

**ASSOCIATION OF STATE AND  
TERRITORIAL DIRECTORS OF NURSING**

**Policy and Procedure Manual**

**Approved June 10, 2010**

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## INTRODUCTION

The By-Laws of the Association of State and Territorial Directors of Nursing (ASTDN) which is an affiliate of the Association of State and Territorial Health Officials (ASTHO) describe the purpose and the responsibilities of the officers, the Executive Committee, and the Standing Committees. (See By-laws)

This Policy and Procedure Manual is designed to assemble and compile pertinent additional materials in a usable form to provide guidance to officers in the operation of the Association.

All old files and records of the Association were consolidated and summarized in the history of the Association published in 1976, which included activities through 1975. An additional ten years of the Association history were published in 1986. The University of Virginia School of Nursing, Center of Nursing Historical Inquiry (NCHI), is the official repository of all ASTDN documents. The History Committee on an annual basis according to established protocol sends records, pictures, and other memorabilia to the archives.

Unless specifically stated otherwise, the use of the term, "Association", in this document refers at all times to the Association of State and Territorial Directors of Nursing.

# **ASTDN**

## **ASSOCIATION OF STATE AND TERRITORIAL DIRECTORS OF NURSING**

ASTDN began in 1935 as an advisory group of state health department nurses. ASTDN continues today as an active association of public health nursing leaders from across the United States and its Territories. ASTDN is an affiliate of the Association of State and Territorial Health Officials (ASTHO) and is incorporated as a not-for-profit 501.c.6 membership organization.

### VISION

Foster healthy people living in healthy communities through excellence in public health nursing leadership.

### MISSION

Provide a peer and collegial forum for public health nursing leadership, recognizing the authority as well as the responsibility of the governmental role in protecting and promoting the health of the public.

### GOALS

1. To participate with the Association of State and Territorial Health Officials (ASTHO) in promoting a program of national health protection and promotion.
2. To establish guidelines for states and territories in setting standards for public health nursing services.
3. To recommend and advocate the effective and efficient use of public health nurses in the provision of preventive, health promotion and personal health services.
4. To identify and promote methods of improving the education, utilization and distribution of public health nurses.
5. To develop innovative and collaborative partnerships with national governmental and voluntary agencies in programs to protect the public's health.
6. To foster, advocate for and support public health nurses in leadership roles in administrative, management and staff positions.
7. To assist in marketing and promoting public health nursing.
8. To assure that inputs from and perspectives of public health nursing are incorporated into position statements on the nursing profession.

### VALUES

The Association of State and Territorial Directors of Nursing values the following:

A world where health is highly regarded.  
Optional pathways for achieving health.  
Universal access to health care.  
Prevention as the foundation for health promotion.  
An epidemiological base for decision-making.  
Cultural diversity.  
Community empowerment.  
Collaboration and partnering.  
Excellence in health services.  
Leadership as an essential public health skill.

## ASSURANCES

ASTDN will comply with all federal statutes relating to non-discrimination and all applicable federal laws, executive orders, regulations and policies as applicable.

## EXECUTIVE COMMITTEE

The Executive Committee consists of eight (8) members: President, President-Elect, Secretary, Treasurer, Immediate Past-President and three (3) elected Members-At-Large. The Executive Committee determines administrative policies, coordinates the program of work, and manages the business of the Association during the interim between Annual Meetings. This Committee meets with representatives of U.S. governmental agencies such as the Department of Health and Human Services Division of Nursing, the US Public Health Service, the Centers for Disease Control and Prevention, and other public health and nursing agencies and representatives as appropriate to plan for Association meetings, and to establish and maintain working relationships with other organizations and support partnership activities.

The Executive Committee schedules two meetings in conjunction with the Annual Meeting, meets monthly by Conference Call and at other special meetings, as needed, to conduct the business of the Association. Business may be transacted by telephone, mail, or electronically with required votes recorded by the Secretary and filed with minutes of the meetings.

Standing committees shall be appointed by the newly elected President with the approval of the Executive Committee to serve for terms of one year, except for the Finance Committee, which shall be chaired by the Treasurer for the full 2 year term of office. The President shall make appointments to fill vacancies on any committee. The following standing committees shall be appointed by the President and chaired by Executive Committee members, or as otherwise noted below:

- AWARDS – President Elect
- BY-LAWS – Member-at-Large
- FINANCE- Treasurer
- HISTORY – Past President
- MEMBERSHIP- Member- at- Large
- NOMINATIONS – Past President
- PROGRAM – Appointed
- COMMUNICATIONS – Appointed (President-elect as member)

The Executive Committee is responsible for updating the policy and procedure manual as needed, and **at least every four years**.

The Executive Committee determines the registration and Education Day registration fees for the next year's Annual Meeting based on the recommendations of the Finance Committee and the Program Committee.

## **DUTIES OF THE PRESIDENT**

The President, unless otherwise stated in the By-Laws, shall assure that the responsibilities of each officer and committee are carried out. The President has duties beyond those described in the By-Laws. They include leadership, managing the business meetings of the Association, budget, membership, other appointments and issues arising between meetings.

**MEETINGS:** It is the responsibility of the President to set the agenda for the Annual Meeting and the Executive Committee Meetings. Samples of agendas from previous years appear in Appendix I. Input from the Executive Committee should be sought prior to each meeting to establish the agenda that is sent to each member before the meeting. In addition to the Annual Meeting, committee chairs may wish to give reports at the Pre-Annual Meeting and/or to submit prepared reports for meetings.

