

# NORTH CAROLINA ASSOCIATION

OF

# PUBLIC HEALTH NURSE

# ADMINISTRATORS



2025

# HANDBOOK

## PAST REVISIONS

|      |      |      |      |      |      |      |      |      |      |
|------|------|------|------|------|------|------|------|------|------|
| 1987 | 1988 | 1989 | 1990 | 1991 | 1992 | 1994 | 1995 | 1996 | 1997 |
| 1998 | 2000 | 2004 | 2007 | 2008 | 2011 | 2013 | 2017 | 2021 | 2024 |

## REVIEW & REVISIONS

|   |   |
|---|---|
| Reviewed by: _____<br>ByLaws/Handbook Chair      Date | Signed by: _____<br>President                              Date |
| Reviewed by: _____<br>ByLaws/Handbook Chair      Date | Signed by: _____<br>President                              Date |
| Reviewed by: _____<br>By/LawsHandbook Chair      Date | Signed by: _____<br>President                              Date |
| Reviewed by: _____<br>ByLaws/Handbook Chair      Date | Signed by: _____<br>President                              Date |
| Reviewed by: _____<br>ByLaws/Handbook Chair      Date | Signed by: _____<br>President                              Date |
| Reviewed by: _____<br>ByLaws/Handbook Chair      Date | Signed by: _____<br>President                              Date |
| Reviewed by: _____<br>ByLaws/Handbook Chair      Date | Signed by: _____<br>President                              Date |
| Reviewed by: _____<br>ByLaws/Handbook Chair      Date | Signed by: _____<br>President                              Date |
| Reviewed by: _____<br>ByLaws/Handbook Chair      Date | Signed by: _____<br>President                              Date |
| Reviewed by: _____<br>ByLaws/Handbook Chair      Date | Signed by: _____<br>President                              Date |
| Reviewed by: _____<br>ByLaws/Handbook Chair      Date | Signed by: _____<br>President                              Date |

## TABLE OF CONTENTS

|   |    |
|---|----|
| President.....  | 3  |
| President Elect.....                                      | 6  |
| Past President / Parliamentarian.....                     | 6  |
| Secretary.....  | 7  |
| Treasurer.....  | 8  |
| Executive Committee.....                                  | 13 |
| Governing Board.....                                      | 15 |
| Workgroup Chairpersons.....                               | 15 |
| Regional Association Groups.....                          | 16 |
| Conference Planning Workgroup.....                        | 17 |
| Operations Workgroup.....                                 | 22 |
| Recognition, Communication & Technology Workgroup.....    | 24 |
| Nursing Practice and Workforce Development Workgroup..... | 31 |
| Emerging Issues Workgroup.....                            | 32 |
| Finance Committee.....                                    | 33 |
| APPENDIX Index.....                                       | 35 |

## **PRESIDENT**

- I. The term of office shall be for a one (1) year term and shall have served as President-Elect.
  
- II. President's duties are as follows:
  - A. Preside at all meetings when Association business is conducted.
  - B. Convene the Governing Board immediately after the Annual Conference adjourns.
  - C. Have a working knowledge of parliamentary law and procedures.
  - D. Have a thorough understanding of the Bylaws and Handbook and the history and previous actions of the Association.
  - E. In conjunction with the Executive & Governing Board, set annual goal(s) for the association.
  - F. Lead the Executive and Governing Board in activities to successfully carry out the Associations overall Purpose.
  
- III. Meetings
  - A. Have Association materials and references available and in order:
    - 1. Agenda (Appendix A)
    - 2. Current correspondence for discussion
    - 3. A list of all Executive and Governing Board Members
    - 4. Copy of *Robert's Rules of Orders*
    - 5. Copy of the Association's Bylaws and Handbook
  
  - B. Order
    - 1. Lead the meeting in the sequence outlined on the agenda in accordance with *Robert's Rules of Orders*.
    - 2. Open the meeting at the appointed time by calling the meeting to order, assuring a simple quorum is present (quorum to be established by the Past-President or designee and is defined as half of the voting membership + one).
    - 3. Recognize members entitled to the floor.

4. State and put to vote valid motions (Appendix B) made by the governing board members or standing workgroups.
5. Enforce the rules relating to debate, order, and decorum within the Association.
6. Expedite business in every way compatible with the rights of members.
7. Authenticate, by signature, when necessary, all acts, orders, motions, and proceedings of the Association.
8. Declare the meeting adjourned at the time set forth in the agenda or at a time that is reasonable.
9. Review Association Handbook and Bylaws annually and sign the Review and Revisions page at the front of each manual prior to the first Governing Board meeting of the new year (this can be done by typing in your name).

VI. Interim Activities

- A. Serve as the representative of the Association to all other groups, including the NC Association of Local Health Directors (NCALHD). (ie: Office of Chief Public Health Nurse)
- B. Appoint special committees with the approval of the Executive Committee.
  1. Appoint members to all committees, which are not specified in the Bylaws, with approval of Executive Committee. If possible, this should be accomplished at the annual post-conference Governing Board Meeting.
- C. Secure an updated list of Governing Board members from the Operations Chair.
- D. Assure an executive committee member is appointed to all workgroups except Operations nominating section. This may be done by the president serving in the position or by appointing an ex-officio member to the role.

Executive Committee Member Workgroup Assignments

| Executive Committee Role* | Workgroup Assignment                     |
|---------------------------|--|
| President Elect           | Conference Planning                      |
| President                 | Emerging Issues                          |
| Past President            | Nursing Practice & Workforce Development |
| Secretary                 | Operations                               |
| Treasurer                 | Recognition, Communication & Technology  |

\*Regional Representatives to be assigned as indicated. If not assigned, attend workgroup meetings based on area of interest.

- E. Call the meetings of the Executive Committee/Governing Board when the need arises.

- F. In coordination with the Operations committee, present the names of all individuals for committee vacancies to the Executive Committee for approval.
- G. Keep in close contact with other officers and appoint an assistant as needed, to help with the business of the Association.
- H. Contact the Past President and Nursing Practice & Workforce Development Chairperson in the event legislative issues that have not been previously approved by the Board arise and which might require action by the Nursing Practice & Workforce Development Committee and/or membership.
- I. Provide the Secretary with a copy of all presidential correspondence and other business items.
- J. Prepare an agenda to be sent with notices of all meetings to include date, time, place of the meeting, items of business and topics for discussion.
- K. Coordinate Association business with Governing Board to ensure that Association interests and concerns are addressed.
- L. Convene the Governing Board a minimum of three (3) times a year and whenever Association business dictates a need to meet. The schedule for regular meetings should be discussed following the annual conference with the newly elected Governing Board.
- M. Assist Nursing Practice & Workforce Development Chairperson with contacting the NC Board of Nursing Education Department to establish a contact at the BON to serve as a “consulting” member for the Nursing Practice & Workforce Development committee when needed.

## VII. Pre-Conference

- A. Contact officers, committee chairpersons and regional representatives about their work and annual reports.
- B. Convene the Governing Board prior to the Annual Conference to finalize conference plans and conduct any necessary business.
- C. Coordinate with Conference Planning Chairperson to prepare a conference invitation to go out with pre-conference information (for example, Letter from the President).

## VIII. Annual Conference

- A. Convene the Governing Board the day before the conference.
  - 1. Coordinate with the Conference Planning Chair the final arrangements and conference meeting space.

2. Ensures delegation of conference duties and assignments as necessary.
  3. Discuss and plan accordingly for new business issues, resolutions and/or program changes.
- B. Preside over the opening session and during all business sessions.
- IX. Along with the Treasurer and a minimum of one other randomly selected member of the finance committee, conduct an audit of the Association's financial records prior to the first meeting held in the new year of the Governing Board. The Treasurer will present the audit report at the first regular scheduled meeting in the new calendar year.
  - X. Attend the post-conference Governing Board meeting, held at the close of the annual conference. This meeting is specifically for the newly elected board and will include a brief discussion of the new year's meeting schedule.
  - XI. As Past President serve on the Governing Board for one year immediately following term in office, attending all Executive Committee and Governing Board meetings.

### **PRESIDENT-ELECT**

- I. The term of office shall be one year as President Elect, followed by one year as President and one year as Past President. This role shall have had previous experience on the Governing Board.
- II. Attend all Executive Committee and Governing Board meetings.
- III. Assist the President with any delegated or assigned responsibilities.
- IV. Meet with President at the Annual Conference to discuss transfer of duties and review any pertinent materials.
- V. Serve as the NCAPHNA representative to the NCALHD as assigned.
- VI. Serve on the Conference Planning Workgroup.
- VII. In the absence of the President and Past President, assume the duties of the President.

### **IMMEDIATE PAST PRESIDENT / PARLIAMENTARIAN**

- I. In the absence of the President, the Past President will assume the duties of the President.
- II. In the event of a vacancy in the office of the President, the Past President shall serve as President until the adjournment of the next Annual Conference.

- III. Attend all Executive Committee and Governing Board meetings
- IV. Serve as the NCAPHNA representative to the NCALHD as assigned.
- V. As Parliamentarian, establish quorum prior to the start of each meeting and serve as a consultant to advise on matters of parliamentary procedure and rules of order (ie: interpreting Bylaws, process for considerations of motions and bylaw amendments, voting process)

### **SECRETARY**

- I. The term of office shall be for a two (2) year term.
- II. Attend all Executive Committee and Governing Board meetings.
- VI. Minutes
  - A. Record minutes of all the meetings of the Executive Committee, Governing Board, and Annual Conference.
  - B. Distribution
    - 1. Transcribe and distribute copies of all Executive Committee minutes to all Executive Committee members present or absent no less than 14 days prior to the next meeting date. Transcribe and distribute copies of all Governing Board minutes to all Governing Board members present or absent no less than 14 days prior to the next meeting date.
    - 2. Transcribe and distribute copies of the Annual Conference Governing Board Meeting minutes with attached reports to the Governing Board members no less than 14 days prior to the first Executive Committee/Governing Board meeting of the new year.
  - C. Filing
    - 1. Maintain original copy of minutes and reports in designated storage area.
    - 2. The documentation for the two preceding years is kept by the Secretary. The Recognition / Communication & Technology chairperson will ensure that documents older than 2 years are archived based on current archival method (ie: cloud storage, electronic file, thumb drive, paper).
- V. Meetings
  - A. Send ‘save the date’ notices for all routine scheduled meetings to Executive and



Governing Board members following the conference wrap-up meeting.

- B. Send notice of time, place, agenda for all meetings (Executive Committee, Governing Board, ad hoc, etc.) to the Governing Board members one week prior to meeting.
- C. Assure availability of (1) current Association records; (2) previous year's minutes, (3) other materials as requested. This may be hard copy, email, or via cloud storage.
- D. Collect reports from each Regional Representative and Committee Chair.

VI. Correspondence

Obtain from the Operations Chair, prior to the first meeting of the new year, the names and contact information of all Governing Board Members, Executive Committee Members, Committee Chairs & Members and Regional Representatives and send to the Governing Board Members. Upon receipt, the Recognition, Communications & Technology Chair will post the information to the NCAPHNA [ncaphnanursing.org](http://ncaphnanursing.org).

VII. Cost

Maintain a record of all expenses incurred while conducting activities / business associated with the secretarial role on behalf of NCAPHNA and submit bills / original receipts to the Association's Treasurer for reimbursement utilizing the reimbursement form (Appendix C).

VIII. Responsibilities of Retiring Secretary

- A. Turn over all Association materials to the new Secretary at the close of the Annual Meeting. Exception: minutes and notes taken at the Annual Meeting, which need to be compiled, distributed, filed, and approved at the first Executive Committee and Governing Board meeting of the new business year.
- B. The retiring Secretary attends the first Executive Committee and Governing Board meeting of the new business year to present minutes of the Annual Meeting.

**TREASURER**

- I. The term of office shall be elected for a two (2) year term.
- II. Attend all Executive Committee and Governing Board meetings.
- III. Attend the Local Health Directors *Funding of Public Health workgroup* session when virtual links are available. Provide input when appropriate and bring information back to the Governing Board.
- IV. Attend the Post Conference Governing Board Meeting.

