Faculty Disclosure

- Faculty Name: Jessica Wendorf, BS, CAE, CNP
- Conflicts of Interest: None
- Employer: Sigma Theta Tau International
- Sponsorship/Commercial Support: None
Objectives

• Discover the importance of policies and procedures for day-to-day operations

• Establish a team to establish core policies and procedures

• Learn recommended policies and procedures in a wide-variety of topics
What is a…

• Policy?
  ➢ A clear statement interpreting a chapter bylaw and how that bylaw will be upheld, or a clear statement regarding governance of the chapter.

• Procedure?
  ➢ Consists of a detailed description of the process(es) used to support the policy.
Getting Started

• Identify Need
• Create a Team
• Draft Policies and Procedures
• Approval
• Maintenance
What topics should we consider?

• Common topical areas:
  ➢ Finances
  ➢ Operations
  ➢ Committees
  ➢ Bylaws/Guidelines
  ➢ Communication
Finances

- Expense reimbursement
- Required event funding
- Budget creation
- Chapter board reporting
- Signatories
- Financial Investments
Operations

• Event Planning
• Strategic planning
• Board operations
• Elections
• Leadership Succession
• Inducting Candidates
Committees

• Committee description
• Position requirements
• Position timeline/terms
• Expected outcomes
Bylaws/Guidelines

• Membership Eligibility

• Changing Dues

• Other requirements to uphold achieving organizational mission/values
Communications

• Communications methods and instructions for use
• Communications plan
• Calendar of chapter events
• Disaster planning
Break Out!
Questions?
Upcoming Sessions

• Spread the Word: Effective Publicity Tactics
• Advanced Lessons on Chapter Websites in The Circle
• Answers to Frequently Asked Financial Questions
• Legal Issues and Strategies for Chapters