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1. What CONA IS

1.A What

CONA is a non-profit organization of orthopaedic professionals who care for patients from pediatrics to geriatrics across multiple care settings and the community.

Our Mission:

- We are dedicated to the promotion and advancement of excellence in orthopaedics through education, research, and innovative practice.
- We support competence, personal, and professional growth in our members.
- We inform and influence health care improvement from the local level to international scene through strategic partnerships.

Our Vision:

- A driving force in Global Health Care engaging orthopaedic professionals to excel.
- This is a lofty vision but our members are up for the challenge. You can live this mission by continually improving your knowledge and seeking opportunities to positively influence health at home, in your work setting, your community and beyond. Being a CONA member is a great way to pool our talent and energy toward the common good. May the CONA force be with you!

CONA is designed to utilize the special talents and resources available within the membership across Canada and internationally. This is done by:

- Facilitating and/or hosting educational conferences including the annual National Conference and local chapter workshops
- Supporting certification in Orthopaedics (ONC(C)) through the CNA.
- Supporting program meetings sponsored by your local chapter.
- Providing access to on-line Orthopaedic publications -International Journal of Orthopaedic and Trauma Nursing (IJOTN) 4 times annually.
- Maintaining the CONA website at www.cona-nurse.org.
- Posting the Orthoscope Newsletter on the website three times annually
- Providing Continuing Education awards that promote and encourage further education and learning.

1.B Why

To promote the highest standards of evidence based practice in Orthopaedics

To encourage professional growth and development. To share ideas and knowledge of advances in the treatment and rehabilitation of orthopaedic patients with each other and allied health care providers.

1.C Where

Wherever there are nurses sufficiently concerned about their own professional standards and who are prepared to foster the exchange of ideas and information to the benefit of the whole inter-professional team in the care of orthopaedic patients and families.

1.D When

Since its establishment in 1978, CONA has become a well respected voice for orthopaedic care providers. This can only grow and improve with your support. It is great to belong to such a dynamic group to continue to improve the quality of our practice. Standards of Orthopaedic Nursing Practice are available on-line and are regularly reviewed to ensure best practice .

Certification of orthopaedic nurses by CNA was achieved in 2006.

1.E Who

You! If you are interested in the practice of Orthopaedics. Membership is available to nursing personnel and other health care providers in your hospital or community setting. It is time for you to encourage the orthopaedic inter-professional team in your setting to get involved as you provide every opportunity to increase knowledge in this specialty. As well, we need you to share your expertise with CONA.

1.F How

Our goal is the growth of our organization through the formation and participation of new and established chapters by promoting activities at the local and national levels.

2. Calendar Of Events

<p style="text-align: center;">June</p> <ul style="list-style-type: none"> ➤ Start of new membership year (<i>June 1- May 31</i>) ➤ CNA Meeting 	<p style="text-align: center;">July</p> <ul style="list-style-type: none"> ➤ <i>July 31</i> submit chapter update for Orthoscope to the Orthoscope editor 	<p style="text-align: center;">August</p>
<p style="text-align: center;">September</p> <ul style="list-style-type: none"> ➤ SOTN (UK) ➤ ANZONA (Australia and New Zealand) 	<p style="text-align: center;">October</p> <ul style="list-style-type: none"> ➤ <i>October 31</i> submit chapter update for Orthoscope to the Orthoscope editor ➤ <i>October 30</i> International Orthopaedic Nurses Day ➤ <i>Encourage membership to apply for Orthopaedic certification exam. Form study groups</i> 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> ➤ National Board meeting. ➤ CONA Lifetime Achievement Award nomination deadline ➤ Application for Hosting Annual Conference
<p style="text-align: center;">December</p>	<p style="text-align: center;">January</p> <ul style="list-style-type: none"> ➤ <i>January 31</i> submit chapter update for Orthoscope to the Orthoscope editor ➤ send bylaw change requests to National 	<p style="text-align: center;">February</p>
<p style="text-align: center;">March</p> <ul style="list-style-type: none"> ➤ Continuing Education Award deadlines ➤ Chapters hold their Annual General Meeting to elect new Board, discuss resolutions for conference, and choose voting delegates for National Conference. Choose Archives Judge. ➤ Chapter Presidents prepare Annual Report to send to National president to be compiled and then reviewed at AGM at conference. 	<p style="text-align: center;">April</p> <ul style="list-style-type: none"> ➤ <i>April 1 annual</i> Chapter reports to National president ➤ Annual reports from the National Board are sent to Chapter Presidents. ➤ Renewal Applications and reminders are sent to all members by On-line Membership and Website Chair 	<p style="text-align: center;">May/June</p> <ul style="list-style-type: none"> ➤ National Conference is held at a different site each year. <ul style="list-style-type: none"> ➤ AGM is held at conference ➤ Awards presentation ➤ NAON Meeting