V. Preparation prior to the first Executive Committee meeting to include:

A. Incoming Treasurer accepts retiring Treasurer's records. The retiring Treasurer is responsible for orientation of the incoming Treasurer. Complete transference should be made prior to the first Executive Committee/Governing Board meeting in the new year and shall include:

1. Review of the previous year's records up until the date of final transference.
2. Review of documentation of last audit.
3. Ensure all previous bills have been paid or accounted for.
4. Receive list of all pending debts and/or bills of Association.
5. Receive accounts, Treasurer's reports and receipt books, etc. of previous five years.
6. Retiring Treasurer will accompany the incoming Treasurer to the first Executive Committee and Governing Board meeting of the new calendar year to present final Treasurer's report.

B. Receive a copy of previous year's audited financial records.

VI. Process for becoming bonded (fee to be paid by the Association).

The North Carolina Association of Public Health Nurse Administrators is bonded for \$20,000 through the Western Surety Company – CNA Surety, PO Box 957312 St. Louis, MO 63195-7312. The treasurer utilizes the online payment system to complete annual payment of invoice for renewal. Renewal date is October 16 each year.

VII. Submit a 990-EZ tax document in February of each year. Complete form online at <https://www.irs.gov/instructions/i990ez/>

VIII. Set up Checking and Savings Accounts

- A. Contact the bank and obtain appropriate signatures for the checking and savings accounts. Utilize attached letter template.
- B. The President and/or Treasurer are the only persons legally authorized to sign Association checks.
- C. Maintain an adequate balance to prevent service charge if applicable.
- D. Transfer funds from the savings to a checking account to conduct Association business.

IX. Management of Treasurer's Documents

- A. Maintain a financial spreadsheet.
- B. Obtain receipts and reimbursement request forms (Appendix C) prior to reimbursement to an Association member for expenditure of personal funds on behalf of the Association.
- C. Maintain bank statements, bills and receipts together in sequential order in the Treasurer's notebook.
- D. In sequential order, enter copies of the Treasurer's reports given at all meetings along with bank statements, etc.

X. Governing Board Meetings

- A. Present a verbal Treasurer's report at each meeting and submit written reports to the Secretary and President.
- B. Disbursements of funds for Association expenses are made with Executive Committee and/or Governing Board approval and are reflected on financial statements.
- C. Hotel rooms, for governing board members who need overnight accommodation, for in-person meetings may be arranged in special circumstances as funds allow. No annual conference room accommodation will be paid for by the association.
- D. Order lunch for members attending the Governing Board meeting as funds allow.

XI. Preparation for the Annual Conference

- A. In conjunction with Chairperson of Conference Planning Workgroup:
  - 1. Ensure the finalization of the annual conference plans with the meeting facility and establish the time for registration, including payments that will need to be made to the facility upon arrival or prior to the end of the conference.
  - 2. Assist with any information needed for advance registration and payment and/or on-site registration and payment as approved by the Governing Board.
  - 3. Ensures all vendor fees have been collected.
  - 4. Deposit all collected monies from pre-registration prior to attending the Annual Conference.
- B. Several days prior to the Annual Conference:

1. Transfer sufficient funds from the savings to the checking account to cover the Annual Conference expenses.

C. Materials to be taken to the Annual Conference:

1. Necessary supplies such as:
  - a. Containers for collection of money
  - b. Receipt books
  - c. Checkbook and current file of transactions
  - d. ***Deposit Only*** stamp

XII. Duties during the Annual Conference

- A. Assure registration table is set up to handle late or on-site payments as indicated.
- B. Reconcile ALL receipts for any approved purchases made by Governing Board members by the conclusion of the conference.
- C. Maintain log and separate receipt system for each specific area requiring payment of funds. (This serves as a check and balance of monies received.)
- D. Obtain a list of registrants from Conference Planning Chairperson.
- E. Safeguard monies collected depending on security measures available at the meeting site by planning for secure location of all funds, requesting assistance from conference site as indicated.
- F. In accordance with the conference facility contract, pay all the Annual Conference site expenses from Association intake funds. Make sure to obtain receipt from Conference site.

XIII. Present the Treasurer's report at the first Governing Board meeting of the new year.

- A. Summarize previous year's Treasurer's Report, e.g., expenses, intake and balance.
- B. Provide number attending the Annual Conference, amount received for registration, scholarship fund, and funds expended during the Annual Conference.
- C. Present a finalized balanced budget for previous year.
- D. Estimate working balance for upcoming year.
- E. Present the proposed budget for the coming year.

XIV. Duties prior to the first Governing Board Meeting in new year

- A. Acquire all previous year's Treasurer's Reports.
- B. Contact President and audit appointee to arrange for the financial audit to be done prior to first Governing Board meeting of the new year.
- C. The treasurer, In-coming Treasurer, President, and President-Elect will conduct an audit of the Association financial records prior to the first meeting held in the new year of the Governing Board. Prepare form for the auditor's report and signatures.
- D. The Treasurer will present the audit report at the Governing Boards first regular scheduled meeting of the new year.

XV. Procedure for Handling "Bad" Checks

- A. Check is sent through the bank twice for clearance.
- B. If the check does not clear the bank, the treasurer sends a certified letter with return receipt to the person or agency who submitted the check asking for a money order or certified check. If in 60 days there is no response, Treasurer requests Governing Board approval to "write off" the bad check. Any future monies from this person or agency must be by certified check, money order, or cash.

XVI. Policy on refunding and pre-registration fees:

- A. It is not the practice of NCAPHNA to refund prepaid registrations. The substitute of attendees is acceptable and should be communicated to the Conference Planning Chairperson. Exceptions will be handled on a case-by-case basis.
- B. Requests for a refund of prepaid registration fees must be made to the Conference Planning Chairperson.
- C. Requests will be reviewed by the President, Treasurer, and Conference Planning Chairperson.

XVII. Audit Process

- A. Review checking account. Proof reconciliation of December bank statement by verifying outstanding checks and review November bank statement to determine that all previously outstanding checks have been accounted for.
- B. Compare Excel Spreadsheet entries to monthly bank statements for balance of accounts including the checking account and the two (2) money market accounts (one of which is the account for the Elizabeth S. Holley Scholarship funds).
- C. Review the number of attendees/registrants at Annual Meeting and compare with deposits.

- D. Review deposit slips of checking account for December, November, and October. Compare them or trace them to the amount indicated in the Excel Spreadsheet to see that they are the same.
- E. Review invoices to compare them with checks written and to trace them to the line item indicated in the Excel Spreadsheet. Every invoice should be reviewed. This is done by reviewing each invoice and matching that amount with the expense item by month of payment.
- F. Perform audit prior to the first Governing Board meeting of the new year.

### **EXECUTIVE COMMITTEE**

#### I. Members shall consist of:

- President
- President-Elect
- Secretary
- Treasurer
- Immediate Past President
- A designated representative from each Official Regional Association Group

#### II. General Duties

- A. To carry out, in an orderly manner, the business of the Association at the Annual Conference and all other meetings (according to *Robert's Rules of Order*).
- B. To hold ad hoc meetings as necessary to conduct Association business.
- C. To appoint special workgroups as the need arises.
- D. To make recommendations to Governing Board members.

#### III. Duties of Regional Representatives

- A. The Regional Representative should notify the President if unable to attend the Executive Committee/Governing Board meetings of the Association.
- B. If the Regional Representative cannot attend the Executive Committee/Governing Board meeting, an alternate from the region should be designated to attend.
- C. The Regional Representative should submit a written report to the Secretary on the standard form prior to each Governing Board meeting.
- D. The Regional Representative is responsible for communicating Executive Committee

and Governing Board actions and concerns to the Regional Groups.

E. The Regional Representative shall serve as a member of the NCAPHNA Recognition, Communication & Technology Committee with responsibility of reviewing and scoring award nominations and Elizabeth S Holley Scholarship applications.

F. Attend Local Health Directors Workgroup meetings as assigned:

| This NCAPHNA position(s) attends.....                      | this LHD workgroup                             |
|--|--|
| President / Nursing Practice & Workforce Development Chair | Workforce Recruitment & Retention              |
| President Elect / Emerging Issues Chair                    | Emerging Issues                                |
| Past President / Secretary                                 | Performance Measures                           |
| Treasurer / Operations Chair                               | Funding of Public Health                       |
| Communications Chair / Nursing Practice Chair              | Communication – Role & Values of Public Health |
| N/A  | Education & Awards                             |

## **GOVERNING BOARD**

### I. Members shall consist of:

- Executive Committee members
- Workgroup Chairpersons
- Chief Public Health Nurse - ex-officio, non-voting
- Parliamentarian – non-voting if not a member of the Executive or Governing Board

### II. General Duties

- A. To review and approve the actions of the standing and special workgroups.
- B. To meet a minimum of three (3) times during the year outside of annual conference.
- C. To review and approve or modify the budget as prepared by the Treasurer.
- D. To provide a channel of communication for the membership.
- E. To make recommendations to the Chief Public Health Nurse
- F. If at any time a vote is needed by the governing board members and/or membership prior to a meeting and/or annual conference, an electronic vote or survey will be utilized. The governing board will determine the best route. Depending on the subject matter, the governing board will appoint a member to receive the electronic votes and/or survey results and share with the board at the next scheduled meeting or send via email to members if an answer is needed prior to the next meeting.

## **WORKGROUP CHAIRPERSONS**

### Responsibilities of Workgroup Chairpersons include:

- I. Attends all Governing Board meetings held throughout the calendar year.
- II. Submits a report to the Secretary, utilizing standardized report form (Appendix D), prior to each Governing Board meeting.
- III. Schedules recurring meetings of the Workgroup.
  - A. Schedules meetings on a date and time that is acceptable for workgroup members
  - B. Prepares the agenda for meetings
  - C. Facilitates meetings
  - D. Assigns duties to workgroup members as needed
- IV. Present end-of-year reports during the Annual Conference Business Session.
- V. Attend assigned Local Health Director Workgroup meetings and report pertinent information to Governing Board before the next scheduled meeting utilizing workgroup



report form (Appendix D)

| This NCAPHNA position(s) attends.....                      | this LHD workgroup                             |
|--|--|
| President / Nursing Practice & Workforce Development Chair | Workforce Recruitment & Retention              |
| President Elect / Emerging Issues Chair                    | Emerging Issues                                |
| Past President / Secretary                                 | Performance Measures                           |
| Treasurer / Operations Chair                               | Funding of Public Health                       |
| Communications Chair / Nursing Practice Chair              | Communication – Role & Values of Public Health |
| N/A  | Education & Awards                             |

### REGIONAL ASSOCIATION GROUPS

- I. Regional Association Groups are official arms of the Association and shall:
  - A. Be composed of public health nurses who are members of the Association and are associated with the affairs of a specified regional group.
  - B. Have Regional Association Bylaws if they do not conflict with Association Governing Board Bylaws.
  - C. Unless otherwise stated in the Regional Association’s Bylaws, elect a Vice President annually, and the Vice President will assume the President role the following year. Every 2 years, elect a Secretary, Treasurer, and Workgroup Representatives. Submit their names to the Secretary of the Association Governing Board at the Annual Meeting or before the first Governing Board Meeting of the New Year. The President will serve as the Regional Representative and the Vice President will serve as the Alternate Regional Representative.
  - D. Carry out the business of the Association.
  - E. Provide a medium for the exchange of ideas, new programs, and anticipated changes in program services.
  - F. Shall not act in the name of the Association without Board approval.
  - G. Shall submit resolutions as soon as possible to the Recognition, Communications & Technology Representative. The deadline is within 30 days of the annual conference. Deadlines may be extended with permission from the Governing Board Recognition, Communication & Technology Chairperson.
  - H. For new members, the Regional Representative is encouraged to make personal

contact with the new Nurse Administrator, Supervisor, or lead nurse and provide the regions Bylaws, list of regional members, and the minutes from the last regional meeting. Note: The Office of the Chief Public Health Nurse will email [govboard@ncaphna.org](mailto:govboard@ncaphna.org) when a new membership form is received. The Regional President will be notified by the Governing Board Recognition, Communications & Technology Chairperson of new membership.

