Volunteer/Mentor Manual

Dermatology Nurses’ Association
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2020 DNA Volunteer/Mentor Manual
Welcome Message

Dear DNA Member,

Thank you for your interest in volunteering with the Dermatology Nurses’ Association. We are excited that you are considering joining our volunteer team. So much of what DNA does is heavily dependent on our volunteers. Your decision to volunteer speaks volumes of your commitment to DNA and the Dermatology Nursing profession. We are confident that volunteering with DNA will provide all that you have envisioned and will inspire you to seek other volunteer opportunities as they become available.

This Volunteer/Mentor Manual will serve as a guide as you become more acclimated with your position and DNA. You are encouraged to review the manual as it will serve as a valuable resource during your volunteer term. If you have any questions or suggestions as to how we might better improve our Volunteer Management Program, please know that we are here to assist you, and your input is always welcomed.

Volunteerism is at the heart of DNA. Presently, there are more than 100 volunteers who contribute to the association in different capacities, from the Board of Directors, committees, task forces, and other volunteer opportunities. Any great organization works to ensure that its lifeline receives boundless attention. Without it, the organization would not exist.

DNA has done a great job of engaging volunteers who are committed and have a love for the organization. A testament to this is the fact that many DNA volunteers have a long history of involvement with the organization. As great a job as DNA is doing, there is always room to do better. Like any other organization, DNA continually monitors processes to ensure effectiveness and efficiency.

The mission of the DNA’s volunteer program is to encourage DNA members in volunteerism with the express focus of contributing to the continued growth of the organization. In addition, a core focus of the program will be to ensure a rewarding experience for volunteers. The volunteer experience should include the opportunity for personal and professional growth, development of leadership skills, networking, recognition, and a sense of accomplishment and fun.

Volunteering in DNA is valuable for individuals, offering them the opportunity to learn and experience new things. A position as a committee chair allows one to tap into leadership potential and develop it into a skill that transfers into the work environment. Serving as a member of the DNA Board allows
one the opportunity to take an active role in the business of running the association, learning about finance, fund development and policy development.

DNA's volunteer/mentorship program focuses on the following to ensure that the experience is rewarding to the volunteer: recruitment/marketing, communication, and administrative processes.

**Recruitment/Marketing:** An ability to recruit new volunteers guarantees the growth of the organization. Strategies used for this portion of our volunteer program will include use of our FOCUS newsletter, Email blasts, Chapters, DNA website, JDNA, and other DNA social media outlets including Facebook, Twitter, and LinkedIn. We will utilize these venues to announce volunteer opportunities as well as to recognize our volunteers. We also acknowledge volunteers during the DNA Annual Business Meeting held during Convention.

**Communication:** Communication is key. Once interest has been generated, express follow up is necessary to engage the volunteer and maintain their attention. Immediate follow up speaks to the professionalism of the organization. Once engaged, communication will continue with the volunteer’s mentors and staff to ensure they are provided with the necessary tools and information to make their volunteer role successful and rewarding.

**Administrative Processes:** The DNA has administrative processes in place to provide guidelines to all volunteers in their roles.
VOLUNTEERING

Reasons

General Reasons People Volunteer
1. They were asked
2. They want to do something good

Professional Reasons
- To gain leadership skills
- To network among their professional community
- To consider a job change
- To use a skill set not applied in their day job
- To build their resume
- To donate their professional skills
- To impact the direction of their profession and the community it serves
- To give back to a professional who has served them well

Personal Reasons
- To demonstrate commitment to an organization’s mission
- Because it is hard to say no when asked by a friend or colleague
- To do something different from their job
- To have an impact
- For satisfaction in being part of something bigger than oneself
- Because of personal experience with the problem, illness, or cause

Specific Motivating Reasons:
- **Achievement-motivated.** They are committed to accomplishing goals, welcome a new challenge, and look for opportunities to test out new skills and improve performance. They often: strive for excellence; are calculated risk takers, may be restless, are innovative, will do what they say, are task oriented, work well by themselves, love challenges, or like to solve problems.
- **Affiliation-motivated.** They value relationships, enjoy working with others, and seek out opportunities to be helpful and supportive. They often: are happy in situations with a strong social component, enjoy mutual friendships, want to be liked and accepted, strive for warm friendly relationships, and appreciate interaction on a personal level.
- **Influence-motivated.** They seek to influence people and events so that change is realized. They often: are comfortable in leadership roles, are decision makers, view themselves as capable, are independent workers, have the need to impact and influence others, like to give advice, are verbally fluent and outspoken, and are confident and charismatic and inspire confidence in others.

VOLUNTEERING

Bill of Rights & Responsibilities

A volunteer's rights

1. **The right to feel safe**
   One of the benefits of volunteering is that we can decide to intentionally leave our comfort zones in order to experience new and challenging situations, environments, or roles. However, there is a big difference between feeling off-center or uncomfortable and feeling at risk or unsafe. As a volunteer, you have the right to be apprised of any potential risks as well as have precautionary measures and safety procedures in place to ensure your physical and emotional well-being.

2. **The right to information about your volunteer role or project**
   Whether it's questions about the application process (why do I need to have a background check? when will I find out if I've been accepted?) or the volunteer role or project itself (who will I be working with? how will my efforts make a difference?), you have the right to know the who, what, when, why, and how of your volunteer position.

3. **The right to feel valued**
   Volunteering, whether for two hours or two years, is a significant commitment that you choose to make. In return, you have the right to feel that your time and contribution is valued, regardless of the time invested or task performed. Similarly, you have the right to feel that an organization or volunteer effort is using your skills and talents well and that the work you do has meaning and makes a difference.

4. **The right to negotiate your volunteer role**
   Find yourself in a volunteer position that just isn't working for you? You have the right to talk to your volunteer manager or supervisor to discuss ways you might be able to shift your role or take on a different project or position.

5. **The right to leave**
   And if you still can't find a good fit, you have the right to leave. A decision to leave should not be made hastily. If you still feel unsatisfied after talking to and working with your volunteer mentor(s) or organization staff about your volunteer experience, you have the right to end your commitment and leave. Sometimes a negative volunteer experience may be unique to individual circumstances. Therefore, it is best practice to avoid bad-mouthing the organization in the community. Not only might your negative experience have been unique to your circumstances, but publicly bashing them can both hurt the organization's reputation and ability to work towards their mission as well as perhaps unintentionally burn some bridges of your own as you seek to volunteer—or even work—somewhere else.
A volunteer's responsibilities

1. The responsibility to communicate your needs
Feel like your work isn't meaningful? Not what you thought you'd signed up for? Or just bored and ready for something else? Talk to your volunteer manager or supervisor, providing specifics about your dissatisfaction and at least a few suggestions of ways to make it better. If you don't let them know that you're not getting from the experience what you'd hoped, they can't work with you to improve things.
Similarly, don't hesitate to let them know if you feel you need additional tools, training, or support; if they can't provide it directly, they should at least be able to point you in the right direction.

2. The responsibility to follow through on your obligations
There's a pervasive myth that volunteers are unreliable. While, of course, this isn't true across the board, there are plenty of flaky volunteers who reinforce such negative perceptions. Help improve the reputation of volunteers worldwide by doing what you say you'll do. Whether it's honoring the volunteer role and schedule you'd agreed to, providing ample notice if you're unable to perform your tasks or responsibilities, saying no or stepping away from volunteering when necessary, or simply serving as a good representative of the organization in the community.

3. The responsibility to not promise what you can't deliver
While related to #2, this one is worth singling out as it's fairly easy to unintentionally promise too much when one is excited about making a difference. This is especially important to avoid if you are working with a vulnerable population like children. An example: say you've promised to take a young person whom you're mentoring to a concert. You then forget or get busy and are unable to go. By not following through with your promise, not only can you potentially hurt the reputation of the organization and undermine its work but, more importantly, you could unintentionally do harm by giving the young person a reason not to trust you—or possibly even others.

4. The responsibility to honor the organization's investment in you
Another pervasive myth about volunteering is that volunteers are free. In fact, organizations invest quite a bit in their volunteers via staff time, tools, training, and so on. This is why it's important to research your volunteer position first to determine if it's a good fit for you, and once you're in the role, always first try negotiating your volunteer role if you're unsatisfied, rather than just suddenly leaving.

5. The responsibility to take care of yourself
Last but most certainly not least, you have the responsibility to make sure that you aren't overextending yourself, burning out, or causing yourself physical, mental, or emotional harm by taking on roles that aren't a good fit or that you aren't prepared for. Some stress and burnout may be inevitable depending on the project. For example, anyone volunteering in a hospice is likely to have some difficult moment. You can significantly limit stress and burnout by:
- Seeking out support. Talk to your volunteer manager and fellow volunteers.
- Taking a break, either as you're volunteering or stepping away from volunteering altogether for a while.
- Injecting some fun into your service portfolio, even if it's just a one-day gig on the side.
- Having realistic expectations about what can be accomplished and when.

WHO WE ARE:
Mission and Core Purpose

Mission
The Dermatology Nurses’ Association is a professional nursing organization comprised of a diverse group of individuals committed to quality care through sharing knowledge and expertise.

Core Purpose
The core purpose of the Dermatology Nurses’ Association is to promote excellence in dermatologic care.

Core Organizational Values

Integrity: Evidenced by transparent decisions, honest actions and ethical behavior consistent with an abiding respect for the dignity and value of individuals.

Credibility: Evidenced by earned respect for empowering education, excellence in advocacy and quality resources that support growth and development of the individual and the profession.

Visionary Leadership: Evidenced by innovative programs and services continually focused on advancing the interests and meeting the needs of our patients and profession in a changing world.

Collaboration: Evidenced by an inclusive culture that appreciates the value of diverse perspectives, the power of common vision, and the satisfaction of equalitarian relationships among peers, mentors and friends.
WHO WE ARE:
Vision & Vivid Description of a Desired Future

**Vision**
DNA will be the global authority for knowledge and expertise in dermatology care.

**Vivid Description of a Desired Future**
DNA is at the hub of a vibrant global network of dermatology care providers. Health care professionals from around the world access DNA’s knowledge and expertise in dermatology through a wide variety of high-quality educational resources including a premiere journal, international conferences and cutting-edge technology. DNA members serve as content experts, educators, mentors and advisors in collaborative health initiatives to assure inclusion of the dermatology nurse perspective.

Because DNA is consistently quoted in reputable media, patients and consumers look to DNA for accurate and up-to-date information about skin health and disease prevention measures. DNA’s influence on governments assures that there is equitable access to dermatology care.

**Key Drivers of Change**

DNA recognizes the following as key drivers of change affecting the DNA:
- Change in composition of membership and meeting their needs
- Lack of funding across all spectrums
- Technology, internet, social media connections and the ability to adapt as quickly as technology allows and people expect
- How DNA aligns itself with other organizations
- Need for a voice in legislation and regulation
- Value of a DNA membership in the practice
  - Relationship of the credential to reimbursement and regulations
  - Member-perceived value
  - Employer-perceived value
- Competition
- Meaningful engagement
  - Mentorship
  - Volunteers
WHO WE ARE:
DNA’s Definition of Engagement

DNA’s Definition of Engagement
Meaningful engagement at DNA is the investment of knowledge and expertise, resources, time, and participation of stakeholders to provide mutually beneficial long-term growth and collaborative relationships that enhance the profession of dermatology.

In order to sustain DNA engagement, our stakeholders are inclusive and diverse. They include:

- DNA Board of Directors
- DNA Committees
- All DNA members
- Corporate sponsors
- Affiliations/Coalitions/Partners
- Patients/Caregivers
- Communities
- Member employers
- Potential members
WHO WE ARE:  
DNA’s 2020-2022  
Strategic Plan Goals & Objectives

1) **Public Awareness and Advocacy.** DNA will be recognized and resourced for their knowledge, expertise, and advocacy in dermatology, nurse practice, and healthcare.

2) **Education.** DNA will be recognized as the leading educator for dermatology nursing worldwide.

3) **Professionalism.** DNA certifications and certificate programs will be recognized as the highest quality. Scopes and standards of practice in dermatological nursing will be based on dermatology outcome-based research.

4) **DNA Programs and Services.** DNA members and the dermatological community will have access to premier programs and services at all levels of practice.

5) **Financial Sustainability.** DNA will remain financially solvent.

6) **Technological Advancement.** DNA will expand our technology networks to increase meaningful engagement.

7) **Engagement.** As an inclusive organization of interdisciplinary professionals committed to advancing dermatology care, DNA will foster active participation and mentorships for its members and community in a volunteer-driven environment.

8) **Governance and Structure.** DNA will have an effective, balanced structure and governance.
WHO WE ARE:
Organization History

In 1978, an informal meeting was held to discuss concerns and questions and to seek avenues for further education for dermatologic nursing. Attendance at this meeting increased the following year and finally led to the first educational program in 1980. In 1981 nurses from all areas of dermatologic practice met to explore the possibility of forming a professional association of nurses working in the dermatology field. The first official Annual Convention of DNA was held in 1982. In 1983 the first elected slate of officers was installed. The first issue of DNA’s first journal, *Dermatology Nursing*, was published in 1989. The newsletter, DNA *FOCUS*, a highly informative quarterly publication, has continued to develop in response to the members’ needs. The Nurse Practitioner Society of the DNA was established in 2005-06 to meet the needs of DNA’s growing NP membership. In 2007 DNA celebrated its 25th anniversary. In 2009, DNA launched a new official journal, *the Journal of the Dermatology Nurses’ Association* (JDNA). In 2015 a new management model was implemented. In 2017 DNA held its 35th Annual Convention and implemented a new online CE platform. In 2018 an NP Online Review Course for the certification exam and Grand Rounds were launched in the CE Center. In 2019 DNA coordinated and participated in the Nurse Scientific Day and led a half-day Leadership Summit at World Congress in Milan, Italy.
WHO WE ARE:
Dermatology Nurses’ Association
Organizational Chart
WHO WE ARE:  
2020-2021  
Board of Directors

PRESIDENT:  Kathy Gross, MSN, RN, DNC  
_of Tempe, AZ

PRESIDENT-ELECT:  Angie Hamilton, FNP-C, DCNP  
_of Paris, IL

IMMEDIATE PAST PRESIDENT:  Jane Glaze, BSN, RN, DNC  
_of Madison, WI

TREASURER:  Robin Inabinet, RN-BC  
_of Clemmons, NC

SECRETARY:  Michelle Bell, BSN, RN, DNC  
Of Peru, NY

DIRECTORS:  Olanda Hathaway, MSN, FNP-BC, DCNP  
_of Frederick, MD

Kelley Jimenez, BSN, RN, DNC  
_of Beaverton, OR

Nancy Smail, RN  
_of Buffalo, NY
WHO WE ARE:
National Office & Staff Information

DNA National Office
435 N. Bennett Street
Southern Pines, NC 28387
Phone: 800-454-4DNA (4362)
Fax: 910-246-2361
Email: dna@dnanurse.org
Website: www.dnanurse.org

STAFF

Executive Director
Linda Markham
lmarkham@dnanurse.org

Membership Coordinator
Kara Briggs
kbriggs@dnanurse.org

Membership Director
Janet Price
jprice@dnanurse.org

Director of Education
Janet Crawford, MSN, APRN-CNS, BC, DNC
jcrawford@dnanurse.org

Communications Coordinator
Emily Potter
epotter@dnanurse.org
WHO WE ARE:  
Membership Profile

DNA has 1,700+ members with 18 local chapters. Of our total membership, approximately
- 47 percent are Registered Nurses
- 10 percent are Medical Assistants or other office staff
- 40 percent are Nurse Practitioners
- 1 percent are Licensed Practical Nurses & Licensed Vocational Nurses
- 1.5 percent are student members
- .5 percent are corporations and associations
GETTING STARTED:
Volunteer Opportunities

There are numerous volunteer opportunities within DNA. Some pertain to specific programs and events and other opportunities are available to you, as your schedule allows. If you are interested in volunteering in one of the following roles or in an area that is not provided in the list below, please fill out the Committee and Volunteer Opportunity Form (found on pages 21-22).

