

Local Chapter Annual Report and Checklist for Chapter Excellence

This report is required by AAOHN Bylaws and must be completed by the chapter president at the end of each program year.

Due date:

Full name of association: Florida Space Coast Association of Occupational Health Nurses

COMPLETE THE ENCLOSED OFFICERS, DIRECTORS AND COMMITTEE CHAIRS REPORT FORM. The list should include name, office, member number, preferred address, home/work telephone and fax numbers, and preferred e-mail address for each. List all officers even if there has not been a change. Make copies as needed. (This will serve as official notification of your new officers.)

Administration and Planning

1. Does your chapter have goals and objectives for the coming year?
 Yes No
2. Does your chapter have a policies and procedures manual to guide the board and committees?
 Yes No
3. With what frequency do you hold board meetings?
 Monthly Bimonthly Quarterly Twice a year Other _____
4. With what frequency do you hold member business meetings?
 Monthly Bimonthly Quarterly Twice a year Other _____
5. Does the chapter conduct an annual review of its financial records?
 Yes No
6. Does the chapter prepare an annual budget?
 Yes No
7. Does the chapter renew its incorporation annually with the state?
 Yes No

Leadership

1. Does the chapter hold an orientation or training session for new officers and directors?
 Yes No – but we are going to start in 2010 with the review of officer responsibilities, documents handed out to all board members.
2. Does the chapter have a formal process for developing new leaders?
 Yes No
3. Is an officer from your chapter attending the 2007 AAOHN Conference for Leadership Advancement in Atlanta?
 Yes No
4. Does the chapter have a job description for its board of directors?
 Yes No
5. Does the chapter have job descriptions for officers?
 Yes No
6. Does the chapter have job descriptions for committees?
 Yes No
7. Rotation of board of directors: How many new board members joined the chapter's board following the last election? 3

Membership retention and recruitment

1. Does your chapter have a regular, documented process for welcoming new members?
 Yes No – we have one in process
2. Does your chapter have a regular, documented process for recognizing volunteers?
 Yes No
3. Does your chapter contact local employers to identify occupational and environmental health nurses who are prospects for membership?
 Yes No
4. What methods of communication does the chapter use regularly with members?
 Newsletter E-mail Web site Other - phone calls when necessary _____
5. Does the chapter conduct research to identify member needs?
 Yes No

Professional Affairs

1. Does the chapter promote use of scope of practice and standards of practice?
 Yes No
2. With what frequency does the chapter offer continuing education activities for members?

Monthly Bimonthly Quarterly Twice a year Other

Please list topics offered during the past year:

In February Comprehensive Health Services, Inc. sponsored a meal with Dr. Jeff Myers presenting on "Space Physiology".

Our April CEU was on "The Knee - Injuries and Joint Conditions" by Dr. Mark Callenberger.

Callenberger Orthopedic Specialists, LLC
205 North Banana River Drive
Suite 103
Merritt Island, Florida 32952
Office Telephone: 321-305-4931
Office Fax: 321-305-4933

Our CEU dinner was sponsored by: Southeast Medical Services and Optimal Translation and Transportation.

We encouraged Members to attend Florida Occupational Health Conference (FOHC) to obtain CEU's.

Our December CEU was on Carpel Tunnel by Diane Reid-VanAsdale, OTR/L, CHT (certified hand therapist) from Select Physical Therapy. David Marr from Advanced Rehabilitation Technologies also spoke and provide demonstration on Garment Stimulator Technologies (GST).

3. Does the chapter offer awards recognizing excellence in practice, research or professional leadership?
 Yes No – but we do acknowledge them on our website

Public Affairs

1. Is the chapter involved in community relations activities?
 Yes No
2. Does the chapter conduct outreach to employers?
 Yes No
3. Does the chapter conduct marketing or public relations efforts to increase awareness of occupational health nursing?
 Yes No – but we are going to try and focus on this more this year
4. Does the chapter participate in monitoring, influencing or advocating for state legislation and regulations that impact worker/community health and safety?
 Yes No

Please list current key issues:

We participate in the Governmental Affairs teleconference that AAOHN holds.

5. Does the chapter have collaborations or partnerships with other organizations (such as joint meetings)?

Yes No

Prepared by Karen Lentz Date 12/11/2009



Signature required

Next Steps

- 1) Submit this completed report to AAOHN by January 31, July 31 or within 30 days of the close of the chapter's annual year.

Send to: Megan Menth
7794 Grow Drive
Pensacola, FL 32514

- 2) Develop an action plan for organizational improvement. Are there program areas in this report for which you checked "No"? If so:
 - a. Identify new activities for your chapter in those program areas.
 - b. Set goals and objectives for the coming year to develop those new activities.
 - c. Refer to AAOHN chapter resources for assistance in program planning and development.

This action plan is solely for the chapter's use and benefit. It is not required for AAOHN.