

## Leadership Connection 2018 (15-18 September)

### Catalyzing Your Chapter to the Key Award: Developing an Effective Strategic Plan

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The chapter focuses on connecting with not only members but also fellow nurses and partners to collaborate and share chapter and Sigma mission, opportunities, and accomplishments through meetings, events and technology. Developing a sound operating system within the chapter is imperative for connecting members and meeting the criteria for the Key Award. Several mechanisms must be in place in order to have a vibrant chapter. This poster will highlight several key areas to help your chapter win that next Key Award.

Effective chapter operations incorporates members at all levels, which is delineated in the Policy and Procedure Manual. The Policy and Procedure Manual is reviewed annually by the governance committee. Any additions or revisions are made in collaboration with the responsible member. Having a strong Policy and Procedure manual can be a helpful guide in keeping the chapter on track with the international Strategic Plan and Key Award criteria. Another aspect that has helped the chapter is striving for a Board and Executive Committee that mirrors the members of Sigma on an international level. The chapter Board and Executive Committee is comprised of members at all levels of their career as well as from various settings including hospital administrators, bedside nurses, and nursing faculty at the university. Also, incorporating your chapter operations outside of regular board meetings cultivates creative visionary thinking.

Each year, the chapter hosts an annual winter retreat. This is a time to reflect and align the chapter Strategic Plan with the Sigma Strategic Plan. The retreat is a venue to engage members that are interested in becoming more involved with the Board or Executive Committee. Chapters are always searching for new, transferred, or seasoned members who aspire to becoming a leader within the organization. During this time the chapter reflects on accomplishments as well as future direction based on the Presidential Call To Action and the Key Award. The Strategic Plan also helps guide all activities for the chapter throughout the year.

As part of the Strategic Plan, the chapter connects and collaborates with members and local partners to cultivate future leaders through informal and formal mentoring. Mentoring fosters professional and personal growth and development, which is an essential piece in shaping future leaders in nursing. The chapter developed a Leadership Intern Program as a formal mentoring process. This Program is monitored by the Leadership Succession Committee. Along with Sigma, the vision of the chapter Leadership Intern Program is to provide each intern with the opportunity to expand leadership skills, develop a relationship with a mentor, and nurture a lasting commitment to Sigma. The Leadership Intern Program has grown over the years as board members listen to needs and requests of newly inducted members. The potential leadership intern positions are as follows: Diversity in Nursing Initiatives Intern, Social Event Coordinator Intern, Membership Liaison Intern. This Intern Program is instrumental in the chapter meeting the goals, vision, and mission as set forth in the Strategic Plan to help obtain the Key Award.

A well developed operating system, consisting of a policy and procedure manual, Strategic Plan, and a diverse Board and Executive Committee, can catalyze your chapter to the Key Award. Key Award application preparation takes planning and commitment from all chapter members. If members feel engaged, they are more likely to participate and give back to the chapter in a variety of ways.

To begin the Key Award application process, the chapter must access a copy of the criteria. The Key Award criteria, along with the Presidential Call To Action, will help guide your chapter in developing a

Strategic Plan. Convening an all day retreat with the Board and Executive Committee is helpful in reviewing the Key Award criteria to determine which areas are missing from your chapters goals and mission. Areas of deficiency are important to add to the Strategic Plan to help guide chapter activities for the year. The Board assigns different areas of the Key Award to various members of the Executive Committee to work on throughout the year. At the same time, your chapter can also begin to think about the Presidential Call To Action and how the chapter can meet the goals as set forth by the president of Sigma. Setting goals to incorporate the Presidential Call To Action into chapter activities is not only helpful for fulfilling criteria for the Key Award, but will also help your chapter achieve the Chapter Excellence Awards.

Developing effective chapter operations is crucial to catalyzing your chapter to the Key Award. Having a well defined policy and procedure manual and Strategic Plan are crucial steps toward achieving this prestigious award for your chapter. With dedication and hard work from the Board, Executive Committee, and members your chapter can attain the Key Award!