Types of volunteer opportunities in the DNA:
Governance: Leadership level, high-time-commitment positions.
Standing Committees: Members help run the organization and also require a high commitment of time.
Taskforce or Ad-hoc committees: May meet for a short time or occur only on occasion.
Micro-volunteering: Low-commitment opportunities to help the organization.

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<th>Committees</th>
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<td>Annual Convention Planning*</td>
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<td>Education Advisory</td>
<td>Reviewer</td>
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<td>Environmental Scanning</td>
<td>Task Forces</td>
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<td>Financial Oversight</td>
<td>Phototherapy Task Force</td>
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<td>Health Policy &amp; Advocacy</td>
<td>Other Task Forces as needed</td>
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<tr>
<td>Membership</td>
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<td>Recognition (Awards &amp; Scholarships)</td>
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NP Society*

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<td>Board of Directors**</td>
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<td>Nominating**</td>
<td>Annual Convention Moderator</td>
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<td>DNA FOCUS Contributor</td>
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<td>Pilot tester for Education content</td>
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* This committee is selected by appointment. By indicating your interest, your name will be made available as a potential candidate for appointment.
** This committee is selected via the DNA national election. By indicating your interest, your name will be made available as a potential nominee for the committee.
GETTING STARTED:
Skills Inventory for Volunteers

A. General Skills - Skill, expertise and knowledge levels
The competencies in this area relate to knowledge of the federal-provincial regulatory framework, the principles and application of evidence-based medicine and the skills to communicate complex issues across a broad constituency for the purpose of decision-making.

- In-depth, broad understanding of processes and issues
- Knowledge of initiatives and issues related to health policy & advocacy
- Experience representing DNA perspective on committees and decision-making bodies
- Open channels of communications within group process
- Success in incorporating DNA viewpoint in policy decision environment

B. Aspiration and alignment
The competencies in this core area relate to social justice and socially responsible principles, including improving life in the community and the world. They enable leaders to achieve the noblest aspirations of the sector – social justice, equity, freedom, human rights, opportunity, safety, and removal of poverty and discrimination – while sustaining its leadership in community-based, inclusive and visionary work.

- Ability to be brief and concise during discussion
- Guide development of and commitment to a vision
- Able to lead organization through a structured decision-making process to resolve ethical issues and value-oriented issues and dilemmas
- Able to optimize external relations
- Able to sustain a culture of learning
- Sustain a culture within the organization where innovative ideas are nurtured and individuals are inspired to find creative solutions to complex problems
- Lead diverse marketing and PR processes

C. Relationships – Relationship building skills
The competencies in this core area relate to developing the capacity at all levels to work effectively with people to achieve a shared vision, to build effective interpersonal relationships, engage and empower others, and to enable the best of what is possible through human interaction.

- Showing appropriate knowledge and credibility
- Getting others involved
- Creating agreement
- Ensuring fair, democratic process
• Knowledge of Best practices in public participation
• Demonstrate government relations/political acumen or savvy
• Successfully represent, as a public persona the interests, ideas and view of the DNA
• Excel at appropriate, timely and effective oral and written communication
• Optimize the use of all communication technologies
• Build organization and community by developing shared strategies among diverse talents cultures and assets

D. Complexity
The competencies in this core area relate to leading a broad-based coalition of voluntary organizations in a complex, interdependent world where the organizational, political, social and institutional environment is undergoing unprecedented change and turbulence.

• Demonstrate awareness of the environment, assessing contextual systems and structures, economic systems and structures
• Trusting others
• Demonstrate interdependent perspective in a complex system
• Sustain a culture that celebrates creative decisions and innovative strategies
• Excel at both cooperation and competition
• Create conditions that encourage people and systems to change and adapt

E. Beliefs and values
The competencies in this core area relate to individual beliefs and values that influence individual, organizational and sectoral actions. These competencies are a strong basis for the voluntary sector and often set it apart from other sectors.

• Understands and demonstrates a belief in social responsibility and inspires others to be socially responsible
• Understands the sustainability of self-sufficiency and incorporates these principles into their personal and professional activities
• Builds the capacity of individuals and organizations
• Has ethical and principled behavior
• Believes in and implements inclusion and diversity appropriately
• Uses passion and compassion appropriately
• Has courage and uses it well
Dear DNA Colleague:
Thank you for your willingness to share your knowledge with us. We greatly value volunteers like you! Please indicate if you would like to volunteer to serve on one or more of the following DNA committees/task forces, or assist with the other opportunities listed here:

- Board of Directors**
- Annual Convention Speaker
- Annual Convention Planning*
- DNA FOCUS Contributor
- Nurse Practitioner Society
- Research Taskforce
- Awards/Scholarships
- Pilot Tester
- Webinar Speaker
- Membership
- Health Policy & Advocacy
- Nominating**
- Environmental Scanning
- JDNA Author
- JDNA Reviewer
- JDNA Editorial Board
- Education Advisory Council
- Financial Oversight

☐ Send me more information about the committee(s) selected above.
We will contact you to request any further needed information.

Thank you for your interest in serving the DNA!

Name: ________________________________ Credentials: _____________
(Please print clearly)
Preferred Mailing Address:
_________________________________________________________________
_________________________________________________________________
Telephone: (work) __________________
home)_________________ (cell)_________________
Preferred Email:
_________________________________________________________________

1. List any special skills, interests or hobbies:
_________________________________________________________________
_________________________________________________________________

2. Have you volunteered with the DNA before? Yes____ No____

3. Please identify former DNA volunteer positions and your role:

<table>
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<th>Role</th>
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4. Have you held any other volunteer positions? Yes_______ No_______

5. What position did you hold and what were your duties/role?

   Position                        Role
   __________________________________________
   __________________________________________
   __________________________________________

6. How did you hear about the DNA volunteer program?
   __________________________________________
   __________________________________________

7. Why did you decide to apply for a volunteer position and what do you hope/expect the volunteer position will offer you?
   __________________________________________
   __________________________________________
   __________________________________________

8. How much time do you feel you are able to commit to a DNA Volunteer position? (This may be changed at any time)

   __________________________________________

* This committee is selected by appointment. By indicating your interest, your name will be made available as a potential candidate for appointment to the committee.
** This committee is selected via the DNA national election. By indicating your interest, your name will be made available as a potential nominee for the committee.
Code of Ethics
For DNA Board and Committee Members

Rationale: To provide guidance and direction for effective and ethical governance for the DNA Board of Directors and Committee Members

Code: Volunteers are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities for DNA. Volunteers shall be required to certify that they have accepted this code as a minimum guideline for ethical conduct. Each volunteer shall:

Accountability
- Faithfully abide by the articles of incorporation, bylaws, and policies of the organization.
- Exercise reasonable care, good faith, and due diligence in governing and managing affairs (Principles of Duty of Care, Loyalty and Obedience).
- Comply with the terms of the DNA Conflict of Interest Policy Statement.
- Remain accountable for prudent fiscal management to DNA members, and the board, and where applicable, to the government and funding bodies.

Professional Excellence – Integrity
- Maintain a professional level of courtesy, respect, and objectivity in all DNA related matters and activities.
- Strive to uphold those practices and assist other members of the board in upholding the highest standards of conduct.

Personal Gain – Self-Dealing
- Exercise the powers invested for the good of all members of DNA rather than for personal benefit.

Equal Opportunity – Diversity – Inclusivity
- Support the right of all members to access benefits and services without discrimination on the basis of culture, geography, political, religious, or socio-economic considerations.
- Support the right of all members to access benefits and services without discrimination on the basis of the organization’s volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation, or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information
- Respect the confidentiality of DNA’s sensitive information known to board/committee members.

Collaboration and Cooperation
- Respect the diversity of opinions as expressed or acted upon by the organization board, committees, volunteers, and membership, and formally register dissent as appropriate.
- Promote collaboration, cooperation, and partnership among association members.

Approved (Date) _____________________________________________________________

Signature: __________________________________________________________________

(PLEASE PRINT YOUR NAME)____________________________________________________

The DNA National Office Staff will annually distribute the Code of Ethics Policy to all individuals nominated and selected as Board members and/or committee members for review and signature. Each signatory’s affirmation will be maintained in the DNA’s office and a copy will be made available to the signatory upon request.
Conflict of Interest Policy
For Elected and Appointed Officials

POLICY:

All volunteer officials of the Dermatology Nurses’ Association (DNA), including all Board, committee, task force, and other volunteer members, shall exercise their respective powers and duties in the best interests of the DNA. These officials shall not use their position to advance any private interest or any interest with an individual or entity with which the officials have a significant relationship. All volunteers shall disclose detailed information regarding any interest they maintain with sponsoring organizations or companies that could be construed to potentially affect their independent and unbiased judgment relating to their duties as volunteers within the DNA. This includes any employment or consulting relationships with pharmaceutical or other industry, or organizations that directly or indirectly compete with the mission and/or initiatives of the DNA for example other dermatology related organizations, or publications.

Elected and appointed officials shall not:

1. Engage in improper disclosure of confidential information gained as elected or appointed officials.
2. Use or attempt to use their official positions and titles to secure special privileges, exemptions, or personal profit.
3. Allow other employment or interests to impair their independence of judgment in the performance of their duties as an elected or appointed official of the DNA.
4. Allow other employment or interest to interfere with the ethical performance of their duties.
5. Accept compensation from any source if such acceptance tends to influence their official DNA duties.
6. Hold a contracted position with DNA, nor shall a member of the official’s immediate family hold a contracted position with DNA. A contracted individual is ineligible to participate on the DNA Board unless the person resigns from the contracted position.

Volunteers shall “abstain with cause” from part or all of any discussions or votes that may arise involving the disclosed affiliation.

Volunteers are allowed to present at any DNA nationally sponsored event, except for the following restrictions: 1) the presentation may not be a promotion for any company; and/or 2) the presentation does not interfere with board business. Board members are ineligible for awards through the DNA awards program while they are in office.

PROCEDURE:

1. A copy of this policy shall be given to candidates prior to assuming their elected or appointed positions.
2. Annually, the DNA National Office shall distribute the Conflict-of-Interest Disclosure Declaration (below) to all elected and appointed officials within 30 days of the DNA annual convention.
3. Volunteers shall submit the signed Conflict-of-Interest Disclosure Declaration to the National Office within 14 days of receipt of the form.
4. Staff shall prepare a report of all disclosed conflicts for review by the Board.
5. DNA Board will review the report, identify potential conflicts, and consider the appropriate resolution in consultation with the individual in question.
6. All resolution options will be explored, up to and including removal from the position should that become necessary.
As a volunteer of the Dermatology Nurses’ Association, I hereby acknowledge that I occupy a position of trust and that I am expected to act at all times in good faith, and without bias or favor to outside interests. Whenever my outside interests or other responsibilities potentially conflict with my duty to the Association, I will disclose these potential conflicts and will act in such a manner as to avoid even the appearance of using my position to advance any other interest or any individual or entity with which I have a significant relationship over the DNA’s interest. In particular, I will not act in a way inconsistent with the purposes and interest of the Association.

I hereby certify that, to the best of my knowledge, no aspect of my current personal or professional circumstances places me in the position of having other interests that are in conflict with the interest of the Dermatology Nurses’ Association or any of my obligations as an elected or appointed official of the Association, other than as disclosed on this form.

I am aware that if I am a member of the Board of Directors, I am ineligible for awards through the DNA awards program while I am in office.

NAME: (please print or type): _____________________________________________
Signature: ____________________________ Date: ____________________________
DNA Title/Position: ____________________________________________________

☐ I have a potential conflict of interest in the following circumstances:

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>RESPONSIBILITY OR POTENTIAL CONFLICT</th>
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</thead>
<tbody>
<tr>
<td>Examples:</td>
<td></td>
</tr>
<tr>
<td>1. Pharmaceutical Company</td>
<td>1. Shareholder (not including mutual funds), speakers’ bureau, advisory board</td>
</tr>
<tr>
<td>2. Competing Professional Organization / Foundation/ Political Action Committee</td>
<td>2. Board member, staff, program / education chair or fundraiser</td>
</tr>
<tr>
<td>3. Competing Journal</td>
<td>3. Editorial board member / manuscript reviewer</td>
</tr>
</tbody>
</table>

NAME: (please print or type): _____________________________________________
Signature: ____________________________ Date: ____________________________
DNA Title/Position: ____________________________________________________
Committee Commitment Form

I have read and fully understand the description for the ___________________________.

(enter committee/task force/etc. name)

As a member of the ______________________________________, I will be

(enter committee/task force/etc. name)

available for my volunteer assignments and meetings. I will make every
effort to be active and contribute to assigned projects. Any information or project that I
contribute to is the sole property of the Dermatology Nurses’ Association and I have no legal right
to claim ownership or authorship of such material. I understand that if I am not able to fulfill my
obligations, that I may resign or may be asked to resign from the volunteer positions.

___________________________________                       _______________________
Signature          Date
GETTING STARTED:
Value of Committees

VOLUNTEER ORGANIZATION: REASONS FOR COMMITTEES
It is essential to understand why DNA and other voluntary organizations use group decision-making committees as a way to run their organizations.

1. **Committees allow for varied opinions and viewpoints.**
   The DNA promotes diversity within our organization, including our committees. The committee should consist of a representation of a cross-section of the organization’s membership or supporters to assure that there are ample opportunities for diverse aspects of the group to be represented.

2. **The committee structure helps share the workload.**
   Committees are the structure through which the DNA leadership is able to delegate some of the organization’s work. More work can be done when a system of effective committees is taking on part of the workload.

3. **Committee involvement gives people a sense of ownership.**
   Becoming involved is invaluable in creating a group of dedicated and committed leaders. People who are involved in the decision-making towards helping the organization reach its goals through committee work are have a stronger sense of ownership and accomplishment in carrying out tasks and projects to fruition.

4. **Committees provide a training ground for future leaders.**
   Getting members involved in committees facilitates the development of future DNA leadership. It allows newer committee members to achieve their leadership potential. Committee work provides the opportunity for professional growth, self-development, and the advancement of skills through the guidance and mentorship of experienced committee leaders.

5. **Committees foster better use of the organization’s human resources and help make better decisions by combining the expertise of the committee members.**
   The committee structure allows a diverse group of individuals to collaboratively work together for the greater good of the DNA organization. Rather than hoping an individual member has all the characteristics, experience, skills, and knowledge necessary to make good decisions in a particular area, the committee structure enhances the chances that those elements exist collectively within the committee.

*Source: The Gift of Leadership, Mark Levin, CAE*
DEFINITION OF A VOLUNTEER
A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement of expenses, performs a task at the direction of or on behalf of the DNA.

A volunteer must be accepted, registered and oriented to the position prior to assuming the volunteer role.

HUMAN RIGHTS
All staff and volunteers are free to pursue their roles without being hindered by discrimination or harassment based on race, age, color, ancestry, place of origin, mental or physical disability, political beliefs, gender, sexual orientation, marital status, and family status.

VOLUNTEER COMMITMENT
Volunteers are expected to:

• Perform their duties to the best of their ability
• Meet time and duty commitments
• Adhere to DNA policies and procedures
• Keep information confidential

Orientation to your volunteer role will include items in this manual:

• An overview of the organization
• A who’s who of the organization
• A general overview of the types of volunteer jobs performed in the organization
• An overview of policies, rules, and procedures

A committee can be one of the most productive tools of an association. Their contribution and participation will help to determine the organization’s success or failure. The findings of a committee have a direct impact on the decisions made by the Board of Directors.

The primary function of a committee is to contribute to the efficient operation of the organization. They are concerned with the communication of information and with assisting the leadership in the decision-making process by providing needed information.

COMMITTEE MEETING STRUCTURE
1. Call the meeting to order on time.
2. Roll call.
3. Approval of minutes from previous meeting.
4. Agenda items discussion and resolution.
5. New business.
6. Adjourn the meeting on time.