- I. Each Regional Association Group shall appoint/elect a representative to the following NCAPHNA Workgroups: Conference Planning, Operations, Recognition/Communication & Technology, Nursing Practice & Workforce Development, and Emerging Issues. Each representative will serve a two (2) year term. The Regional Representative will submit the names to the Associations Operations Workgroup Chairperson at or before the Annual Education Conference or before the first Governing Board Meeting of the New Year.

### **CONFERENCE PLANNING WORKGROUP**

- I. Membership
  - A. The workgroup shall consist of nine to eleven (9-11) members: the Chairperson, an assistant Chairperson, Governing Board officers and regional representatives as appointed. Each region is required to appoint one representative to the workgroup.
  - B. The Chairperson is a one (1) year term
  - C. The assistant Chairperson is elected for a one (1) year term and will assume the Chairperson role the following year.
  - D. Representatives from the regions commit to a two (2) year term.
- II. Chairperson
  - A. Oversees all planning activities for the annual educational conference.
- III. Annual Educational Conference Initial Planning Activities
  - A. Planning for the Annual Education Conference should start no later than 14 months in advance.
  - B. Prior to the annual conference, the workgroup will identify potential dates and locations for the following year's conference. The workgroup will make every effort to announce the location of next year's conference during the current annual education conference.
  - C. Conference Location

- D. Conference Planning Workgroup will contact several potential venues and obtain the following information about each one:
  - a. Availability of meeting room, including fee structure, which could accommodate 150 – 250 people, small meeting space for 30people, and additional space to store items needed for the conference.
  - A. Availability of space with seating capacity for 150-250 people for planned meals.
- E. The Conference Planning Workgroup will present their recommendations for the location, venue and dates of the next Annual Conference to the Governing Board for approval within two months after the most recent Annual Conference.
- F. Once a decision has been made for the dates and location of the conference a written contract should be signed with the venue. The contract should be signed by the Conference Planning Workgroup Chairperson and the Treasurer and include the following:
  - a. Block of guest rooms with price guarantee for conference and cut-off date
  - b. Meeting and function space
  - c. Food and beverage list with provision of menu, prices and cut-off date
  - d. Audio-visual equipment needs with pricing
  - e. Exhibit space needs with pricing
  - f. Billing arrangements

#### IV. Annual Conference Interim Planning Activities

- A. The first meeting of the Conference Planning Workgroup will include review of the results of the previous conference participant evaluations and review of the conference financial report. This information will be utilized when planning the next conference.
- B. The Conference Planning Workgroup will meet regularly to plan the following:
  - a. Develop a theme for the Annual Conference
  - b. Identify and confirm conference speakers
    - i. Verify any speaker fees or honorarium
    - ii. Obtain “contract” in writing; may be a letter of acceptance, including fees and other costs
    - iii. Request required information needed by the Approved Provider of Nursing Continuing Education (APU) to provide continuing nursing education (CNE) credit.
    - iv. Request that handouts be sent in electronic format so they can be

available for conference participants

- c. Identify NCAPHNA Workgroup and Governing Board needs for the conference such as time during the conference for a presentation or a need for a display table.
- d. Identify and confirm exhibitors for the conference
  - i. Have exhibitors complete the required forms and submit the exhibitor fee
  - ii. Ensure all monies are sent to the Treasurer
- e. Determine the registration process
- f. Determine the conference food and beverage needs
  - i. Submit food and beverage selections to facility by cut-off date
- g. Develop the conference agenda including program and business session schedule
- h. Identify audio-visual needs for the conference and check with speakers for individualized needs (flip charts, markers, internet, etc.)
- i. Provide necessary information to the APU representative to offer CNE credit to conference participants
- j. Make conference registration information available to the membership via e-mail and the NCAPHNA web page.
  - i. Develop and send out a “Save the Date” e-mail message to the membership once the conference location and dates are finalized
  - ii. Prepare an e-mail message about registration for the Annual Conference to send out to the membership
  - iii. Request the NCAPHNA President prepare a conference invitation (“Letter from the President”) to be included with the conference registration information
  - iv. Send the e-mail message, registration information, conference agenda, hotel information, and President’s letter to the membership and to the Recognition/Communication & Technology Chair to post on the NCAPHNA webpage.
- k. Receive and process registration forms and payments
  - i. Assign workgroup members to manage pre-registration

- ii. Ensure preparation of alphabetized lists of pre-registered members and guests, coordinate with APU Representative regarding CNE sign-in requirements during registration
  - iii. Prepare receipts for each payment received by cash or check and take to the Annual Conference for distribution with name tags. Electronic payments send receipts via email confirmation.
  - iv. Ensures there is a process for preparing name tags, including sharing of registrant information with designated person/workgroup as indicated.
  - v. Ensure all non-electronic payments are made to / collected by the Treasurer.,
  - vi. Communicate with the Treasurer and Secretary to identify needs for registration.
  - vii. Communicate with the Treasurer to ensure that all outstanding venue payments have been made prior to the end of the conference.
- l. Designate workgroup members to preside at program sessions during the Annual Conference
  - m. Maintain close communication with the President as needed
  - n. Communicate with Recognition/Communication & Technology Workgroup chair to identify needs (ie: tables, laptop, projectors)
  - o. Arrange for flowers/decorations for the stage/podium
  - p. Arrange with the facility for space for registration, conference, coffee breaks, meals and exhibitors, including set-up needs and any associated costs
  - q. Plan for planned social activities
  - r. Consult with the Governing Board regarding gifts for speakers and ensure funds have been added to the budget.
  - s. Materials to be taken to the Annual Conference
    - i. List of instructions for helpers at the registration table.
    - ii. Pens, pencils, etc.
    - iii. Lockbox (Treasurer)
    - iv. Containers for collection of money (Treasurer)

- v. Signs
- vi. Receipt books (Treasurer)
- vii. Registration/Sign-in log
- viii. Flowers/Decorations
- ix. Participant materials as indicated (ie: goodie bags)

V. Pre-Conference (the day before the conference)

- A. Attend Governing Board Meeting.
- B. Meet with the Conference Planning Workgroup to review plans and member assignments
- C. Finalize details for the program and conference
- D. Identify and make a plan for last minute changes
- E. Set up registration table(s)
- F. Confirm that seating arrangements and rooms are prepared.
- G. Evaluate the meeting rooms to ensure comfort and convenience
- H. Ensure correct number and arrangement of chairs and tables
- I. Arrange for additional supplies as indicated (i.e.: flip charts, markers) ,
- J. Prepare Annual conference materials with assistance of workgroup members (name tags, goodie bags, printing of agendas, etc.)
- K. Test the AV equipment and ensure everything is in proper working order

VI. Conference

- A. Assist with registration as indicated.
- B. Ensure someone is designated to greet conference speakers
- C. Announce social activities
- E. Ensure someone is designated to greet exhibitors and assist as needed
- F. Ensure speakers receive their fees, honorarium and/or gifts
- G. Make arrangements with facility for receipt of invoice(s) and payment of bills
- H. Send thank you notes to speakers, vendors, and contributors at the close of the

Annual Conference.

## OPERATIONS WORKGROUP

### I. Membership

- A. The workgroup shall consist of the elected Chairperson, Chairperson-elect, Immediate Past President, and appointed NCAPHNA Regional Representatives. Each region is required to appoint one representative to the workgroup.
- A. The Chairperson serves a one-year term and will be succeeded by the chair-elect. If the Chairperson Elect position is vacant, an election will be held, and the elected person will serve a one-year term.
- B. The Chairperson Elect is elected for a one-year term and then assumes the Chairperson role for a one-year term.
- C. Immediate Past President will serve a one-year term.
- D. Regional representatives will serve a two-year term.

### II. Bylaws and Handbook Duties

- A. Current copies of the Bylaws and Handbook will be located on the NCAPHNA website: [nacphnanursing.org](http://nacphnanursing.org).
- B. Review **Bylaws/Handbook** annually and upon direction of the Governing Board to ascertain any need for changes. Current Operations Chair and President signs the 'Review and Revision' form annually at the first Governing Board meeting of the new year.
- C. Present **Bylaw** changes to the Governing Board for approval and then to the total Membership for action during the Annual Education Conference.
- D. Submit in writing any proposed amendments of the **Bylaws** to the total membership of the Association thirty (30) days prior to the Annual Education Conference. These are to be emailed to the membership and voted on at the Annual Conference.
- E. Present or appointment a designee to present **Bylaw** changes to the total Membership for action during the Annual Education Conference.
- F. Submit **handbook** changes to the Governing Board for approval; changes do NOT need to be submitted to the full membership for approval.
- G. When the **Bylaws and/or Handbook** are reprinted and updated, a revision date shall be printed on the bottom of each page.

- H. Review with the membership, **Handbook** changes at the Annual Education Conference.
- I. After membership approval of **Bylaw** changes at the annual education conference, send the total membership the updated Bylaws via email and direct them to the NCAPHNA website (ncaphnanursing.org) for future reference.

### III. Nominating and Governing Board Membership Duties

- A. Call a meeting of the Operations Workgroup 90-120 days prior to the scheduled Annual Conference. Workgroup members will review the following documents prior to the meeting.
  - a. The most current Public Health Supervisory and Director of Nursing Director located on the NCAPHNA website: ncaphnanursing.org.
  - b. The roster of persons who are currently serving and who have previously served the Association (obtain from the Secretary)
  - c. The names of people who indicated an interest in serving based on Interest to Serve and Commitment to Serve forms (Appendix E).
- B. Identify possible candidates for any position that does not have an Intent and Commitment to Serve application submitted. Contact the recommended candidates utilizing the Operations Workgroup Request to Serve form (Appendix F).
  - a. An effort should be made to have candidates in all open positions prior to the annual conference. If there is an open slot on the first day of the conference, recruitment of candidates is allowable. Willing candidates must complete an Intent and Commit to Serve form to be added to the ballot prior to voting.
- C. Contact and notify qualified applicants their name will be placed on ballot for upcoming election.
  - a. If an applicant does not meet ballot qualifications, notification explaining steps to take to be eligible for next election should be completed.
  - b. Ensure that there is a clear understanding about who accepts the responsibility of asking each candidate to serve so that no duplication occurs. Contact may be made via email or telephone.
- D. Review applications for NCAPHNA Associate Membership (Appendix G)
- E. Create an electronic ballot:
  - a. Ensure that Workgroup Representation on the ballot will be as stated in the Bylaws.



- b. Draft ballots should be completed prior to the annual conference and include the candidate's name / position for consideration / brief vitae. The draft ballot should be reviewed and approved by the Governing Board during the pre-conference meeting.
  - c. All efforts should be made to send the electronic ballot out to members prior to the annual conference to have results within 1-2 weeks of conference. Open positions may be announced on the first day of conference, Intent / Commitment to serve forms completed, and vote taken by membership prior to swearing in of New Governing Board members.
  - d. Keep President informed of pertinent information and/or problems encountered in soliciting nominees.
- IV. Operations Workgroup records related to nominating and membership (correspondence, minutes, etc.) are to be maintained by the Chairperson.
- V. Operations Workgroup Chairperson notifies workgroup members prior to Annual Conference of voting results and any remaining open positions.
- VI. Annual Conference
- A. The chairperson will give an election report at the Annual Conference.
  - B. Present all materials and correspondence used during the previous year to the newly elected Chairperson at the end of the Annual Conference.

## **RECOGNITION, COMMUNICATION & TECHNOLOGY WORKGROUP**

The Recognition/Communication & Technology Workgroup responsibilities include Resolutions, Awards, Elizabeth S Holley, Communication and Website maintenance.

- I. Workgroup Membership
- A. The workgroup shall consist of the elected Chairperson, Chairperson-elect, and appointed NCAHNA Regional Representatives. Each region is required to appoint one representative to the workgroup.
  - B. The Chairperson serves a one-year term and will be succeeded by the chair-elect. If the chairperson elect position is vacant, an election will be held, and the elected chairperson will serve a one-year term. (one year as chair-elect and one year as chairperson)
  - C. The Chairperson Elect is elected for a one-year term and then assumes the Chairperson role for a one-year term.