The President assumes office at the close of the Annual Meeting, and holds office throughout the year until the gavel is turned over to the new President as the last order of business at the Annual Meeting. The new President then presides at the Post-Annual Meeting of the Executive Committee for which she/he has developed an agenda. The primary business to be conducted at the meeting is 1) unfinished business from the Annual Meeting and Pre-Annual Meeting; 2) establish priorities and initiate activities to meet ASTDN objectives; 3) establish mid-year and annual meeting dates and locations; 4) appoint committees and liaisons to other organizations.

As an affiliate of ASTHO, the Association is invited to send a representative to their Annual Meeting and the ASTHO Affiliate Council, which is held during that meeting. Representation at all meetings, such as other nursing organizations, ASTHO, or other public health organizations, is determined by the President and the Executive Committee. If possible, the President, President-elect or other President's designee attends for the membership. However, distance, cost and the business of the meeting will determine attendance. Some meetings or task forces may require special knowledge or skills. In those cases the President and the Executive Committee may request a specific member to attend for the Association and will assure travel costs are paid. Every effort should be made when determining the annual budget to include estimates of travel costs.

The Program Committee is responsible for planning the Annual Meeting but consults the President frequently during the process. The President assists the Committee on the overall plan for the Annual Meeting, develops the business agenda, and invites and communicates with the guests from government, other public health and nursing entities, including the Quad Council (APHA Public Health Nursing Section, the Association of Community Health Nurse Educators, and the ANA Congress on Nursing Practice and Economics).

**BUDGET:** The ASTDN fiscal year runs from July 1<sup>st</sup> through June 30<sup>th</sup>. The budget is the responsibility of the Treasurer and the Finance Committee. If there are budget deviations during

the year from the budget approved at the Annual Meeting, the Treasurer and Finance committee recommend changes to the President who in turn seeks the approval of the Executive Committee. The President also serves as the second signature on the Association's bank account and assures regular audit of the financial records. Periodically the Association will hire an auditing firm to conduct an audit of the organizations financial records.

**MEMBERSHIP:** If the President is notified of a change in the person representing a state or territory, she/he notifies the administrative support staff, the webmaster, Secretary, and the Membership Committee Chairperson of the changes to assure continuity of communication. The Membership Committee Chairperson may also seek the assistance of the President and/or the ASTDN Administrative Assistant in working to assure that there is a designated nurse director member from every state/territory. The President participates with the Chairperson of the Membership Committee in an orientation session for new members as part of the Annual Meeting.

**OTHER APPOINTMENTS:** During the year, the President may be asked to represent the Association in other activities. If unable to personally fulfill such a request, she/he may appoint the Executive Director or another qualified member of the Association as representative. Reimbursement for travel and associated expenses should be determined by the President and Executive Committee and assured to the ASTDN member through use of the approved expense form issued by the Treasurer.

**ISSUES ARISING BETWEEN MEETINGS:** The President, with input from the Executive Committee, will respond for the Association to issues and position statements requested by other nursing and public health organizations.

### **DUTIES OF THE PRESIDENT-ELECT**

The President-Elect assists in implementing actions of the Association and assumes the duties of the President in the absence of the President.

The President-Elect presents the outgoing President with an expression of Association gratitude at the Annual Meeting.

The President-Elect serves on the Communications Committee (Consult By-laws).

The President-elect chairs the Awards Committee.

### **DUTIES OF THE TREASURER**

The Treasurer is responsible for the management of the Association's fiscal assets and responsibilities. A yearly budget is established by the Executive Committee 30 days following ASTDN Policies and Procedures Final (06-10-10)

the Annual Meeting. The Treasurer makes regular reports on the status of the budget, projections for unanticipated costs, and required adjustments at meetings and conference calls. The Treasurer maintains all financial records and receipts and serves as the official repository of 501 (c) (6) records and reports as well as the Federal Employer Identification Number (FEIN). At the conclusion of the Treasurer's term of office, the Association funds and records are to be forwarded within 30 days to the incoming Treasurer in order to establish banking procedures and accounts that are proximate to the in-coming Treasurer. The Association fiscal year is from July 1 to June 30.

The Treasurer is responsible for assuring that appropriate Federal tax forms are prepared and submitted in a timely manner. With the Executive Committee's approval, the Treasurer may work with an accountant to complete all appropriate tasks. All Association records must be retained for a minimum of three (3) years or as prescribed by federal regulation.

At the annual meeting the Treasurer provides a budget/financial report with recommendations to the Executive Committee and the membership.

The Treasurer, in collaboration with the ASTDN Administrative Assistant assures the Secretary has a complete list of members whose dues are current as well as changes in names/addresses of members. Additionally, the Treasurer in collaboration with ASTDN Administrative Assistant provides new members notification of outstanding dues, if appropriate. An accurate account of members eligible to vote will be provided to the Nominations Committee prior to ballots being mailed and for use by the President in conducting the business of the Association.

