



## *Chapter President-Elect: Role Expectations*

Thank you for accepting the responsibility of the Chapter President Elect- this typically will begin a two year term the first year as the President-Elect and the second year as the President. The President-Elect is responsible for providing education to chapter members and chapter elections. This is a quick guide to help keep you and your chapter on track for a successful year!

### **January and February:**

- Plan the year's first **\*Business Meeting\*** with the chapter officers (may be face to face or via conference call).
  
- At this meeting:
  - Help develop the initial chapter work plan focusing on education. Consider having goals for fundraising, Advocacy activities, Urology Nurses' Week celebrations, Chapter Newsletters, Chapter Facebook Page, Chapter website...
  - Help brainstorm on how to get all the chapter officers to participate in a Volunteer Leaders' Workshop (VLW)
  - Review/revise the role descriptions for each of the chapter officer positions
  - Help complete chapter supply checklist
  - Verify Chapter Board contact information to the Secretary

### **March and April**

- Start process to provide education to chapter members- Develop education committee
- Familiarize yourself with the "Chapter" section on the SUNA web site

### **May and June**

- Remind members about the Awards and Scholarship that the SUNA Foundation offers. Most applications are due by **June 1st**
- Make sure the CRF has been submitted to the National Office

### **September and October**

- Haven't had an educational meeting yet...UH OH!! Use the *Fast Track* CDs and schedule a virtual meeting.

- Fall uro**Logic** Conference – contemplate “raffling” off complementary registration for one of your members

### **November and December**

- Plan a chapter celebration for Urology Nurses Week – November 1-7

### **Things to remember**

- The year goes by FAST!! Don't let it slip by.
- Follow your chapter work plan, review and update at each meeting
- Recruit chapter members to help with chapter activities – be on the lookout for future leaders
- Balance work and fun! Plan informal get together to exchange ideas
- Orient the president elect to the president position
- Business meetings do not have to be super formal...do you work with fellow officers? If you discuss chapter business during a break in the action this can be counted as a business meeting.
- Education meetings do not have to be full day events. SUNA offers free CNE opportunities through the *Fast Track* or free monthly CEs.
  - Meet at a member's home, restaurant, meeting room...and watch the free monthly CNE or webinar together and discuss the content –as long as you have 3 or more members at the meeting this can count as a chapter education meeting
  - Discuss a journal article with your co-workers at work during a break in action – as long as you have 3 or more members discussing the article together this can count as a chapter education meeting
- Don't forget to participate on the Bi-Monthly Chapter Presidents Leadership Workshop Conference Calls