996** - World Congress in Toulouse France – 3 APGNN members attended
- 7) **2000** - World Congress in Boston, MA – 3 day educational course for nurses planned and presented by APGNN
- 8) **2003** - 14th annual education meeting.
- 9) **2004** - World Congress in Paris, France; GERD symposium presented by APGNN Members, 3 Research Posters presented by APGNN Members

- 10) **2005** - 15<sup>th</sup> annual education meeting *Finding Solutions* & celebration of APGNN existence
- 11) **2006** - 16<sup>th</sup> annual education meeting *Searching for Evidence*, Orlando, Florida
- 12) **2007**- 17<sup>th</sup> annual education meeting *Promoting Adherence*, Salt Lake City, Utah
- 13) **2008** - World Congress in Brazil, attended by APGNN President
- 14) **2008** - 18th APGNN Board meets during first NASPGHAN/CDHNF Meeting in San Diego, CA during this World Congress year
- 15) **2009** - 19th annual education meeting *Working Together: Collaborative Practice*, National Harbor, MD. 20<sup>th</sup> Anniversary Celebration of APGNN
- 16) **2010** - 20th annual education meeting, *Future Trends: New Horizons*, New Orleans, Louisiana
- 17) **2011** - 21st annual education meeting, *Building A Strong Foundation*, Orlando, Florida
- 18) **2012** - 22nd annual education meeting, *The Changing Face of Pediatric GI* Salt Lake City, Utah
- 19) **2012** - APGNN President attended World Congress in Taipei
- 20) **2013** - 23rd annual education meeting Chicago, Illinois
- 21) **2014** - 24<sup>th</sup> annual education meeting Atlanta, GA 25<sup>th</sup> Anniversary Celebration
- 22) **2015** - 25<sup>th</sup> annual education meeting, Washington, DC
- 23) **Presidents:**
  - Claire Stackhouse – Johns Hopkins, Baltimore, MD
  - Marianne Buzby – The Children's Hospital of Philadelphia, Philadelphia, PA
  - Sue Walsh – Chicago, IL
  - Millie Boettcher – A.I DuPont Children’s Hospital– Wilmington, DE
  - Nancy Rayhorn – Phoenix Children’s Hospital, Phoenix, AZ.
  - Christine Radoja - Children’s Hosp at Hamilton Health Science, Hamilton, Ontario, Canada
  - Susan Peck – The Children's Hospital of Philadelphia, Philadelphia, PA

- Addie McDuffie – Children’s Hospital of King’s Daughters, Philadelphia, PA
- Rosemary Young – Boys Town National Research Hospital, Omaha, NE
- Mary-Alice Tully - The Children’s Hospital of Boston, Boston, MA
- Robin Shannon - University of Minnesota Children’s Hospital, Minneapolis, MN
- Lisa Philichi- Mary Bridge Health Center, Tacoma, WA
- Diane Kocovsky- Boys Town National Research Hospital, Omaha, NE
- Ryan Shonce- Levine Children’s Hospital, Charlotte, NC

24) **Secretary:**

- Susan Peck – The Children's Hospital of Philadelphia, Philadelphia, PA
- Shari Huffman – Nemours Children’s Clinic, Jacksonville, FL
- Addie McDuffie –Children’s Hospital of King’s Daughters, Norfolk, VA
- Patricia Bierly – The Children's Hospital of Philadelphia, Philadelphia, PA
- Corrine Maurins – Mary Bridge Children’s Hospital & Health Center, Tacoma, WA
- Kristin Peterson – University of Nebraska Medical Center, Omaha, NE
- Sandra Matthews- Baltimore, MD

25) **Treasurer:**

- Susan Peck – The Children's Hospital of Philadelphia, Philadelphia, PA
- Lori Vinitzki – The Children's Hospital of Philadelphia, Philadelphia, PA
- Julia Bilodeau – The Children's Hospital of Philadelphia, Philadelphia, PA
- Carol Thrall – Phoenix Children’s Hospital, Phoenix, AZ
- Pat Fain – Texas Children’s Hospital, Houston, TX
- Patricia Bierly -The Children’s Hospital of Philadelphia, Philadelphia, PA
- Shari Huffman - Nemours Hospital

26) **Secretary/Treasurer (Position modified 2014):**

- Rosemary Pauley-Hunter – Boys Town National Research Hospital, Omaha, NE

27) **Board Members:**

- Helen Bacha – Montreal, Canada



- Judy Barrish – Houston, TX
- Patricia Bierly – Philadelphia, PA
- Millie Boettcher – Wilmington, DE
- Savanna Borne – Rochester, MN
- Diane Buckley-Ulrich- Boston, MA
- Clare Ceballos – New York, NY
- Teri Crumb – Grand Rapids, MI
- Carolyn Daigneau – Houston, TX
- Masha Ellett – Indianapolis, ID J
- Jill Gibson- Grand Rapids, MI
- Shari Huffman – Jacksonville, FL
- Sandra Hughes – Cincinnati, OH
- Teri Jackson – Baltimore, MD
- Mary Lou Korpon - Charleston, SC
- Jennifer Martin – Montreal, Quebec, Canada
- Lynn Mattes – Baltimore, MD
- Corrine Maurins –Tacoma, WA
- Nancy Moore – Baltimore, MD
- Nancy Murray – Omaha, NE
- Deborah Naccarini– Oakland, CA
- Kristen Peterson – Omaha, NE
- Lisa Philichi – Tacoma, WA
- Daphne Pierce-Smith - Atlanta, GA
- Christine Radoja – Hamilton, Ontario, Canada
- Joanne Rosa – North Shore, NY
- Lillian Sablan – Madison, WI
- Theresa Shalaby – Pittsburgh, PA
- Robin Shannon – Minneapolis, MN
- Karen Sherry – Madison, WI
- Christine Tinstman – Boston, MA
- Mary Alice-Tully – Boston, MA
- LeAnne Vitito – Omaha, NE
- Lindsay Wilson – Baltimore, MD
- Rosemary Young – Omaha, NE
- Bonnie Zelasney – Denver, CO
- Teresa Carroll- Las Vegas, NV
- Shabina Walji-Virani- Plano, TX
- Ryan Shonce- Charlotte, NC
- Kerry Zabriske- Denver, CO
- Amy Painter- Atlanta, GA
- Goldie Markowitz- Philadelphia, PA
- Patty Bierly- Philadelphia, PA
- Amy Donegan- Columbus, OH
- Robyn Robinson- Orange, CA

- Maureen Egan- Wilmington, DE
- Pam Morgan- Cincinnati, Oh