The Treasurer, in consultation with the Executive Committee, works with the Program Committee to prepare the Annual Meeting budget and expenses. Annual Meeting responsibilities preformed in conjunction with the Program Committee include:

1. Sign all contracts for the Annual Meeting after approval of agreement terms by the Executive Committee.
2. Approve the registration forms for the Annual Meeting (in consultation with the Executive committee). The forms are to be posted on the website along with other Annual Meeting materials. Pre-registration fees will not be refunded later than two weeks prior to the Annual Meeting. -This may be changed at the discretion of the Executive Committee. Membership dues are due at the time of the Annual Meeting or upon receipt of the invoice (the dues year is July 1 – June 30 each year.) The Association pays transportation and one-night room charge for non-member continuing education speakers who have submitted and received approved contracts.
3. Approve the registration forms for the Education Day in consultation with the Executive Committee).
4. Assure that the Program Committee provides the Fees and Travel Agreement (using the form approved by the Executive Committee) to every speaker or

guest for whom the Association has agreed to reimburse expenses. The form must be completed and returned to the Treasurer for approval prior to final agreement with speaker. Assure that the Program Committee arranges the amount, method and timing of payment for speakers, including speaker and special guests' arrivals and departures to determine meal and other expenses.

5. Work with the Program Committee and/or hotel staff to determine a comprehensive meeting budget for which the Association is responsible. Review all bills and costs to assure adherence with the contract.
6. Assure that the Program Committee provides the host state representative or hotel with a count of the number of persons expected for each pre-arranged meal and break. The Association assumes the cost of the food and refreshments served at the Welcome Reception unless sponsored by a vendor. The counts should include special guests and speakers. Review the bills for consistency with the contract prior to payment.
7. Assure in collaboration with the ASTDN Administrative Assistant that the Program Committee has a current list for preparation of nametags.
8. Provide official receipts for all who request. Assist with registration for non-Association attendance on Education Day.
9. The Treasurer works with other members of the Executive Committee in purchasing a gift for the outgoing President. The gift is presented by the incoming President.

#### **DUTIES OF THE SECRETARY**

The Secretary keeps written accurate minutes of all business meetings and distributes the minutes to Executive Committee members and Regional Representatives. The Secretary shall keep the original incorporation 501.c.6 documents.

The Secretary serves on the Communications Committee to manage and verify regular reports and newsletters to the membership. The Secretary also serves on the History Committee. Additionally, the Secretary in collaboration with the Administrative Support Contractor (if available) or Webmaster maintains and provides current members' addresses and/or electronic access for distribution of all correspondence and materials.

The Secretary will collaborate with the Administrative Support Contractor, webmaster, Membership Committee Chairperson and Treasurer to maintain the official membership lists and disseminate to the Executive Committee and the membership.

Annual Meeting responsibilities include the following:

1. Record all proceedings of the Executive Committee and Business Meeting sessions.

2. Assure timely posting (or mailing if required) of Annual Meeting materials to all members of the Association and special guests. The Program Committee and/or Local Arrangements Chairperson will provide materials such as hotel accommodations, airport transfer, and any other pertinent data to facilitate attendance at the meeting.
3. Assure posting on website or mailing of proposed amendments to the By-Laws, approved by the Executive Committee.

### **DUTIES OF THE IMMEDIATE PAST PRESIDENT**

The Immediate Past-president serves as an advisor to the President and Executive Committee and chairs both the History Committee and the Nominations Committee. (See By-Laws).

### **DUTIES OF THE MEMBERS-AT-LARGE**

The Chair of the Membership Committee shall be a Member-At-Large. (See By-Laws)

The Chair of the Legislative Committee shall be a Member-At-Large. (See By-Laws)

The Chair of the By-Laws Committee shall be a Member-At-Large. (See By-Laws)

A Member-At-Large serves on the Program Committee, working in conjunction with the Executive Committee to plan for the Annual Meeting.

### **REGIONAL REPRESENTATIVE DUTIES**

1. Determine if members of region want to hold a regional meeting or meetings during the year and find a host for that meeting. This may be done via conference call, e-mail, or in person.
2. Poll or assure the polling of regional members on issues/questions on which the Executive Committee wants input.
3. Convene by conference call the members of the region to provide discussion on the strategic plan, research agenda or other topics as designated by the Executive Committee.
4. Call in for monthly conference calls of the Executive Committee or review minutes of those meetings and share relevant information with members of region.
5. Establish an e-mail list for the region to send periodic messages (e.g., information from monthly conference calls, reminders of annual meeting, solicitation of information for the newsletter, etc.)

6. Submit updated member information to Membership Committee Chair Person, Treasurer and President to be forwarded to the Webmaster.

### **EXECUTIVE DIRECTOR ROLE DESCRIPTION**

In 2008 ASTDN hired its first Executive Director. This position is a contracted position paid by ASTDN. The number of hours that the Executive Director works will be determined by the ASTDN Executive Committee/Board of Directors. Each fiscal year a new Scope of Work will be established and signed between the Executive Director and ASTDN with the President signing the Scope of Work on behalf of ASTDN. The Executive Director works under the direction of the ASTDN President and the Executive Committee/Board of Directors to implement the organization's initiatives. The responsibilities of this position include but are not limited to oversight of overall association's operations, maintain the contracts and monitor the work performance of contract staff (e.g. Webmaster, Administrative Assistant, Communications Coordinator), fiscal accountability, and works to accomplish the goals and objectives of ASTDN.

The ability to network and build collegial relationships is essential to this position. The Executive Director will represent ASTDN to key organizations such as the Association of State and Territorial Health Officers and its Affiliates Council, the Centers for Disease Control and Prevention (CDC) and Prevention, and the Health Resources and Services Administration (HRSA) to assist in building cooperative relationships that further promote public health nursing and ASTDN. Additionally, the Executive Director will also be responsible for resource and infrastructure development by seeking grant and funding opportunities with organizations and foundations. The Executive Director will assist ASTDN with grant writing as opportunities arise.

