Reboot and Refresh: How to Start Over

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Faculty Disclosure

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This session is not eligible for continuing nursing education credits
Objectives

• Learn how to morph the basic chapter requirements into a positive chapter experience

• Establish realistic goals to implement change at the chapter level
Why Reboot & Refresh?

WRITE DOWN

• Why are you attending this session?
• What does Reboot and/or Refresh mean to you (in terms of your chapter?)
• Name 3 things your chapter does well.
• Name 3 things your chapter needs to improve.
12 Basic Requirements to Start an STTI Chapter

• Appropriate accreditation
• Support from university administration and head of school of nursing
• Minimum of baccalaureate program or higher
• Conduct regular board planning meetings
• Complete and submit current bylaws template
• Follow STTI membership eligibility requirements
• Induct members at least once per year
• Communicate with members regularly
• Produce 3 fiscal year budgets (last, current, next year) which include realistic revenue & expenses and show financial sustainability
• 2 or more programs per year
• 1 annual business meeting per year
• Written history of the development of the prospective chapter
10 Minimum Requirements to Maintain STTI Chapter

1. Support the mission, vision, purposes, and goals of STTI
2. Observe the provisions of the bylaws and comply with STTI's policies and regulations
3. Participate in all STTI House of Delegates business sessions at convention
4. Select and induct eligible members at least once per year
5. Meet all financial obligations
6. File all required reports according to established guidelines [including IRS 990 (U.S. chapters only)]
7. Maintain all positions of President, Vice President, Counselor, Treasurer, Secretary, Leadership Succession Committee, Governance Committee, convention delegates (all chapter leaders must maintain active, paid membership to serve)
8. Host two or more chapter programs per year
9. Conduct annual elections according to election guidelines
10. Conduct annual business meetings for all chapter members to attend where chapter leaders give reports on the state of the chapter
Evaluating the Basic Requirements

- Mission, vision, purposes, and goals of STTI
- Bylaws and comply with STTI's policies and regulations
- STTI House of Delegates
- Induct eligible members at least once per year
- Finances
- Reports (annual report, IRS 990 (U.S. chapters only), etc

- Maintain Required Active Leadership
  - President, Vice President, Counselor, Treasurer, Secretary
  - Leadership Succession Committee, Governance Committee
- Conduct regular board meetings
- Communicate with members regularly
- Host two+ chapter programs per year
- Conduct annual election
- Conduct annual business meeting
What factors are driving you to change?

Economic Environment
What factors are driving you to change?

Technology
What factors are driving you to change?

Cultural Environment
What factors are driving you to change?

Political Environment
Ideal STTI Chapter & Membership Experience

• Imagine--- What does the ideal chapter look like?
• Imagine--- What do happy & satisfied members experience with the chapter?
• Imagine--- How does the chapter leadership operate?

What goals can be set by re-imagining?
  Which goals are to be achieved this fiscal year?
  Which goals are to be achieved next fiscal year?
  Which goals should be long-term?
Six Steps toward Change
Commitment through joint diagnosis

• Ask members
• Evaluate what you offer
• Focus group
• Gather a diagnostic team (correct team)

Hbr.org (1990). Why Change Programs Don’t Produce Change
Shared Vision & Stay Competitive

• Some questions to consider:
  • What business are you in?
  • What do you want to be as a chapter?
  • How can the team reach that desired outcome?
  • How can we distinguish ourselves from our competition?

Hbr.org (1990). Why Change Programs Don’t Produce Change
Consensus, Competence, & Cohesion

• Keep the vision and plan in the forefront
• Create a community of trust
• Training, training, training

Hbr.org (1990). Why Change Programs Don’t Produce Change
Incorporate change everywhere

• Induction
• Communications
• Programs

Hbr.org (1990). Why Change Programs Don’t Produce Change
Institutionalize Revitalization

• Policies
• Procedures
• Position Descriptions
• Committees

Hbr.org (1990). Why Change Programs Don’t Produce Change
Monitor & Adjust

- Evaluate continuously
- Be open to change
- Every plan is in pencil

Hbr.org (1990). Why Change Programs Don’t Produce Change
Pitfalls of Change

• No Leader Support
• Bad Communication
• No Education
• Fatigue from Change
• Culture Resistance

Torbenrick.eu (2015)
Overhaul to Meet Minimum Requirements

Mission, vision, purposes, and goals of STTI

• All chapters leaders understand STTI’s mission, vision, purposes, goals
• STTI’s mission, vision, purposes, goals are reflected through chapter programs & events
• STTI’s mission, vision, purposes, goals are reflected through chapter communications
Overhaul to Meet Minimum Requirements