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**Title:**

Catalyzing Your Chapter to the Key Award: Developing an Effective Strategic Plan

**Keywords:**

Chapter Operations, Key Award and Strategic Plan

**References:**

Chapter Poster: Rubric indicates that they are not necessary and scored as excellent.

**Abstract Summary:**

Strong chapter operations create a vibrant chapter. Having a well defined Policy and Procedure Manual and Strategic Plan are imperative steps toward attaining the prestigious Key Award for your chapter. This poster will highlight several areas to help your chapter achieve that next Key Award.

**Content Outline:**

Introduction

Chapter Operations

- Executive Committee (picture of org chart)
  - P&P
  - Involvement at all levels - 50/50 faculty and hospital
  - Strategic Plan
  - Retreat
  - Leader interns
    - Program
    - Mentee/ Mentor Benefits
    - Activities

Awards

- Key Award
- Chapter Excellence

Conclusion

First Primary Presenting Author

**Primary Presenting Author**

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**Professional Experience:** Dr. Graber is currently an Assistant Professor at the University of Delaware. She is a Board Certified Psychiatric Mental Health Clinical Nurse Specialist and has her doctorate in Educational Leadership. Jennifer has worked for over seventeen years as a psychiatric nurse in many roles and has taught psychiatric nursing for varying colleges. She is the recent Past-President of the Beta Xi Chapter and serves as a member on several committees within the chapter. In 2013 she received the Excellence in Teaching Award from Delaware Technical Community College. In 2014 and 2015 she was nominated by Delaware Today's Top Nurses for her work as a Clinical Nurse Specialist in Mental Health. In 2015 she was nominated by Delaware Today's Top Nurses for her work in Nursing Education. In 2016 she was the winner of Delaware Today's Top Nurses as a Mental Health Nurse.

**Author Summary:** Dr. Graber is currently an Assistant Professor at the University of Delaware. She is a Board Certified Psychiatric Mental Health Clinical Nurse Specialist and has her doctorate in Educational Leadership. Jennifer has worked for over seventeen years as a psychiatric nurse in many roles including teaching. She has been actively involved in the Beta Xi chapter of STTI, holding numerous positions and serving on several committees.

**Second Author**

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**Professional Experience:** 2012-present Assistant Professor, School of Nursing University of Delaware, Newark, DE 2008-2012 Clinical Nursing Instructor, School of Nursing, University of Delaware 2001-2008 Supplemental Contract Faculty: Clinical Nursing Instructor, School of Nursing University of Delaware, Newark, DE 2006-2010 Clinical Nurse, Heart and Vascular Interventional Services Christiana Care Health Services, Newark, DE 2004-2006 Evidence-based Practice Research Coordinator, Division of Research in Department of Nursing, Thomas Jefferson University Philadelphia, PA 2003-2004 Data Acquisition/Analyst Expert, Translational Nursing Research Department, Hospital of the University of Pennsylvania, Philadelphia, PA 2002-2003 Clinical Nurse Specialist, Cardiothoracic Surgical Unit, Hospital of the University of Pennsylvania 2001-2002 Cardiovascular Research Coordinator, Christiana Care Health Services 2000-2001 Cardiology Nurse: Nuclear Center, Coumadin Care Center and Arrhythmia Center, Delaware Cardiovascular Associates, Wilmington, DE 1998-2000 Clinical Nurse, Cardiovascular-Surgical Step-down unit and Critical Care Per Diem, Christiana Care Hospital  
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**Author Summary:** Dr. Saylor is an Assistant Professor at the University of Delaware and earned her PhD at University of Maryland. Currently, she is the Beta Xi Chapter first faculty counselor, International Governance Committee Member, and Co-chair of the Sigma Charter Review Task Force. She is also a founding member of the Campus Advisory Council Committee for the College Diabetes Network. Dr. Saylor received the Delaware Today Top Nurses award for Academic Excellence in 2016 and 2017.