### **MEETINGS**

The Association shall meet at least once annually at a time and place designated by the Executive Committee. Nursing representatives from governmental and voluntary agencies and representatives of other public health organizations may be invited to attend meetings and act as resource persons to the Association.

### **ANNUAL MEETING**

The ASTDN annual meeting shall be scheduled during Spring/Summer of each year, unless major conflicts occur. The ASTDN Executive Committee shall maintain a calendar of annual meetings for at least two years in advance. The Executive Committee shall solicit invitations for locations of annual meetings and review each suggestion, which is submitted to the committee. The Executive Committee shall approve all proposed locations and dates. A specific letter of invitation from the host state is required at least one full year in advance (no later than the annual meeting in the year prior to the year in which that state wishes to host.)

Customarily, two and one-half days have been planned for the meeting. Time should be provided for at least two business meetings and for an educational presentation.

Special projects or Association business which requires significant time and attention by the membership may be scheduled for deliberation on the day of OR preceding the first Executive Committee meeting. To assure participation, members should be notified with the Annual Meeting notice and should include the subject of the business to be addressed, the time and the location. See sample agenda in Appendix I. Usually, a business session is planned early in the meeting with another session near the end of the meeting.

The Executive Committee and chairpersons of the Standing Committees should meet prior to the start of the Annual Meeting to finalize the business agenda and reports. The Executive Committee shall meet during and following the Annual Meeting to transact urgent business, and to plan the location and dates for interim meetings.

The Chairperson of each committee shall maintain a file to transfer to the new chair of the committee and be available to respond to questions.

All nominees for office should make the necessary travel arrangements to assure their attendance at the Post-Annual Executive Meeting if elected.

For details on planning and holding Annual Meetings, see duties of Executive Committee and duties of other committees.

## **STANDING COMMITTEES**

### **AWARDS**

The Awards Committee shall consist of three (3) members and shall be chaired by the President-Elect. Nominations for recognition by the Association shall be requested annually. Committee members may also nominate candidates for consideration. The decision to grant an award shall be based solely on the quality of the nominee(s). The Committee may elect not to present any awards.

The Association has two categories of awards, which are usually conferred during the Annual Meeting.

1. The **ASTDN Award of Merit** is given to persons who meet the following criteria:
  - a. Is a current or former Association member
  - b. Has shown exceptional leadership in public health nursing.
  - c. Has made a significant contribution at the national level to public health nursing.
  
2. The **ASTDN Recognition Award**: is presented to persons other than current or former Association members who have provided exceptional service either to the Association or to public health nursing.

(See Award Nomination Forms, Appendix II.)

## **BY-LAWS**

The By-Laws Committee consists of three (3) members appointed by the President with approval of the Executive Committee. The By-Laws Committee is chaired by a Member-at-Large.

The By-Laws Committee reviews the existing By-Laws and proposes amendments which are in accordance with requirements for amendments or improvements for clarification.

The proposed By-Law amendments are submitted to the Executive Committee for their approval and then sent to the webmaster for posting on the website at least thirty (30) days prior to the Annual Meeting.

## **FINANCE**

The Finance Committee, composed of three or more members, is appointed by the President and approved by the Executive Committee. The Treasurer is the Chairperson of the Finance Committee.

The Executive Committee should submit recommendations or items for inclusion in the budget, including requests for budget from all other Standing Committees. The Finance committee reviews expenses and assets and prepares a budget to be presented to the Executive Committee for their approval at the meeting immediately prior to the Annual Meeting.

The ASTDN fiscal year runs from July 1<sup>st</sup> through June 30<sup>th</sup>. The annual budget should include: 1.) Cost of reimbursing the Association's members who represent ASTDN at meetings approved by the Executive Committee and deemed significant to the interests of the Association or to public health nursing; 2.) Costs associated with the Mid-Year and Annual Meetings; 3.) Archive fee; 4.) Web-site management and other costs; 5.) Special Association projects; 6.) Administrative Support Staff costs; and 7.) Special notices, awards, President's plaque or President's gift, and other regular business expenses.

The Finance Committee also makes recommendations as to other financial matters, including financial policies, and means of raising funds to support the required Association activities.

## **HISTORY**

The History Committee is appointed by the incoming President and approved by the Executive Committee. It is chaired by the Immediate Past President and usually consists of three (3) individuals interested in preservation of records; one member is the current ASTDN Secretary.

The History Committee is responsible for preserving copies of minutes of Annual Meetings, pertinent information and documents of the Association.

The Association has established the University of Virginia School of Nursing, Center for Nursing Historical Inquiry as the official repository of the Association's historical documents. Following the Annual Meeting, the Immediate Past President compiles materials from her/his term as President and may consult the History Committee on selecting documents to be sent to the CNHI for preservation. The following documents should be sent:

- Membership list
- Executive Board members and committee chairs list
- Minutes of Executive Committee meetings
- Annual Meeting brochure, agenda and minutes
- Budgets
- Committee and partner reports
- Correspondence
- Newsletters
- By-laws and Policies & Procedures
- Quad Council membership list and minutes
- Contracts and agreements adopted that year
- Position statements completed that year
- Pictures
- Other significant documents.