D. Regional Representatives serve a two-year term.

## II. Resolution Duties

A Resolution is a main motion put before the organization. It may reflect the position of the group or issues of importance; it may honor a person or group or it may direct or substantially change the course or charge of the organization.

A. Workgroup members solicit, accept, and prepare resolutions.

- a. Resolution nominations will be submitted utilizing a standard form (Appendix H) and emailed to the workgroup chairperson or the NCAPHNA email address ([govboard@ncaphna.org](mailto:govboard@ncaphna.org)).
  - i. Submission Forms will be located on the NCAPHNA website: [ncaphnanursing.org](http://ncaphnanursing.org).
  - ii. Suggestions for Resolutions
    - Public Health Nurse/Supervisor/Director/Administrator/Consultant who is retiring,
    - Public Health Nursing Service,
    - In Memorial for a public health nursing leader.
    - Issues of concern to Public Health/Public Health Nursing,
    - Other people/groups/organizations deserve recognition for their contributions to Public Health.
- b. The chairperson will distribute accepted resolutions for preparation to the workgroup members at least 30 days prior to the Annual Education Conference.
  - i. All Resolutions shall be typed
  - ii. General Length –  $\frac{3}{4}$  to 1 page
  - iii. Resolution structure will follow the Resolution Guidelines / Format /Template (Appendix I 1-4)
- c. The Chairperson will ensure that honorees are contacted and extend an invitation to attend the conference in person to accept resolution and attend luncheon on day of presentation. In the case of In Memorial, one or two family members may be contacted and invited to attend.
  - i. Confirm deadline for final luncheon headcount with Conference Planning chairperson and present RSVP list by stated deadline.
- d. Workgroup members preparing resolutions will contact the chairperson or the honoree to clarify information that is unclear within 15 days of the Annual Education Conference.

- e. Final Resolutions will be returned to chairperson at least 7 days prior to the annual conference for final review.
- f. The chairperson is responsible for ensuring printing, preparation, and distribution of resolutions for the Annual Education Conference.
  - i. One copy of each resolution shall be printed without signature lines and displayed during the annual conference (ie: framed or placed on a display / presentation board).
  - ii. Resolution Copies for Signature include:
    - One copy for the honoree
    - One copy for the NCAPHNA records
    - One copy for the Health Director of Honoree
    - Other copies as indicated in the resolution (i.e.: Board of Health Chair, County Commissioner Chair, etc.) will be prepared with signature lines.
  - iii. Recognition Chairperson will sign and the signature of the NCAPHNA President will be obtained on each copy with a signature line during the NCAPHNA Governing Board Pre-Conference Meeting.
  - iv. Signed honoree copies will be placed in Certificate /Document covers for formal presentation. If the honoree is not present, the resolution will be mailed.
    - Certificate/Document covers should be navy blue in color and measure approximately 11.75x9.25 or larger and hold an 8.5x11” document.
    - Other copies of the resolution will be given to a health department representative at the conference or mailed to the designated health director for distribution following the conference.
- C. Chairperson or designated workgroup members will present resolutions via a formal presentation during the Annual Conference. It is recommended that resolutions be displayed during the Annual Education Conference.

#### IV. NCAPHNA Communication & Technology Duties

- A. Update website ([ncaphnanursing.org](http://ncaphnanursing.org)) with pertinent information as requested and approved by the Executive/Governing Board
- B. Update Supervisor and Director of Nursing directory
  - a. Directory update forms will be sent to the NCAPHNA website by the Office of Chief Public Health Nurse designee
- C. Notify Regional Representative of new member (name, role, email address, health department) so that the appropriate regional welcome packet may be sent to new

member.

- D. Send new Public Health Nurse Directors, Supervisors, consultants or lead nurses a NCAPHNA Welcome Letter. Obtain list of new individuals from the representative of the Chief Public Health Nurse office.
- E. Update existing communication tools (i.e.: workgroup report forms, award application forms, resolution submission forms, brochures, etc.)
- F. Develop and present proposals for communication tools and resources (ie: new forms, emails, additions to website, document storage)
- G. Responds to/forwards, to appropriate Governing Board member, emails received to the NCAPHNA email address

#### V. Awards Duties

All awards are open for nomination annually, but are not required to be awarded each year, if no outstanding nominees are received.

- A. Review and update the types of awards. Current Awards include:
  - a. Estelle Fulp: To be given to a member of the Association who has consistently made significant contributions to the work of the Association, to public health nursing or to patient care over a period of time.
  - b. Non-Member Individual or Group: To be presented to a non-member individual or group who has made outstanding contributions to the work of NCAPHNA or public health nursing.
  - c. Workgroup: To be presented to an Association Workgroup which has done outstanding work during the current year or cumulative years.
  - d. Honorary Membership: Past members who made significant contributions to the Association during membership years may have honorary status bestowed upon them by the Association.
  - e. Presidential Recognition Award: To be presented annually to the outgoing President by the incoming President; in recognition of the contributions and leadership skills exhibited on behalf of the Association.
- B. Solicit, receive and ensure completion of judging of all award nominations.
- C. Awards Procedure
  - a. Nominations may be made by an individual member or group of members.
    - A. Nominations are submitted via email to the Recognition, Communication & Technology Chairperson or the NCAPHNA email address

([govboard@ncaphna.org](mailto:govboard@ncaphna.org)).

- b. The members of the current Recognition, Communication & Technology Workgroup will serve as judges for all awards.
- c. The Recognition, Communication & Technology Chairperson will ensure all forms are up to date on the NCAPHNA website ([ncaphnanursing.org](http://ncaphnanursing.org)) and communicate location of forms, guidelines, and deadlines to all regional representatives. Regional representatives are responsible for dissemination of information to their regions.
- d. Awards Nomination form (Appendix J) must be used for all nominations.
- e. Nominations must be received by the Chairperson within 60 days of the Annual Conference. Deadlines may be extended by the Chairperson if assurance that awards/plaques will be available for presentation during the annual conference.
- f. Individual Award cost exceeding \$100 per item must be approved by the Executive Committee prior to ordering if a higher price has not already been approved in the annual budget.
- g. The awards chairperson will ensure judging of awards and ordering of award plaques.

#### D. Content of Awards (Examples – Appendix K 1-4)

- a. The Estelle Fulp Award shall be a plaque with the NCAPHNA emblem and \$25 donation to the Elizabeth S. Holley Public Health Nurse Scholarship Fund.
- b. The Non-Member Individual Award shall be a plaque with the NCAPHNA emblem.
- c. The Committee Award will be a \$50 donation to the Elizabeth S. Holley Public Health Nurse Scholarship Fund and recipients recognized at the Annual Conference with individual certificates.
- d. Honorary membership will be a plaque with NCAPHNA emblem conferring honorary status.
- e. The President's Award will be a plaque having a gavel and emblem and will be presented by the President Elect.

#### VI. Elizabeth S Holley Scholarship Duties

- A. Evaluate the scholarship fund process and make recommendations to the Executive Committee on the amount and number of scholarships to include in the annual budget. The amount will be determined by the Governing Board annually.

- B. Publicize the availability of this scholarship and encourage Governing Board members to encourage the application of qualified candidates.
  - a. This should be done by April of each year in order that applications can be submitted in a timely manner prior to the deadline.
  - b. Suggestions for publicizing include email sent to designee at the Office of the Chief Public Health Nurse to send notification out to Nursing Listserv & Health Directors Listserv and posting on the NCAPHNA website (ncaphnanursing.org).
- C. Ensure the scholarship application (Appendix L-1) is up to date on the NCAPHNA website (ncaphnanursing.org).
- D. Fundraise for Scholarship Fund
  - a. Suggestions include, but are not limited to: 50:50 Raffle before and/or during conference; encouraging donations from regions; pre-conference Raffles; Silent auction; conference activity for a fee (ie: scavenger hunt); or logo item sale (presale or during conference).
  - b. Silent Auction resource
  - c. 50:50 Raffle resource
- E. Receive and prepare applications for judging.
  - a. Applications will have names of applicants and health departments redacted before sending to each individual workgroup members for judging.
  - b. Standardized judging form (Appendix L-2) will be utilized (this may be done via paper or electronically depending on available resources).
  - c. Judging forms will be returned to the Chairperson for tallying of results and determination of recipients.
- F. Chairperson will ensure preparation and presentation of Elizabeth S Holley Scholarship Awards at annual conference
  - a. Send all applicants Congratulations or Regret emails (Appendix L-4-5)
  - b. Extend invitation to recipient(s) to attend presentation ceremony and luncheon
  - c. Prepare certificates for Presentation (Appendix L-3)
    - i. These should be printed on a cream-colored light weight cardstock
    - ii. Place printed certificate in a navy-blue certificate/document folder for

- presentation
- iii. Include a printed and signed copy of the ‘congratulations’ letter (Appendix L-4) with the certificate (letter should include the history of Elizabeth S Holley).
- d. Chairperson will work with the Treasurer to assure checks are written in the appropriate amount
- e. Communicate with Conference Planning chairperson to determine deadline for luncheon headcount.
- f. Present Scholarships during annual conference.
  - i. Presentation should include (1) the purpose of the award; (2) amount of scholarship; (3) names of previous recipients – this can be read or presented as a visual slide.
- g. Mail checks and certificates to recipients unable to attend in person following the conference.
- h. Post Elizabeth S Holley summary report and updated recipient list on NCAPHNA website: [ncaphnanursing.org](http://ncaphnanursing.org).

## VII. Historical Duties

- A. Review the Association Notebook from the previous year and summarize historically significant information. This information will be presented in the same format as current history.
- B. Review and extract historically significant information from the minutes of the annual Conference and present this information in the same format as current history.
- C. Maintain a current list of individuals who are honored at the Annual Conference:
  - a. Resolution Honorees / In Memorials
  - b. Award Recipients
  - c. Elizabeth S Holley Scholarship Recipients
  - d. Other recognitions as indicated
- D. Maintain copies of pictures from the conference if available.
- E. It is recommended to have the above documents available to the membership for viewing at the Annual Conference.

## **NURSING PRACTICE AND WORKFORCE DEVELOPMENT WORKGROUP**

### **I. Membership**

- A. The workgroup shall consist of the elected Chairperson, Chairperson-elect, and appointed NCAHPNA Regional Representatives. Each region is required to appoint one representative to the workgroup.
- B. The chairperson shall serve a one-year term and will be succeeded by the chairperson elect. If there is not a chairperson elect, an election will be held, and the new chairperson will serve a one-year term.
- C. The chairperson-elect shall serve a one-year term and then assume the role of chairperson the following year.
- D. Regional representatives will serve a two-year term.

### **I. Duties**

#### **Chairperson**

- A. Keeps abreast of legislative activities that impact nursing practice, Public Health nursing services, and public health response. Keep membership informed of pending legislation, when possible, and stimulate active involvement via electronic communication.
- B. Act with the approval of the Executive Committee, on behalf of the Association and Public Health Nursing Personnel regarding legislative concerns. (ie: Respond to state health bill concerns by writing regional letters to designated legislators)
- C. Participates in the North Carolina Credential Public Health Nurse improvement, updating, and continuing competency activities as indicated.
- D. Surveys Governing Board regarding potential education topics. Research and scheduled Governing Board education sessions.
- E. Receives feedback from workgroup regional representatives regarding public health nursing practice/Agreement Addenda concerns and presents them to the Governing Board.
- F. Serves as a liaison between regions to identify, recommend and arrange for essential educational offerings (outside of conference).
- G. Identify and receive concerns regarding public health nurse function, scope of practice, salary, and recruiting barriers. Make recommendations to the Office of Chief Public Health Nurse regarding workforce concerns. Participate in nursing



- practice and workforce development activities that become available.
- H. Actively monitor the Nurse Practice Act and all other rules and prohibitions affecting nursing practice in North Carolina.
  - I. Assess public health nursing practice needed in local health departments. Determine the extent to which public health nursing practice fulfills legal mandates and ensures efficient, effective delivery of services.
  - J. Determine the basic educational preparation required to ensure safe, legal and desirable public health nursing practice.
  - K. Promote coordination/cooperation with NCNA/NCPHA and NC Board of Nursing as indicated.
  - L. Present a written report, utilizing standardized report form, to the Secretary prior to each meeting.
  - M. Prepare and present workgroup report for Annual Conference.