3. Chapter Growth and Development

3.A How to Conduct a Meeting

Preparation is the key to conducting a successful meeting. Planning is critical at all stages beginning with the selection of the date, time and meeting place. Many chapters have pre-selected dates for their meetings, but if you are looking for a method of increasing attendance, you may want to consider alternate locations, dates and times. Some chapters have held meetings at universities, in computer labs, at yoga centers, restaurants, etc.

If educational sessions are held in conjunction with business meetings, they may be before or after the meeting itself.

The next step is preparing an agenda that serves to guide the meeting and helps clarify its purpose. The following is a general guide to planning an agenda:

3.A.1 Call to Order

The meeting should start promptly at the time advertised on the notices.

3.A.2 Introduction of new members/guests

Providing recognition of new members may encourage their continued attendance at meetings or joining the chapter if they are attending as guests.

3.A.3 Adoption of Agenda

Copies of the agenda should be provided to those attending the meeting. Any changes should be noted at this time and new agenda items added.

3.A.4 Minutes of last meeting

Minutes from the previous meeting should be circulated prior to or at the next meeting.

3.A.5 Reports

Committee and executive reports are given at this time

3.A.6 Unfinished Business

Any unfinished business can be attended to-ongoing concerns, projects etc.

3.A.7 New Business

New projects or issues that need to be discussed with the membership are presented now.

3.A.8 Announcements

Future meeting dates, speakers, etc. are announced

3.A.9 Adjournment

The secretary records the time of adjournment and keeps a copy for her records. An extra copy of the meeting and agenda is given to the Archives Chair for the Archives Book.

4. Format & Guidelines for Annual Reports

Canadian Orthopaedic Nurses Association

Chapter Name

Annual Report e.g. 2010-2011

4.A Objectives

The following information should be included:

- List Chapter Objectives
- Have you met those objectives?
- If the objectives were not met, status report

4.B Membership

- Provide a membership comparison to last year i.e. increase? New members?
- What activities did you undertake to ensure that members renewed their membership this year?
- Describe recruitment strategies utilized
- What would you do differently this year?

4.C Fund Raising Activities

- Identify activities the chapter was involved in
- Were they successful?
- Amount of time involved
- Did all members participate?
- What are the funds used for?

4.D Special Projects and Activities

- Orthopaedic Nurses Day
- International Nurses Day/Week
- Provincial Association Involvement
- Conference Workshops
- Health Promotion Activities
- Publications
- Research

- Lobbying
- Survey
- Other

Describe the chapter involvement and the degree of activity.

4.E Events of the Past Year

- Chapter Annual General Meeting, regular meetings
- Location of events
- Attendance
- How did you publicize the events?
- Other

4.F Issues of Concern

- Identify issues in local area e.g. economy, regionalization of programs, working conditions, nursing shortage, quality of work life
- Chapter Status
- Recommendations (what plans exist to address the issues identified)

4.G Finances

- Submit a financial statement for your chapter, including assets such as mutual funds.

4.H Executive

- Submit a list of the new executive for the chapter and their contact information.

5. Quick Reference List for Chapters

5.A Meetings

- May be monthly, bi-monthly (whatever meets the needs of your chapter)
- Advertise meeting at least 3-4 weeks in advance by poster, email notice, etc
- Each chapter holds their own Annual General Meeting in March of each year to elect a new Board. Please advise the National Board of the changes in your Local Chapter Board and provide contact information for each board member

5.B Elections

- Chapter elections must be held before the end of March, prior to the National Conference
- Membership year runs from June 1-May 31 each year.
- A complete list of the Chapters incoming Board including their addresses, postal code, email and phone numbers should be submitted with the Chapter Presidents Annual Report.
- See Bylaws for the proper electoral procedure for local board.
- Nominations for the National Board positions should be submitted to the National Nominating committee at the end of October, prior to the November Board Meeting.ck board manual

5.C Bylaws

- Proposed changes to the Bylaws must be submitted to the National Bylaws Chairperson by the end of October, prior to the November Board Meeting. They will then be distributed to each chapter for discussion by January and voting on the changes will take place at the AGM.
- **Note:** *Any changes to the Bylaws will be submitted to Industry Canada for approval*

5.D Reports and Voting Delegates

- Each Chapter President must submit an Annual Report to the National President prior to National Conference (generally by the end of March)
- Voting delegates names and their alternatives, including their membership number must be sent to the Member Services and Website board member by the end of March. The number of voting delegates per chapter is determined by the number of chapter members, i.e. for every 20 members (or portion thereof), one voting delegate is allowed.