The following guidelines are suggested by NCHI:

- Do not send any documents needed for reference, action or information
- Do not punch holes in the documents or put them in a notebook
- Send as much information as possible with photos, such as who is in the photo, the event, and year and date. Do not write on the back of the picture; put the information on a "sticky note."

An initial donation of \$600. was paid in 1999 to CNHI, to establish the ASTDN repository and to preserve and process existing documents. The Association will donate funds annually thereafter to cover the cost of maintaining the repository and to manage all additional donations of documents. The History Committee is charged with assuring inclusion in the ASTDN annual budget of the yearly remittance to the Center for Nursing Historical Inquiry.

Contact information for NCHI is as follows:  
The Center for Nursing Historical Inquiry  
School of Nursing/McLeod Hall  
PO Box 800782  
Charlottesville, VA 22908-0782

E-mail: [nurs-hxc@virginia.edu](mailto:nurs-hxc@virginia.edu)  
 Phone: (434) 924-0083  
 Fax: (434) 982-1809  
<http://www.nursing.virginia.edu/centers/cnhi/default.asp>

## MEMBERSHIP

The Chairperson of the Membership Committee shall be one of the Members-At-Large on the Executive Committee and there shall be at least two other members. The purpose of the Membership Committee is to:

1. Provide a mechanism for assessing membership in the organization.
2. Provide recommendations for membership changes or policies on membership as needed.
3. Develop materials for recruitment of members and for new members.

In July 2009 ASTDN revised the By-Laws and expanded its membership categories. The dues fee structure also changed at that time. The Table below lists the membership categories and annual dues fee structure.

<b>Membership Category</b>	<b>Annual Dues Fee</b>
Official State/Territory Rep.	400.00
Contributing	Payment of dues fee in any category <u>except student</u> plus at an additional contribution of 100.00 or more
Alumni	75.00
Associate	75.00
Local, State or Federal Governmental PH Nursing Leadership	75.00
Retired Alumni	50.00
Student	25.00

To be eligible for the “Official State/Territorial Representative” voting membership in the Association, a person must be a registered nurse and serving as the Director of Public Health Nursing for the official state or territorial health department/agency or the District of Columbia and a dues paying member in good standing. If that position is vacant or non-existent, the state health official may designate an RN representative to the organization. Alumnae, former members of ASTDN, and Associates, others interested in ASTDN’s missions and goals, may become members of the association upon payment of dues (see By-Laws). Alumna and Associate members may serve on committees and be Members -At-Large and are accorded voting privileges. Membership dues invoices will be sent out in July of each year. In order for members to maintain their ASTDN membership dues need to be paid to ASTDN no later than September 30<sup>th</sup> of each year. Failure to submit dues timely will result in the member’s name being removed from both the ASTDN website and the ASTDN list serve. The Membership

Committee will work with the President and officers of the Association, and the contracted administrative support staff person to keep the information regarding the membership mailing list current. The Chairperson of the Membership Committee will notify administrative support staff of materials to be sent to new members.

## COMMUNICATIONS

The Communications Committee consists of the Chair, appointed by the President with approval of Executive Committee, and at least two (2) other members. The Secretary serves as an ex-officio member. The chair compiles and assures regular and timely communication to the membership of the Association via the website and other means as determined by the Committee or Executive Committee.

The committee may designate one member as the primary contact for each category of information on the website and shall share that list of contacts with the “webmaster.” The committee shall determine the appropriateness for communicating specific types of information to the members.

Information to be communicated includes, but is not limited to:

1. President’s message.
2. Reports on Association initiatives and projects.
3. Details on Annual Meeting including registration, educational offerings and other useful information, state gift process, etc.
4. Items of interest to Association members from partner’s newsletters and condensed for inclusion in the newsletter.
5. Summary of official minutes of Executives Committee.
6. Notices, information, and summaries of pertinent activities of ASTDN and other nursing organizations.

## NOMINATIONS

The Nominations Committee of three (3) members is appointed by the President and approved by the Executive Committee. The chairperson is the Immediate Past President. If that member is unable to serve, the President with the approval of the Executive Committee shall appoint as chairperson a member who has served at least one term on the Executive Committee.

The Nominations Committee will prepare a slate of nominees. The ballot shall be distributed electronically and shall include no less than two candidates for each office to be filled unless an exception is approved by the Executive Committee. The sequence of offices is as follows:

**Elected in even numbered years:** President-elect, Treasurer, two (2) Members-at-Large.

**Elected in odd numbered years:** President-elect, Secretary, one (1) Member-at-Large.

The Nominations Committee's responsibilities include:

- 1.) Obtain member's consent to serve if elected.
- 2.) Prepare short biographic summaries of candidates.
- 3.) Assure the ballot and biographic sketches are provided to the membership at least 30 days before the Annual Meeting.
- 4.) Accept ballots from eligible voting members until 5 days prior to the Annual Meeting.

The Chairperson of the Nominations Committee will bring the sealed ballot results to the Annual Meeting and report the results to the membership. Those elected will take office at the end of the final business meeting, and begin their term of offices at the Post-Annual Executive Committee Meeting.

## **PROGRAM**

The Program Committee is composed of three or more members appointed by the President with approval by the Executive Committee at the Post-Annual Meeting. A designated Member-At-Large serves on the Program Committee and may be asked to serve as chairperson. It is customary that the host-state member for the next Annual Meeting serves on the Program Committee. The Program Committee plans the Annual Meeting and makes arrangements for other meetings as requested by the Executive Committee. All arrangements must be approved by the Executive Committee.