Regional Representatives:

- A. Attend and participate in all meetings of the Nursing Practice & Workforce Development Workgroup or send an alternate representative from the Regional Group.
- B. Report to the Regional Group, on a quarterly basis, the activities of the Nursing Practice & Workforce Development Workgroup, including a legislative update.

### **EMERGING ISSUES WORKGROUP**

- I. Membership
  - A. The workgroup shall consist of the elected Chairperson, Chairperson-elect, and appointed NCAPHNA Regional Representatives. Each region is required to appoint one representative to the workgroup.
  - B. The chairperson shall serve a one-year term and will be succeeded by the chairperson-elect. If there is not a chairperson elect, an election will be held and the new chairperson will serve a one-year term.
  - C. The chairperson-elect shall serve a one-year term and then assume the role of chairperson the following year.
  - D. Regional representatives will serve a two-year term.
- II. Duties of Committee

- A. Keep abreast of trends impacting public health nursing practice / community health at the local level (ie: outbreaks, water issues, access to care, etc.) by soliciting input from regional representatives.
- B. Identify problems encountered in developing, implementing and assuring quality of public health programs in local health departments (i.e.: communicable disease, women and children’s health, immunization, sexually transmitted disease, school nursing, home visiting / outreach programs). Share information and problem solving to improve programs.
- C. Communicate public health nursing needs related to public health nursing activities and the quality of program concerns to Governing Board.

III. Chairperson

- A. Notify the workgroup members in writing of the meeting dates, time and place.
- B. Represent membership of Association by participating in the Local Health Director’s Association meetings, specifically the Communication – Role & Values of Public Health LHD workgroup.

**FINANCE COMMITTEE**

I. Membership

- A. The committee shall consist of a Chairperson and two (2) members – preferably 2 regional treasurers.
- B. The Chairperson (Treasurer of the Association) and the two (2) members are elected for a two (2) year term.

II. Duties

- A. Review the financial status of the Association and develop a proposed budget in consultation with committee Chairpersons for presentation at the Annual Conference.
- B. Meet as the Treasurer deems necessary to adjust areas of budget.
- C. Chairperson presents proposed budget to entire membership at the Annual Conference for action.
- D. The proposed budget is based on the number of registrants at the annual conference. If the number of registrants is less than the number of registrants projected on the proposed budget, a special meeting will be called by the President at the Annual Conference to develop a balanced budget.

III. Chairperson

- A. Notify the committee members and the President in writing of the meeting date, time and place.

## Appendix Index

| Appendix   | Appendix Name   | Page #       |
|------------|---|--------------|
| <b>A</b>   | Governing Board: Order of Business / Agenda           | <b>36</b>    |
| <b>B</b>   | Motion Form   | <b>37</b>    |
| <b>C</b>   | Reimbursement Request                                 | <b>38</b>    |
| <b>D</b>   | Meeting Report Form: Workgroups and Regional Meetings | <b>39</b>    |
| <b>E</b>   | Request / Commitment to Serve Forms                   | <b>40-41</b> |
| <b>F</b>   | Request to Serve by Operations Workgroup              | <b>42</b>    |
| <b>G</b>   | Associate Member Application                          | <b>43</b>    |
| <b>H</b>   | Resolution Memo and Submission Form                   | <b>44-46</b> |
| <b>I-1</b> | Resolution Guidelines / Format                        | <b>47</b>    |
| <b>I-2</b> | Resolution Template – Person                          | <b>48</b>    |
| <b>I-3</b> | Resolution Example – Person                           | <b>49</b>    |
| <b>I-4</b> | Resolution Template – Issue                           | <b>50</b>    |
| <b>J</b>   | Awards Nomination Memo and Template                   | <b>51-52</b> |
| <b>K-1</b> | Award Template – Estelle Fulp Award                   | <b>53</b>    |
| <b>K-2</b> | Award Template – President’s Award                    | <b>54</b>    |
| <b>K-3</b> | Award Template – Non-Member                           | <b>55</b>    |
| <b>K-4</b> | Award Template – Honorary Member                      | <b>56</b>    |
| <b>K-5</b> | Award Template – Workgroup                            | <b>57</b>    |
| <b>L-1</b> | Elizabeth S Holley – Memo & Application               | <b>58-60</b> |
| <b>L-2</b> | Elizabeth S Holley – Selection/Scoring Form           | <b>61</b>    |
| <b>L-3</b> | Elizabeth S Holley – Certificate                      | <b>62</b>    |
| <b>L-4</b> | Elizabeth S Holley – Congratulations Letter / Email   | <b>63</b>    |
| <b>L-5</b> | Elizabeth S Holley – Regret Letter                    | <b>64</b>    |
| <b>M</b>   | Recognition Chair Conference Resource List            | <b>65-67</b> |
| <b>N</b>   | Parliamentary Rules                                   | <b>68-70</b> |
| <b>O</b>   | Annual Conference Business Meeting Agenda             | <b>71</b>    |
| <b>P</b>   | Letter of Transfer for Authorize Users                | <b>72</b>    |

**ORDER OF BUSINESS**

**GOVERNING BOARD**

Sample Agenda

**Call to Order/Reading of Bylaws Article II - Purpose Statement**– President

**Establish Quorum** – Past President / Parliamentarian

- I. Approval of Minutes**
- II. Report from Office of Chief Public Health Nurse**
- III. Reports of Executive Board**
  - A. President
  - B. Past President
  - C. President-Elect
  - D. Secretary
  - E. Treasurer / Finance
- IV. Reports of Regional Representatives**
  - A. Coastal
  - B. Eastern
  - C. Foothills
  - D. North Central
  - E. Piedmont
  - F. South Central
  - G. Western
- V. Old Business**
- VI. Workgroup Breakout Sessions (as appropriate)**
  - A. Conference Planning
  - B. Operations
  - C. Recognition / Communication & Technology
  - D. Nursing Practice & Workforce Development
  - E. Emerging Issues
- VII. Report of Workgroup Breakout Sessions**
  - A. Conference Planning
  - B. Operations
  - C. Recognition / Communication & Technology
  - D. Nursing Practice & Workforce Development
  - E. Emerging Issues
- VIII. Reports of Special Workgroups**
- IX. New Business**
- X. Next Meeting:** Date, Time, Place
- XI. Adjourn**



NCAPHNA Reimbursement Request

Date: \_\_\_\_\_

From: \_\_\_\_\_

Reimbursement for materials purchased for activities conducted by the following workgroup:

- Conference Planning
- Emerging Issues
- Nursing Practice & Workforce Development
- Operations
- Recognition, Communication & Technology
- Executive Committee

Reimbursement is requested for the purchase of (list items and attach receipt)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Requested: \$ \_\_\_\_\_

Reimbursement in the amount of: \$ \_\_\_\_\_ completed on (date) \_\_\_\_\_.

See Treasurer Receipt Book for details.

I confirm that I completed the reimbursement in the amount:

I confirm that I received reimbursement in the amount indicated above:

\_\_\_\_\_  
Signature of recipient

\_\_\_\_\_  
Date:



**NORTH CAROLINA  
ASSOCIATION OF PUBLIC HEALTH NURSE  
ADMINISTRATORS**

**Workgroup / Regional Meeting Report Form**

Date of Meeting: \_\_\_\_\_

Name of Workgroup or Region: \_\_\_\_\_

No. of Workgroup / Regional Members\* on roster \_\_\_\_\_

No of Workgroup / Regional Members\* Present: \_\_\_\_\_

Total # of attendees (members + non-members) \_\_\_\_\_

**Agenda for meeting (attach)**

**Summary of Discussion / Action Items:**

**Recommendations or Concerns to present to Governing Board:**

Date of Next Meeting: \_\_\_\_\_

Name /NCAPHNA Role of Person submitting report:

\_\_\_\_\_

**Return this form to [GovBoard@NCAPHNA.org](mailto:GovBoard@NCAPHNA.org) at least 1 week prior to the next Governing Board meeting.  
This will allow formulation of an AGENDA to include discussion of recommendations / concerns.**





## NCAPHNA Request to Serve

Read the attached responsibilities and descriptions for each available office in the attached Handbook and Bylaws.

I would like to be added to the ballot for the next NCAPHNA Governing Board election for the following position. (place an X over the desired position)

- |  |   |
|--|---|
| <input type="radio"/> President Elect      | <input type="radio"/> Finance Committee                         |
| <input type="radio"/> Secretary            | <input type="radio"/> Nursing Practice & Workplace Development* |
| <input type="radio"/> Treasurer            | <input type="radio"/> Recognition, Communication & Technology   |
| <input type="radio"/> Conference Planning* |   |
| <input type="radio"/> Operations*          |   |
| <input type="radio"/> Emerging Issues*     |   |

\*Notice: The Workgroup positions are Chair Elect positions. If a chair and chair elect position are open, the person with the greatest number of votes will be chair, the runner up will be placed in the chair elect position.

I am willing to serve in any capacity needed. Please contact me if I could better serve in a different position.

### VITAE\*

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position / Title: \_\_\_\_\_

Years of experience in Public Health: \_\_\_\_\_

Previous Offices/Committees held in NCAPHNA (Regional or State Governing Board):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional Affiliations / memberships (ie: NCPHA, NCNA, NCAPHNA)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Offices/Committees held in other Professional Organizations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Vitae information will be included on the NCAPHNA Election Ballot**

## COMMITMENT TO SERVE:

I have reviewed the duties and responsibilities listed in the Association Handbook and Bylaws for the office or workgroup for which I have indicated a desire to serve. Any questions regarding this role should be directed to should be directed to the governing board by utilizing the NCAPHNA email address: [govboard@ncaphna.org](mailto:govboard@ncaphna.org)

By signing below and returning this form via the NCAPHNA email address, I attest to understanding the duties and responsibilities of the office or workgroup as described in the handbook. I give my permission to allow my name to be placed on the ballot for the next election and will faithfully serve if elected.

Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATIONS TO SERVE ARE TO BE RETURNED BY  
AUGUST 30<sup>TH</sup> TO BE ADDED TO THE BALLOT DURING THE  
UPCOMING ANNUAL CONFERENCE.**

**Commitment to Serve forms should be emailed to:  
[Govboard@ncaphna.org](mailto:Govboard@ncaphna.org)**



## North Carolina Association of Public Health Nurse Administrators Request to Serve Form – Operations Workgroup

**DATE:**

**TO:**

The Governing Board has been reviewing open positions for the upcoming year. Your name has been submitted by a Governing Board member with the request for you to submit an Intent / Commitment to Serve application for the following position:

Attached is a copy of the duties and responsibilities of the office or committee for which you are being requested to serve. If you are willing to accept this nomination to apply, please complete the Intent / Commitment to Serve forms attached to this email. If you have questions regarding this request to serve or the associated role, send an email to [GovBoard@ncaphna.org](mailto:GovBoard@ncaphna.org).

By returning the Intent / Commitment to Serve forms, you are granting permission for your name to be added to the ballot at the upcoming NCAPHNA Annual Education Conference.

We look forward to hearing from you no later than August 30<sup>th</sup>.

Sincerely,  
NCAPHNA Governing Board



### APPLICATION FOR NCAPHNA ASSOCIATE MEMBER

Associate Membership guidelines:

1. Must be endorsed by a voting member of NCAPHNA
2. Must hold a current NC Registered Nurse License
3. Must be in one of the following work categories:
  - a. Employed in a North Carolina baccalaureate or master level nursing education program with teaching responsibilities in public health curricula;
  - b. Registered Nurse employed in administration in a local, state or public health agency, in a position that **does not require** a licensed registered nurse (i.e.: health director, assistant health director; case management, social work, or WIC administrator/supervisor)

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Role / Job Title: \_\_\_\_\_

Current RN License Number & Expiration date: \_\_\_\_\_

Why do you wish to be an Associate Member:

\*\*\*\*\*

Endorsed by: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Agency \_\_\_\_\_

NCAPHNA Regional Group: \_\_\_\_\_

Position/Job Title \_\_\_\_\_

Comments: \_

\_\_\_\_\_  
The following signatures indicate that the applicant desires to be an Associate Member in the NCAPHNA and meets the criteria for Associate membership.

