

DERMATOLOGY NURSES ASSOCIATION
POLICY/PROCEDURE

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**POLICY / PROCEDURE / DESCRIPTION: MEMBERSHIP ADVISORY COUNCIL
(Chair and Committee Member Role Description)**

PURPOSE AND OBJECTIVES:

The goal of the Membership Advisory Council is to promote the growth and retention of the membership within the DNA, broaden the voices of the membership, and advance the DNA's mission and strategic goals.

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To promote the growth and retention of the membership within the DNA, broaden the voices of the membership, and advance the DNA's mission and strategic goals by:

1. Serve as ambassadors and champions to the DNA community
2. Expand organizational reach while exploring and advancing ideas to meet the needs of the DNA membership.
3. Facilitating membership awareness of DNA awards, grants, and scholarships.
4. Promote opportunities for members to serve on committees and taskforce.

REQUIREMENTS FOR SELECTION OF COMMITTEE CHAIR, CO-CHAIR & MEMBERS:

- A. Chair/Co-Chair must be a nurse member of the DNA and must have the capability to facilitate discussion, organize, develop, and meet committee goals.
- B. Chair to be appointed by the president for 2-year term.
- C. 8 to 10 committee members to be approved by the Board of Directors.

Committee members will be volunteers and shall be a diverse group of DNA members to include RN's, LPN, LVN, NP, CMA. Members must be available to participate in discussion via email, phone and other communication mediums and meet at the annual convention if in attendance.

DUTIES AND RESPONSIBILITIES OF CHAIR

Board of Directors member will serve as liaison between the committee and the Board of Directors. (See DNA role of Board liaison).

- A. Committee Chair(s) will oversee the functioning of the committee.
- B. Shall develop agenda with the support of DNA staff
- C. Shall review and edit minutes before submitting for final approval.
- D. Facilitate, assign, and monitor activities of committee members.
- E. Be familiar with role description and policies pertaining to the Committee and update policies and scoring tools as needed.
- F. Submit annual budget requests to the Board of Directors for issues/items/projects not already included in general budget.
- G. Submit award, grant, and scholarship recipients to the BOD prior to candidate award notification.

ROLE AND DESCRIPTION OF COMMITTEE MEMBERS:

Committee members must be a member of the DNA in good standing. Participate in all activities/assignments pertaining to the Membership Advisory Council at the discretion of the Committee Chair and BOD. Committee members will serve a term of 1 year; may re-appointed based on the need and willingness to serve.

- A. Must sign Conflict of Interest Policy for Elected and Appointed officials (Policy 1.3), Code of Ethics for DNA Board and Committee Members (Policy13), and Committee Commitment Form before the start of their term.
- B. Attend a one-hour orientation to DNA Council
- C. Prepare and participate in committee meeting.
- D. Network and collaborate as needed with committee members and chairs.
- E. Actively participate via meetings, telephone, and written communication.
- F. Assume responsibilities as delegated by Committee Chairs.
- G. Determines the need for and oversees the membership needs assessment survey.
- H. Conducts ongoing promotion and public awareness of the association and dermatology nursing.
- I. Develops strategies for recruiting and retaining members (Examples: Dermatology office outreach, follow up on membership non-renewal, attendance at allied conferences and health fairs, etc.).
- J. Actively recruits and retains members.
- K. Assists in development of budget requests for MAC activities.
- L. Review and score blind applications using DNA provided scoring and assessment tool and record all results on Basecamp.
- M. Participate in review and update of award criteria at least bi-annually.
- N. Provide feedback as necessary to Committee chairs.
- O. Work together to advise, make recommendations based on evidence, and provide insight to the Board of Directors based on the needs of their membership group.
- P. Shall provide the Board of Directors advice to strengthen and sustain the needs of the DNA membership.
- Q. Develop strategies to gain knowledge, solicit, and understand the needs of the DNA membership.
- R. Address topics such as Benefits, Certification, Education, Governance, Practice Standards, and other areas deemed as needing attention.
- S. May utilize tools such as, but not limited to, outreach activities, literature review, membership surveys, conferences, and local meetings.
- T. Council members will continue service for the entire term.
- U. In case of resignation, member must notify Council Chair and DNA staff.
- V. Absence from three consecutive meetings without prior notice to the Chairman result in dismissal from the Council.

TIME COMMITMENT

- A. Hour meeting every month.
- B. Approximately 4-7 hours every 3 months in outreach activities, (i.e., welcoming new members, reaching out to non-renewing members)
- C. Approximately 2-3 hours of application assessments and scoring over 2-3 weeks' period (in late fall)
- D. Approximately 2-3 hours to review and update award criteria via Basecamp and phone conference as needed each year

See DNA succession plan.