Program Planning includes:

1. Arranging for the educational content of the Continuing Education day. The dates, sites and general program theme are determined in consultation with the Executive Committee.
2. Coordinating the business session agenda with the President.
3. Coordinating communications with the membership and the Secretary.
4. Coordinating registration fees and arrangements with the Treasurer.
5. Coordinating all local events with the host-state member. The host-state member must work closely with the chairperson in planning the Annual Meeting.).

Special responsibilities of the host-state member are as follows:

1. Select hotel meeting site which offers all required space and accommodations.
2. Obtain hotel reservation cards, brochures of state attractions, and information on transportation service to and from the airport. Information and pertinent materials should be posted on the website.
3. Suggest and arrange for special activities in the area approved by the Executive Committee.

4. Arrange for continuing education credit for the Continuing Education Day of the Annual Meeting.
5. Request Program Committee designee to assist with registration of the continuing Education Day.
6. Issue invitations for continuing Education Day Program to local area nurses.
7. Ensure that a joint meeting is scheduled and held with ACHNE every three (3) years e.g. 2010, 2013, 2016, etc.

### **SPECIAL COMMITTEES**

The President with the approval of the Executive Committee may appoint other Ad Hoc and Special Committees as may be deemed necessary to conduct the business of the Association.

### **ROLE AND FUNCTION OF THE ASSOCIATION LIAISON TO OTHER ORGANIZATIONS**

The President may appoint a member of the Executive Committee or general membership, or may designate the ASTDN Executive Director, to work with other public health nursing organizations and other partners to promote the Association's goals.

Responsibilities include:

1. Identify programs and activities of the respective liaison organizations that impact public health nursing or the interests of the Association.
2. Inform the liaison organization about actions and/or concerns of the Association.
3. Inform the Executive Committee of any issues to which the Association should respond.
4. Inform Association members about the liaison organization's major activities at the Annual Meeting.
5. Attend meetings of the liaison organization if appropriate.
6. With the approval of the Executive Committee, assure that the respective liaison organizations are sent copies of resolutions or actions from the Annual Meeting.

In addition to attending liaison organization meetings, methods of liaison activity should include:

- Review journals for programs and activities of the organization that may be of significance to the Association.
- Maintain personal correspondence or communication with persons on the executive body of the liaison organization to assure exchange of essential information.
- Prepare written reports of liaison organization for the Annual Meeting.

## **APPENDICES**

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**APPENDIX I**  
**SAMPLE MEETING AGENDAS**

**MONTHLY EXECUTIVE COMMITTEE CONFERENCE CALL AGENDA**

Roll Call

Call to Order

President's Report

    Quad Council items

    ASTHO items

Secretary's Report

Treasurer's Report

Committees and Other Reports

New and Unfinished Business

    Activities and priorities of Strategic Plan

Other Business

Adjourn

## **MID-YEAR MEETING AGENDA**

Call to Order

Roll Call

Secretary's Report

Treasurer's Report

President's Report

- ASTHO Activities

- Status of Association Strategic Plan and Objectives

Committee Reports

- Standing Committees

- Ad Hoc Committees

Liaison Reports

Other Reports of Special Interest

Annual Meeting

- Program

- Budget and Registration

- Local Arrangements

- Membership Notices

- Vendor/Sponsor Support

- Miscellaneous

Unfinished Business

Correspondence

Adjourn

## **PRE-ANNUAL EXECUTIVE COMMITTEE MEETING AGENDA**

Call to Order

Secretary's Report and approval of minutes

Treasurer's Report

Finance Committee Budget Recommendations

President's Report

Status of Association Objectives and Strategic Plan

Recommendations for future ASTDN action

Standing Committee Reports

Ad Hoc Committee Reports

Liaison Reports

Other Reports

Unfinished Business

Correspondence

Adjourn

## **ASTDN ANNUAL MEETING AGENDA**

### **DAY ONE**

#### Call to Order

- Roll Call of States & Territories
- Roll Call of the Executive Committee & Regional Representatives
- Introduction of the Executive Committee & Regional Representatives
- President's Report

#### Standing Committee Reports

(Reports may be written and submitted if no significant action or response required by membership.)

- Awards
- By-Laws
- Finance
- History
- Membership
- Communications
- Nominations
- Program

#### Panel discussions with Partners on selected topics

#### Reports from Public Health and Public Health Nursing Partners

Division of Nursing

Quad Council:

APHA Nursing Section

ACHNE

ANA Public Health Representative

U.S. Public Health Service, Chief Nurse

Centers for Disease Control and Prevention, Public Health Practice Program Office

Others as invited

#### Luncheon and State Gift Exchange

#### Ad Hoc Committee Reports

#### Liaison Reports as necessary

(Reports may be written and submitted if no significant action or response required.)

#### Report of Elections and Introduction of New Officers

#### Adjourn

### **DAY TWO**

## Continuing Education Day

## **DAY THREE**

Continuation of Reports to Membership

Other Reports

Old Business

New Business

    Strategic Plan and Initiatives for coming year

    Association Priorities

    Call for Annual Meeting Host States

Installation of New President and Officers

Adjourn

## **POST-ANNUAL EXECUTIVE COMMITTEE MEETING AGENDA**

Call to Order

Committee and Liaison Appointments

Reports from the Program Chair and Local Arrangements Chair

- Review of evaluations

- Update of financial status of meeting

- Suggestions for topics, etc. for next Annual Meeting

Unfinished Business

New Business

- Review ASTDN Strategic Plan and establish measure to assure meeting new objectives.