COMMITTEE CHAIRS
The success a committee chair achieves will largely depend on their ability to preside and guide the committee to a definite goal. The following are guidelines that will assist committee chairs with running productive meetings:

- Start the meeting on time and work with a predefined agenda that has been sent to the committee in advance.
- Periodically review the committee’s charge/strategic plan relative to the objectives of the association.
- Speak clearly and make sure each individual taking the floor speaks clearly.
- Ensure adequate minutes are kept of each meeting and distributed appropriately.
- Guide, mediate, probe, and stimulate discussions. Let others thrash out ideas; committees are NOT formed to validate the thinking of the chair or any individual. The committee belongs to the association.
- Encourage a clash of ideas, but not of personalities. Good decisions are made when all sides of an issue are examined. Emotional discussion is good, but emotional reaction to a person is bad. When emotions are high, return the floor to a neutral person, seek a factual answer, or take a break.
- Keep discussions on track; periodically restate the issue and the goal of the discussion.
- Monitor participation; control talkative members and draw out silent members. Deal with dysfunctional behaviors. Don’t let a person who is blocking constructive discussion ruin the meeting.
- Use well-placed questions, seek points of information and clarification, and periodically summarize to keep the discussion focused.
- Keep the group focused on the central question and moving toward a decision. Call on the least senior members first to express their views; discussions tend to “close down” after senior members express strong views.
- Seek consensus, but unanimity is not required. Sometimes an idea is compromised by trying to get every last person to agree.
- Close the meeting by noting achievements. Check at the end of the meeting to see if members feel that all relevant subjects have been adequately covered.

COMMITTEE CHAIR RESPONSIBILITIES
- With the staff liaison, develop a plan to allow the committee to effectively and efficiently discharge its responsibilities for the year; plan agendas in order to accomplish the committee’s goals as related to the DNA Strategic Plan.
- With staff liaison, ensure that leadership and appropriate staff are fully informed of committee activities.
- Work with staff to ensure that the work of the committee is carried out between meetings. Maintain records and relevant information on committee work to interact knowledgeably with committee members and staff.
• Report to the committee on decisions of the Board of Directors or other committees that may affect the committee’s work or activities.
• Guide the committees in proposing products and services that will further the goals and objectives of the association as appropriate.
• Evaluate the committee efforts and communicate accomplishments to the committee and leadership.
• For specific committee charges, keep the work focused and aligned with the DNA Strategic Plan. Prior to the fall of each year, the committee is expected to make recommendations regarding future work of the committee, including any cost factors. Facts supporting the recommendation should be included in order for the leadership to make an informed decision.
• Committees may not commit to expenditure of funds and may not express opinions or represent positions in the name of the Association, unless specifically authorized by the Board of Directors. In proposing a program or activity that may involve expenditure of funds, committees must submit a program description and budget for approval by the Board of Directors.
• Keep committee members well informed.

QUALITIES OF THE EFFECTIVE COMMITTEE CHAIR
• **Communications skills:** Demonstrates ability to communicate with committee members, staff, and other groups. Demonstrates willingness to listen.
• **Participation:** Demonstrates active participation and interest in the association. Has knowledge of subject in which the committee is involved. Thinks in terms of association goals.
• **Leadership:** Commands attention and inspires others. Demonstrates ability to create a positive work atmosphere. Controls without dominating. Understands how the committee fits into the larger work of the association.
• **Administrative skills:** Demonstrates willingness to take the initiative. Demonstrates ability and willingness to carry out responsibilities. Supports orderly procedures for conducting work. Understands the role of the staff.
GETTING STARTED:
Tips for a Good Committee Meeting

1. Be Prepared.

2. Communicate (Chairperson) with staff and other committee members, as appropriate, to develop an agenda for each meeting with specific timelines for each item.

3. Keep the meeting under 90 minutes, preferably 60 minutes.

4. Detail the agenda of what action is required: the acceptance of previous minutes; a review of material or data; an analysis/refinement of material or data, and/or a recommendation for action.

5. Anticipate information needs BEFORE the meeting and gather the same from staff or other sources as may be appropriate.

6. Staff to send the agenda and information relevant to the agenda to the Committee members one week before the meeting.

7. Ensure that the meeting environment supports full engagement.

8. Start the meeting ON TIME, even if all members are not present.

9. Start the meeting by acknowledging everyone’s presence and by reviewing the agenda.

10. Move the meeting through the agenda according to the timeline, while ensuring full participation and the open exchange of diverse viewpoints.

11. Review the results at the end of discussion of each agenda item. Actions to be taken (by whom and by when) and/or approved recommendations.

12. Ensure that complete meeting minutes are taken.

13. Distribute minutes of each meeting to Committee members; Board of Directors; staff; and others as determined by the Board or Committee, within 1-2 weeks of the meeting.

Source: Board Consultant Institute II
Mission Statement/Core Purpose

The Dermatology Nurses' Association is a professional nursing organization comprised of a diverse group of individuals committed to quality care through sharing knowledge and expertise. The core purpose of the DNA is to promote excellence in dermatologic care.

DNA MEETING GROUND RULES

1. Stay focused & stick to the agenda item and time frame
2. Start and end on time; be flexible according to need
3. No side conversations
4. Respect everyone's opinion and past experiences, even if you don't agree
5. Wait to be recognized by Chair before speaking
6. Be open-minded and visionary
7. Be prepared & complete assignments for meetings
8. Summarize key issues and assign responsibility prior to moving to next topic
9. Be an active listener and participant
10. Work as a team and support each other
11. Stand united behind Board decisions
12. Board business remains in the board room
13. Turn off cell phones
Guidelines for Mentoring a New Committee Member

A. Each new committee member will have a mentor. A committee member who is interested in mentoring a particular newly elected member may volunteer by discussion with the Committee Chair. The Committee Chair may also appoint a mentor. In this case, discussion will be held with the potential mentor to assure interest and available time. Every effort will be made to obtain a mentor who is willing and has the necessary time for this commitment.

B. The mentor will introduce self/role to new member, preferably prior to start of their first meeting. It is preferable for the mentor to introduce new member to the committee and staff at the start of the first session.

C. New committee members with past experience on the DNA committees will need to be updated regarding policy and procedural changes for the specific committee.

D. New committee members with no past experience will need:
   1. General orientation to the committee and how meetings are conducted.
   2. Orientation to DNA staff roles related to the committee.
   3. Responsibilities of board liaison to specific committees and task forces.
   4. Orientation to the agenda item form and how to properly complete or modify a submission to the Board of Directors.

*PLEASE SEE SECTION ON MENTORING for more detailed information*

Coaching and Mentoring
Both are needed in the volunteer orientation.

<table>
<thead>
<tr>
<th></th>
<th>COACHING</th>
<th>MENTORING</th>
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<tbody>
<tr>
<td>Goals are:</td>
<td>Performance Driven</td>
<td>Development Driven</td>
</tr>
<tr>
<td>Timelines are:</td>
<td>Short-term</td>
<td>Long-term</td>
</tr>
<tr>
<td>Focus is:</td>
<td>Task-oriented</td>
<td>Relationship-oriented</td>
</tr>
<tr>
<td>Drivers:</td>
<td>Coach sets agenda</td>
<td>Mentee sets agenda</td>
</tr>
<tr>
<td>Relationships are:</td>
<td>Professional</td>
<td>Blend personal &amp; professional</td>
</tr>
</tbody>
</table>

Source: Do Your Members Need Mentoring, Coaching, or Both? Paul G. Schempp. ASAE resources. March 13, 2020.
DNA Ambassadors

What is an Ambassador?
A person who represents, speaks for, or advertises a particular organization, group of people, activity, or brand.

A DNA Ambassador helps to promote relations and to identify important trends and opportunities. This can be with potential or current members and corporate sponsors.

What are the qualities of a DNA Ambassador?
- Knowledge of and an appreciation for the DNA
- Established presence within the DNA
- High level of professionalism
- Natural leadership skills
- Passion for building and growing relationships
- Ability to gather feedback and provide innovative insights

Ambassador Talking Points
(important facts to share and will vary depending on your audience)
- **DNA Mission Statement**: The Dermatology Nurses’ Association is a professional nursing organization comprised of a diverse group of individuals committed to quality care through sharing knowledge and expertise.
- **DNA’s Core Purpose** is: To promote excellence in dermatological care.
- **Scopes & Standards of Practice**: Updated to define the roles of nurses within the dermatology setting to provide evidence-based outcomes for patients. This coincides with the already published Competencies for Nurse Practitioners.
- **Our growing Membership** is made up of NPs, RNs, LPNs, MAs, PAs, MDs, and Office staff that work in a variety of dermatology practice settings.
- **Highlight Membership benefits (to both potential and current members and corporate sponsors)**:
  - Publications of our bimonthly journal, the JDNA; weekly e-Newsletter; quarterly FOCUS newsletter; our basic dermatology Core Curriculum 2nd and 3rd editions
  - Education in a variety of platforms to meet everyone’s needs and a discount as a member to purchase these items (Convention, online CE Center, JDNA CE articles, traveling Phototherapy workshops). DNA is accredited through the ANCC as a provider, and applies to the AANP for credits of Convention presentations
  - Certification for both NPs and RNs to establish a professional knowledge base
  - NP Society to meet the professional needs of the Nurse Practitioner
  - Website that houses all of the up-to-date DNA information
  - Awards & Scholarships program recognizing and providing support
  - Career Center to post or find that perfect employment opportunity
  - Committees to focus on member needs
  - Local chapters to focus on local member needs
- Communication and Networking with peers
- Volunteer opportunities
- Advocacy efforts in support of the profession and our patients
- Discounts or free access to programs
- DNA Products available for purchase online including pins, SunAWARE bookmarks, t-shirts, Core Curriculum 2nd and 3rd editions
- DNA Membership in collaborating organizations including: American Association of Nurse Practitioners, American Nurses Association, Coalition of Skin Diseases, International League of Dermatological Societies, National Council on Skin Cancer Prevention, Nursing Community, and One Voice Against Cancer

- Highlight Corporate sponsor opportunities (to potential and current corporate sponsors):
  - Advertising in our publications including our bimonthly journal, the JDNA; weekly e-Newsletter; quarterly FOCUS newsletter; as purchased e-Blasts to our members through the DNA, and our website.
  - Convention opportunities to reach our professional attendees with exhibit space, product theaters, and other sponsorship opportunities.
  - Education and program sponsorship outside of convention offerings.
  - Corporate opportunities allow the DNA support of our member services, supplements dues revenue, and allows the DNA to continue in its mission to build resources for DNA members and advance the profession.

Important items to remember as you perform the role as a DNA Ambassador

- When representing the DNA, it is important to remember that you are speaking for the DNA and not as a representative of your employer, of a particular group within the organization, or for any personal needs. You should represent the organization as a whole unless otherwise directed to do so by the DNA.
- If you do not have the knowledge to answer a particular question, please refer to the appropriate person in the organization to follow-up with an answer.
- Collect contact information, including name, email address, telephone number, and place of employment. Address is optional if available.
- For potential corporate members or sponsors, provide the appropriate DNA staff their contact information in order to provide them with the most accurate and up-to-date information of opportunities available.
- For potential members, provide the appropriate DNA staff their contact information in order to follow-up and answer any further questions.

For Corporate sponsors: please refer to Linda Markham, Executive Director @ lmarkham@dnanurse.org

For Membership candidates: please refer to Janet Price, Membership Coordinator @ jprice@dnanurse.org
  You can also provide the DNA phone number 910-246-2356
DNA Ambassadors Report

Name __________________________ Event __________________________________

Date of Event __________

Cost of event: 
Registration _____________________ Hotel/night _______________ Travel _______________

Location _______________ How was the location? _____________________________

Checklist: 
__ Copy of Agenda  __ List of Vendors  __ List of Attendees

Review of Venue overall: (Hotel, restaurants/food, service, cleanliness, comfort, convenience, surrounding area.)

Review of Program/Presentations: (Overall assessment, Identify outstanding/new/unusual topics or presentations)

Review of Speakers: (Overall assessment and identify outstanding speakers)

Key Contacts and their information: 

Follow-ups needed: 

Convention ideas:

Potential Sponsors:

Potential Members:

Special Notes:
Board Liaison Responsibilities

PURPOSE/DEFINITION
The DNA Board of Directors, in carrying out its policy and program responsibilities effectively, must maintain strong and active interaction and communication with other groups within the Association. The primary role of the Board Liaison is to facilitate communication between the Board of Directors and the committees served.

OBJECTIVES The objectives of the liaisons are:
- To improve communication between the Board of Directors and other groups within the Association.
- To facilitate the work of the committee or other groups.
- To enable early identification of problems or concerns raised in these groups and support effective discussion/action to resolve issues raised.
- To enable early identification of developments or opportunities where Board of Directors involvement/action would advance success within the DNA.

LIAISON ASSIGNMENTS
The President makes all the liaison assignments for their term as President. Board members are assigned as liaisons to standing committees, advisory committees, special committees, task forces, ad hoc working groups, and Chapter Councils.

BOARD LIAISON RESPONSIBILITIES
- Provide a channel for committee communication with the Board
  - To carry information, questions, or feedback between the two bodies at the request of those groups.
  - To consider and inquire whether discussions that occur during meetings should be raised with the other group, even when the Board of Directors or committee has not suggested a formal communication take place.
  - When sharing information, to be clear whether they are making a formal, requested communication from the other group or simply offering their personal observations and experience of the meetings they have attended.
  - Join the committee’s listserv or Basecamp (the liaison only fulfills a communications role).
  - Advise committees about when it is appropriate to present an agenda item and reports or specific recommendations for Board consideration.
  - Review all proposed agenda items for the Board of Directors and obtain appropriate background information from committees prior to the Board of Directors meeting.
  - When necessary, prepare an additional agenda item for the Board of Directors in consultation with the President, Executive Director and
Committee Chair. Review previous Board actions or policies that are applicable to the agenda item. Advise the Board on options or possible actions that it might take to handle the report expeditiously, and try to answer, in advance if possible, questions that might be raised by the Board of Directors when it considers the committee’s agenda item.

- Present agenda items at Board meetings and lead the discussion.
- Report back to the committee promptly via the Board Reporting Form, generally within one week, the discussion and any action taken by the Board. Telephone communication may also be necessary.
- Be alert to potential problems, e.g., committee inactivity in execution of its goals or specific assignments from the Board, etc. Notify the President and/or Executive Director as needed.
- Remind Committee Chairs of their responsibility to submit reports for Board Meetings.
- Pass along files or information that the new board liaison needs

- Participate in committee activities in an advisory capacity
  - Clarify your role as Board liaison to the committee.
  - Monitor the committee’s adherence to its charge and provide guidance as needed.
  - Obtain from the committee chair a list of proposed activities contemplated for the coming year that coincide with its charge and the current Strategic Plan.
  - Work with the Board of Directors and Staff to recommend changes to the committee charge to ensure that it remains up-to-date and of value.
  - Attend the assigned committee’s meetings on a regular basis. Attend committee meetings during Annual Convention.

CALENDAR AND DEADLINES
Be aware of the calendar and deadlines.

COMMUNICATION PROCESS

- A standard procedure will be in place to determine during a meeting whether there is anything they would like the Board liaison to communicate to the other group on their behalf, and how they would like that communication to take place including a timeline.
- The communication assigned to the Board liaison, the timeline, and the method of communication will be recorded in the minutes of the Board or Committee.
- A Board liaison may at any time request designated time on the Board’s or committee’s agenda in order to achieve adequate consideration of an issue or question.

This policy should not be construed as preventing any committee member from approaching Board members or attending Board meetings under their own auspices.
Staff Liaison Responsibilities

PURPOSE/DEFINITION
The DNA Staff, in carrying out DNA’s policy and program responsibilities effectively, must maintain strong and active interaction and communication with other groups within the Association. The primary role of the Staff Liaison is to facilitate communication between the Board of Directors and the committees served.