**Bylaws** and STTI's policies and regulations

- Chapter’s leadership understands each section of bylaws
- Chapter’s leadership aware which sections can be edited and which areas cannot
- Understand the Ratification/Amendment Process at the chapter level
- Ratify/Amend current chapter bylaws template every 2 years
- Delegate shares with chapter the STTI bylaws changes implemented at House of Delegates sessions at convention
- Chapter leaders understand and are familiar with official STTI policies, procedures, and guidelines
Overhaul to Meet Minimum Requirements

STTI House of Delegates

• Chapter leaders understand the purpose of participating as a part of STTI’s governing body (house of delegates)

• Chapter leaders appoint delegates to represent the chapter (any dues-paying member)

• Chapter delegates attend the entire House of Delegates sessions at convention

• Chapter delegates are oriented to role

• Chapter board prepares delegate to vote on chapter’s behalf and report back to chapter afterwards

• Chapter plans financially to send delegates
Overhaul to Meet Minimum Requirements

Induct eligible members at least once per year

- Use SPARK to recruit members
- Use SPARK to plan induction
- Understand and Use STTI’s membership eligibility criteria correctly per the bylaws
- Create written recruitment policies and procedures
- Create written policies and procedures for induction planning
- Induct variety of member types
Overhaul to Meet Minimum Requirements

Finances

• Plan realistic written budgets by the beginning of each fiscal year
• Align goals, operations, and strategic plans to budgets
• Revise budget, as needed
• Treasurer provides financial report at each chapter board meeting
• Financial policies and procedures
• Two signatories an all accounts
• Understand and comply with reporting requirements and laws
Overhaul to Meet Minimum Requirements

Reports (chapter annual report, IRS 990 (U.S. chapters only), etc.)

• Chapter leaders understand reporting requirements to STTI, federal and local government

• Chapter leaders develop written policies and procedures regarding responsible parties and expectations

• Add to operational or action plan for year
Overhaul to Meet Minimum Requirements

Maintain Required Active Leadership

• President, Vice President, Counselor, Treasurer, Secretary
• Leadership Succession Committee, Governance Committee
• All leaders understand their own role and each others’ roles
• Leaders establish goals for their positions
• Conduct regular board planning meetings
• Follow STTI election guidelines
• Chapter leaders maintain active (dues-paying) membership throughout term
• List all chapter leaders in the Chapter Management System
Overhaul to Meet Minimum Requirements

Conduct regular board planning meetings
• Decide what day of week & time of day works best for everyone
• Decide what meeting platform will be used or if meetings will be in person
• Set all meetings on the calendar for the fiscal year
• Circulate agenda, reports from each leader, and materials for meeting to all board members at least one week prior to meeting
• Think ahead to upcoming tasks and events and put on operational calendar
• Document meetings via meeting minutes
• Spend time strategizing not discussing minutia
Overhaul to Meet Minimum Requirements

Communicate with members regularly
• Overall communication plan
• Communication plan for each event
• Reflect STTI’s mission & vision

Email
Chapter website
Social media accounts
Surveys
Postcards
Letters
Newsletters
Phone calls
Texting
Talk to members
Listen to members

• Communicate early
• Communicate well
• Communicate often
Overhaul to Meet Minimum Requirements

Host two or more chapter programs per year

• Reflect STTI’s mission & vision
• Worthwhile
• FUN and exciting
• Valuable
• Face-to-face events
• Virtual events
• What members want to learn
• Offer CEUs, if applicable or valuable
• Plan for all member types
Overhaul to Meet Minimum Requirements

Conduct annual business meetings for all chapter members

- Chapter leaders present written reports - State of the Chapter
  - Goals established
  - Goals met
  - Accomplishments
  - Membership votes
  - Bylaws
  - Written minutes
  - 30-days’ notice
Group Activity

• Break into small groups
• Read the scenario you have been given.
• Discuss the scenario for about 10-15 minutes.
• Identify & discuss the pitfalls you encountered.
• Was the pitfall resolved?
  • If yes, how?
  • If no, what other ways could the pitfall(s) be resolved?
• Have you encountered similar pitfalls with your organization or chapter?
• Share
Getting started…

• How are you going to begin this conversation when you return?
Final Thoughts

• Don’t get discouraged! Celebrate successes – big and small – along the way.

• You’re not in it alone. You have the support of STTI headquarters, as well as your regional coordinator, to help you.
  o Feel free to post to the All Chapter Officers workgroup or Regional Officer Connect Group in The Circle
  o http://thecircle.nursingsociety.org → Click on “Groups” and then “My Groups”
References


Questions?