5.E Hosting the National Conference

Chapters wishing to host a National Conference are invited to apply to the National President by November, two years prior to conference. Hosting Conference is hard work but there are many rewards including monetary ones. There are conference guidelines to follow with timelines and how to's. Support is available from the National Board as well as other chapters that have previously hosted the conference.

5.F Publication:

Orthoscope is posted 3 times per year in the members section at www.cona-nurse.org . It offers Chapter News, published articles, upcoming events etc. It is managed by the Chapter Development and Orthoscope Editor. The IJOTN, published in England, is available quarterly on-line to members. These are very important tools for communication and continuity of our organization.

5.G Contacts:

Please contact the National Board through email. Addresses are available on the CONA website. Any mail directed to National is mailed to the current National board Treasurer.

Our financial activities are followed by Dino Miacchi of VanParys and Miacchi Chartered Accounting Firm in Ingersoll Ontario.

The Association's historical records are archived on the CONA website.

The Canadian Orthopaedic Association (COA) requests an updated membership list quarterly from the Member Services and Website board member in order for CONA members to receive the COA bulletin.

Communication is a very important part of our organization. The national board members will communicate with their local chapter counterparts on a quarterly basis via reports. However, return communication is vital to maintaining the viability of the organization.

The official, permanent CONA website is <http://www.cona-nurse.org> which is home to all current documents, contact lists, bylaws, archives, conference guidelines, chapter president guidelines, news items and upcoming events. This website is the central repository for all information relating to the CONA organization.

5.H Awards

5.H.1 Membership Award

This award consists of a certificate and recognition at National Conference. It is given to the chapter who has increased their membership by the largest percentage in the previous year.

5.H.2 Archives Award

This award consists of a certificate and recognition at National Conference for the best Archives Book as judged by peers at conference..

It is the duty of each chapter to keep their own archives, including their flyers, workshops, photos, etc. Most chapters do this by keeping an Archives book, which contains all this information.

5.I Chapter Archives Guidelines

The purpose of an archive book is to preserve the history of your chapter. The following are guidelines to assist you in this task:

1. If your chapter has never had an archive book:
 - A. Try to give a history of your chapter from its inception
 - B. Include a list of founding members and executive
 - C. Date of inception
 - D. Organize pictures, programs, and any other pertinent information that will give the reader a clear concept of your chapter
2. If your Chapter currently has an Archive Book:
 - A. Record all chapter happenings that occur in the current year (June 1 – May 31). This is the content that will be judged at Conference.

5.I.1 Pointers for Archive Books

It does not have to be an overwhelming task-especially if you update the book throughout the year.

- Avoid scotch tape as it yellows
- Label all photos clearly- who, what, where, when, why
- Try to avoid folding pages- it will speed decay of paper over time
- Use rust proof staples or none at all
- Store in a safe dry place
- Type whenever possible as it doesn't fade as fast and is more legible
- Scrap-booking stores are an excellent place to obtain information and supplies to create an album
- The archives book should be a 3 ringed binder to prevent tearing
- Make use of photographs, journal clippings, local chapter workshop pamphlets, invitations, programs etc.
- **Use your imagination and be creative!**

- Remember: The Archives Award is given out annually. It is the chapters' responsibility to bring the book to conference, as well as provide the name of the judge representing their chapter to the Past-president and pick up the awards voting form. Your chapter will be responsible for returning your book to your chapter for safe storage.

5.I.2 Criteria for Archives Award

- The work done from June 1- May 31 each year will constitute a new book
- A committee judges the books- it will consist of one voting member from each chapter that submits a book and 2 National Board members
- Archives books will be on display for the entire conference. The judging and the award presentation will occur on the final day of conference
- Each book will be judged on a scale of 1-5, including several key information points

5.I.3 Local Chapters Archives Book Award

The following form has been designed to assist with the judging of archival books that individual chapters create. If your chapter brings a book, you are allowed to have one judge. The role of the judge is to review the individual books and circle the appropriate number you feel applies to that topic. The National Chair responsible for Archives will tally the results. The Archives Award will be presented to the Chapter with the highest score. If you have questions, please contact the National Chair responsible for Archives prior to starting. Thank you for participating.