Applicant: \_\_\_\_\_

Endorser: \_\_\_\_\_

Date: \_\_\_\_\_

New applications must be completed and received by the Operations Workgroup at least 90 days prior to the annual Association meeting.

MEMORANDUM

Date: (date memo updated with current information)

To: Nursing Directors, Nurse Consultants and Members of NCAPHNA

From: (Workgroup Chair Name)  
Chair of Recognition, Communication & Technology Workgroup

Subject: Submitting Resolutions to the NCAPHNA

**We are planning to present Resolutions during the annual  
NCAPHNA Conference & Business Meeting in (conference month/year).**

**Resolutions:**

Resolutions may be made by an individual member or group of members. Suggestions for resolutions are Public Health Nurse Supervisors/Directors/Administrators/Consultants who are retiring, any group or organization deserving recognition, or for a person who passed away and provided dedicated service to public health/public health nursing. Resolutions can be submitted on an issue of public health/public health nursing concern. The form to submit resolutions is included for your convenience.

Complete the "Resolution Information Form" for each resolution submitted.

All **resolutions should be submitted by (deadline for submission)** via email: govboard@ncaphna.org. If you have any questions, please contact (workgroup chair name / phone number).

Note: Public Health Administrators, Supervisors, Consultants, Lead Nurses / Managers that retired in 2022 and were not recognized during the last conference, are eligible to be recognized during the 2023 Conference!

Thank you for your participation in NCAPHNA.

Attachments: Resolution Information Form (Individual, Group or Organization)

**Resolution Information Form: Individual**

**Individual Nominee Information:**

Name: \_\_\_\_\_

Personal E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home or Cell Phone Number: \_\_\_\_\_

Reason for Recognition: Check Appropriate Resolution Category

- Retirement (Date – Month & Year): \_\_\_\_\_  
County / Place of Employment upon retirement: \_\_\_\_\_
  
- Passed away & made significant contributions to Public Health: (Dates of Service) \_\_\_\_\_  
County: \_\_\_\_\_

Degrees received and Schools Attended:

| Dates | School | Degree |
|-------|--------|--------|
|       |        |        |
|       |        |        |
|       |        |        |
|       |        |        |

Nursing Work Experience:

| Dates | Place of Employment | Position/Duties |
|-------|---------------------|-----------------|
|       |                     |                 |
|       |                     |                 |
|       |                     |                 |
|       |                     |                 |

Service on Boards / Committees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional Organizations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Awards and Accomplishments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current County and Health Director: \_\_\_\_\_

**ATTACH EXTRA SHEETS AT NEEDED**  
**E-mail completed form to: govboard@ncaphna.org**

**Resolution Information Form: Group or Organization**

**Group Information:**

Contact Name: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Reason for Recognition: Describe in detail the reason for recognition.

- Name of Group or Organization: \_\_\_\_\_
- Individual Names if indicated: \_\_\_\_\_

| Name | Title / Role |
|------|--------------|
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |

Details of Contributions to Public Health (include general service or dates of specific service event, etc):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

County Health Director Name: \_\_\_\_\_

**ATTACH EXTRA SHEETS AT NEEDED**  
E-mail completed form to: [govboard@ncaphna.org](mailto:govboard@ncaphna.org)

- A. Type all resolutions. This is a requirement.
- B. Length of a resolution is (usually) 3/4 of a page.
- C. Heading is centered with the following information on a separate line, doubled spaced:

Person:

- 1. Resolution to honor
- 2. Person's Name
- 3. Month and year of the current Annual Conference, i.e., October, 2017.

Issue:

- 1. Resolution
- 2. Issue
- 3. Month and year of the current Annual Meeting.

D. Content

- 1. Person - descriptive comments. Mention, for example, length of service in agency, major accomplishments, involvement in community and professional organizations, honors and awards, etc.
- 2. Issue - descriptive comments. Mention, for example, the issue, impact of the issue on health and public health, actions being taken, actions needing to be taken, etc.
- 3. Comments - begin with WHEREAS (indented) and single-spaced.

E. Ending

- 1. Person - after content ends, be it therefore RESOLVED, that the North Carolina Association of Public Health Nurse Administrators go on record as honoring \_\_\_\_\_(name)\_\_\_\_\_ and that a copy of this resolution be presented to \_\_\_\_\_; and be it further RESOLVED, that a copy of this resolution be sent to \_\_\_\_\_ (identify key persons and titles)\_\_\_\_\_.
- 2. Issue - after content ends, be it therefore RESOLVED, that the North Carolina Association of Public Health Nurse Administrators go on record as \_\_\_\_\_(what want done)\_\_\_\_\_; and be it further RESOLVED, that a copy of this resolution be sent to \_\_\_\_\_(identify key persons and titles)\_\_\_\_\_.



**RESOLUTION TO HONOR**  
**(Insert Name)**  
**Month, Year**

**WHEREAS,** \_\_\_\_\_ (name) \_\_\_\_\_ ; **and**

**WHEREAS,** \_\_\_\_\_ (name/ event / activity) \_\_\_\_\_ ; **and**

**WHEREAS,** \_\_\_\_\_ (name) \_\_\_\_\_ ; **and**

**WHEREAS,** \_\_\_\_\_ (name) \_\_\_\_\_ ; **and**

**WHEREAS,** \_\_\_\_\_ ; **therefore be it**

**RESOLVED,** that the North Carolina Association of Public Health Nurse Administrators go on record as honoring (recipient first & last name), and that a copy of this resolution be presented to (recipient first & last name); **and be it further**

**RESOLVED,** that a copy of this resolution be sent to (names and titles) \_\_\_\_\_  
\_\_\_\_\_.

**RESOLUTION TO HONOR  
(FULL NAME – CAPITAL LETTERS)  
OCTOBER 2024**

**WHEREAS**, (full name) retired from the New Hanover County Health Department March 1, 2024 after 31 years as a nurse and 27 years of dedicated service to New Hanover County Health Department and their citizens; **and**

**WHEREAS**, in May of 1993 she graduated from the University of North Carolina Wilmington with a Bachelor’s of Science in Nursing; **and**

**WHEREAS**, she joined the public health team at New Hanover County Health Department in June 1996; **and**

**WHEREAS**, (first name) served the citizens of New Hanover County faithfully as a Postpartum and Newborn Home Visit Nurse, Intensive Home Visit Nurse, School Nurse, School Nurse Lead Nurse, and Communicable Disease Lead Nurse until February 2024; **and**

**WHEREAS**, (first name) worked diligently to improve clinical services for the citizens of New Hanover County during her 27 years of dedicated and passionate service; **therefore be it**

**RESOLVED**, that the North Carolina Association of Public Health Nurse Administrators go on record as honoring (first & last name), and that a copy of this resolution be presented to (first & last name); **and be it further**

**RESOLVED**, that a copy of this resolution be sent to (Health Director Name), New Hanover County Health Director, (BOH Chair name), Chair of New Hanover County Board of Health, and (BOC name), Chairman of the New Hanover County Board of Commissioners.

---

\_\_\_\_\_  
President, NCAPHNA                      Date

---

\_\_\_\_\_  
Secretary, NCAPHNA                      Date

**RESOLUTION**  
**(Issue)**  
**Month, Year**

**WHEREAS**, the North Carolina Association of Public Health Administrators (statement of issue) \_\_\_\_\_; **and**

**WHEREAS**, \_\_\_\_\_ (fact) \_\_\_\_\_; **and**

**WHEREAS**, \_\_\_\_\_ (fact) \_\_\_\_\_; **and**

**WHEREAS**, \_\_\_\_\_ (fact) \_\_\_\_\_; **and**

**WHEREAS**, \_\_\_\_\_ (fact) \_\_\_\_\_; **therefore be it**

**RESOLVED**, that the North Carolina Association of Public Health Nurse Administrators go on record as \_\_\_\_\_; **and be it further**

**RESOLVED**, that a copy of this resolution be sent to (names and titles).

MEMORANDUM

Date: (date memo updated to send out for new year)

To: Nursing Directors, Nurse Consultants and Members of NCAPHNA

From: (name of Workgroup Chair)  
Chair of Recognition, Communication & Technology Workgroup

Subject: Submitting Awards Nominations to the NCAPHNA

**We are planning to present Awards during the annual  
NCAPHNA Conference & Business Meeting in (month/year of conference).**

**Awards:**

**We have tons of opportunity – recognize those who have gone above and beyond the past 12-18 months!**

Types of Awards for which nominations are accepted:

- A. Estelle Fulp: To be given to a member of the Association who has made significant contributions to the work of the Association, to public health nursing or to patient care over a period of time.
- B. Non-Member Individual or Group: To be presented to a non-member individual or group who has made outstanding contributions to the work of NCAPHNA or public health nursing.
- C. Committee: To be presented to an Association committee which has functioned outstandingly during the current year or cumulative years.
- D. Honorary Membership: *Past members who made significant contributions* to the Association during membership years may have honorary status bestowed upon them by the Association.

Presidential Recognition Award:

To be presented annually to the outgoing President by the incoming President; in recognition of the contributions and leadership skills exhibited in behalf of the Association.

All **awards should be submitted** by (**submission deadline**) via email: [govboard.ncaphna.org](mailto:govboard.ncaphna.org) (or [chairpersons email](mailto:chairpersons@ncaphna.org)). If you have any questions, please contact (chairperson email and phone number)

Thank you for your participation in NCAPHNA.

Attachments:  
Awards Nomination Form

**NORTH CAROLINA ASSOCIATION OF PUBLIC HEALTH NURSE ADMINISTRATORS**  
**AWARD NOMINATION FORM**

Instructions: Please complete this nomination form. Letters of endorsement by and large are discouraged but may, of course, be filed. Be reminded that the Awards Committee will already know much about you nominee.

NOMINATION FOR:  Estelle Fulp     Non-Member     Committee     Honorary Membership  
(individual or group)

CALENDAR YEAR: \_\_\_\_\_

PERSON/GROUP NOMINATION: \_\_\_\_\_

\_\_\_\_\_  
(Title of Nominee(s))

\_\_\_\_\_  
(Place of Employment with Address)

PROFESSIONAL AFFILIATIONS (OFFICES HELD, APPOINTMENTS, ECT.):  
\_\_\_\_\_

EDUCATION: \_\_\_\_\_

PREVIOUS AWARDS: \_\_\_\_\_

BRIEF STATEMENT OF ENDORSEMENT OF NOMINATIONS: (USE ADDITIONAL SHEETS AS NEEDED)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOMINATED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**ATTACH EXTRA SHEETS AT NEEDED**  
E-mail completed form to: (email address of chair OR [govboard@ncaphna.org](mailto:govboard@ncaphna.org))

## *Estelle Fulp Award*

*Presented to*

*(Recipient Name – CAPITAL LETTERS)*

*(Recipient Credentials)*

*(Recipient Title)*

*In recognition of thirty-two years of  
significant contributions to the work of the  
Association, to Public Health Nursing,  
and to Patient Care.*

*(Date of Conference)*



**Plaque Guidelines:**

Note: Plaque 8x10 with 5x7 engraved plate

**Elizabeth S Holley Donation:**

A \$25 donation to Elizabeth S Holley Scholarship will be made by the Association in recipient's name. Request must be made to the Treasurer to complete this transaction.

**PRESIDENT AWARD**  
**(YEAR)**  
Presented To  
**(RECIPIENT NAME)**  
In recognition of Your Dedication to  
Public Health Nursing  
NC Association of  
Public Health Nurse Administrators



**Plaque Details:**

Plaque is 9" x 12"

Plate is 3" x 5"

Gavel is 10"

Emblem is 2.5" round

## *NCAPHNA Recognition Award*

*Presented to*

*(GROUP OR INDIVIDUAL NAME)*

*(Recipient Credentials if individual)*

*(Recipient Title if individual)*

*In recognition of your  
significant contributions to the work of the  
Association and to Public Health Nursing.*

*(Date of Conference)*



Note: Plaque 8x10 with 5x7 engraved plate



## *Honorary Membership Award*

*Presented to*

*(Name of Recipient – ALL CAPITAL LETTERS)*

*(Recipient Credentials)*

*(Recipient Title)*

*In recognition of your  
significant contributions to the work of the  
Association, to Public Health Nursing,  
and to Patient Care during your time with NCAPHNA.*

*(Date of Conference)*



Note: Plaque 8x10 with 5x7 engraved plate



**Certificate Guidelines:**

This document may be created in PowerPoint, Canva or other program for creating certificates.

