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## **ASPMN® Chapter Resource and Membership Committee**

### **Policy and Procedure**

**1. Purpose:** The Chapter Resource and Membership Committee shall assist forming chapters in obtaining charter, and support existing chapters with problems.

**2. Requirements:** The Committee shall consist of one Chair, and a minimum of 3 members, maximum of 8 members. Committee Chair and members are eligible to be active on the Committee for a maximum of 3 consecutive years. Members are eligible to rejoin a committee after an abstinence of at least 2 years.

### **3. Description:**

- a) **Chair:** The Chair shall oversee and coordinate the members of the committee. The Chair shall organize a mentor list for all chartered and forming chapters of ASPMN®. The Chair shall report at least quarterly to the national ASPMN® Board of Directors via written (KBG) report detailing the activities of the chapters. The Chair shall organize all emails and conference calls, to discuss the progression and submitted paperwork of forming chapters, and to discuss any existing chapter's questions. The Chair is responsible to collate all chapter end of year reports, and submit a synopsis to the ASPMN® national office before the National Conference. The Chair shall communicate with the designated ASPMN® Board of Directors liaison.
- b) **Members:** The members shall be responsible for communication via email or telephone with their assigned chapter contacts. Each member shall participate in brief Committee conference calls, which shall be no more than 4 per year, and contribute to Committee emails. Each member shall be accountable to contact the Committee Chair with any outstanding chapter issues, and be available to assist assigned chapters with the end of year report.