



AORN LOS ANGELES CHAPTER 0507



Committee Structure

I. Duties and Responsibilities

1. Committee Chair Responsibilities:

- a. Prepares agenda for committee meetings.
- b. Presides at committee meetings.
- c. Ensures that minutes/recordings are done at all committee meetings or conference calls and distributed to committee members and the Secretary.
- d. Provides the board with a proposed annual budget plan for the upcoming year.
- e. Evaluates committee activities and makes recommendations as needed to the Chapter Board of Directors.
- f. Submits recommendations from committee members to the President-Elect for the upcoming year.
- g. Submits a regular report to the Chapter Board of Directors one week before the monthly board meeting. This report should summarize the committee's progress, accomplishments, expenditures, and recommendations.

2. Committee Member Responsibilities:

- a. Supports the purpose and goals of the committee and the Chapter.
- b. Attends and participates in committee meetings as scheduled by the committee chair.
- c. Participates in the planning, implementation, and evaluation of projects/work of the committee.

II. Committee Definition, Purpose, and Responsibilities

1. Membership Committee

- a. **Definition:** This is a standing committee of the Chapter. The committee chair is appointed by the President after consultation with the Board of Directors. The committee consists of members who are appointed for a one-year term.
- b. **Purpose:** Promotes and maintains membership in AORN at the National and Chapter level.
- c. **Responsibilities:**
 - i. Develops local programs and supports locally planned member recruitment and retention programs.
 - ii. Welcome all new Chapter members. Plans new member orientation activities.
 - iii. Encourages member retention. Contacts members whose membership will lapse before the lapse date.
 - iv. Ensures that all Chapter officers and Board of Directors memberships are current.
 - v. Notifies the Customer Service Department at AORN Headquarters of errors in the membership list and Chapter members who have moved or changed Chapters.



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- vi. Maintains the supply of current recruiting material received from National AORN.
- vii. Acts as the liaison to the community and local hospitals to recruit members. Speaks at local meetings about AORN membership.
- viii. Provides publicity information to hospitals about AORN.
- ix. Submits a monthly report and annual report to the Chapter Board of Directors.
- d. **National Support:** Membership Committee and Chapter Relations

2. Education Committee

- a. **Definition:** This is a standing committee of the Chapter. The committee chair is appointed by the President after consultation with the Board of Directors. The committee consists of members who are appointed for a one-year term.
- b. **Purpose:** Plans and implements educational activities related to perioperative nursing. These educational activities may be in the form of offerings, programs, webinars, or independent studies. They may vary in length from one hour to several days. Three meetings per year must contain contact hours, depending on state contact hour requirements.
- c. **Responsibilities:**
 - i. Assesses the continuing education needs of Chapter members.
 - ii. Plans and implements educational activities based on the needs of Chapter members.
 - iii. Submits educational activities for contact hour approval. Contact hours can be provided by AORN through the CE Approval Process or another CE provider (university, sponsor, facility, etc).
 - iv. Incorporates the following activities into educational activity planning:
 - Select an education topic and schedule a speaker.
 - Set date and time for activity.
 - Arrange for the meeting site.
 - Obtain necessary audiovisual equipment.
 - Arrange parking, refreshments, and seating.
 - Prepare publicity for the activity.
 - Submit educational activity for approval of contact hours to an accrediting agency.
 - Maintain educational activity attendance roster.
 - Distribute evaluation.
 - Maintain attendance roster and education files that contain a copy of the application for contact hours, and posts activity evaluations summary and certificates of attendance.
 - Distribute honorarium and write thank you notes to speakers.
- v. Submits a monthly report and annual report to the Chapter Board of Directors.



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- vi. Submits recommendations from committee members to the President-Elect for the upcoming year.
- d. **National Support:** Continuing Education Approval Committee (CEAC), National Committee on Education (NCE), and Chapter Relations.

3. Historical Committee

- a. **Definition:** This is a standing committee of the Chapter. A committee chair is appointed annually by the President after consultation with the Board of Directors. The committee consists of members who are appointed for terms of one year.
- b. **Purpose:** Conducts research into the history of the local chapter and encourages authorship and publication of historical articles.
- c. **Responsibilities:**
 - i. Encourages regional and chapter historians to gather historical information and artifacts.
 - ii. Promotes collection, writing, and dissemination of historical information.
 - iii. Strive to gather information and photos from previous years to fill in periods of Chapter history.
 - iv. Identifies and determines a location for the display of items of historical significance.
 - v. Incorporates the following activities into chapter events:
 - Prepares historical materials.
 - Obtain the necessary audiovisual supplies for the historical display.
 - vi. Keep accurate records of its action.
 - vii. Coordinate with the social media/marketing committee to ensure all information on the website is current and relevant.
 - viii. Submits a monthly report and annual report to the Chapter Board of Directors.
 - ix. Submits recommendations from committee members to the President-Elect for the upcoming year.
- d. **Local Support:** AORN LA Chapter historical page, previous website - aornla.org

4. Recognition/Scholarship Committee

- a. **Definition:** This is a standing committee of the Chapter. The committee chair is appointed by the President after consultation with the Board of Directors. The committee consists of members who are appointed for a one-year term.
- b. **Purpose:** Promotes excellence in perioperative nursing through management of the chapter member's recognition submission and scholarship activities.