5.I.4 Archives Book Adjudication Form

Chapter Name:					
	Lowest			Highest	
Originality	1	2	3	4	5
Photos	1	2	3	4	5
Certificate of Establishment	1	2	3	4	5
Program Flyers	1	2	3	4	5
Special Events	1	2	3	4	5
Neatness	1	2	3	4	5
Overall Content	1	2	3	4	5
Totals					
Grand Total					

6. Membership

- Membership in CONA is open to all Registered Nurses and members of the inter-professional team.
- Annual Membership fees are tax deductible and entitle you to access to the on-line IJOTN, the COA Bulletin and an opportunity to apply for many educational awards.
- An **active** member is defined as a registered nurse.
- An **associate** member is defined as any other health care professional, such as a physiotherapist, occupational therapist, LPN etc. This member is not allowed to hold office at a local level, or vote.
- A **retired** member is defined as a CONA member who has retired from active nursing but wishes to be able to receive information and access subscriptions. This member is not allowed to hold office at a local level, or vote.

6.A Membership Application

Please be sure to fill out all the information on the application form as we keep statistics on professional status and professional organization membership such as CNA. The CNA requires us to report the percentage of CNA members annually. Please feel free to apply / reapply on-line, or obtain and photocopy the application form from our website:

www.cona-nurse.org

7. Job Descriptions

The following are an outline of the job descriptions of the individual board members of a local chapter. They are a guideline only, as many chapters have chosen, due to numbers, to combine the roles, i.e.- membership is combined with archives or Past-president is combined with nominating. These roles do correspond with the National Board counterparts and it is important that frequent communication between them is initiated. The major executives required are President, Secretary Treasurer, Membership, Publicity and Continuing Education.

7.A President

The President shall assume the responsibility for the on-going management of the Local chapter of CONA according to the National Bylaws and directives and shall guide the development and progression of the association in consultation with the board.

7.A.1 *Criteria*

- a member of CONA in good standing
- a member of CONA local Board of Directors for at least one year
- elected to this position by the membership of the chapter
- willing to commit 1 year to this position and a second year as Past-president
- able to attend all Board meetings

7.A.2 *Job Description*

- shall chair Board meetings
- shall chair program meetings or appoint an alternate in her absence
- prepare in conjunction with the secretary an agenda for the next meeting
- prepare an annual report to be presented at the local AGM. This report is also to be sent to the National President in March for the inclusion in the AGM at conference. (example follows)
- ensure that the local Board of Directors establishes its goals and budgets for the current term
- shall represent the association at official functions or appoint an appropriate delegate (which could include attending National Conference at chapters expense)
- maintain a Presidents file with minutes and notes to ensure an adequate passage of information for the incoming President
- responsible for relaying correspondence to the appropriate board members for response
- obtain the list of voting delegates and alternatives for National Conference in March of each year and send their names to the National Membership Chair
- forward new slate of officers to the National President in March
- communicate frequently with the National President to ensure viability of Chapter
- submit a chapter news report to the Orthoscope Newsletter three times annually

7.B Past-President- Nominations, Bylaws

The past president shall serve in an advisory capacity to the local Board. The individual will establish and maintain those guidelines which apply to and regulate the affairs of the association. This person is also responsible for forwarding the local chapter's suggestions for changes to national Bylaws.

They shall establish a slate of candidates to run for vacant positions on the local Board. They shall act as a liaison with the National past president through submission of names of chapter members interested in national positions.

7.B.1 Criteria

- a member of CONA in good standing
- to serve this term after the term of President
- able to attend Board meetings and vote on issues tabled

7.B.2 Job Description

- attend Board meetings
- fill in for the President if the President-elect is not available
- prepare an annual report for the local AGM in March
- act in an advisory capacity to the local Board
- in the case of an election being required for the local executive, will prepare election ballots for general membership, arrange for 2 ballot counters and announce successful candidates
- understand the National meeting guidelines and bylaw protocol
- solicit input regarding bylaw changes and amendments from chapter membership and communicate this to the National Past- President
- present all proposed bylaw changes and amendments to the local Board and at chapter meetings for discussion and decision making regarding chapter voting delegates
- correspond with National Past- President as needed.
- communicate with the general membership of the chapter to encourage their names to stand for election to the Board
- prepare a slate for election
- receive in writing the resignations of Board members completing their terms

7.C Secretary

The secretary records, transcribes, distributes and maintains the minutes of all official meetings.

