

Role and Responsibility for State Coordinators, Regional Coordinators, and National Legislative Committee Chair

04/09

AORN State Coordinators

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

Background Information:

1. Each State Coordinator must complete an AORN willingness to serve form and sign all necessary documents as requested by AORN. The President –Elect confirms State Coordinator appointments at Congress.
2. Each State Coordinator must be familiar with the AORN Legislative Principles, Glossary of Terms, Model Bills, AORN's Vision and Mission Statements and established AORN statements that may impact perioperative nursing legislation or regulation. While expertise in all of these documents is not a requirement, familiarity with the documents and where to access them are important. These documents are available on the AORN website.
3. State Coordinators must demonstrate an active interest in or willingness to learn Legislation and Public Policy.
4. State Coordinators must submit a willingness to serve each year and are encouraged to serve for two or more years, as experience in the role is helpful. After three years, the state coordinator will make every effort to mentor a new person for the State Coordinator role to assure growth in our leadership
5. Membership in their State Nurses Association is strongly encouraged.

Communications

The State Coordinator is the lead person in the state for all advocacy efforts and needs to have an active line of communication with other AORN leaders in the state: Chapter Presidents; State Council chair & legislative chair; and any AORN leader involved with in leadership of the state nurse association, Board of Nursing, elected or appointed office in the state or federal government. Create an email list and phone tree to support regular and urgent communications.

The State Coordinator is also the lead person in the state for coordinating all advocacy effort communications to external contacts including legislators, government officials, other state associations, etc. The state coordinator will rely on other AORN leaders in the state for many of these contacts – that is the state coordinator does NOT have to know and communicate with all these contacts but must know what resources in the AORN leadership can help and to coordinate those communications.

The State Coordinator is the lead contact with AORN Government Affairs and the National Legislative Committee Regional Coordinator. All Government Affairs activity, questions, request for help will be through the State Coordinator. The State Coordinator must keep the NLC Regional Coordinator and Government Affairs informed of all activity and issues in the state. The NLC Regional Coordinator is always available to mentor and support the state coordinator. The state coordinator may access the AORN grassroots in the state through Government Affairs. The state coordinator is invited to participate in the regular monthly calls organized by Government Affairs for state coordinators.

Suggested activities for the state coordinator:

Email or call the AORN leaders (chapter presidents, etc.) in the state to introduce yourself as the state coordinator and to open up regular communications. Maintain an active email communication with these AORN leaders as appropriate to what is going on in your state. Make calls as legislative issues become apparent or to give an update on information. When possible visit and get to know the various chapter/AORN grassroots members in your state. Volunteer to present an educational activity on legislation or public policy or provide them resources to develop their own program during state council or chapter meetings

1. Communication Summary:

- A. Communicate with Regional Coordinator for your region
 - i. Send a copy of all newsletters or activities that you have received to the regional coordinator
 - ii. Touch base with your Regional Coordinator by the last week of each month to update the Regional Coordinator of activities.
- B. Participate on calls with Regional Coordinator/State Coordinators and other state Coordinators
 - i. Calls may be set up monthly and will be announced
 - ii. Call format will be to share any information that is global to all and for each state coordinator to have the opportunity to update the group on what's happening in your state
 - iii. This is a tremendous networking opportunity to learn from others
- C. Share any legislation or legislative activities or concerns that are going on in your state with your regional coordinator
- D. Request help from your Regional Coordinator for challenges and legislation

2. Facilitate any problems, issues or celebrations as requested with chapters

- A. Key is to communicate between chapters and regional coordinator.
- B. Travel to chapters to present information on legislation

3. Promote chapter and membership strategies

- A. Promote the growth of AORN's membership
- B. Encourage Grassroots membership
- C. Support legislation in your state

4. Develop a networking list outside of AORN of Influential healthcare providers, lobbyist, and legislators

- A. Legislative Representatives and Lobbyist: If possible, develop a working relationship with these people and volunteer your support. Respect the role of the lobbyist and their staff. Offer suggestions but do not work independently of them.

5. Track Legislation and activities in your state that may impact Perioperative Nursing Practice:

- A. Through your networking with the state nurse association, AORN leaders, Board of Nursing etc. track the introduction of legislation or regulation. Follow Legislation through your newspapers; political clubs or through your state nurses association. Make yourself the "go to" person for anyone hearing about legislation on nursing issues that may impact perioperative nurses. AORN Government Affairs tracks state legislation, but often the state coordinator will know about legislation before it is introduced.
- B. Communicate what's happening to state council, chapter presidents, NLC Regional Coordinator, and Government Affairs.

6. Mentor Members Interested in Legislation

- A. Mentor, coach, and guide any AORN grassroots member who is interested in legislation and public policy.