OBJECTIVES
The objectives of the liaisons are:
- To improve communication between the Board of Directors and other groups within the Association.
- To facilitate the work of the committee or other groups.
- To enable early identification of problems or concerns raised in these groups and support effective discussion/action to resolve issues raised.
- To enable early identification of developments or opportunities where Board of Directors involvement/action would advance success within the DNA.

LIAISON ASSIGNMENTS
The Executive Director makes all the liaison assignments to the Board of Directors, standing committees, advisory councils, special committees, task forces, ad hoc working groups, and Chapter Councils, and any other volunteer within the DNA.

STAFF LIAISON RESPONSIBILITIES
- Ensure thorough orientations for each new committee Chair, and assistant Chair in providing orientation for new and continuing committee members each year.
- Work with the Chair to develop a plan of work that will allow the committee to effectively and efficiently discharge its responsibilities for the year.
- Work with the Chair to develop agendas and conduct effective meetings of the committee.
- Provides administrative support, including but not limited to, planning and execution of all committee meetings.
- Drafts minutes of committee meetings for review and approval by the committee Chair for distribution to the committee and the Board of Directors.
- Work with the committee Chair, other committee members, and Association staff to ensure that the work of the committee is carried forth between committee meetings.
- Facilitate communication of committee activities, including requests for action and/or proposed policies to the Executive Director and the Board of Directors.
- Report to the committee on decisions of the Board of Directors, Executive Director, or other association committees which impact the committee’s activities.
- Where appropriate, assist the committee in proposing products and services that will further the goals and objectives of the Association.
• Be a valuable resource to the committee, not simply a recording secretary.
• Be thoroughly familiar with all aspects of the committee’s work, including scope of work, subjects under discussion, and Association policies related to the committee’s work.
• Answer questions, offer suggestions and raise questions.

CALENDAR AND DEADLINES
Be aware of the calendar and deadlines.

COMMUNICATION PROCESS
• A standard procedure will be in place to determine during a meeting whether there is anything they would like the Board liaison to communicate to the other group on their behalf, and how they would like that communication to take place including a timeline.
• The communication assigned to the Board liaison, the timeline, and the method of communication will be recorded in the minutes of the Board or Committee.
• A Board liaison may at any time request designated time on the Board’s or committee’s agenda in order to achieve adequate consideration of an issue or question.

This policy should not be construed as preventing any committee member from approaching Board members or attending Board meetings under their own auspices.
Committee Descriptions
Committee Chair and Committee Member Role Description

DNA committees, advisory councils, and task forces are created by resolution of the DNA Board of Directors or by the President. Committees created by other means are not recognized by the DNA.

The DNA has “standing” committees. Those committees are:

- Awards & Scholarships
- Health Policy & Advocacy
- Education Advisory Council
- Membership
- Environmental Scanning
- Nominating
- Financial Oversight
- Program Planning

Other committees and task forces are also established to explore or evaluate specific issues and projects for the Board of Directors. The composition and number of committee members appointed is dependent upon the Board’s charge to the committee. Upon completion of the task or with a final report to the Board of Directors, the Board will determine the continuance of the committee.

ROLE DESCRIPTION: COMMITTEE CHAIR

PURPOSE AND OBJECTIVES:
A. To work with committee members to investigate, consider, report or act on matters as assigned to them by the Board of Directors and commensurate with DNA’s strategic plan.
B. To facilitate committee discussions and activities.
C. To ensure goals and objectives of committee are achieved.
D. To work closely with the National Office staff and the DNA board liaison.

REQUIREMENTS AND SELECTION:
A. Nurse member of DNA; DNC or DCNP preferred.
B. Ability to facilitate discussion, organize, develop and meet committee goals.
C. Appointed by the President, the Chairperson may remain in his/her role indefinitely based on satisfactory performance, willingness to serve, and the availability of volunteers fulfilling a Co-Chair role within the committee structure.
D. Ideally, Committee Chairs will serve a two-year term with their first year functioning in the role as a Co-Chair.

DUTIES AND RESPONSIBILITIES:
A. Solicit and appoint qualified committee members with input of the DNA board of directors and consideration of geographic and professional diversity and specific skills / interests that lend themselves to a particular committee. Ideal committee size is a minimum of four and a maximum of nine members.
B. Follow the strategic plan of action (goals, objectives and measurable desired outcomes) for the committee, which is developed by the DNA Board of Directors.
C. Develop a budget for any items or potential needs of the committee. For example: funding for committee members to attend key meetings. Budgets are approved by the Board of Directors in the fall of each year.
D. Serve as a role model for committee members, utilizing good communication and leadership skills. Support and communicate direction and decisions of the Board of Directors.  
E. Provide input, advice, and direct committee members in making decisions that are in the best interests of the DNA.  
F. Coordinate committee’s planned programs and activities.  
G. Mentor and orient incoming chairs and committee members.  
H. Ensure that minutes are recorded for all committee meetings and distributed to committee members.  
I. Report to the Board of Directors committee’s decisions, business and progress through the board liaison. Provide written reports to the Board prior to the board meetings and upon request.  
J. Ensure that information is free flowing and well communicated to committee members, always maintaining discretion and confidentiality as needed.  
K. Assign tasks to committee members, set meeting agendas, call meetings.  
L. Report any changes in committee members to national office.

ROLE DESCRIPTION: COMMITTEE MEMBER  
PURPOSE AND OBJECTIVES:  
A. Committee members are officially delegated to investigate, consider, report or act on a matter as assigned to them by committee chair commensurate with the directives of the Board of Directors and DNA’s strategic plan.  
B. To work within a defined scope of responsibility geared towards completing projects or tasks defined in the committee’s strategic plan.

REQUIREMENTS AND SELECTION:  
A. DNA member with appropriate qualifications needed for the task or the purpose of the committee to which they are assigned.  
B. Appointed by the Committee Chair with input from the DNA Board of Directors, or accepted via a volunteer process with the Chair’s approval, for a term as designated by the requirements of the committee. Ideally, committee members will serve a two year term.  
C. Ability to communicate and work independently on projects.  
D. The number of committee members is at the discretion of the Committee Chair. The ideal committee size is a minimum of four and a maximum of nine.

DUTIES AND RESPONSIBILITIES:  
A. Actively participate in the committee’s work.  
B. Act in the best interest of the organization.  
C. Accept responsibility and accountability for assigned task or project.  
D. Commit necessary time and energy to assist the committee in reaching its goals and completing projects on time.  
E. Stay informed about committee matters.  
F. Prepare for meetings, and review and comment on minutes and reports.  
G. Utilize appropriate channels of communications reporting directly to the committee chair.  
H. Maintain constructive, collaborative and mutually respectful relations with other committee members.
Succession Policy for Committees

POLICY:
To have in place a way of promoting/mentoring DNA members into leadership roles. Leaders of committees will continually promote the philosophy, purpose, and objectives of the Dermatology Nurses’ Association and their respected committee.

PROCEDURE:
A. All Committee Chairs to be appointed by DNA President with the exception of those Committee chairs that are nominated (Nominating Committee) or are separately structured (ie NP Society). DNA President will appoint chairs during their President-Elect term.
B. Committee Chair position will be structured the same as the DNA Presidential term with a Chair, Chair-Elect, and Immediate Past Chair. (Three-year term of ascendency).
C. Each Committee shall also have a Board liaison assigned to them to provide guidance and counsel regarding committee issues. Liaison will be appointed by DNA President.
D. Members of committees shall serve a minimum one-year term on committee prior to seeking appointment to Chair-Elect position.
E. DNA President-Elect will also consult with current Committee Chairs/Immediate Past Chairs on recommendations for upcoming Chair-Elect positions.
F. Information regarding available Chair-Elect positions will be provided to current eligible committee members.
G. Appointed Chair-Elect positions will be announced at the annual National Convention during scheduled committee meetings and to the general membership. All committee positions (Chair, Chair-Elect, Immediate Past Chair, & Committee Liaison) will also be posted following Convention via DNA media sources.
H. Members of committees that are interested in being appointed for Chair-Elect position will inform incoming DNA President-Elect of their willingness of candidacy no later than three months prior to the National Convention.
I. When there are two Co-chairs serving on a committee, one will rotate into the Immediate Past Chair position in the following year, and the other will rotate the year after that, thus each co-chair will serve 1 year as Chair-Elect, 2 years as Co-chair, and 1 year as Immediate Past Chair.
AWARDS & SCHOLARSHIPS

PURPOSE: To assist in reviewing and scoring applications for awards, grants, and scholarships annually. To promote awards, grants, and scholarships to the DNA members.

COMMITTEE MAKEUP
2 Co-Chair positions
6 committee member positions

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBER
1. Review and score appropriate applications using DNA provided scoring and assessment tools and record all results on Basecamp (web-based project collaboration tool for communication during scoring).
2. Participate in review and update of award criteria (bi-annually).
3. Provide feedback as necessary to Committee chairs.
4. Network and collaborate as needed with committee members.
5. Actively participate via meetings, telephone, and written communication.
6. Assume responsibilities as delegated by Committee Chair(s).
7. Attend committee meeting at convention, if present.

DUTIES AND RESPONSIBILITIES OF COMMITTEE CO-CHAIRS
1. Committee Chair(s) will serve as liaison between the committee and the Board of Directors and oversee the functioning of the committee.
2. Submit annual budget requests to the Board of Directors for issues/items/projects not already included in generalized budget.
3. Familiar with role description and policies pertaining to the Committee review and update policies and scoring tools as needed.
4. Facilitate, assign, and monitor the assessment and scoring of award, grant and scholarship applications annually, from September-December.
5. Submit award, grant, and scholarship recipients to the Board of Directors prior to candidate award notification.
6. Resolve any conflicts or outstanding issues in finalizing the candidate selection process.

TIME COMMITMENT
• One hour new member orientation via conference call.
• Approximately 2-3 hours of application assessments and scoring, over a 2 to 3-week period (in late Fall).
• Approximately 2-3 hours to review and update award criteria (includes participation in 1-hour conference call)

REQUIREMENTS AND SELECTION OF COMMITTEE MEMBERS
1. Access to a computer and availability to participate in discussion via email, phone and other communication.
2. Available to participate in assessment and scoring of applications yearly from September-December as needed. Members will meet at the annual conference, if in attendance.
3. Membership in the committee will continue for a three-year term unless the member does not participate in the committee activities.
4. Co-Chairs must be nurse members of DNA and must have the capability to facilitate discussion, organize, develop, and meet committee goals.
5. Co-Chairs are appointed by the President for a one-year term. Successive terms may be served.
EDUCATION ADVISORY COUNCIL

PURPOSE: Provide oversight to all education endeavors within the DNA and insure compliance with American Nursing Credentialing Center (ANCC) guidelines. The committee goals is to increase the competency of nurses caring for dermatology patients by ensuring that DNA members can obtain quality educational programs through multiple venues that enhance the practice of dermatology across the continuum of care, from pediatrics to geriatrics, from clinical practice to surgical practice, including phototherapy, patch testing, cosmetic dermatology and other specialty areas of dermatology.

COMMITTEE MAKEUP
1 Chair
1 Incoming Chair
6-10 Members
Director of Education

DUTIES and RESPONSIBILITIES OF COMMITTEE MEMBERS
1. Work with Director of Education to increase personal knowledge of ANCC guidelines to improve DNA’s adherence to ANCC criteria.
2. Serve as nurse planners or content experts on DNA activities per ANCC guidelines.
3. Complete ANCC documents as nurse planners and/or content experts per ANCC standards.
4. Ensure that AANP credit is obtained in all programs, where applicable.
5. Develop assessment survey tools of educational needs of members and other target audiences as needed.
6. Analyze data obtained and utilize data to direct educational endeavors through various venues, such as annual conventions, chapter meetings, and web based programs.
7. Conduct outcomes surveys to monitor behavioral changes of conference participants as a result of educational programs.
8. Review potential educational programs available from other vendors and make recommendations for making available to DNA members.
9. Contribute to the development and implementation of the goals for the DNA as appropriate.
10. Participate in projects initiated by the Director of Education, the DNA Board of Directors, or the DNA staff.
11. At least one member of the committee will serve on the Planning Committee for the annual convention.

DUTIES and RESPONSIBILITIES OF CHAIR
1. Develop meeting agendas with input from Director of Education.
2. Call and conduct meetings.
3. Provide input, advice, and direct committee members in making decisions that are in the best interests of the DNA.
4. Coordinate committee’s planned programs and activities.
5. Ensure that minutes are recorded for all committee meetings and distributed to committee members.
6. Ensure that signed minutes are forwarded to DNA office for permanent records.
7. Ensure that information is free flowing and well communicated to committee members, always maintaining discretion and confidentiality as needed.
8. Assign tasks to committee members.
9. Responsible for communications between members of the EAC, the Director of Education, the Board of Directors, and DNA staff, including changes in membership.
10. Report committee’s decisions, business and progress to the Board of Directors through the Board liaison. Provide written reports to the Board prior to Board meetings and upon request.
11. Mentor Incoming Chair and committee members to ensure smooth transition and maintain committee endeavors

DUTIES AND RESPONSIBILITIES OF INCOMING CHAIR
1. Take minutes at committee meetings.
2. Forward approved minutes to DNA headquarters for permanent record keeping.
3. Work with Chair to set agenda.
4. Fill in as Chair, if Chair is unable to attend a meeting.

TIME COMMITMENT
1. Approximately 1-2 hours per week on committee related work.
2. One hour monthly meeting via telephone conference.
3. Membership on the committee will continue for a 2-year period unless the member resigns or does not participate for a period longer than 3 months. Terms may be renewed after consideration by the member and the Director of Education.

REQUIREMENTS AND SELECTION OF CHAIR AND COMMITTEE MEMBERS
1. Access to a computer and available to participate in discussions via e-mail, phone and other communication mediums and meet at annual convention, if in attendance.
2. Members must be DNA members with a BSN or higher degree in nursing.
3. Interest in ensuring quality education to all DNA members.
4. Experience in the development of continuing nursing education activities preferred.
5. DNC/DCNP preferred.
6. Chair and Incoming Chair are 2-year roles and should be filled by a member who has at least 2 years experience on the committee. These roles should be determined by the committee with input from the Director of Education.
ENVIRONMENTAL SCANNING

PURPOSE: To promote awareness of trends and opportunities in the areas of Dermatology and Dermatology nursing.

COMMITTEE MAKEUP
1 Chair
1 Chair-elect
1 or more members who will include community of dermatology professionals such as NP, MD, PA, nurse, medical assistants, industry, other (there is no limit to number of members)

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBER
1. Identify and recruit any stakeholders are members that are lacking representation for the committee.
2. Identify means for collaboration with other like organizations or industry partners identify prominent education trends, political trends, philanthropical trends, and technological trends within the field of Dermatology.
3. Provide committee updates to the DNA members via newsletters or the Journal of Dermatology Nursing.
4. Contribute to the development and implementation of the goals for the DNA, as appropriate and participate in projects initiated by the Dermatology Nurses’ Association Board of Directors, or the DNA staff.
5. Network and collaborate as needed with committee members and chairs within the DNA.
6. Actively participate via meetings, telephone, and written communications.
7. Conduct ongoing promotion and public awareness of the Dermatology Nurses’ Association, the Nurse Practitioner Society of the DNA, and Dermatology nursing as a whole.

DUTIES AND RESPONSIBILITIES OF COMMITTEE CHAIR
1. Facilitate discussions, organize, develop, and meet committee goals.
2. Develop meeting agendas, call and conduct meetings.
3. Provide input, advice, and direct the council members in regard to making decisions that are in the best interest of the DNA.
4. Coordinate the committees plan programs and activities.
5. Recruit stakeholders/members that are needed to ensure adequate representation for the committee.
6. The chair will ensure that the incoming chair elect and committee members are properly mentor word and oriented.
7. Ensure that the minutes are recorded for all committee members and distributed to council members, and that minutes are signed and forwarded to the DNA office for permanent record.
8. Facilitate excellent communication amongst committee members, always maintaining discretion and confidentiality as needed.
9. Assign tasks to council members as appropriate.
10. We were any changes and committee members to the national office but using appropriate forms and procedures.