The certificate should be printed on 8.5 x 11 certificate grade cream or white paper.

The certificate is placed in a navy-blue certificate holder for presentation.

Each member of the workgroup being recognized (Chair, Chair Elect, Regional Chairs/Chair Elects that have been active) should receive a copy of the certificate.

**Elizabeth S Holley Donation:**

A \$50 donation to Elizabeth S Holley Scholarship will be made by the Association in recipient's name. Request must be made to the Treasurer to complete this transaction.

## CRITERIA FOR AWARDING ELIZABETH S. HOLLEY

### PUBLIC HEALTH NURSE SCHOLARSHIPS

#### Criteria

- A. Scholarships shall be awarded to present Public Health Nurses currently licensed as a registered nurse in North Carolina for undergraduate or graduate study, certification or continuing education pursuing a nursing degree, administration education, or other pertinent public health career advancement.
- B. Applicants must have one year's experience in public health.
- C. Awards for public health training shall not be limited to study in a school of public health, but shall be for an academic program in an accredited educational institution which should advance the individual's competence in public health nursing.
- D. The total of the award(s) shall not exceed the amount of funds available in the current Scholarship Fund.
- E. The applicant(s) must agree in writing that it is his/her intent to work in a public health agency for 2 years in North Carolina following completion of training.
- F. The following factors will be taken into account in selecting a scholarship recipient(s):
  - 1. Acceptance or currently enrolled at an accredited educational institution.
  - 2. Potential contribution of service to the people of North Carolina.
  - 3. Reasons for seeking additional training and relationship of studies to career expectations.
  - 4. Financial need
- G. Applications must be submitted to Scholarship Committee by September 30.

**Elizabeth Holley Applications are Due**

**(Due Date)**

**NORTH CAROLINA ASSOCIATION OF PUBLIC HEALTH NURSE ADMINISTRATORS  
APPLICATION FOR ELIZABETH S. HOLLEY PUBLIC HEALTH NURSE SCHOLARSHIP**

**Please type or print in black. You may also word process exact copy. Bold print indicates criteria used in selection.**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Previous Education: (beyond high school) Institution and Address \_\_\_\_\_

\_\_\_\_\_

Degree earned/Date: \_\_\_\_\_ Field of Study \_\_\_\_\_

Place of Employment and Address: \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

**Length of Service in Public Health** \_\_\_\_\_ **Length of Service with Agency** \_\_\_\_\_

Current Role \_\_\_\_\_

**N.C. Nursing License/Registration Number and Expiration Date:** \_\_\_\_\_

Current certifications, special recognitions, membership in professional organizations and committee/officer roles

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Education planned: \_\_\_\_\_

\_\_\_\_\_

**Have you been accepted for or are you enrolled in studies by an approved continuing education program or accredited institution? Yes \_\_\_\_\_ NO \_\_\_\_\_ Uncertain \_\_\_\_\_**

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Field of Study/Degree \_\_\_\_\_

Date of enrollment: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

Part Time \_\_\_\_\_ Full Time \_\_\_\_\_

**How do you expect your role to change upon completion of your education? What are your future professional goals?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you plan to work in public health in North Carolina for at least two year after completion of your education? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Why do you need this scholarship?**

\_\_\_\_\_  
\_\_\_\_\_

How much financial assistance do you anticipate receiving from other sources?

\_\_\_\_\_

\_\_\_\_\_ Do you plan to work while in school? (Full time \_\_\_\_\_ Part time \_\_\_\_\_)

Please include with this application:

- 1) a paragraph on what you consider the most critical public health need and a suggestion to address this need.
  
- 2) One letter of recommendation from someone in public health who has knowledge of your professional abilities.

How did you learn about the Elizabeth S. Holley Public Health Nurse Scholarship?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Application must be received by (deadline date).** Thank you for applying and for advancing public health nursing by continuing your education.

Submit to: (name and email of chairperson OR [govboard@ncaphna.org](mailto:govboard@ncaphna.org))

**NOTIFICATION WILL BE MADE by a representative from the NCAPHNA Recognition Workgroup and PRESENTATIONS WILL BE HELD AT NCAPHNA'S ANNUAL MEETING IN (month and year & city of conference)**

Revised 1995

**North Carolina Association of Public Health Nurse Administrators**  
**Elizabeth S. Holley Public Health Nurse Scholarship**  
**SELECTION FORM**

Applicant # \_\_\_\_\_ (obtained from copy of application being scored)

**Criteria of Eligibility**

Score each criterion by placing a ✓ under YES or NO

| CRITERIA   | YES | NO |
|--|-----|----|
| 1. Minimum of 1-year work experience in Public Health.                     |     |    |
| 2. Current Public Health Nurse / NC Nursing License.                       |     |    |
| 3. Accepted or currently enrolled at an accredited educational institution |     |    |
| 4. Agreed in writing to work in Public Health agency for 2 years           |     |    |
| 5. Application complete  |     |    |
| 6. Paragraph attached.   |     |    |
| 7. Letter(s) of recommendation attached                                    |     |    |
| 8. Application received by deadline.                                       |     |    |

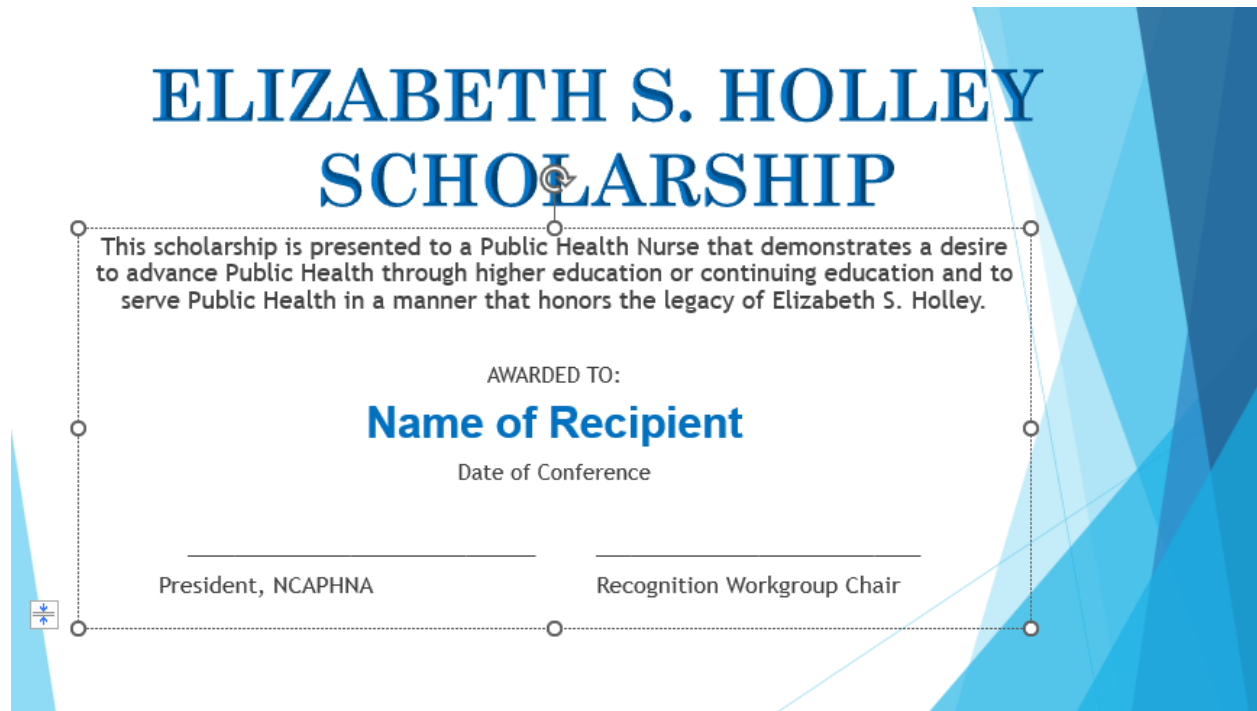
**CONSIDERATIONS**

Rank 1-10 with 10 being the highest score. Questions 1 and 2 are weighted twice that of question 3.

| Criteria   | Score<br>(1-10, with 10<br>being the highest) | X        | Weighted<br>score | Equals<br>TOTAL |
|--|---|----------|-------------------|-----------------|
| <b>EXAMPLE</b>   | <b>6</b>                                      | <b>X</b> | <b>2</b>          | <b>12</b>       |
| 1. Reason for seeking additional training / education and pertinence to career plans. Potential contribution to public health services for people in NC. |   | X        | 2                 |                 |
| 2. Financial need  |   |          | 2                 |                 |
| 3. Rate paragraph on <i>The Most Critical Public Health Need</i> (consider vision and ability to articulate)   |   |          | 1                 |                 |
| <b>TOTAL SCORE (maximum is 50)</b>   |   |          |                   |                 |

**Reviewer Comments:**

Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_



**Certificate Guidelines:**

This document may be created in PowerPoint, Canva or other program for creating certificates.

The certificate should be printed on 8.5 x 11 certificate grade cream or white paper.

The certificate is placed in a navy-blue certificate holder for presentation.

The signed Congratulations Letter should be in the certificate folder with the certificate.



---

NORTH CAROLINA ASSOCIATION OF  
PUBLIC HEALTH NURSE ADMINISTRATORS

---

Date of Conference

Dear \_\_\_\_\_,

CONGRATULATIONS! On behalf of the North Carolina Association of Public Health Nurse Administrators, I am pleased to announce that you have been chosen to receive an Elizabeth S. Holley Scholarship in the amount of \$ \_\_\_\_\_. Your desire to continue to improve public health is to be commended and is in line with the legacy that we, as public health nurse administrators, desire to see continued in the name of Elizabeth 'Lib' Stephens Holley. All our best wishes are with you **as you complete your pre-requisites and move onto your BSN studies!**

As a recipient of the Elizabeth S Holley scholarship, it is important for you to know a little about the woman for which this scholarship was established to honor.

Elizabeth 'Lib' Stephens Holley was born in Aiken, SC on November 7, 1920. After high school, she pursued a degree in nursing and immediately began to demonstrate her passion for humanity by serving as a member of the Army Nurse Corp in World War II (she would have been between the ages of 19-25). While the timeline is unclear, it is noted that she moved to Raleigh, NC where she actively demonstrated her commitment to public health on the local and state levels. She was a founding member of the Directors of Southern Branch's Southern Health Foundation, served as President of the Southern Branch of the American Public Health Association, was a member of the State and Territorial Nursing Directors Association, and graciously served our state and Public Health as the Chief of the Public Health Nursing Section under the Board of Health for 10 years (from approximately 1966-1976). Additionally, she served as an Associate Professor in the Department of Public Health Nursing, School of Public Health at UNC-Chapel Hill for 7 years. In mid-1976 Elizabeth was honored to be chosen to serve as the chairperson for the 75<sup>th</sup> NCPHA Annual Conference. She would, however, pass away before fulfilling this honor. However, Elizabeth S Holley unexpectedly, passed away on December 22, 1976 in a Raleigh Hospital at the age of 55. Her death occurred on the 2<sup>nd</sup> day of the 74<sup>th</sup> Annual NCPHA Conference. Her colleagues described her as "diligent, a person of integrity, and as having a warm personality in her work with them". The conference agenda was amended to allow her professional community to attend the memorial service. Additionally, a resolution was written and presented at the conference and included a pledge to "recognize and honor her contributions to the field of Public Health in an appropriate manner". As a result, the NC Nurses Association established the Elizabeth S Holley Memorial Fund before the end of 1976. Today, the scholarship fund is proudly maintained and distributed by the NCAPHNA Governing Board, which is honored to play a small part in your journey to continue this amazing legacy.