- Determine Mid-Year and next Annual Meeting date and location.

- Adopt new budget for the year.

Other Business

- Orient new Executive Committee members to their roles and responsibilities.

- Establish monthly telephone Executive Committee Conference calls.

- Adjourn

**APPENDIX II**  
**AWARDS NOMINATION FORMS**  
**ASTDN RECOGNITION AWARD**  
**NOMINATION FORM**

Nominee:.....

Address:.....

.....

Academic training and significant professional experience:

.....

.....

.....

.....

.....

.....

Describe the exceptional contribution this person has made to ASTDN and/or public health nursing:

.....

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.....

.....

Submitted by:.....

Phone Numbers: Work.....Home .....

Email address:

Is the nominee aware of the nomination? Yes.....No..... Date.....

**ASTDN AWARD OF MERIT  
NOMINATION FORM**

Nominee:.....

Address:.....

Academic training and significant professional experience:

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.....  
.....  
.....

Describe briefly why you believe that this person should be eligible for the ASTDN Award of Merit.....

.....  
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.....  
.....  
.....

Submitted by:.....

Phone Numbers: Work..... Home .....

Email address:

Is the nominee aware of the nomination? Yes.....No..... Date.....

## APPENDIX III

### AFFILIATION WITH ASTHO

**I. INTRODUCTION** ASTHO and its affiliated state health agency organizations (Affiliates) share a common vision and mission. In light of the changing public health and health care environment in the United States, this common vision reflects the commitment by ASTHO and each Affiliate to share responsibility in enhancing this nation's public health system.

#### **A. Vision Statement**

The vision of ASTHO and the Affiliates is of a) a process where we all communicate as one to shape policy decisions, and b) a common enterprise that is more politically effective.

#### **B. Mission Statement**

ASTHO and the Affiliates are the coalition of public health officials from the executive branch of state and territorial governments. We are committed to promoting and protecting the public's health and preventing disease and injury by assuring the conditions by which people can be healthy. We support states and territories in their efforts to create and achieve public health outcomes.

ASTHO and the Affiliates accomplish this mission by:

- Promoting policies that assure states can achieve their public health objectives
- Promoting assessment of health status and quality of life
- Assuring quality of and advancement of public health and health science and practice
- Developing partnerships with public and private sectors
- Advocating for resources to achieve state-determined outcomes
- Promoting education, information sharing, and activities coordination
- Communicating effectively among the coalition members
- Exercising leadership

**IV. ELIGIBILITY FOR AFFILIATION** Organizations seeking formal status with the ASTHO-Affiliate network must meet the following basic requirements (*note: an affiliation checklist is provided to ensure your organization addresses all these required elements when applying for affiliation*):

- A. Submit to ASTHO's Board of Directors a letter of intent to affiliate.
- B. Represent a major programmatic unit of the state health department, separate and distinct from, and not an obvious sub-unit of, any existing affiliate. This programmatic unit must exist within at least 50% of the states.
- C. Demonstrate collaborative activities and partnerships with representatives of existing affiliates.
- D. Convene meetings on at least three occasions at which 50% or more of the member states are represented.
- E. Distribute periodic (at least semi-annually) written communications among members of the ASTHO-Affiliate network.
- F. Develop an organizational structure, including bylaws and governance system.
- G. Demonstrate the benefit to national and state based public health, as well as benefits to be derived from affiliation.
- H. Comply with "Guidelines for Affiliation with ASTHO" (Section V).

*The ASTHO Board of Directors will approve or deny requests for affiliate status.*

#### **V. GUIDELINES FOR AFFILIATION WITH ASTHO**

Achieving the vision and mission requires that ASTHO and each Affiliate share responsibility. The following principles are fundamental to affiliation.

- A. Adoption of common ASTHO and the Affiliates Vision and Mission Guideline: ASTHO and each Affiliate must adopt and promote the common vision and mission statements developed by the ASTHO-Affiliate Council.** ASTHO and each Affiliate share responsibility for keeping those statements relevant and current. This common vision and mission statement, however, in no way substitutes for or preempts each organization's own vision or mission statements.
- B. Development and communication of organizational priorities Guideline: ASTHO and each Affiliate must have a mechanism for developing and communicating their individual organizational priorities.** ASTHO and each Affiliate are encouraged to maintain regular communications with their respective membership in the development of these priorities.
- C. Participation in ASTHO-Affiliate Council Guideline: ASTHO and each Affiliate will participate in an annual in-person meeting of the ASTHO-Affiliate Council.** The meeting includes the ASTHO Board of Directors and up to two (2) representatives from each Affiliate. Affiliate representatives will be designated by the respective President. The annual ASTHO-Affiliate Council meeting will be held in conjunction with the ASTHO Annual Meeting. The meeting will be co-chaired by the ASTHO President and one Affiliate Council Chair chosen for a two-year term from among those present at the ASTHO Annual Meeting. That person will also represent the Affiliate Council at ASTHO Board of Directors meetings during his or her term. The purpose of the annual Council meeting will be to exchange information and ideas which will promote effective communications between ASTHO and the Affiliates. It will afford an opportunity to network with the leadership of each organization, to promote cooperation on matters of joint concern, and to encourage open interaction between health agency representatives at multiple levels. Each Council meeting will:
1. Discuss broad issues of immediate public health concern
  2. Outline specific priorities of joint ASTHO and Affiliate interest
  3. Determine joint organizational strategies to address those issues which crosscut ASTHO and Affiliates.

