

Central Indiana Organization of Clinical Nurse Specialists (CIOCNS) Conference Planning Committee Charter and Guidelines

Purpose:

The planning committee shall be comprised of members from the CIOCNS affiliate and shall assemble as needed to coordinate the planning and evaluation of an annual conference.

Scope of Focus:

The scope of authority of this group will be limited to the planning of an annual conference.

- Any issues or opportunities that affect the greater affiliate will be addressed by the CIOCNS board.
- Planning efforts will be accomplished through individual and/or group participation. Volunteers will be identified to lead and be accountable for the outcome(s) of designated planning.

Decision Making Process:

Upon the full exploration of issues or opportunities, the disposition of the topic will be determined through group consensus.

Meetings:

- Monthly, with freedom and flexibility of membership to meet more or less frequently if needed. An open-concept will be assigned to meeting opportunities with an invitation to observers.
- Agenda items will not be discussed unless topic originator is present for discussion
- Should the Chairperson cancel a meeting, notification shall be sent to membership via email along with the date of the next meeting

Reporting:

- Meetings are to be recorded by the Secretary in a standardized format.
- Meeting minutes to be approved by the Chairperson prior to distribution to team members.
- Regular reports given to CIOCNS board of directors through established communication loops and/or via board representative serving the planning committee
- Regular reports given to CIOCNS affiliate members during scheduled business meetings and captured in the minutes

Membership Roles and Responsibilities:

The planning committee shall be comprised of members from the CIOCNS affiliate. A Chairperson, Secretary, and Chairperson-elect shall be identified from that membership.

- **Chairperson:**
 - Identified from within the planning committee membership through consensus.
 - Serves in role for one-year term
 - Presides over meetings
 - Sets the meeting agenda in collaboration with the secretary

- In the event the Chairperson is unable to preside over any meetings, the Chairperson-elect will preside. If both the Chairperson and Chairperson-elect are unable to preside, the Secretary presides over the meeting
 - Tracks topics until resolved
 - Represents the CIOCNS Conference Planning Committee in various forums as appropriate and provides relevant updates when desired/necessary
 - Serves as the liaison to website administrator for conference planning committee purposes as identified
 - In the event grant funds are sought to offset conference planning costs, grant writing and associated efforts will be a duty of the chairperson
- **Secretary:**
 - Identified from within the planning committee membership through consensus
 - Serves in role for one-year term
 - Attends all meetings, arranging for a substitute when a circumstance prevents attendance
 - Records meeting minutes in standardized format
 - Secures approval of minutes by Chairperson prior to distribution
 - Distributes meeting minutes to all members via email in a timely fashion
 - Maintains an electronic archive of minutes
 - Notifies team members of meeting dates, times and locations
- **Chairperson-elect:**
 - Identified from within the planning committee membership through consensus
 - Serves in role for one-year term then assumes Chairperson role the following year
 - Presides over the meeting in the event the Chairperson is unable; Attends all meetings
 - Will be coached and mentored throughout role to be prepared for assuming chair role the following year
- **Member:**
 - Commits to serve planning committee for a minimum of 2 years and maximum of 6 years
 - Attends at least 75% of meetings
 - Actively participates in discussion at meetings and supports other team members; gives and obtains feedback freely
 - Actively participates in projects initiated by the committee and communicates effectively without bias among team members
 - Notification sent to chairperson of intent to be absent via email prior to meeting
 - The CIO-CNS treasurer shall be included in planning committee communications to facilitate effectiveness between the board and conference entities

Election of Officers:

- Nominations for officers will be held in December
- The election of officers will take place the following January
- New officers will be mentored and assume the role and responsibilities in January-February