TIME COMMITMENT
- Attend phone conferences approximately once quarterly for one hour.
- Facilitate and engage in conversation within basecamp approximately once or twice monthly, more as needed if projects are undertaken.

REQUIREMENTS AND SELECTION OF COMMITTEE MEMBERS
CHAIR
1. The chair is appointed by president of the DNA.
2. The chair must be a member of the DNA in good-standing
MEMBERS
1. Committee members are selected by the president and the chair.
2. Recommendation is that all levels of membership are represented on the committee and that there is at least one member from industry, one is a physician, and one is an international professional.
3. Members of the committee are not required to be DNA members.
4. DNC/DCNP status should be considered when selecting RN/NP members.
FINANCIAL OVERSIGHT

PURPOSE AND OBJECTIVES: The purpose of the Financial Oversight Committee is to monitor DNA financial matters including review of annual budget, status of reserve funds, and general ledger activity. The committee is charged with assuring the integrity of DNA’s financial statements, financial control, and compliance with legal and regulatory requirements including the assessment of any outside auditor’s qualifications, independence and performance.

REQUIREMENTS AND SELECTION OF COMMITTEE MEMBERS
1. Chair will be the current DNA Treasurer. Committee members must have knowledge of financial issues.
2. Committee members shall be appointed by the DNA Treasurer with recommendations/approval of the Board of Directors.
3. Committee members must be current DNA members with the exception of one as needed non DNA member.
4. Committee members shall serve a term of two years or until a successor is named.
5. The number of committee members necessary to perform the tasks of the Financial Oversight Committee will be determined by the DNA Treasurer. The ideal committee size is minimum of three and a maximum of five members.
6. For specific projects, a task force may be created by the Financial Oversight Committee and/or the Board of Directors.

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBER
The Committee shall:
1. Meet monthly to review all transactions enacted by the Board of Directors and advise the Board of any concerns related to those financial transactions.
2. Advise the Board of Directors on the financial positioning of the Association.
3. Review the annual budget as developed by the Board of Directors and the Executive Director and make recommendations as necessary.
4. Make recommendations at least annually to the Board of Directors for additions and/or changes to DNA’s asset allocation and/or investment policies.
5. Meet annually with the Financial Advisor for orientation, and quarterly to review all financial reports and investment policies.
6. Advise the Board regarding finance policies and guidelines.

1 The committee will advise the Board regarding the audit process. The committee should take into account the auditor’s performance of any non-audit services; review a report from the auditor describing any relationships between the auditor and the DNA, the provision of non-audit services, or any other relationships that may adversely affect the independence of the auditor. If DNA’s senior financial staff member worked for the audit firm on DNA’s audit within the last year, the auditor will not be considered independent.
2 Meetings may be conducted via teleconference or other remote modalities
3 These meetings may occur during regularly scheduled monthly meetings
7. Consider the desirability of changing audit firms every 5 years, and recommend that the lead engagement partner be changed at least every eight years, with the understanding that the prior engagement partner may be reinstated after two years.

8. Review and discuss with the DNA Board the audited DNA financial statements.
   a. Report to the Board at the completion of the review any significant concerns.
   b. Management is responsible for the preparation, presentation, and integrity of DNA’s financial statements and for the appropriateness of the accounting principles and reporting policies used by DNA. Independent auditors are responsible for auditing DNA’s financial statements.

9. Be responsible for additional duties as assigned by the DNA Board of Directors.
HEALTH POLICY AND ADVOCACY

PURPOSE: To promote awareness within the DNA of issues and concerns in the arena of health policy and advocacy that assists DNA and its members in achieving the strategic goal of effectively advocating for members, patients, and the general public.

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS
1. Increasing membership involvement and understanding in health policy and advocacy.
2. Increase DNA’s visibility within related health care advocacy organizations worldwide.
3. Act as a resource for information on issues related to health policy and advocacy.
4. Work with members to investigate, consider, report and act on advocacy issues in accordance with DNA’s strategic plan.
5. Identify and coordinate these efforts with groups that seek to educate the public about preventive health measures.
6. Facilitate member awareness of DNA involvement in health policy and advocacy efforts.

REQUIREMENTS & SELECTION OF CHAIR AND COMMITTEE MEMBERS:
1. Develop an advocacy agenda in alignment with the DNA Strategic plan derived with Board input and approval.
2. Develop a budget for any items or potential needs of the committee.
3. Determine most effective method to advocate for members and their patients that is in line with DNA resources and mission.
4. Prioritize relevant issues and develop key position statements on these issues.
5. Communicate to the DNA membership regarding legislative issues and plan for action.
6. Collaborate with other associations, such as American Academy of Dermatology (AAD) and the American Nurses’ Association (ANA) in addressing issues related to and affecting dermatology nursing.
7. Communicate pertinent information to DNA members via the Focus newsletter, the Journal of the Dermatology Nurses’ Association (JDNA) and the DNA website.
8. Develop resources for the DNA website that relate to health policy and advocacy issues.

TIME COMMITMENT
1. At least 2 hours a week to monitor communications and participate in initiatives.

REQUIREMENTS AND SELECTION OF COMMITTEE MEMBERS
1. Knowledge/interest in legislative/nursing issues or a willingness to gain skill, expertise and knowledge related to lobbying, the political process and nursing issues.
2. Ability to actively participate in committee activities for a term of one (1) year. May be re-appointed based on need and willingness to serve.
3. Ability to work with others at all levels to achieve shared vision, build effective interpersonal relationships, engage and empower others, and enable the best of what is possible through human interactions.
4. Ability to be flexible, adaptable and creative, to build support for public policy decisions in a healthcare culture of multiple needs.

REQUIREMENTS AND SELECTION OF CHAIR
1. Chair must be a nurse member who has completed the Nurse in Washington Internship.
2. Chair is appointed by President for a one-year term, but may be re-appointed based on need and willingness to serve.
3. Submit report for quarterly Board of Directors meetings identifying current issues and the goals, strategies/plans for action, progress and outcomes for these issues.
Journal of Dermatology Nurses’ Association (JDNA), a refereed journal, is the official publication of the Dermatology Nurses’ Association (DNA). JDNA seeks articles related to the practice of dermatology and dermatology nursing. Authors are volunteers who wish to submit original writing for consideration. Authors are able to submit more than one manuscript at a time.

Manuscripts under consideration for publication undergo at least double-blind peer review; editorial decisions are made after peer reviews have been submitted. All materials submitted for review must be original and never previously published. Any material submitted for review is done with the understanding that it is not submitted to any other journal simultaneously. Authors are responsible to notify the editor if data from submitted research have been used in other publications.

Submission of manuscripts to JDNA is done through Editorial Manager, the electronic manuscript submission platform. While the JDNA’s Managing Editor is available to help authors navigate this process, the author accepts responsibility for final submission.

Electronic Manuscript Submission: Please go to http://www.editorialmanager.com/jdna/ to review instructions and login as an author. Authors should submit an original copy of the manuscript as well as retain a personal copy of their manuscript and all supporting documents.

Conflicts of Interest and Copyright Transfer Form: Authors must state all possible conflicts of interest in the manuscript, including financial, consultant, institutional and other relationships that might lead to bias or a conflict of interest. If there is no conflict of interest, this should also be explicitly stated as none declared. All sources of funding should be acknowledged in the manuscript. All relevant conflicts of interest and sources of funding should be included on the title page of the manuscript with the heading “Conflicts of Interest and Source of Funding.”

In addition, each author must complete and submit the journal’s copyright transfer agreement, which includes a section on the disclosure of potential conflicts of interest based on the recommendations of the International Committee of Medical Journal Editors, “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” (www.icmje.org/update.html).

The form is readily available on the manuscript submission page http://www.editorialmanager.com/jdna/ and can be completed and submitted electronically. Please note that authors may sign the copyright transfer agreement form electronically. For additional information about electronically signing this form, go to http://links.lww.com/ZUAT/A106.

Authors are expected to contribute original work about topics that they are familiar with and have done the appropriate literature review for. JDNA follows the style of the Publication Manual of the American Psychological Association (APA), 7th edition. It is the expectation that authors will maintain open lines of communication with the Editorial office during active manuscript management, and respond to queries from the Editorial office or publisher in a timely manner.

In addition, Authors should follow the outlined Information for Authors found at: https://journals.lww.com/jdnaonline/pages/informationforauthors.aspx

Authors are responsible for bibliographic accuracy and must check every reference in the manuscript and proofread again in page proofs. Each person listed as an author is expected to have participated in the study and contributed to the development of the manuscript to a significant extent. A summary of each author’s contributions must be listed on the title page. The journal uses the criteria for authorship established by the International Committee of Medical Journal Editors. http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html
EDITORIAL BOARD

The Journal of the Dermatology Nurses’ Association (JDNA) Editorial Board advises the Editor-in-Chief and Associate Editor on the direction and focus of the Journal. Editorial Board members are volunteers who serve as JDNA’s ambassadors to the dermatology nursing community, to the larger community of those caring for dermatology patients and their families, and to the public.

When possible, the composition of the editorial board will ideally reflect the diversity of the membership of the Dermatology Nurses’ Association, with respect to the following areas: position in employment, level of educational preparation, area of clinical and practical expertise, ethnicity, gender, and geography.

The JDNA seeks Editorial Board members who have experience in dermatology nursing, expertise in an area of interest to the Journal, experience in writing and publishing, and a commitment to developing and promoting JDNA.

JOB REQUIREMENTS:
1. Interest and passion for dermatology nursing
2. Working knowledge of basic dermatology nursing practices
3. Possible knowledge of advanced or specialized dermatology nursing practices
4. Possible knowledge of the interplay between dermatology nursing and other disciplines – ie. Gastroenterology, Rheumatology, Oncology, Ophthalmology, Infectious Disease, etc.
5. Time availability to give to service to JDNA
6. Ability to leverage personal and professional contacts within dermatology and dermatology nursing for the benefit of the Journal, or the willingness to develop these relationships
7. Passion for seeing dermatology and dermatology nursing knowledge being published for the direct benefit of DNA members and JDNA subscribers
8. Appreciation for the larger picture of advancing nursing knowledge within the context of dermatology nursing

RESPONSIBILITIES:
1. Providing feedback and recommending ways to develop and improve the Journal;
2. Help extend the reputation and reach of the Journal;
3. Reviewing manuscripts when asked (a minimum of eight per year); Members are responsible for reviewing articles within their area of expertise throughout the year, but also to assist in doing reviews for certain subjects outside their specific area of expertise when called upon. Board members are also expected to respond quickly to requests for reviews – whether they can or cannot take a paper – and then to complete the review within specified timelines;
4. Writing/co-authoring at least one manuscript, column or opinion piece per year;
5. Soliciting at least six manuscripts per year;
6. Mentoring less-experienced authors, whose manuscripts may need extra attention (at least once per year if needed);
7. Suggesting possible candidates who can be Reviewers for JDNA;
8. Suggesting possible candidates who can be on the JDNA Editorial Board;
9. Promoting the JDNA as a vehicle for publishing to dermatology colleagues;
10. Promoting the JDNA to the dermatology nursing community, to physician colleagues, and to others involved in caring for dermatology patients and their families;
11. Advising on marketing opportunities for the JDNA and ideas for special editorial projects;
12. Consulting with the Editor-in-chief and editorial staff as needed;
13. Attending the DNA annual meeting, at own expense, and participating in Annual JDNA Board Meeting, as well as JDNA-related outreach activities at the annual meeting;
14. Keep JDNA Board members abreast of any affiliation, credential or contact changes.
The term of appointment is at will for both parties (Editor-in-Chief and Editorial Board Member), although the expectation is that members of the Editorial Board will serve at least 2 consecutive years, as they are able. Terms of appointment to the Editorial Board may be longer, as reviewed annually by both parties.

There is one in-person meeting each year, held during the DNA annual meeting (Spring of each year – varying dates); Editorial board teleconferences are typically held monthly or every other month, although this is subject to change as needed. There will be a minimum of 6 total meetings per year.

*JDNA* Editorial Board members are required to maintain an appropriate standard of confidentiality and should recognize and acknowledge that the confidential and proprietary information of the *JDNA* is a valuable, special, and unique asset of the Journal. The board member will not, during or after the term of his or her membership, disclose such information or any part thereof to any person, firm, corporation, association, or other entity for any reason or purpose whatsoever. Any disclosures of confidential information made unlawfully outside the proper course of duty will render the board member subject to disciplinary action, which may result in dismissal from the *JDNA* Editorial Board.
Peer review is essential to the *Journal of the Dermatology Nurses’ Association (JDNA)* and is a key component by which the quality of manuscripts is judged. Peer reviewers are important volunteers for *JDNA*, since they have an influencing voice in deciding which manuscripts are ultimately accepted and published in the Journal. Having quality peer reviewers facilitates the work of evaluating the appropriateness of manuscripts for publication in the *JDNA*. Through their work, peer reviewers have the opportunity to influence what is published. The *JDNA* process of publication depends on our peer reviewers, who volunteer their time and expertise. Each article considered for potential publication is evaluated by at least 2 peer reviewers, possibly more depending on a number of factors. Some peer reviewers are asked regularly for reviews, while others are asked more infrequently; this often depends on interest, areas of expertise, variety of submission, and quality of past reviews. The time required to do a thorough and accurate peer review will often depend on the type of article, and is also influenced by topic, length of manuscript, references, among other factors.

In addition to fairness in judgment and expertise in dermatology nursing, peer reviewers have significant responsibilities toward authors, editors, and readers.

**RESPONSIBILITIES TOWARD AUTHORS INCLUDE:**
- Providing written, unbiased feedback in a timely manner on the scholarly merits and the scientific value of the work, together with the documented basis for the reviewer’s opinion
- Indicating whether the writing is clear, concise, and relevant and rating the work’s composition, scientific accuracy, originality, and interest to the journal’s readers
- Avoiding personal comments or criticism
- Maintaining the confidentiality of the review process: not sharing, discussing with third parties, or disclosing information from the reviewed paper

**RESPONSIBILITIES TOWARD EDITORS INCLUDE:**
- Notifying the editor immediately if unable to review in a timely manner and providing the names of potential other reviewers when applicable
- Alerting the editor about any potential personal or financial conflict of interest and declining to review when a possibility of a conflict exists
- Complying with the written instructions on the journal’s expectations for the scope, content, and quality of the review
- Providing a thoughtful, fair, constructive, and informative critique of the submitted work, which may include supplementary material provided to the journal by the author
- Determining scientific merit, originality, and scope of the work; indicating ways to improve it; and making recommendations regarding publication decision in Editorial Manager.
- Noting any ethical concerns, such as any violation of accepted norms of ethical treatment of animal or human subjects or substantial similarity between the reviewed manuscript and any published paper or any manuscript concurrently submitted to another journal which may be known to the reviewer
- Refraining from direct author contact
MEMBERSHIP

PURPOSE: To promote growth of membership within DNA via recruitment and retention activities.

COMMITTEE MAKEUP
1 Chair
1 Chair Elect
6-10 Committee Members

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS
1. A member of DNA in good standing.
2. Network and collaborate as needed with committee members and chairs.
3. Actively participate via meetings, telephone, and written communication.
4. Determine the need for and oversees the membership needs assessment survey.
5. Conducts ongoing promotion and public awareness of the association and dermatology nursing.
6. Develops strategies for recruiting and retaining members (Examples: Dermatology office outreach, follow up membership non-renewal, attendance at allied conferences and health fairs, etc.).
7. Actively recruits and retains members.
8. Assume responsibilities as delegated by Committee Chair(s).
9. Assists in development of budget requests for membership committee activities.