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- c. **Responsibilities:**
 - i. Reviews all scholarship applications received by the Chapter and award money when appropriate.
 - ii. Administers the Chapter awards program, which recognizes outstanding Chapter members within the Chapter.
 - iii. Plans a formal recognition of new and recertified CNORs and CRNFAs.
 - iv. Promotes Chapter involvement in various awards and scholarship opportunities at the national level (i.e., Chapter Award for Excellence or Individual Awards).
 - v. Contacts student financial assistance offices of schools of nursing in the area and the AORN Foundation to find out what scholarships might be available for Chapter members and students.
 - vi. Submits a monthly report and annual report to the Chapter Board of Directors.
 - vii. Submits recommendations from committee members to the President-Elect for the upcoming year.
- d. **National Support:** Membership Committee and Chapter Relations

5. Legislative/Bylaws

- a. **Definition:** This is a standing committee of the Chapter. The committee chair is appointed by the President after consultation with the Board of Directors. The committee consists of members who are appointed for a one-year term.
- b. **Purpose:** Monitors and promotes active healthcare legislation and regulations involvement that affects nursing on the state and national levels. Responsible for the update of chapter policies and maintenance of the chapter bylaws.
- c. **Responsibilities:**
 - i. Monitors pending legislation on the local, state, and national levels affecting the registered nurse in general and the perioperative nurse.
 - ii. Seeks current knowledge about the legislative process.
 - iii. Informs the Chapter members when there is legislation that may affect nursing or perioperative nursing.
 - iv. Maintains a list of all the current national and local legislators who may be needed by the Chapter for lobbying or contact purposes.
 - v. Maintains contact with state nursing legislative representatives, AORN Government Affairs, and your state coordinator.
 - vi. Reviews the bylaws annually to ensure that they are in line with National AORN's mission, purpose, and membership categories (Articles II and III).
 - vii. Submits a monthly report to the Chapter Board of Directors.



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- viii. Ensure that any proposed bylaws amendments are published and made available to the membership at least 30 days before the date of the vote.
- ix. Submits annual recommendations for amendments to the Board of Directors and the membership.
- x. Submits updated bylaws to Chapter Relations to document that a review has been done and bylaw changes were approved by the membership.
- d. **National Support:** National Legislative Committee, AORN Government Affairs, Bylaws Committee, Parliamentarian, and Chapter Relations.

6. Social Media/Marketing

- a. **Definition:** This is a standing committee of the Chapter. The committee chair is appointed by the President after consultation with the Board of Directors. The committee consists of members who are appointed for a one-year term.
- b. **Purpose:** Prepares chapter newsletters and maintains the chapter website.
- c. **Responsibilities:**
 - i. Develops, publishes/posts, and distributes a Chapter newsletter.
 - ii. Edits all Chapter brochures, pamphlets, and program handouts used by the Chapter for clarity, accuracy, and content.
 - iii. Update the calendar with current and upcoming chapter events.
 - iv. Designs and distributes the yearly calendar of events, and all information or updates to the chapter members via email blast.
 - v. Posts current chapter officers and contact information, brochures, newsletters, educational program handouts, or any other communication designated by the Board of Directors or committee chair.
 - vi. Identifies and recruits nurse authors/editors for the chapter newsletter.
 - vii. Acts as the central contact for commercial companies that are interested in sponsoring the newsletter.
 - viii. Submits a monthly and annual report of activities to the Chapter Board of Directors.
- d. **National Support:** Membership Committee and Chapter Relations Coordinator

7. Event Organizer

- a. **Definition:** This is a standing committee of the Chapter. The committee chair is appointed by the President after consultation with the Board of Directors. The committee consists of members who are appointed for a one-year term.



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- b. **Purpose:** Plans chapter social and civic activities, celebrations, and fundraising events. Organize activities for annual AORN Global Surgical Conference & Expo delegates and attendees.
- c. **Responsibilities:**
 - i. Identifies events significant to promote chapter camaraderie and professional development.
 - ii. Create a comprehensive event plan including goals/desired outcomes and the theme of the event.
 - iii. Determine sub-committee members: Program Committee, Set up/decorate/clean up, Marketing, Volunteer
 - iv. Create a comprehensive funding plan, inclusive of all estimated expenses of the sub-committees.
 - v. Regular communication on the progress of the sub-committees
 - vi. Collaborates with education in the planning of events.
 - vii. Updates social media/marketing committee in the dissemination of the calendar with current and upcoming chapter events.
 - viii. Proofing all marketing and press releases.
 - ix. Identifies commercial companies that may be potential sponsors of events.
 - x. Event evaluation and follow-up.
 - xi. Submits a monthly and annual report of events to the Chapter Board of Directors and chair.
- d. **National Support:** OR Nurse Link Help Center, AORN Periop Community.