7.C.1 Criteria

- a member of CONA in good standing
- elected by the membership of CONA
- willing to commit 2 years to this position on the Local Board
- able to attend Board meetings

7.C.2 Job Description

- attend all Board meetings or designate an alternate to take her place
- prepare an annual report for presentation at the local AGM in March
- distribute the minutes of the Board meetings to the board members prior to next meeting
- distribute the agenda of the Board meetings prior to each meeting
- preserve copies of the minutes & reports for the permanent local secretary file
- respond to chapter correspondence as required
- correspond with the National Secretary with questions, concerns or suggestions from the chapter level

7.D Treasurer

The treasurer is responsible for directing and maintaining a solvent financial position for the organization.

7.D.1 Criteria

- a member of CONA in good standing
- elected by the membership of CONA
- willing to commit 2 years to this position on the local Board
- able to attend Board meetings

7.D.2 Job Description

- attend Board meetings
- prepare a financial statement and annual report for presentation at the local AGM in March and also include this report with Annual Report sent by the Chapter President to the National President
- provide expense forms for any expenditures
- reconcile bank statements and maintain accurate records
- prepare cheques for expense reimbursements and forward to the authorized individual
- arrange reapplication and signature cards from the new executive for the Association bank accounts
- correspond with the National Treasurer as needed.

7.E President-Elect

The President-elect acts as a support for the President. In case of unavailability of the President, the President-elect shall assume the responsibilities of the office. The President-elect is responsible for suggesting and organizing fund raising activities.

7.E.1 Criteria

- a chapter member of CONA in good standing for a minimum of one year
- elected by the membership of CONA
- willing to commit 1 year to this position on the local Board
- able to attend Board meetings

7.E.2 Job Description

- attend Board meetings
- prepare an annual report to be presented at the local AGM in March
- assume the role of President in her absence
- suggest and organize any fund raising activities for the year
- correspond with the national President –elect

7.F Program/Continuing Education

The Program chairperson shall obtain program presenters to foster the growth and development of those nurses and health care providers who offer care to individuals with neuromuscular and skeletal disorders.

7.F.1 Criteria

- a member of CONA in good standing
- elected by the membership of the chapter of CONA
- willing to commit 2 years to this position
- able to attend Board meetings

7.F.2 Job Description

- attend Board meetings
- prepare an annual report to be presented at the local AGM in March.
- arrange for speakers to present an educational forum on timely orthopaedics topics. This meeting should be planned 3-4 weeks in advance to allow publicity to get flyers distributed
- arrange for conference room and audio-visual needs
- arrange for refreshments if required
- arrange for moderator to introduce and thank the speaker
- encourage speakers to submit articles to the Orthoscope

7.G Membership

The Membership chair is responsible for distribution and maintenance of the membership forms and shall maintain a current membership record.

7.G.1 Criteria

- a member of CONA in good standing
- elected by the membership of the chapter
- willing to commit 2 years to this position
- able to attend Board meetings

7.G.2 Job Description

- attend Board meetings
- prepare an annual report to be presented at the local AGM in March
- maintain a current membership data base
- forward membership kits to appropriate personnel with established boundaries
- correspond on a regular basis with the National Member Services and Website board member to ensure accuracy of information

7.H Archives

The Archives chair is responsible for the on-going collection of the history of the CONA chapter .

7.H.1 Criteria

- a member of good standing in CONA
- elected by the membership of CONA local chapter
- willing to commit 2 years to this position
- able to attend Board meetings

7.H.2 Job Description

- attend board meetings
- prepare an annual report to be presented at the local AGM in March
- collect the necessary data to maintain an ongoing account of the accomplishments of the chapter. i.e. program flyers, photos, newspaper articles, etc. Maintain these for the chapter archives
- prepare an Archives Book to be presented at National Conference (see guidelines.)

7.I Publicity/Communications Marketing

The Publicity chairperson is responsible for developing and maintaining communication that will provide CONA with a positive, professional image.

7.I.1 *Criteria*

- a member of CONA in good standing
- elected by the membership of CONA local chapter
- willing to commit 2 years on the Board
- able to attend Board meetings

7.I.2 *Job Description*

- attend all Board meetings
- prepare an annual report to be presented at the local AGM in March
- prepare and distribute flyers/ email correspondence to announce upcoming meetings or educational sessions