DUTIES AND RESPONSIBILITIES OF CO-CHAIRS
1. Will oversee the functioning of the committee.
2. Submit annual budget requests to the Board of Directors for issues/items/projects not already included in the general budget.
3. Be familiar with role description and policies pertaining to the Committee.
4. Review and update policies as needed.
5. Facilitate, assign and monitor activities of committee members.

TIME COMMITMENT
1. Hour meeting every month.
2. Approximately 4-7 hours every 3 months in outreach activities (ie welcoming new members, reaching out to non-renewing members).

REQUIREMENTS AND SELECTION OF CHAIR AND MEMBERS
Chair
1. Co-Chairs must be nurse members of DNA and must have the capability to facilitate discussion, organize, develop, and meet committee goals.
2. Co-Chairs are appointed by the President for a one-year term. Successive terms may be served.
3. See DNA Succession Plan.

Members
1. A member of DNA in good standing who has submitted appropriate forms to DNA staff.
2. Access to computer and availability to participate in discussion via email, Basecamp, phone and other communication.
3. The Membership Committee members will be volunteers on the committee and serve a two-year term. Successive terms may be served.
4. Membership in the committee will continue until member resigns or does not participate in committee communications. absence from three consecutive meetings without prior notice to the chair may result in dismissal from the committee.
5. The committee members should be willing to participate in outreach activities from time-to-time.
NOMINATING

PURPOSE: Provide a slate of officers as directed by the DNA bylaws and present the slate to the Board of Directors.

COMMITTEE MAKEUP
1 Committee Chair
4 Committee Members

DUTIES and RESPONSIBILITIES OF COMMITTEE MEMBERS
1. Strongly recommended to attend Annual Convention to network with and recruit potential nominees.
   The DNA membership booth can be utilized for this purpose.
2. Advise candidates on role descriptions of the office they seek prior to their commitment to serve.
3. Evaluate and select candidates objectively through the use of the Intent to Serve form and the candidate assessment tool.
4. Review all related Nominating Committee policies and procedures annually and propose any changes to the Board of Directors.

DUTIES AND RESPONSIBILITIES OF CHAIR
1. Serve as liaison between Nominating Committee, Board of Directors, and national office.
2. Direct correspondence between the national office and candidates.
3. Coordinate the review of candidates’ credentials through use of the Intent to Serve Form, and candidate assessment tools, as per DNA bylaws.
4. Prepare and present a final slate of candidates to the Board of Directors.
5. Preside at committee meeting held during the Annual Convention.
6. Conduct an orientation of incoming Nominating Committee Chair and members. This orientation should be held during the Annual Convention.

TIME COMMITMENT
1. Two-year term
2. Chair is appointed for one-year term.

REQUIREMENTS & SELECTION OF COMMITTEE MEMBERS
1. DNC or DCNP preferred.
2. Minimum of 2 years’ active involvement in DNA prior to nomination to committee.
   Active involvement includes activities such as:
   a. Elected leadership role in DNA local chapter or national office
   b. Participation in DNA sponsored special committees and task forces
   c. Participation as faculty for DNA sponsored pre-convention core workshop, speaker at national convention, or other DNA educational endeavors
PILOT TESTER

PURPOSE: The role of a pilot tester is to view educational activities before they are re-purposed into our CE Center for purchase. A pilot tester determines if the objectives for the activity are met; they identify if content needed to answer the post test questions is contained within the activity; and they validate if the content is accurate.

TIME COMMITMENT
Varies, but most activities are 1-2 hours to include viewing content, completing post test questions, and completing a one-page overall assessment of the activity. Some activities (larger projects, such as online review courses, more than likely will take more time as they encompass a larger amount of educational material.

REQUIREMENTS AND SELECTION
Content experts are selected upon their availability and expertise of the educational material to be pilot tested.
PROGRAM PLANNING

PURPOSE: Assessment, planning, implementation and evaluation of the educational program presented at the Annual Convention of the Dermatology Nurses’ Association.

COMMITTEE MAKEUP
1 Chair
1 Chair Elect (selected by the incoming president)
1 NP Forum Chair
1 NP Forum Chair Elect (selected jointly by NP leadership and incoming president)
1 RN/NP who is also a member of the Education Advisory Council (EAC)
1 RN/NP
1 LPN
1 MA

Ideally there should be 2-3 RN’s and 3-4 NP’s in the group so adequate number of NP’s are available to plan general convention and NP Forum with one member (NP, RN, LPN, or MA) from the local area.

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS
10. Review previous annual program evaluation forms to identify issues or problems.
11. Request input from Education Advisory Council and Board of Directors on program suggestions.
12. Attend 2-3 day program planning committee meeting.
13. Develop program content based on identified membership needs and principles of adult learning in accordance with ANCC-COA criteria.
14. Request abstracts and curriculum vitae from identified potential speakers.
15. Review any potential speaker conflicts of interest and decide on any action needed with the Director of Education.
16. Submit all necessary information required for the printing of the program flyer and booklet.
17. Obtain/secure necessary moderators and monitors.

DUTIES AND RESPONSIBILITIES OF CHAIR – Planning Committee and NP Forum
6. Develop the goals and objectives of the annual convention.
7. Serves as the Nurse Planner for the annual convention and ensures adherence to ANCC criteria, with assistance of the Director of Education.
8. Monitor and coordinate the review of all incoming abstracts for appropriate and pertinent speakers.
9. Complete the Provider Planning Document required for the program to receive ANCC contact hours.
10. Ensure that AANP credit is obtained in all programs where applicable.
11. Review the convention budget with the Executive Director, Treasurer and Meeting Manager as required to meet budget specifications and projections.
12. Submit a report regarding the upcoming convention to the FOCUS newsletter and the Journal of the Dermatology Nurses’ Association (JDNA) by each report deadline.
13. Review program flyer and booklet materials prior to printing
14. Confirm speakers and ensure speakers are informed regarding program schedule and expectations.
15. Responsible for ensuring that all ANCC documentation is completed by speakers.
16. Ensure the mailing of speaker thank-you letters and evaluation summaries following the meeting.
17. Apprise the Executive Director and Meeting Manager of all communications with corporate members and other medical industry representatives. Written correspondence to those individuals will be copied to the Executive Director, Meeting Manager, and others as directed by the Board of Directors.
TIME COMMITMENT
1. Attend annual conventions during committee participation.
2. Attend program planning committee meeting (1 hour) at convention.
3. Attend 2-3 day program planning committee meeting.
5. Undetermined time to contact potential speakers, and collect all documentation from speakers.
6. At times, it may be better to schedule separate meeting of program planning of general Convention and NP Forum, but chairs should attend each meetings of both groups to ensure collaboration overall.

REQUIREMENTS AND SELECTION OF CHAIR AND MEMBERS
Chair
1. The President-Elect will appoint the Incoming Program Chair and obtain approval from the Board of Directors. The Incoming Chair for Program Planning and NP Forum will assume the role of Program Planning Committee Chair during the same year that the President-Elect assumes the role of President.
2. At least a baccalaureate degree in nursing is required for program planning chair. NP Forum chair requires an NP. A graduate degree or higher is preferred as long as either the bachelor's or graduate degree is in nursing.
3. Prior experience in learners' needs assessment and program development, implementation and evaluation is required.

Members
6. Committee members are selected by the President.
7. Recommendation is that all levels of membership are represented on the committee.
8. DNC/DCNP status should be considered when selecting RN/NP members.
9. The committee should be limited to no more than 8 persons.
Board of Directors
Position Descriptions
Guidelines for Mentoring a Newly Elected Member of the DNA Board of Directors

A. Each new board member will have a mentor. A board member who is interested in mentoring a particular newly elected officer may volunteer by discussion with the President. The President may also appoint a mentor. In this case, discussion will be held with the potential mentor to assure interest and available time. Every effort will be made to obtain a mentor who is willing and has the necessary time for this commitment.

B. The mentor will introduce self/role to new member at the first meeting, preferably prior to start of meeting. It is preferable for the mentor to introduce new member to the BOD and staff at the start of the first session.

C. New BOD members with past experience on the board will need to be updated regarding policy and procedural changes.

D. New BOD members with no past experience will need:
   1. General orientation to the board and how meetings are conducted.
   2. Orientation to Executive Director and staff roles.
   3. Responsibilities as board liaison to committees and task forces.
   4. Orientation to the agenda item form and how to properly complete or modify a submission from one of their committees or task forces, including the financial portion. Monitor agenda items for completeness prior to submission for inclusion in board book - for a period of time (to be decided on by the mentor).
   5. Orientation to the board report form.
Position Description - President

Position Title – President

Purpose and Objectives:
A. Serve as the chief elected officer for the association to continually promote the philosophy, purpose, and objectives of the Dermatology Nurses’ Association.
B. Serve as representative and spokesperson for the organization.

Requirements and Selection:
A. Nurse member of DNA; DNC or DCNP preferred.
B. Demonstrate qualities of professionalism and commitment to furthering the mission of DNA.
C. Ability to meet deadlines.
D. Automatic ascendency to position once elected by the membership to serve a three-year term as president-elect, president, and immediate past president.

Duties and Responsibilities:
A. Write and submit by deadline, the President's Messages to the DNA Newsletter.
B. Deliver President’s Address including goals for the presidential year during the Annual Convention.
C. Preside at Post-Convention Board Meeting and all subsequent Board meetings during the term as president.
D. Develop an agenda for Board and Annual Business meetings utilizing the previous minutes, new business from the Board of Directors, committee/task force chairpersons, and management team.
E. Establish key events during the President’s term by utilizing the DNA’s Strategic Plan.
F. Decide meeting dates for the coming year in conjunction with the newly elected Board and the management team. Communicate dates and associated communication deadlines to the Board and committee/task force chairpersons.
G. Establish and clarify lines of communication for the coming year. Each committee/task force will be assigned a Board liaison.
H. Establish Keep informed by use of routing communication on the progress of committee and special projects.
I. Oversee the management services and remain informed of the current status of staff resources needed and requested.
J. Be present at the following events:
   1. Board of Director Meetings
   2. Annual Convention
   3. Own local chapter meetings (if applicable)
   4. Other travel as determined necessary and approved by the Board of Directors.
K. Past Presidents of the Dermatology Nurses’ Association (DNA) are eligible to seek nomination and election by the general membership to the Board of Directors for any office (Secretary, Treasurer, Director) except for President-Elect once they have been off of the Board for at least two (2) years following their serving in the Immediate Past President position. The only exception would be that they are not allowed to run for office if there is already a Past President serving on the Board in this capacity.
L. Past Presidents may be called upon by the current President to serve in an interim capacity if a vacancy occurs on the Board of Directors.
M. Past Presidents will be responsible for contributing to the whole good of the Association, such as identifying new leaders, mentoring, lecturing, contributing to articles to current DNA publications, and serving on Committees and Task Forces.
Position Description – President-Elect

Position Title – President-Elect

Purpose and Objectives:
A. Understand, support and uphold the philosophy, purpose, objectives, bylaws, policies and procedures of the Dermatology Nurses’ Association.
B. To orient to the position of President.

Requirements and Selection:
A. Nurse member of DNA; DNC or DCNP preferred.
B. Demonstrate qualities of professionalism and commitment to furthering the mission of DNA.
C. Ability to meet deadlines.
D. Elected by the membership each year.
E. Must have served on the Board of Directors (presently or in the past) as a requirement to run for this position.

Duties and Responsibilities:
A. Serves as DNA President-elect and as an active member of the Board of Directors.
B. Serves on committees and task forces as assigned.
C. Develop appointments for chairpersons of committees, special committees, task forces, Annual Program Chairperson, and Chair of Nurse Practitioner Forum, for DNA for their year in office as the President.
   1. Requests Board approval of the Annual Program Chairperson and Annual Convention theme by the Spring Board of Directors meeting.
   2. Requests Board approval of all other appointments by the Fall Board of Directors meeting.
D. Develop and prepare goals for the year as president based upon the strategic plan and the current activities of DNA.
E. Establish contact with members of the management team, learning the roles and responsibilities of each and their relationship to DNA.
F. To attend meetings:
   1. All Board of Directors Meetings.
   2. National Convention
   3. Nurse in Washington Internship. (If applicable)
   4. Own local chapter meetings. (If applicable)
   5. Other representative travel as determined necessary by the President to meet or further the goals of the Dermatology Nurses’ Association.
G. Orient to the position of the President.
   1. Reviews all orientation materials.
   2. Receives copies of all pertinent written correspondence.
   3. Discusses major issues with the President.
H. Serves as a liaison between committees and the Board of Directors, as assigned.
I. Contributes articles to the FOCUS newsletter as requested.
J. Past Presidents of the Dermatology Nurses’ Association (DNA) are eligible to seek nomination and election by the general membership to the Board of Directors for any office (Secretary, Treasurer, Director) except for President-Elect once they have been off of the Board for at least two (2) years following their serving in the Immediate Past President position. The only exception would be that they are not allowed to run for office if there is already a Past President serving on the Board in this capacity.
K. Past Presidents may be called upon by the current President to serve in an interim capacity if a vacancy occurs on the Board of Directors.
L. Past Presidents will be responsible for contributing to the whole good of the Association, such as identifying new leaders, mentoring, lecturing, contributing articles to current DNA publications, and serving on Committees and Task Forces.
Position Description – Immediate Past President

Position Title – Immediate Past President

Purpose and Objectives:
A. Provide experienced input to the Board of Directors
B. Serve as a resource to the Board of Directors

VOLUNTEER ROLES AND RESPONSIBILITIES:
A. Serve the Board of Directors in an advisory position with voting privileges.
B. Serve as Board Liaison to assigned DNA representatives/committees and provide feedback to the Board.
C. Serve as Chairperson of assigned committee(s) and provide written board reports and additional feedback as required.
   1. Attend the following meetings:
      a. All Board of Directors meetings
      b. National Convention
D. Responsible for additional duties as assigned.
E. Past Presidents of the Dermatology Nurses’ Association (DNA) are eligible to seek nomination and election by the general membership to the Board of Directors for any office (Secretary, Treasurer, Director) except for President-Elect or President once they have been off of the Board for at least two (2) years following their serving in the Immediate Past President position. The only exception would be that they are not allowed to run for office if there is already a Past President serving on the Board in this capacity.
F. Past Presidents may be called upon by the current President to serve in an interim capacity if a vacancy occurs on the Board of Directors.
G. Past Presidents will be responsible for contributing to the whole good of the Association such as identifying new leaders, mentoring, lecturing, contributing articles to current DNA publications, and serving on Committees and Task Forces.

QUALIFICATIONS:
A. Nurse member of DNA; DNC or DCNP preferred.
B. Automatic ascendency to position once elected by the membership.

TIME COMMITMENT:
- Three-year term (one year as President-Elect, plus one year as President followed by one year as Immediate Past President)
Position Description – Treasurer

Position Title – *Treasurer*

**Purpose and Objectives:**
A. To work closely with the National Office and the Executive Director regarding financial issues.

**REQUIREMENTS AND SELECTION:**
A. Nurse member of the DNA; DNC or DCNP preferred.
B. Ability to phrase concisely and have good listening skills.
C. Background in leadership and fiscal management desirable.
D. Elected by the membership for a term of two years.
E. Served on the Board of Directors within the past 5 years preferable.

**DUTIES AND RESPONSIBILITIES:**
A. Supervises the direction of all financial affairs of DNA, including all financial transactions and the investment program. Recommends necessary changes in fiscal policy.
B. Attends all Board of Directors’ meetings, Annual Convention, and other meetings as requested.
C. Coordinates the preparation of the annual budget, convention budget, and summer meeting budget, in conjunction with the President, President-Elect, and Executive Director.
D. Reviews monthly financial reports and long-range financial planning and approves volunteer expenses and management firm invoices.
E. Prepares a financial report with the National Office for the Board Meetings.
F. Ensures that an annual audit is conducted by a certified CPA and communicated to the membership.
G. Presents a report of the financial status of the association at the Board of Directors’ meetings and at the Annual Business Meeting.
H. Ensures that expense report forms are up to date.
I. Visits the National Office between the time of election and convention prior to beginning term of office to orient to the new position.
J. Serves as chair of the Finance Committee.
Position Description – Secretary

Position Title – Secretary

Purpose and Objectives:
A. To provide preliminary review and approval of Minutes as written by DNA Administrative Staff of all Board of Director’s business meetings and additional DNA related business as assigned/required.