- B. Mentor a member in your state for succession planning to become the next state coordinator for your state.

Website Resources for State Coordinators:

- [AORN Advocacy Leadership](#)
- [Legislative Map](#)
- [Lobbying Tools](#)
- [Issues and Initiatives](#)
- [Current Laws](#)
- [Grassroots](#)

AORN National Legislative Committee Regional Coordinators

AORN NLC Regional Coordinators are a critically important element of AORN leadership at the state level. The NLC Regional Coordinator Duties and Responsibilities guidelines are intended to support the orientation of new NLC Regional Coordinator and as a reference for others involved in AORN advocacy.

Each Regional Coordinator will oversee the legislative activities in approximately 10 states that have been assigned to them through their regions.

www.aorn.org/PublicPolicy/AORNAdvocacyLeadership/StateCoordinators/

Background Information:

1. Each Regional Coordinator must complete an AORN willingness to serve form and sign all necessary documents as requested by AORN. The President –Elect appoints Regional Coordinators the month of Congress.
2. Each Regional Coordinator must be familiar with the AORN Legislative Principles, Glossary of Terms, Model Bills, AORN’s Vision and Mission Statements and established AORN statements that may impact perioperative nursing legislation or regulation. While expertise in all of these documents is not a requirement, familiarity with the documents and where to access them are important. These documents are available on the AORN website.
3. Regional Coordinators must have demonstrated an active interest in or willingness to learn Legislation and Public Policy.
4. Regional Coordinators are encouraged to serve for two but not more than four years. After three years, the Regional Coordinator will make every effort to mentor State Coordinators interested in the Regional Coordinator role to assure growth in our leadership

Communications

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

The Regional Coordinator is also the lead person in supporting coordination with Government Affairs and identifying AORN resources that may be needed in the state for advocacy efforts.

The Regional Coordinator mentors the state coordinator on all communications to external contacts including legislators, government officials, other state associations, etc. The state coordinator will rely on the Regional Coordinator for advice on approaching other AORN leaders in the state and how to access resources in the AORN leadership and to coordinate those communications.

The Regional Coordinator is the lead contact with AORN Government Affairs and the National Legislative Committee. All Government Affairs activity, state involvement, and prioritizing AORN resources will be through the Regional Coordinator and the NLC. The NLC Regional Coordinator must keep Government Affairs informed of all activity and issues in the state. The NLC Regional Coordinator is always available to mentor and support the state coordinator. The Regional Coordinator may access the AORN grassroots in the state through Government Affairs. The Regional Coordinator is invited to participate in leading regular monthly calls organized by Government Affairs for state coordinators.

National Legislative Committee Chair

Oversees the Activities of the National Legislative Committee

Background Information:

1. The chair must complete a Willingness to Serve form and sign all necessary documents as requested by AORN Headquarters.
2. The Chair must be familiar with the AORN Legislative Principles, Glossary of Terms, Model Bills, AORN's Vision, Mission Statements, and established AORN statements that may impact perioperative nursing legislation or regulation. While expertise in all of these documents is not a requirement, familiarity with the documents and where to access them are important. These documents are available on the AORN website.
3. The Chair must be familiar with Public Policy and Legislation and the processes surrounding them.
4. The Chair must be passionate about Legislation and Public Policy and have demonstrated this before appointment by President-elect.
5. The Chair is appointed for a one year term but may be eligible for reappointment for a second year.
6. The Chair mentors for succession planning on all levels of the NLC.

Communications

1. Serve as the leader of the National Legislative Committee 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.
2. Communicate with AORN Government Affairs the needs of Regional and State Coordinators
 - A. Develops strategies to utilize in association with the NLC Regional Coordinators and State Coordinators.
3. Develop educational tools to share with state chapters/councils to develop nurse advocates and grassroots leaders.
 - A. Submits program for Congress and Multispecialty Conference

- B. Develop a webinar or other program that NLC Regional Coordinators and State Coordinators may present to their regions or states.
- 4. Participate in the development and implementation of policies and procedures for the NLC.
- 5. Support the development of a budget by Government Affairs staff for the fiscal year.
 - A. Lead NLC identification of needs within the states for financial and staff support.
 - B. Lead NLC development of recommendation of the legislative priorities
- 6. Develop agenda and lead meetings and conference calls with the NLC and state coordinators. Monitor monthly calls of the NLC Regional Coordinators and the State Coordinators and act as a resource relating to Public Policy matters.
- 7. Monitor the expansion of the Grassroots campaign to increase awareness and membership within the public policy arena.
 - A. Encourages support of Grassroots campaign with NLC Regional Coordinators
 - B. Monitors expansion of Grassroots campaign
- 8. Communicate with President-elect to develop legislative charges for the following year.