The Affiliate Council also meets by teleconference/webinar at least three other times during the year, usually on a quarterly schedule. The purpose, format, and content for these meetings is similar to what is described above, however, ASTHO's Board of Directors does not participate in these interim meetings.

**D. Commitment to ASTHO-Affiliate Guiding Principles Guideline: ASTHO and the Affiliates will commit to responsible affiliation.** "Responsible affiliation" means that each participating organization follow the ASTHO-Affiliate Guiding Principles (presented below) adopted in December 2008, to cooperate, coordinate, and collaborate to achieve the ASTHO-Affiliate mission and vision.

## ***ASTHO-AFFILIATE GUIDING PRINCIPLES***

### **Introduction**

One of the core functions of public health is collaborating to achieve public health outcomes. It is through these efforts that we can collectively improve the health of our citizens. We believe that "the power of state public health" can be demonstrated through combining and leveraging the efforts of the Association of State and Territorial Health Officials (ASTHO) and its Affiliated Organizations via the Affiliate Council. The Affiliate Council is a standing committee, recognized in ASTHO's Bylaws, whose membership includes the presidents and/or executive directors of ASTHO and each Affiliated Organization.

This document describes the principles that ASTHO and the Affiliate Organizations will use to cooperate, coordinate and collaborate on resource allocation, policy-making and advocacy, national coordination, program support, and organizational development. These principles are intended to promote effective interaction and state public health development at the interfaces of national organizations and state public health agencies. For the purposes of this document, we define cooperation as sharing information and mutual support, coordination as working on common tasks and compatible goals, and collaboration as integrating strategies and identifying collective purpose. We see cooperation, coordination and collaboration as a continuum.

### **Resources Allocation**

1. ASTHO and the Affiliated Organizations will continuously seek opportunities to secure and adequate resources for state public health.
2. ASTHO and Affiliated Organizations will cooperate and coordinate to design strategies and plans for securing and allocating federal, state, and private sector public health resources.
3. ASTHO and Affiliated Organizations will cooperate and coordinate in seeking funding opportunities to assure that states are able to achieve public health outcomes.
4. ASTHO and the Affiliated Organizations will actively seek opportunities to cooperate to build state public health capacity and expertise through the coordination of services and by cooperating on funding opportunities.

### **Policy-making and Advocacy**

1. Policies will be developed that promote achieving maximum health outcomes by state health departments.
2. Policies of ASTHO and Affiliated Organizations will be aligned to the maximum degree possible.
3. The development of strategies, policies and priorities will include opportunities for mutual input.
4. ASTHO and Affiliated organizations will have candid meetings to discuss and communicate opportunities or limits imposed by governmental or political entities.

### **National Coordination**

1. ASTHO and Affiliated Organizations will work together to advocate for more state involvement and consideration in the development of national priorities, agendas and other forms of policy affecting state health departments.
2. ASTHO and the Affiliated Organizations will work with federal agencies to promote state participation in the development of national policies, which include, program design, funding allocation strategies, regulations and guidelines.
3. ASTHO and Affiliated Organizations will promote the value of member engagement in ASTHO and the Affiliated Organizations to State Health Officials and state health agency employees.

### **Program Support**

1. Programs and initiatives will be developed on cross-cutting public health issues that promote maximum health outcomes for state health departments (i.e., workforce development).
2. ASTHO and Affiliated Organizations will align programs and initiatives to the maximum degree possible.
3. ASTHO and Affiliated Organizations will regularly highlight the benefits, services and accomplishments of ASTHO and the Affiliate Organizations to their respective memberships and to state public health as a whole through communications, publications and meetings.
4. ASTHO and the Affiliated Organizations will articulate unmet needs, barriers, and challenges facing state based public health agencies and specific public health programs they administer.
5. ASTHO and the Affiliated Organizations will share information regarding the technical assistance needs of specific programs and jurisdictions and actively collaborate to improve performance and address areas of concern.

**Organizational Development**

ASTHO and Affiliated Organizations will regularly identify opportunities to share, assist and/or combine organizational development efforts including:

- Governance and board development;
- Membership development and involvement;
- Resource development strategies;
- Office management;
- Conference and meetings management;
- Grant, contract and cooperative agreement management;
- Education, training and leadership development (for staff and members);
- Expanding public-private partnerships.

**APPENDIX IV**

**Association of State and Territorial Directors of Nursing  
FEE AND TRAVEL AGREEMENT FOR CONSULTANTS**

I, \_\_\_\_\_, agree to present at the \_\_\_\_\_  
(Name)

\_\_\_\_\_ Program schedule on \_\_\_\_\_  
(Program Title) (Date)

at \_\_\_\_\_. My Professional Fee will be in the amount of \$ \_\_\_\_\_.  
(Location)

I understand that my travel expenses for either mileage by car \_\_\_\_\_ at current IRS rate or plane fare \$ \_\_\_\_\_ (coach rate), food and lodging for \_\_\_\_\_ days will be reimbursed. Reimbursement for