REQUIREMENTS AND SELECTION:
A. Nurse member of the DNA; DNC or DCNP preferred.
B. Ability to phrase and write concisely and have good listening skills.
C. Elected by the membership for a term of two years.

DUTIES AND RESPONSIBILITIES:
A. Be in attendance of all Board of Director’s business meetings.
B. Ensure copies of all minutes and any associated documents are kept at the National Office.
C. Submits summary of the Board of Directors’ meetings and reports of Board activity to FOCUS and the Web site.
D. Ensure all official correspondence requested by the Board and approved by the President are sent to the National Office for typing and distribution.
E. Reviews one-half of the policies and procedures each year to ensure that they accurately reflect current and expected practices.
F. Reviews all proposed changes to policies, procedures, and role descriptions to assure they are written in proper format and in accordance with DNA Bylaws. Presents same to the Board of Directors for review and approval.
G. With input of involved members, develops new policies, procedures, and role descriptions, assuring they accurately reflect current and expected practices and are written in proper format and in accordance with DNA Bylaws. Presents same to the Board of Directors for review and approval.
H. Collects and organizes suggestions for changes to the Bylaws from Board officers, Committee and Task Force members, and the general membership.
I. Submits the proposed revisions to the general membership according to the Bylaws.
J. Serves as a Committee Liaison as assigned by the President.
Position Description – Director

Position Title – *Director*

**Purpose and Objectives:**

A. Understand, uphold and champion the mission, bylaws, policies, and procedures of the DNA.
B. Promote continuing education of dermatology nurses and allied health care workers.
C. Promote recognition of DNA members as professionals by the entire medical community.
D. Promote and support the DNA as the appropriate vehicle for achieving recognition of and serving as a resource for the education of all who are involved in caring for the dermatology patient.
E. Oversee the sound business and fiscal management of the DNA.

**REQUIREMENTS AND SELECTION:**

A. Nurse member of the DNA; DNC of DCNP preferred.
B. Elected by the membership for a two-year term.
C. Demonstrate qualities of professionalism and commitment to further the mission of the DNA.
D. Ability to make time and work commitments to complete Board activities and attend meetings for the duration of the term.
E. Preferred background: Evidence of past involvement on local, regional, and/or national level involvement.

**DUTIES AND RESPONSIBILITIES:**

A. Serve as an official spokesperson for the DNA Membership.
B. Assume responsibilities delegated by the President and/or the Board of Directors.
   1. Serve as a resource person to assigned chairperson/task force chairs.
   2. Guide and monitor assigned committees/task forces in establishing goals, objectives, and priorities in accordance with the strategic plan.
   3. Direct communication to/from the committee and task force chairs and the Board of Directors including monitoring submission of reports prior to all Board of Directors meetings and monitoring of reports on the Web site and in *FOCUS*.
   4. Assist assigned committees/task forces as requested.
C. Promote the DNA to potential members and introduce them to local chapter presidents.
   1. Assist in the formation of new DNA chapters by providing information and direction.
   2. Direct members interested in forming new DNA chapters to the DNA National Office.
D. Identify potential DNA members for committees, task forces, and other national opportunities.
   1. Submit names of potential DNA members to the Nominating Committee member in the region.
   2. Promote the DNA strategic plan by identifying members to serve in the numerous capacities and opportunities as presented by the plan.
E. Contribute bi-monthly articles to *FOCUS*. Encourage chapter officers to submit local events to the Web site.
F. Participate in the annual evaluation of the management firm.
G. Orient and mentor incoming Directors to the duties and responsibilities of Director. See the DNA guidelines for mentoring newly elected members of the DNA Board of Directors.
DNA Mentorship Program

Upon election or appointment of new board members, the DNA President with the Executive Director will determine and carefully select experienced board members to serve as mentors to the new board members.

Upon placement on a committee, the DNA President and Committee Chair will determine and carefully select experienced committee members to serve as mentors to new committee members.

The design of the DNA mentorship program is to be a proactive professional development process for helping new members develop and improve their leadership skills. A successful relationship is more significant when individuals involved like each other, understand their responsibilities, have a mutual desire to build a relationship, and realize they both have something to offer and learn from each other.

Successful mentoring relationships must be built on trust, openness, affirmation, and willingness and ability to give and receive feedback.

Terms
Mentee: New member who engages as a learner.
Mentor: Knowledgeable member who helps the new member learn the roles and responsibilities of their volunteer position and the culture of the organization.
Mentoring or Mentorship: The process in which an experienced member inspires, advises, coaches, facilitates learning, and oversees the development of a new member.
Mentorship Program: A program that provides new members with an organized mechanism to gain an understanding of their roles and responsibilities.
Mentorship Relationship: The relationship between the mentee and mentor that is created and nurtured throughout the mentorship process.

Phases of the Mentorship Relationship
Beginning: Mentors and mentees concentrate on interpersonal relationship building through establishing trust, nonjudgmental acceptance, articulating expectations of the relationship to each other, engaging in meaningful dialogue, and initiating relevant self-disclosure. Mentees tend to emulate mentor behaviors. Mentors feel rewarded by the mentor role and value and nurture the development of the mentees. Both may discuss reasons for being in the volunteer position and exchange resumes/CVs and past experiences.
Middle: A safe and positive environment is established and nurtured. Mentors request detailed information from the mentees and offer specific suggestions about current plans and progress in achieving their goals. Mentees feel enhanced self-esteem due to the progress made, and develop and confirm new skills. There is a high degree of interaction and intellectual exchange. Mentors progressively suggest new avenues for learning, move toward tactics for solving new and more complex situations and problems. As the relationship builds, feedback (positive, but especially negative) is given and taken in a more comfortable and growth-producing way. Mentors encourage less reliance and the mentees become more autonomous in their roles.
Ending: Mentors encourage the mentees to reflect critically on their goals and future plans. Mentors motivate mentees to take risks, make decisions without certainty of the results, overcome difficulties in the journey to reach their career goals, and become independent adult learners. Mentees achieve greater autonomy and become empowered. Mentors remain interested and stay in touch with the mentees to provide continuing support and a safety net if needed. The relationship may transform into a friendship in which both individuals take turns mentoring throughout their lives.

Mentee Role
The mentee must be willing to assume responsibility for their own professional development. They need to seek challenges and responsibilities in their new role. They also need to be receptive to feedback as well as willing to give constructive feedback.

Mentor Role
The mentor must be willing and committed to assist in the professional developmental growth of the mentee. This involves a reasonable amount of time and personal investment over an extended period of time. Their primary purpose is to help the mentee learn their role & responsibilities, and the culture of the organization. They create a warm and accepting environment that allows the mentees to control the relationship, and also permits the mentee to be themselves and voice relevant concerns and needs. They must be personable, approachable, reasonable, and competent individuals who are committed to helping mentees achieve the success of which they are capable.

Ideal mentor qualifications include:
- Commitment to the mission and goals of the organization
- Knowledge of the organization
- Strong interpersonal skills
- Exemplary leadership skills
- Willingness to assist in another’s professional growth
- Willingness to learn from the mentee
- Personal power and charisma
- Ability to share credit and successes
- Ability to help the mentee learn from mistakes
- Patience and risk-taking
- Accountability
- Personable, approachable, and constructive
- Respectful and considerate for the mentee

Benefits of a Mentor Program
- Leadership training: helps volunteers develop their leadership abilities
- On-Boarding: teaches new volunteers about the organization and the expectations
- Skill development: meeting career goals by honing new capabilities
• Succession planning: seasoned volunteers can impart knowledge and wisdom to those who will take over when they leave their roles
• Enhancing relationships among colleagues: building friendships and productive relationships among organizational volunteers can lead to a healthier organization culture
• Volunteer retention: volunteers who perceive that the organization cares about them and their professional development, as well as their future, are more likely to stay involved with the organization

Provides opportunities for mentees to…
• Explore the world through interaction with knowledgeable professionals
• Gain an experienced mentor’s perspective
• Familiarize themselves with DNA protocols and culture
• Identify long-term professional development needs
• Realize the value of networking
• Develop a meaningful professional relationship

Provides opportunities for mentors to…
• Contribute to the professional development of the future of the organization
• Identify potential future leaders for their organization
• Assist mentees in becoming successful volunteers
• Give something back to the profession and organization

**Mentorship Meeting Components**
When scheduling meetings between the mentor/mentee, it is important to *plan the meeting with the following information:*
• Purpose of meeting
• Meeting date/time
• Each other’s telephone numbers and who will initiate call
• Agenda
• Action Items coming from your call
• The next meeting date/time
• Complete a summary of the meeting together and submit to the chair of your committee or the President of the Board, whichever applies to your role.

**Topics of Mentor/Mentee meetings:**
• Review of Mentor/Mentee relationship
• Review of volunteer job description and expectations
• Meeting schedule between Mentor/Mentee
• Volunteer role: how it fits into the bigger picture
• DNA Bylaws
• DNA Strategic Plan
• Other pertinent topics agreed upon between Mentor/Mentee
Tips for Meetings:
- Prepare for the meeting. Read the agenda for the meeting and other information distributed for the meeting. Jot down any questions you have regarding the topic(s) to be discussed, or items you need to clarify.
- Model professionalism by being prompt.
- Use the meeting as an opportunity for your professional development including your image and interpersonal skills by participating in a collaborative environment and developing leadership skills.
- Listen actively.
- Take notes.
- Ask relevant questions.
- Ask for clarification or an explanation if you don’t understand something.
- Tell yourself you are going to get at least one good idea from the meeting.
- Carry out actions agreed upon during the meeting.

Source: Reprinted/adapted with permission from Mentoring the Stars: A Program for Volunteer Board Leaders (1998).
Guidelines for Mentorship Program

- Mentor must make initial contact with mentee within one week of assignment
- Mentor must communicate with mentee at least once monthly
- Mentor must complete the Mentor Checklist
- Mentor must complete the Mentor Self-Assessment
- Mentor must complete the Mentor Program Evaluation upon completion
- Mentee must complete the Mentee Checklist
- Mentee must complete the Mentee Self-Assessment
- Mentee must keep a mentor program journal
- Mentee must complete the Mentee Program Evaluation upon completion
- Mentor and Mentee must create and complete their Mentorship Program Plan

First Meeting: Introductions
Mentee:
- Discuss your perceptions and expectations of the mentor/mentee relationship.
- Talk about your professional background and current situation, and clearly state your desired focus for future conversations.
- Provide context to help your mentor understand you. Share your professional goals and, as relevant, your life situation. Although your mentor doesn’t need to know everything about you, openly share your hopes and fears.
- Ask direct questions to learn more about your mentor’s experiences.
- Establish a mutually agreed upon plan for future meetings.

Mentor:
- Discuss your current job responsibilities.
- Explain how you got into the profession.
- Discuss the necessary preparation needed for your volunteer role.
- Share your feelings on the importance of networking and continued professional development.

Subsequent Meetings:
- Create agendas as outlined under “Topics for Mentor/Mentee Meetings”
- Include brief updates on your progress from last meeting.

After each meeting, lay the groundwork for the future:
- Follow up within 24 hours if you need to clarify the next steps you agreed on.
- If you committed to an action as a result of the meeting, make sure you follow through.

Source: Reprinted/adapted with permission from Mentoring the Stars: A Program for Volunteer Board Leaders (1998).
Guidelines for Mentorship Program

**Mentee Checklist to the DNA Mentorship Program**

The following are steps for the new DNA volunteer to progress successfully through the DNA Mentorship Program. Place the date of completion in the left-hand column once you have completed each step.

<table>
<thead>
<tr>
<th>✓ Date when completed</th>
<th>Activities</th>
</tr>
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<tbody>
<tr>
<td><strong>1)</strong> Schedule time to begin the mentorship relationship with your mentor. Exchange resumes/CVs and discuss significant life experiences. Get to know each other’s areas of expertise.</td>
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<tr>
<td><strong>2)</strong> Begin to develop the Mentorship Program Plan. Read the components of this plan and begin to prepare your responses in preparation for joint development of the program with your mentor.</td>
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<tr>
<td><strong>3)</strong> Complete the Mentee Self-Assessment tool.</td>
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<tr>
<td><strong>4)</strong> Jointly develop the Mentorship Program Plan with your mentor.</td>
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<tr>
<td><strong>5)</strong> Begin reading the Volunteer/Mentorship Manual.</td>
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<tr>
<td><strong>6)</strong> Communicate, communicate, communicate with your mentor! Combined with the information in the Volunteer/Mentorship Manual, this is the best chance you have of becoming a successful DNA volunteer.</td>
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</tr>
<tr>
<td><strong>7)</strong> Remember to periodically check the progress of the relationship in the mentorship plan.</td>
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<tr>
<td><strong>8)</strong> Communicate the progress of your mentorship program to the Chair of your committee.</td>
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<tr>
<td><strong>9)</strong> When the formal part of the mentorship program has concluded, complete the Mentor Program Evaluation and submit to the Executive Director. Also, go back to your self-assessment and complete the post-mentorship column to determine your progress in the mentorship program.</td>
<td></td>
</tr>
<tr>
<td><strong>10)</strong> Celebrate the success of your partnership and your accomplishments!</td>
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</tr>
</tbody>
</table>

*Source: Reprinted/adapted with permission from Mentoring the Stars: A Program for Volunteer Board Leaders (1998).*
**Guidelines for Mentorship Program**

**Mentee Self-Assessment**

The purpose of this tool is to provide a self-assessment of your knowledge and the skills necessary to be an effective DNA volunteer. Read each of the objectives and assess your degree of knowledge or skill in that area. Circle the degree to which you are able to meet each objective using the scale below. To get the most out of the assessment tool, complete the tool now before you assume your role as a new volunteer. Then, when you have completed your mentorship program, complete this tool again to determine your progress.

Scale: 4= Have the knowledge and skills to meet the objective

3= Have some knowledge and skills in this area, but need to review.

2= Not sure of my knowledge and skills in this area.

