

Board Visit Policies

The following procedures have been developed to assist both the AORN Board of Directors and chapter and state council leaders in scheduling, financing, and promoting AORN Board visits. All chapter and state council Board visits will be recorded by AORN Executive Staff.

Chapter Presidents/Contact Responsibilities

1. Chapters must complete a Board Visit Application and apply for a Board member to visit their chapter.
2. All applications will be reviewed by the Chapter Relations Coordinator and forwarded to the Board Visits Task Force. Upon review, the Task Force will forward all approved applications to the AORN President and President-Elect.
3. Once a Board member has been selected or volunteers to do the chapter visit, that Board member will contact the chapter president/contact via e-mail or telephone within 2 weeks after notification of upcoming chapter visit.
4. Visiting Board member will send their presentation, biography, and objectives to the chapter president/contact.
5. Chapter president/contact will submit all appropriate information (presentation, bio, objectives, etc) for contact hour approval, evaluation, and certificate.
6. The chapter agrees to pay for hotel accommodations and meals; however, chapters with limited funds may ask for financial assistance from either AORN or the AORN Foundation. This will be looked at on a case-by-case basis.
7. Chapter president/contact will communicate hotel or motel information to visiting Board member.
8. Board members' housing accommodations should be in a hotel or motel in a safe area with internal corridors.
9. Chapters should publicize (newsletters, fliers, chapter web pages) the educational offering in advance in order to enhance participation.
10. Chapters are encouraged to take full advantage of the Board member's visit as a recruitment/retention tool by sending invitations to schools of nursing, hospital administrators in the area, and AORN members and affiliate members.

State Council Visit Responsibilities

1. All state councils who would like a Board visit must complete a Board Visit Application in order to be considered.
2. Board members who are contacted by a state council to speak at the state meeting must inform AORN Executive Staff of the dates prior to accepting.
3. Collaboration of state council visits and state chapters are advised, as to cut down on expenses (possibly share expenses) and get the most exposure for the time (and financial) commitment.
4. Financial responsibility for all Board members expenses is the responsibility of the State Council. Affiliated state councils are eligible for assistance on a case-by-case basis.

Board Member Responsibilities

1. Once a Board member has been selected/volunteers to do the Board visit, that Board member will contact the chapter president/state council chair/contact via e-mail or telephone within 2 weeks after notification of upcoming Board visit.
2. Board members will inform AORN Executive Staff of the chapter/state council visit dates once officially scheduled.

3. Visiting Board member will send their presentation, biography, and objectives to the chapter president/contact.
4. Board members should make flight arrangements early to arrange cost-effective travel.
5. Board members are encouraged to choose the least costly method of transportation that also meets their scheduling needs. Use of AORN's contracted travel agencies is required except in unusual situations.
6. All Board arrangements will be discussed and finalized with the chapter president/contact before the Board member's scheduled visit.

Scheduling Board Visits (AORN Staff Details and Responsibilities)

1. The Chapter Relations Coordinator will notify chapter presidents/state council chairs regarding the possibility of having a Board visit. An application will be forwarded to each chapter president/state council chair and will be available on the web.
2. Chapters/state councils selected will be newly formed or struggling. Ten chapter/affiliated state council visits will be budgeted per year.
3. AORN Executive Staff/Board will be sensitive to schedule those Board members whose geographic location is closest to the chapter/state or, if not applicable, choose a Board member who has not visited many chapters/state councils, giving all Board members equal exposure, shared experience, and the opportunity for new Board members to present.
4. Visiting Board member will not have a "canned presentation." All Board presentations will reflect the expertise/passion of the Board member, with an additional two to three slides at the end of the presentation with AORN benefits, new information, etc.