Best Wishes,

**Chair Person Name / Credentials**

NCAPHNA, Governing Board

Elizabeth S Holley Scholarship, Chairperson

**Congratulations Letter Guidelines:**

Letters should be on NCAPHNA Letterhead

Letters are printed on 8.5 x 11 certificate grade paper, white or cream

Letters should be signed by the Chairperson

Make sure to update all of the information that is highlighted – including scholarship amount and noting the specific education the recipient is pursuing.

**Note: The verbiage above is also utilized to send the Congratulations Email.**





---

*NORTH CAROLINA ASSOCIATION OF  
PUBLIC HEALTH NURSE ADMINISTRATORS*

---

Date of Letter

Applicant Name  
Applicant Street  
Applicant City, State, Zip

Dear (applicant first name):

Thank you for submitting your application for the Elizabeth S Holley scholarship. Your passion and dedication to Public Health was clearly demonstrated in your application.

Determining the recipient(s) of the Elizabeth S Holley scholarship is always a difficult decision and is based on several factors. I regret to inform you that you were not selected to receive the scholarship this year. Unfortunately, the Memorial Fund does not have the resources available to provide a scholarship to each worthy applicant.

The scholarship selection committee and the North Carolina Association of Public Health Nurse Administrators wish you the best of luck in pursuing your educational goals. Please do not hesitate to apply again in (year) should you still be pursuing your studies.

Sincerely,

Chairperson Name  
NCAPHNA, Governing Board  
Elizabeth S Holley Scholarship, Chairperson

**Regret Letter Guidelines:**

Regrets should always be mailed – do not send an email.  
Always utilize NCAPHNA letter head  
Letters should be signed by the Recognition Chairperson

## NCAPHNA Conference Packing List

### Awards

- President's Award
- Estelle Fulp Award
- Non-Member Individual Award
- Committee Award
- Honorary Membership Award

### Resolutions

- Resolutions / folders for Recipients - (print an extra of each in case one gets messed up)
  - Needs signed by President and Chairperson
- Resolution copy to read from during presentation
- Resolution copies to send to Health Directors (can mail or send home with a representative)
- Framed Resolutions for display table – remove signature lines for this copy
- Decorations / table covering for display table
- Extra Resolution Paper

### Elizabeth Holley

- ❖ Base money from Treasurer: \$200
  - \$1 bills – 50
  - \$5 - 30
- ❖ Scholarship Recipient Materials
  - Recipient Letters
  - Recipient Certificates (print an extra of each in case one gets messed up)
    - Needs signed by President and Chairperson
  - Blue Certificate Folders
  - Extra Certificates – printed without names
- ❖ Raffle Materials
  - Signage with Ticket Prices
  - 50:50 Tickets
  - Money Box
  - Container for Tickets to draw from
- ❖ Silent Auction Materials
  - Bid Sheets
  - Claim Tickets
  - Money Box
  - Signage
- ❖ Extra Bags / Tissue paper / Ribbon for donations

### General

- Tape – regular and packing tape
- Markers
- Pens
- Receipts for all expenditures that need to be reimbursed
- Tacs
- Straight Pins
- Safety Pins



## *Elizabeth Holley - Silent Auction* **Donation INSTRUCTIONS**

1. Pick up a *Silent Auction Bid Sheet* with a number attached.
2. Complete the following information: **WRITE LEGIBLY**
  - a. **Donated by** (can be an individual or a group)
  - b. **ITEM description** (this may be the name of an item, a creative name for a basket, or list of contents in a basket)
  - c. **Starting Bid** if you have a minimum you would like to get for the item
3. Tape the item number to your donation and place it on the designated table.
4. Place the BID SHEET in front of your donated item.

Make your rounds and bid on items yourself! HAVE FUN and THANK YOU for your generous donation!



PARLIAMENTARY PROCEDURE RULES – SIMPLIFIED  
(According to Robert’s Rules of Order)

PREFACE

Parliamentary Procedure is simply a body of rules and principles applicable to the conduct of meetings of deliberative bodies. It concerns itself with open and free discussion, the rights of the minority, and the rule of the majority. Think of it, not as a set of arbitrary rules to be learned out of a book, but rather as common sense and logic applied to the conduct of a meeting.

1. Agenda or Order of Business – the following is suggested, but can be changed as desired.

- a. Call to order
- b. Reading and approval of minutes
- c. Reports of officers and standing committees
- d. Reports of special committees
- e. Old (unfinished) business
- f. New business
- g. Program
- h. Adjournment

2. All motions should have:

- a. Main motion
- b. Second to the motion (refer to Robert’s Rules for exceptions)
- c. Chairman calls for discussion from the group
- d. Chairman should re-state the motion to the group if there is no more discussion
- e. Chairman calls for a vote – for and against
- f. Chairman announces the result of the vote and may re-state the motion as passed. If the vote is close, Chairman should state the count – pro and con.

3. MINUTES:

Minutes are usually approved by general consensus – “There will be no further corrections; the minutes will stand approved as corrected.” Are often approved as read/mailed. Are usually corrected informally as directed by President following a call for corrections. When minutes are distributed prior to the meeting, a policy of calling for corrections without having them read aloud at the meeting is acceptable.

4. TREASURER’S REPORT

The Treasurer’s report may be discussed for clarification, but requires no action by the assembly. It would not be appropriate for a group to “make a motion that the Treasurer’s report be approved” if in fact the group has not actually viewed the full accounting records of the Treasurer. Generally, the Treasurer’s report is automatically referred to an auditing committee for approval/acceptance.

5. AUDITING COMMITTEE REPORT

The Auditing Committee's report should be voted on and adopted. Adoption in effect approves the Treasurer's report. If the report contains recommendations/resolutions proposing specific action to be taken by the group, the recommendations should be re-stated at the end of the report to obtain approval on each recommendation (separately or all together, according to the wishes of the assembly.)

6. REPORTS WITH RESOLUTIONS OR RECOMMENDATIONS FOR ACTION

At the end of a committee report, where specific actions are being recommended to the group, the reporting committee member should move (make a motion) that the recommendation(s) be adopted. If there are more than three (3) members on the committee, a second to the motion is not needed – in essence the committee members have already made the motion and second within their group and they are now laying the motion before the group. The group discusses and disposes of the resolution (i.e., adopts, defeats, tables, etc.). It is suggested that in reports with more than one (1) recommendation, each should be handled separately to avoid confusion, and since members may favor one of the recommendations while defeating another.

A report is defined as being received when it is presented to the group. No vote is required to receive a report.

Report for information only is presented to the group (received) with no vote. Again, the reporting member usually makes the necessary motion at the conclusion of the report to implement the recommendations if there are any proposed from the committee. If the reporting member does not make the required motion to implement an action/recommendation, any member of the group may do so, and this should be seconded.

If a motion contains separate parts (e.g. I move that we give \$100 to Cystic Fibrosis, \$100 Cancer Society and \$100 to stock the Smith's bar) the Chairman can divide the motion and call for a vote on each separately.

7. AMENDMENTS TO THE MAIN MOTION (Second is required):

When someone proposes an amendment to the original motion you must vote on the amendment first, and then the motion including the amendment (if the amendment passes.)

If someone proposes an amendment to the amendment, you always vote in reverse order – the amendment to the amendment, then the amendment including its second amendment if passed, then the main motion including whatever amendments passed.

8. If an issue is brought up, but no motion made the Chairman should state that the issue fails, request is refused, etc. due to lack of a motion.

9. Discussion of the issue (e.g. gathering pertinent facts surrounding the issue) can take place without a motion on the floor, but when a debate starts, the Chairman should call for a motion. The discussion/or fact gathering takes place until the Chairman determines that a motion is in order before further talk/debate should continue.

10. NOMINATIONS/ELECTIONS:

If you have nominations for officers from the floor, a motion to close the nominations is required and this must have a 2/3 vote to pass. Nominations may be reopened, however, by a motion which requires only a majority vote.

When nominations are made by a Nominating Committee, their report is not adopted, but the names are offered and treated as if the persons named had been nominated from the floor. Further nominations may be made from the floor unless your Bylaws state that there will be no nominations from the floor.

11. When someone “CALLS FOR THE QUESTION” it means they are ready to vote and as such they are making a motion to end the discussion and vote on the issue at hand. A call for the question should be considered as a motion in itself and requires no second and a 2/3 vote that will assure that everyone else is ready to vote also and that they wish to discuss the issue no longer. Then, after the “question” passes, you can take a vote on the original motion, which should be re-stated before you ask for the vote. The purpose of the call for the question is to secure an immediate vote on a pending question and end the debate. The Chairman may determine general consensus approval of the call for question, negating a vote.
12. “POINT OF ORDER” may be called to call attention to a violation of the rules of parliamentary procedure. The Chairman is responsible for determining whether or not the meeting is actually out of order and for bringing the group back to the issue at hand according to the rules of parliamentary procedure. Or, the point of order issue can be solved by a majority vote.
13. A motion can be made to “SUSPEND THE RULES” and if it passes will allow action that is not possible under the rules. This motion is not debatable and requires a 2/3 vote and can include the suspension of Robert’s Rules of Order. This cannot, however, violate an existing constitution or Bylaws.
14. To call for a “DIVISION” - indicates that someone desires a more accurate vote on a matter and secures an accurate check on the vote.
15. To call for the “ORDER OF THE DAY” – this is another form of “POINT OF ORDER” and is a motion that simply calls for adherence to the order of business or to hold the discussion to the matter at hand.
16. To reconsider an issue that has already been voted on, a member of the prevailing side of that issue only can make a motion to reconsider the question. If this motion passes, it secures further consideration and another vote on the original motion. To rescind a motion, can be done and repeals action previously taken also.
17. To ratify means to approve of previous action taken.
18. To table a motion is simply to delay action on it. To table a motion requires a second, no discussion and a majority vote.
19. Chairmen should remember to study and know their Bylaws and Constitution.

The following is a suggested format for the Annual Conference Business Session. All content should be provided. The agenda should be adapted to include any special workgroup or subcommittee reports or additional business.

**NCAPHNA**  
**Annual Business Meeting**  
**Agenda**

**President:** Call to Order  
Reading of Association Purpose & Goals

**Secretary:** Present minutes from last business meeting

**Treasurer:** Present final balanced budget from previous year  
Present status of current year budget

**Workgroup Reports:**

**Conference Planning:** Recognize current planning committee; encourage attendees to complete evaluations; announce proposed city / state / possible dates for next year conference

**Emerging Issues**

**Nursing Practice & Workforce Development**

**Operations:** Report of votes related to Handbook / Bylaw changes; encourage participation in Regional Meetings and on state Governing Board; notification of any unfilled positions (if intent/commitment to serve forms filled out can do a vote by hand); results of electronic ballot for new board

**Recognition, Communication & Technology:** – cover communication and technology updates; recognition reports have been done during presentations and do not need to be repeated

**President Report**

**President Elect Report / Presentation of President's Award**

**President:** Adjourn Business Meeting



# North Carolina Association of Public Health Nurse Administrators



"Everywhere, Everyday, Everybody"

## NCAPHNA Letter of Transfer for Authorize Users:

**To:** NC State Employee Credit Union  
**From:** <<Name of NCAPHNA President>>  
NCAPHNA President <<YYYY>>

### To the above mentioned:

This notification serves to update the authorize users to the NCAPHNA accounts. The following actions are required for the NCAPHNA accounts effective <<MM/DD/YYYY>> and ending <<MM/DD/YYYY>>.

The following individuals should have access to the accounts listed below:

- NCAPHNA Treasurer: <<name>> of <<name>> County  
<<treasurer's full mailing work address>>
- NCAPHNA President: <<name>> of <<name>> County  
<<President's full mailing work address>>

Former authorize users who are not listed above should be removed from these accounts.

- Dividend Checking <<account number>>
- Money Market Shares <<E.S. Holley account number>>
- Money Market Shares << account number>>
- Shares << account number>>

All statements are to be mailed to the following address: <<NCAPHNA Treasurer name & mailing address>>.

Respectfully submitted,

<<Signature of NCAPHNA President>>  
NCAPHNA President <<YYYY>>