1= Have little or no knowledge or skills to meet the objective.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Pre-Mentorship</th>
<th>Post-Mentorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Define the terms mentee, mentor, mentoring, mentorship program, and mentorship relationship</td>
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<tr>
<td>2) Discuss the characteristics of successful mentorships</td>
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<tr>
<td>3) Explain the stages of the mentorship relationship</td>
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<tr>
<td>4) Describe the roles and responsibilities of the mentor and mentee</td>
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<tr>
<td>5) Develop a Mentorship Program Plan collaboratively with the mentor</td>
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<td>6) State the reason for why organizations exist</td>
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<tr>
<td>7) Discuss the value of individual member’s contributions to an organization</td>
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<tr>
<td>8) Explain the importance of a position description</td>
<td>4 3 2 1</td>
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<tr>
<td>9) List the characteristics of an effective leader</td>
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<td>10) Develop a plan to enhance one’s leadership skills.</td>
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<tr>
<td>11) Define mission, vision, and culture.</td>
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<tr>
<td>12) Describe how bylaws, organizational chart, policies, and position descriptions provide guidelines for governing an organization.</td>
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<tr>
<td>13) Describe the roles of officers and committees in assisting the board in governing the organization.</td>
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<td>14) Define decision making/problem solving.</td>
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<td>15) Explain the value and consequences of taking risks and making mistakes.</td>
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<tr>
<td>16) Describe the techniques of brainstorming.</td>
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<tr>
<td>17) Define the terms team, teamwork, and team development/team building.</td>
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<td>18) Describe the advantages of working together in a team.</td>
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<td>4 3 2 1</td>
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<td>19) Describe the roles of team leader and team member.</td>
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<td>20) Evaluate one’s skills as a team member.</td>
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<td>21) Discuss the importance of a partnership relationship between chairs and staff liaisons.</td>
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<td>22) Describe the role of the chair.</td>
<td>4 3 2 1</td>
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<td>23) Describe the role of the Executive Director.</td>
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<td>24) Describe the role of the Board liaison.</td>
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<tr>
<td>Objective</td>
<td>Ratings</td>
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<tr>
<td>25) Describe the role of the Staff liaison.</td>
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<tr>
<td>26) Define Strategic planning.</td>
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<tr>
<td>27) Identify the stakeholders who have an investment in the organizations’ future.</td>
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<tr>
<td>28) Discuss how to implement the Strategic plan.</td>
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<td>29) State the reasons for holding a meeting.</td>
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<tr>
<td>30) Discuss the purpose and value of an agenda.</td>
<td>4 3 2 1</td>
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<tr>
<td>31) List the responsibilities of the chairperson of a meeting.</td>
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<tr>
<td>32) Discuss ways to deal with challenging situations and behaviors that may arise during meetings.</td>
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<tr>
<td>33) Explain the participant’s role in contributing to an effective meeting.</td>
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<td>34) Describe the process of consensus decision making.</td>
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<tr>
<td>35) Discuss ways to prepare for and conduct effective conference calls.</td>
<td>4 3 2 1</td>
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<tr>
<td>36) Describe effective ways to conclude meetings.</td>
<td>4 3 2 1</td>
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<tr>
<td>37) List ways to evaluate and improve meetings and meeting skills.</td>
<td>4 3 2 1</td>
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</tbody>
</table>

For any objective you rated items 1 or 2 on this self-assessment, include these items collaboratively with your mentor to develop the Mentorship Program Plan. If you rated items 3, discuss them with your mentor to determine if they too need to be included on the Mentorship Program Plan.

*Source: Reprinted/adapted with permission from Mentoring the Stars: A Program for Volunteer Board Leaders (1998).*
Guidelines for Mentorship Program

Mentee Program Evaluation

DIRECTIONS: The purpose of this form is for the mentee to evaluate the mentorship program. Circle your responses to the items using the scale below. Answer the open-ended questions by writing your response. Return this form to the Executive Director. Thank you and good luck in your role!

SCALE: 5=strongly agree 4=Agree 3=Neutral 2=Disagree 1=Strongly Disagree

1) The mentorship program was well organized…………………………..5 4 3 2 1
2) The content in the manual was understandable………………………5 4 3 2 1
3) The design of the manual prompted easy readability……………………5 4 3 2 1
4) The content of the manual assisted me in learning my role…………5 4 3 2 1
5) The content of the manual helped me to structure my discussions with my mentor…………………………………………………………5 4 3 2 1
6) My mentor provided the guidance I needed to progress effectively throughout this program…………………………………………………5 4 3 2 1

7) The mentorship program was effective in helping to achieve the following program goals:
   7.1) Provide an organized method to assist new volunteers in assuming Responsibility for their learning and becoming competent in their role……………………………………………………………………5 4 3 2 1
   7.2) Suggest new ways for volunteers to partner with experienced Volunteers to learn the culture of the organization and their role responsibilities……………………………………………………5 4 3 2 1
   7.3) Provide experienced volunteers with a systematic and comprehensive way to help new volunteers transition to their volunteer positions…5 4 3 2 1
   7.4) Assist the organization in providing an efficient and Effective method to develop new volunteers……………………………5 4 3 2 1

8) Overall, the mentorship program was a valuable way to prepare myself for my role as a DNA volunteer…………………………………….5 4 3 2 1
9) Identify the strengths of this mentorship program.

10) List suggestions for improving this mentorship program.

11) Other comments? Thoughts?

Source: Reprinted/adapted with permission from Mentoring the Stars: A Program for Volunteer Board Leaders (1998).
The purpose of this plan is to set and provide continued direction for the progress of this mentorship program. The plan is developed collaboratively by the mentor and mentee. The mentee’s self-assessment results should be used as baseline data to determine the mentee’s learning needs. This tool serves as a guide to develop goals and expectations, a method of communication, and a timetable for completion of the program. Complete your responses of the Mentorship Program Plan.

1) GOALS: What do you both want to achieve with this mentorship program? What do you want your outcomes to be?

2) EXPECTATIONS: What are your expectations of each other?
   I expect my mentor to…
   I expect my mentee to…

3) COMMUNICATION AGREEMENT: By what method(s) and how often will you communicate with each other?

4) TIMETABLE FOR COMPLETION OF MENTORSHIP PROGRAM: Use the mentee’s self-assessment to determine what the goals will be in a prioritized list with a target date of completion, and a target date for mentee and mentor to discuss. (Create/attach another sheet if more goals are identified).

<table>
<thead>
<tr>
<th>GOALS (Prioritize #1 most important)</th>
<th>TARGET DATE OF COMPLETION</th>
<th>DATE FOR DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
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</table>
5) EVALUATION 1: Determine periodic points at which you will discuss the progress of the mentorship program and the relationship. Develop future actions and renegotiate this plan as needed.

6) EVALUATION 2: Upon completion of the formal mentorship program, the mentee will complete the third column of the Mentee Self-Assessment tool. The mentor and mentee will then discuss the strengths of the program and determine future direction. Each will complete the Mentorship Program Evaluation tools and submit to the Executive Director.

Source: Reprinted/adapted with permission from Mentoring the Stars: A Program for Volunteer Board Leaders (1998).
### Mentor Checklist to the DNA Mentorship Program

The following steps are suggested for assisting your DNA volunteer mentee to progress successfully through the mentorship program. Place a check in the column once you have completed each step.

<table>
<thead>
<tr>
<th>✓ Check when completed</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1) Customize the new mentee’s mentorship program to their specific needs.</td>
</tr>
<tr>
<td></td>
<td>2) Schedule time to begin the mentorship relationship with your mentee. Exchange resumes/CVs and discuss significant life experiences. Get to know each other’s areas of expertise.</td>
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<tr>
<td></td>
<td>3) Review the Mentorship Program Plan. Begin thinking of ways you can assist your mentee in developing this plan. List some expectations you have of your mentee.</td>
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<tr>
<td></td>
<td>4) Complete the Mentor Self-Assessment tool. This assessment will help to determine your mentoring strengths and areas for improvement.</td>
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<tr>
<td></td>
<td>5) Review the objectives on the Mentee Self-Assessment tool. These objectives will give you an idea of what the mentee will be learning and the intended outcomes.</td>
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<tr>
<td></td>
<td>6) Jointly develop the Mentorship Program Plan with your mentee. Use the results of the Mentee’s Self-Assessment to guide in the development of the plan. Remember mentees will learn best when they can readily apply their learning to an actual situation.</td>
</tr>
<tr>
<td></td>
<td>7) Communicate, communicate, communicate with your mentee! Your support, guidance, and progress checks will strengthen the ultimate success of this new volunteer.</td>
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<tr>
<td></td>
<td>8) Remember to periodically check the progress of the relationship and the mentorship plan.</td>
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<td></td>
<td>9) Communicate the progress of the mentorship program to the Executive Director.</td>
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<td></td>
<td>10) When this formal part of the mentorship program is concluded, complete the Mentor Mentorship Program Evaluation and submit to the Executive Director.</td>
</tr>
<tr>
<td></td>
<td>11) Celebrate the success of your partnership!</td>
</tr>
</tbody>
</table>

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Guidelines for Mentorship Program

**Mentor Self-Assessment**

The purpose of this tool is to provide a self-assessment of the mentor’s skills. It is to be completed and used by the mentor to evaluate strengths and areas for improving mentor effectiveness. Read each mentor behavior and, using the scale below, circle your assessment of your skills in each area. After scoring your behaviors, look at those areas in which you circled “S” or “L”. These are your areas for improvement. Begin developing your personal development plan to increase your mentoring effectiveness.

Note: if you have functioned as a mentor before, base your responses on past experiences. If you have not previously functioned as a mentor, your responses should be based on how you have helped others learn and how you would most likely interact with a mentee.

Scale:  **E** = Well Experienced  **S** = Could Use Some Improvement  **L** = Little to No Experience and Need to Learn

1) I encourage mentees to express their honest feelings about their experiences.
   I maintain a non-judgmental, but supportive attitude…………………..**E**  **S**  **L**
2) I encourage mentees who are upset or discouraged about a mistake, failure, or negative experience to identify what went wrong, determine reasons why and what could be done differently next time, to learn from the experience…………………………………………………………………..**E**  **S**  **L**
3) I initiate periodic progress reports to determine mentee’s perceptions of their learning and progress toward goal achievement……………………**E**  **S**  **L**
4) I refer mentees to other volunteer members or individuals who may offer information and guidance in areas that I may not have expertise……**E**  **S**  **L**
5) I share my life experiences, especially as a volunteer, to help mentees learn from practical experience………………………………………………….**E**  **S**  **L**
6) I arrange meetings (face-to-face or phone) with mentees at times when I will not be interrupted………………………………………………………… .**E**  **S**  **L**
7) I encourage mentees to gather all the facts and define the problem before attempting to solve a problem……………………………………………………**E**  **S**  **L**
8) I ask probing questions and encourage mentees to reach their own conclusions and solve problems while providing helpful support. I try not to solve problems For them…………………………………………………………………….**E**  **S**  **L**
9) I link mentees with learning resources (human and material) to expand their knowledge and skills………………………………………………………………..**E**  **S**  **L**
10) I encourage mentees to challenge the ways things have always been done and “think outside the box”…………………………………………………………………………………………..**E**  **S**  **L**
11) I point out inconsistencies in mentee’s rationale for their actions and assist them in clearly thinking about their behaviors………………………………………………………………………………………**E**  **S**  **L**
12) I provide negative feedback privately and at times when I think mentees are ready or able to constructively receive this information………………..**E**  **S**  **L**
13) I try to stimulate mentees to critically think about the long range implications of their actions and goals……………………………………………………………………………………………………………..**E**  **S**  **L**
14) I assist mentees in viewing and managing change as a positive opportunity for growth………………………………………………………………………………………………………………………………………..**E**  **S**  **L**
15) When mentees are in a position to institute change, I encourage them to involve all individuals who will be affected by the change and attempt to obtain their “buy-in” prior to instituting the change. 

16) I encourage mentees to continually assess their learning needs and provide guidance in meeting those needs. 

17) I provide step-by-step guidance and direction to mentees when they are performing a task they have never done before. I provide feedback on their performance afterwards. 

18) I provide negative feedback to mentees by a) making a positive comment, b) stating the undesired behavior/action, c) ending on a positive note of affirmation of the mentee’s skills and abilities. 

19) I look for situations, projects, or advancement opportunities for mentees to gain experience and demonstrate their expertise. 

20) I guide mentee’s actions in a way that is politically correct within the organization. 

21) I assist mentees to identify and make appropriate decisions about situations that pose ethical dilemmas. 

22) I communicate my concerns when mentees verbal and nonverbal behavior is not in agreement. 

23) I share my personal examples of difficulties and how I overcame them, either in my personal life or in my experiences within the organization, as a method to provide insight and learning for mentees. 

24) I express my personal confidence in mentee’s abilities to succeed and their competence as adult learners. 

25) I confront mentees with the reality of potential consequences in a direct, but supportive manner if they are avoiding dealing with problems or not demonstrating accountability in fulfilling their volunteer responsibilities. 

26) I encourage mentees to use me as a sounding board when handling difficulties, I listen and allow mentees to ventilate their feelings and frustrations. I then help mentees in exploring ways to deal effectively with their difficulties. 

27) I am proud of my mentees’ successes and publicly praise them for their accomplishments. 

28) I discuss with mentees the importance of their roles as role models and leaders of the organization. I encourage mentees to display positive attitude and a confident manner when interacting with fellow volunteers and the organization’s members. 

29) I encourage mentees to actively participate in meetings, assist in making effective decisions through consensus, and support the decisions of their committee and/or board. 

30) I discuss the importance of maintaining confidentiality within the mentorship relationship. 

31) I encourage my mentees to provide me feedback about how I am doing as a mentor and how I am contributing, or not contributing, to their learning. 

32) I confront inappropriate behavior mentees may display in a concerned and helpful manner. 

33) I ask probing, open-ended questions that require more than a “yes” or “no” response.
34) I establish with mentees expectations or ground rules for our relationship. I periodically review these expectations with mentees to determine how well we are meeting those expectations………………………………………E S L
35) I discuss and clarify my role as a mentor as often as needed………….E S L
36) I encourage mentees to become progressively independent but remain available as a coach and facilitator of their continued learning…………E S L
37) I recognize and value the expertise that mentees bring to the relationship. I am open to learning from my mentees………………………………………………………………E S L
38) I suggest to mentees that we establish a regular schedule of communicating…………………………………………………………………… E S L
39) I discuss with mentees potential problems or critical issues that may be addressed prior to meetings so mentees can begin to think about their reactions and responses during these discussions……………………………………E S L
40) When faced with making decisions for the organization, I encourage mentees to critically think about what is best for the membership and the future of the organization……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………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Mentor Program Evaluation

DIRECTIONS: The purpose of this form is for the mentor to evaluate the mentorship program. Circle your responses to the items using the scale below. Answer the open-ended questions by writing your response. Return this form to the Executive Director. Thank you and good luck in your role!

SCALE: 5=strongly agree  4=Agree  3=Neutral  2=Disagree  1=Strongly Disagree

1) The mentorship program was well organized………………………… 5 4 3 2 1
2) The content in the manual was understandable……………………… 5 4 3 2 1
3) The design of the manual prompted easy readability…………………… 5 4 3 2 1
4) The content of the manual assisted me to learn/clarify my mentor role………………………………………………………… 5 4 3 2 1
5) The content of the mentorship program helped the new mentee to structure their discussions……………………………………………… 5 4 3 2 1
6) I feel that I was able to assist/guide my mentee effectively throughout the mentorship program…………………………………………. 5 4 3 2 1
7) The mentorship program was effective in helping to achieve the following program goals:
   7.1) Provide an organized method for their learning and becoming competent in their role…………………………………………… 5 4 3 2 1
   7.2) Suggest ways for new volunteers to partner with experienced volunteers to learn the culture of the organization and their role responsibilities…5 4 3 2 1
   7.3) Provide experienced volunteers with a systematic and comprehensive way to help new volunteers transition into their positions……………… 5 4 3 2 1
8) Overall, the mentorship program was a valuable way to prepare the Mentee for their role as a DNA volunteer…………………………….. 5 4 3 2 1
9) Identify the strengths of this mentorship program.

10) List suggestions for improving this mentorship program.

11) Other comments? Thoughts?

Source: Reprinted/adapted with permission from Mentoring the Stars: A Program for Volunteer Board Leaders (1998).
Recognition and Rewards

Because we appreciate the dedication and countless hours given through volunteer service, we have developed a volunteer recognition and reward program. Each year a Recognition Ceremony is held as a part of the business meeting at our Annual Convention, where committee members are introduced to the membership and publicly thanked for their service. During the ceremony, a President’s Award (plaque) is given to one outstanding volunteer each year.

Also, as a way of recognizing our volunteers, each committee is highlighted in our newsletter. There is a write-up explaining the committee’s role and listing each member. There are also periodic write ups highlighting each committee’s work and its impact on individual members and the organization as a whole. This is also another opportunity to publicly thank our volunteers and let other members know about their contributions.
OTHER FORMS AVAILABLE:

- DNA Bylaws
- Roberts Rules Cheat Sheets
- All forms needed are separate documents and can be found on the DNA Membership page or a link can be provided for forms that are in survey format.

Any questions related to this manual need to be directed to dna@dnanurse.org with subject of Volunteer Manual.