# Resources for State Coordinators, National Legislative Committee Chair and NLC Regional Coordinators

#### Information for State Coordinators, NLC Chair and NLC Regional Coordinators

- State Coordinators, NLC Regional Coordinators and the NLC Chair must demonstrate an active interest in or willingness to learn about legislation and public policy. Each State Coordinator, NLC Regional Coordinator, and NLC Chair must complete an AORN willingness to serve form and confidentiality form as requested by AORN. The President-elect confirms appointments at Congress.
- Each State Coordinator, NLC Regional Coordinator, and NLC Chair must become familiar with AORN's Legislative Priorities and advocacy resources. While expertise in all of these documents is not a requirement, familiarity with AORN's advocacy resources and how to access them are important.
- The NLC Chair is appointed for a one year term and may be eligible for reappointment for a second year.
- State Coordinators are encouraged to serve for two or more years, as experience in the role is helpful. After three years, State
  Coordinators should make every effort to mentor a new person for the State Coordinator role to assure growth in AORN's
  leadership.
- NLC Regional Coordinators are encouraged to serve for two but not more than four years. After three years, Regional Coordinators should make every effort to mentor State Coordinators interested in the Regional Coordinator role to assure growth in AORN's leadership.
- Membership in your state nurses association is strongly encouraged.



#### **AORN State Coordinators**

AORN State Coordinators are a critically important element of AORN leadership at the state level. These State Coordinator guidelines are intended to support the orientation of new State Coordinators and are a reference for others involved in AORN advocacy.

#### Role of the State Coordinator

The State Coordinator is the lead person in the state for all advocacy efforts. State Coordinators should have an active line of communication with other AORN leaders in the state, such as chapter presidents, State Council chairs and officers, and any State Council legislative chair. State Coordinators should create an email list and phone tree to support regular and urgent communications.

The State Coordinator is also involved, with support from AORN Government Affairs staff, in all advocacy communications to external contacts including legislators, government officials, other state associations, etc. While the State Coordinator needs to be involved, he or she does not have to know and communicate with all these contacts — the key here is coordination with active support from AORN Government Affairs.

#### Communicate, communicate, communicate!

- Communicate with the NLC Regional Coordinator for your region.
  - o Send a copy of all newsletters or activities you receive to your Regional Coordinator.
  - o Contact your Regional Coordinator regularly with an update on activities in your state.
- Participate in monthly State Coordinator calls hosted by the NLC.

#### Facilitate any problems, issues or celebrations as requested with chapters

- Facilitate communication between chapters and your Regional Coordinator.
- Travel to chapters and State Council meetings to present information on legislation.

# Develop a networking list of influential healthcare providers, lobbyists, and legislators

• If possible, develop a working relationship with your legislative representatives and volunteer your support. Make yourself the "go to" person for legislation on nursing issues that may impact perioperative nurses. If your state has a lobbyist, respect the role of the lobbyist and his/her staff; Offer suggestions but do not work independently of them.

# Track legislation and activities in your state that may impact perioperative nursing practice

- AORN Government Affairs tracks legislation of interest to perioperative nursing and will notify State Coordinators and Regional Coordinators of legislation in each state.
- Communicate events and developments to your State Council, chapter presidents, Regional Coordinator, and AORN Government Affairs.

#### Mentor members interested in legislation

- Mentor, coach, and guide AORN members and chapter leaders interested in legislation and public policy.
- Mentor a member in your state for succession planning to become the next State Coordinator for your state.



## AORN National Legislative Committee Regional Coordinators

Each NLC Regional Coordinator oversees the legislative activities in approximately 10 states assigned to them through their regions. AORN NLC Regional Coordinators are a critically important element of AORN leadership at the state level. These NLC Regional Coordinator guidelines are intended to support the orientation of new NLC Regional Coordinators and are a reference for others involved in AORN advocacy.

#### Role of the Regional Coordinator

Along with the State Coordinators, the Regional Coordinator is the lead for all advocacy efforts in an assigned region. Regional Coordinators should have an active line of communication with their State Coordinators. Regional Coordinators should create an email list and phone tree to support regular and urgent communications.

State Coordinators rely on their Regional Coordinators for advice on approaching other AORN leaders in the state and accessing AORN resources. The Regional Coordinator, with support from AORN Government Affairs, mentors the State Coordinators on all communications to external contacts including legislators, government officials, other state associations, etc.

Regional Coordinators participate in a monthly NLC call hosted by the NLC Chair and a second monthly State Coordinator call hosted by the NLC. Regional Coordinators also work with the NLC Chair to develop an educational session to present at AORN Congress each year.

Regional Coordinators are the State Coordinators' lead contact with the National Legislative Committee. All Government Affairs activity, state involvement, and prioritizing of AORN resources are through the Regional Coordinator and the NLC.



## National Legislative Committee Chair

The NLC Chair oversees the activities of the National Legislative Committee, serving as the leader of the NLC and offering guidance, support, resources, and mentorship to NLC Regional Coordinators and State Coordinators in the pursuit of AORN Legislative Priorities within the states and federal government.

#### Role of the NLC Chair

#### **NLC Monthly Conference Calls**

• Together with AORN Government Affairs staff, the NLC Chair develops agendas and leads meetings and conference calls with the NLC and State Coordinators and State Council leaders.

#### Education

- The NLC Chair works with the NLC Regional Coordinators to develop educational tools to share with chapters, State Councils and State Coordinators to advance AORN's Legislative Priorities and develop nurse advocates.
- The NLC Chair works with the NLC Regional Coordinators to develop an educational session to present at AORN Congress each
  year. The NLC may also develop webinars or other educational programs for Regional Coordinators and State Coordinators to
  present in their states.

### National Legislative Committee Responsibilities

- The NLC Chair leads the NLC in the development and implementation of policies and procedures for the NLC.
- The NLC Chair leads the NLC in development of a budget by Government Affairs staff for the fiscal year, including identification of needs within the states for financial and staff support.
- The NLC Chair leads the NLC in development of recommendations to the AORN board on annual legislative priorities for the organization.
- The NLC Chair communicates with the President-elect to develop legislative charges for the following year.

