

# **HARTFORD AREA ASSOCIATION OF PARISH NURSES (HAAPN)**

## ***OPERATING GUIDELINES***

### **INTRODUCTION**

The Hartford Area Association of Parish Nurses (HAAPN) was formed in 2004 to provide networking opportunities and support for parish nurses in faith communities in the Greater Hartford area. HAAPN is affiliated with the Connecticut Nurses' Association (CNA).

In lieu of formal bylaws the following operating guidelines are proposed by the Executive Committee for the development and management of the organization in its early stages.

### **NAME**

The name of the organization is the Hartford Area Association of Parish Nurses (HAAPN).

### **MISSION**

The mission of the organization is to support parish nurses in their ministry of promoting physical, emotional and spiritual health and well being within faith communities. This association seeks to advance the specialty practice of parish nursing through ongoing education, resource sharing and peer support.

### **GOALS**

The goals of HAAPN are to

1. Address the educational needs of parish nurses in the greater Hartford area by providing continuing education programs.
2. Provide professional support to members through monthly meetings and opportunity for the exchange of ideas.
3. Provide mentoring to new parish nurse programs.
4. Create a community-based resource center for parish nursing.
5. Promote professional standards of practice.

### **MEMBERSHIP**

Regular membership in HAAPN is open to any registered nurse who is engaged in or has an interest in providing parish nursing services in a faith community. Associate membership is open to anyone who is interested in the work and promotion of Parish Nursing. Supporting membership is open to organizations with an interest in Parish Nursing.

Regular members are entitled to:

- Attend all meetings
- Vote on all matters that come before the Association
- Hold an office or serve on the Executive Committee
- Free or reduced rate for educational programs and materials, provided by the Association.
- Access to networking with nurses of other faith communities or organizations.
- Consultation and mentoring services and opportunities.
- Support of one's personal and professional development in faith based nursing practice.

Associate and Supporting members may not vote or hold any office in this Association.

### **DUES**

Nominal dues to cover the cost of mailings, programs and related expenses will be set and reviewed annually by the Executive Committee.

## **MEETINGS**

General meetings of the membership will be held at least quarterly in convenient locations in the greater Hartford area. Primary purposes of the meetings are for continuing education and networking and review of and action on the business of the organization.

## **EXECUTIVE COMMITTEE**

An Executive Committee provides oversight of the general planning and business of the Association and is accountable to the membership.

Executive Committee members are elected by the Association membership at its June meeting (or last meeting of the calendar year). The term for each committee member is one year. Committee members will serve until a successor is elected.

The Executive Committee is comprised of a chairperson, recording secretary, corresponding secretary and treasurer and up to three members-at-large:

- The chairperson presides over all meetings of the general membership and of the Executive Committee and carries out other duties as may be requested by the Executive Committee or membership. The Coordinator for HAAPN will serve as chairperson in the early stage of the organization.
- The recording secretary keeps the minutes of the meetings of the Association, maintains a list of the names, addresses, telephone and fax numbers and e-mail addresses of each member of the Association, and carries out other duties as may be requested by the Executive Committee or membership.
- The treasurer oversees the finances of the Association, provides financial reports at membership meetings and carries out other duties as may be requested by the Executive Committee or the general membership.
- The corresponding secretary maintains communication between the Association and other persons/agencies as needed and carries out other duties as may be requested by the Executive Committee or membership.

The term for each officer will be one year. Each officer will serve until a successor is elected. Vacancies in an office or on the Executive Committee may be filled by a simple majority of voting members present and voting at any meeting of the general membership.

The Executive Committee will meet as often as needed to carry on the business of the organization. In the absence of the chairperson another member of the Executive Committee may conduct the meetings.

## **COMMITTEES**

Committees will be appointed by the chairperson as needed to carry out the work of the Association. Committees will meet as often as needed to carry out their charge.

There will be an advisory board to HAAPN whose purposes are to:

- Advise on trends and issues affecting parish nursing in the region
- Identify strategies for the development of parish nurse programs in the region
- Assist in promoting the development and effectiveness of the network as an organization.
- Assist in locating and obtaining sources of funding to support the functions of the network

The advisory board will be made up of at least five (5) but not more than ten (10) members representing, but not limited to, such areas as nursing, clergy, finance, fund development, law, advocacy, and the laity.

## **Miscellaneous**

These guidelines will be reviewed annually and may be amended by a simple majority vote of the members present and voting at any meeting.

Adopted (Membership) – 5/12/05

Revised (Executive Committee) – 05/04/06

Approved: - 06/05/06

