



CT Charter Oak Chapter Newsletter FALL 2023

2023 Board Members:

President: Lynn Allchin

President-Elect and Treasurer: Karen Mulvihill

Secretary and Membership Chair: OPEN

Education Chair: Amisha De Campos

Welcome to the CT Charter Oak Chapter of the HPNA.

We were officially granted Chapter status on February 1, 2010. Since that time, we have provided many educational, networking, and leadership opportunities to the HPNA members around the great State of Connecticut.

Have you ever wanted to learn a new job skill and improve your resume?

Looking for a rewarding volunteer opportunity where you can use your expertise?

Join the Chapter BOARD!

We cannot do this alone. We need your leadership to continue to maintain the Chapter. The Chapter is 35 members strong and I know you would be amazing board members.

Time commitment of just an hour or 2 a month!!

Why should I volunteer on the board for my local chapter?

- Get HPAR points toward your HPNA recertification/certification
- Looks AMAZING on your CV/Resume
- Learn a new skill
- Expand your leadership skills



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What are the job descriptions for board positions?

President:

- Direct the activities of the Chapter, including appointment of non-elected standing committee chairs.
- Monitor the implementation of the Chapter goals, plans, objectives, and overall budget.
- Advise the general membership and the Chapter Executive Board of information from the national HPNA.
- Schedule and preside over a minimum of two (2) meetings of the Chapter Executive Board.
- Schedule and preside at a minimum of four (2) meetings of the general membership. At least one membership meeting must conduct the business of the Chapter.
- Coordinate the completion, review, and submission of the Annual Renewal of Charter Report according to procedures established by the national HPNA.
- Schedule and attend a transition meeting between the outgoing and incoming members of the Chapter Executive Board and standing committee chairs.
- Serve as a liaison between the Chapter Executive Board, national HPNA, and district leaders.

President-Elect/Vice President:

- The President-elect assumes the role of the President in the following situations: Absence of the President, inability of the President to act, resignation of the President, and/or expiration of the President's term.
- Consult with the President throughout the term of office to provide for continuity and smooth transition of Chapter leadership.
- Assist the President with implementation of the Chapter goals, plans, objectives, and overall budget.
- Learn the role and various duties of the President.
- Communicate with the Chapter's Ad Hoc Committees.

Treasurer:

- Maintain Chapter financial records in compliance with the policies and procedures of the HPNA national Office. (Refer to the Chapter Treasurer's Handbook).
- Supervise the financial transactions of the Chapter.
- Collect annual dues from Chapter members.
- Develop an annual Chapter budget, based on the goals and objectives of the Chapter as approved by the Chapter Executive Board.
- Prepare Treasurer's Reports for the Chapter President to sign and submit to HPNA by published dates.



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Secretary:

- Provide thorough record keeping and communication of the activities of the Chapter.
- Maintain all official Chapter records according to procedures established by the national HPNA. Records should include, but are not limited to, the following:
 - Chapter Charter, Chapter Standing Rules, Financial Reports
 - Annual Renewal of Charter Reports
 - Minutes of all meetings of the Chapter Executive Board, Ad Hoc Committee meeting and general membership meetings
 - Maintain a current roster of Chapter members
 - Notify the general membership and Chapter Executive Board of meeting dates, times, and locations.
 - Record and distribute minutes from meetings of the general membership and Chapter Executive Board.

Education Committee:

- Identify educational session days for presentations with the Chapter board-
- Once date is determined, identify speakers/topics suggested by members,

Once speakers are identified, agree on date confirmed, request email address or best contact information, then immediately contact Amisha-Parekh-Campos (amisha.parekh- campos@midhosp.org). She is the Middlesex Hospital Quality and Education Coordinator who provides Continuing Education hours for our presentations. She needs at least 6 weeks in advance to get the CEs and needs to email the speakers all the paperwork to be completed PRIOR to the presentation. (I often have to prod the speakers together with the info; she'll let you know if she doesn't have it a few weeks before).

- National HPNA *also* provides Continuing Hours but it is even more difficult and they require two months in advance. The paperwork is very cumbersome but can be done
- Now the date, time, speaker and topic have been confirmed so you can start working on the flier. (template attached). Once completed, send to the President for approval and zoom link (if necessary) and to be posted on Nursing Network and distributed to members to post on their units or in their hospitals or workplaces.
- During the presentation, have the link available (usually EEDS from Amisha) for evaluations. If the meeting is zoom, it can be posted on the zoom site. Amisha or



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- Program Chair send emails with links to only those who want Continuing Education hours to complete evaluation. NO CEU's will **be provided** without a completed evaluation
- Program chair attends the Ct. Charter Oak Chapter Board meetings that are held every other month

HPNA member benefits you can't miss!!

We offer a wide range of benefits with your membership, including the following:

- Online e-learning courses, including continuing nursing education credits (CNEs)
- Hospice and Palliative Credentialing Center certification and recertification exam discounts
- Online subscription to the [*Journal of Hospice and Palliative Nursing*](#)
- Monthly [*Journal of Palliative Medicine*](#) email alert with an option for a discounted subscription
- Member pricing on educational products and services
- Updates on association activities through a weekly eNewsletter, *HPNA Happenings*
- Over 45 chapters across the United States
- Members-only section of the website including special interest groups, blogs, educational and cultural diversity resources, member search, and more
- Networking opportunities through our yearly events, through the members-only site, local chapter meetings, and other opportunities.

Chapter Benefits

- Only \$25 a year to join
- Enjoy an average of 4 contact hours throughout the year
- Network with other colleagues in Hospice and Palliative Care around the state
- Stay up to date on what is happening at the State Capitol
- Volunteer to be a board member and expand your CV/resume!!

Interested??

Reach out to Lynn or Karen for more information!

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