

# **OPERATIONS AND POLICY MANUAL**

## **SOUTH CENTRAL REGION**

### **WOUND OSTOMY AND CONTINENCE NURSES SOCIETY**

Revised:

April 1998  
January 2000  
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SOUTH CENTRAL REGION**

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## **SOUTH CENTRAL REGION HISTORY OF THE WOUND OSTOMY CONTINENCE NURSE SOCIETY (WOCN)**

The American Association of Enterostomal Therapists (AAET) was founded in Phoenix, Arizona in September 1968. The name was changed to International Association of Enterostomal Therapist (IAET) in 1971. In 1992, the name was changed to Wound Ostomy and Continence Nurses Society, an association of ET nurses (WOCN).

Nine ET's, Anita Price, Houston, Texas; Lynda Allen, Ft. Worth, Texas, Ann Glosson, Austin, Texas; Ann Lee San Angelo, Texas; Carol Johnson, Dallas Texas; JoAnn Hammon, Tulsa, Oklahoma; Gloria Griffin, Amarillo, Texas; Doreen Starkey, Houston, Texas; and Barbara Kusin, Texarkana, Texas attended the 1974 Regional UOA meeting in San Antonio, Texas. They met informally to share some goals, problems and ideas. The group gained so much from this meeting they decided to get together the next year in Houston, Texas when the Regional UOA met. Anita Price planned a daylong program to meet the educational needs of the ET's.

At the Houston, Texas meeting, the group made plans to become part of the International Association of Enterostomal Therapists. Later in 1975 at the National UOA-IAET Conference the South Central Region's application was accepted and incorporated by the IAET.

In 1977, a third day was added to the UOA-IAET Conference. This day was an educational program for the local community of physicians and nurses. Dr. Rupert Turnbull was the guest speaker for this meeting.

Dallas, Texas hosted the 1978 National UOA meeting and the ET's from the South Central Region presented many of the programs for this meeting. By this time, the number of ET's in the area had increased enough to hold conferences separate from the UOA.

From a few dedicated, enthusiastic leaders, the WOCN South Central Region has grown to over 400 members. The SCR has offered programs that have contributed to the professional education of its membership. Through the leadership of the members and the medical education programs, the awareness of Wound Ostomy Continence nurses has increased in the South Central Region.

The SCR is composed of five states: Arkansas, Louisiana, Mississippi, Oklahoma and Texas.

**PAST SOUTH CENTRAL REGION WOCN  
PRESIDENTS**

<b>Ann Lee</b>	<b>1975-1977</b>
<b>Charlotte Neale</b>	<b>1977-1980</b>
<b>Pam Schmidt</b>	<b>1980-1981</b>
<b>Lynda Allen</b>	<b>1981-1984</b>
<b>Bernadette Cullen</b>	<b>1984-1988</b>
<b>Bonny Flemister</b>	<b>1988-1990</b>
<b>Mary Hernandez</b>	<b>1990-1992</b>
<b>Helen Moore</b>	<b>1992-1996</b>
<b>Bette Kussmann</b>	<b>1996-1998</b>
<b>Kathleen Murphy</b>	<b>1998-1999</b>
<b>Diana Gallagher</b>	<b>1999-2000</b>
<b>Marcia Davis</b>	<b>2000-2001</b>
<b>Jan Clark</b>	<b>2001-2002</b>
<b>Janet Davis</b>	<b>2002-2003</b>
<b>Kathy Murphy</b>	<b>2003-2007</b>
<b>Jill Conwill</b>	<b>2008-2009</b>

**PAST TRUSTEES  
SOUTH CENTRAL REGION WOCN**

<b>JoAnn Hammon</b>	<b>1975-1976</b>
<b>Ann Lee</b>	<b>1977-1981</b>
<b>Marci Poch</b>	<b>1981-1984</b>
<b>Dot McCoy</b>	<b>1984-1986</b>
<b>Gloria Griffin</b>	<b>1986-1987</b>
<b>Jill Morris</b>	<b>1987-1990</b>
<b>Beverly Hampton</b>	<b>1990-1993</b>

**PAST WOC/ET NURSE OF THE YEAR  
SOUTH CENTRAL REGION WOCN**

<b>Lynda Allen</b>	<b>1988</b>
<b>Bernadette Cullen</b>	<b>1989</b>
<b>Rayda Neswick</b>	<b>1991</b>
<b>Beverly Hampton</b>	<b>1993</b>
<b>Gloria Griffin</b>	<b>1993</b>
<b>Charlene Randall</b>	<b>1994</b>
<b>Pamela Schmidt Ruby</b>	<b>1995</b>
<b>Kathleen Murphy</b>	<b>1996</b>
<b>Maureen Hanlon</b>	<b>1997</b>
<b>Joyce Wilson</b>	<b>1998</b>
<b>Janet Davis</b>	<b>1999</b>
<b>Sherry Campton Johnson</b>	<b>2000</b>
<b>Kathy Froiland</b>	<b>2001</b>
<b>Tammi Short</b>	<b>2002</b>
<b>Marcia Davis</b>	<b>2003</b>
<b>Kim Bookout</b>	<b>2004</b>
<b>Julie Alderton</b>	<b>2005</b>
<b>Shirley Dunbar</b>	<b>2006</b>
<b>Myra Varnado</b>	<b>2007</b>
<b>Susan Wilhelm</b>	<b>2008</b>
<b>Catherine Short</b>	<b>2009</b>

**PAST SCR PRESIDENT'S AWARD**

<b>Kathleen McLane</b>	<b>2004</b>
<b>Bette Kussmann</b>	<b>2005</b>
<b>Janet Anderson</b>	<b>2006</b>
<b>Ann Glosson</b>	<b>2006</b>
<b>Bette Kussmann</b>	<b>2007</b>
<b>Donna McClure</b>	<b>2008</b>
<b>Myra Varnado</b>	<b>2009</b>

**PAST AWARD WINNERS  
SOUTH CENTRAL REGION WOCN**

**Vendor of the Year**

<b>Rosalie Johnson - Coloplast</b>	<b>2008</b>
<b>Tabatha Schroeder - ConvaTec</b>	<b>2009</b>

**Rookie of the Year**

<b>Julie Turner</b>	<b>2008</b>
<b>(no nominees)</b>	<b>2009</b>

**Educator of the Year**

<b>Linda Benskin</b>	<b>2008</b>
<b>Myra Varnado</b>	<b>2009</b>

**PAST SCHOLARSHIP WINNERS  
WOCNEP  
SOUTH CENTRAL REGION**

**Melanie Haigh-Hutchinson- Austin, TX Spring 2009**

**PAST SCHOLARSHIP WINNERS  
BEVERLY G. HAMPTON  
SOUTH CENTRAL REGION WOCN**

<b>Linda Bowser- Ft. Worth, TX</b>	<b>Spring 2006</b>
<b>Amber Gale Lea- San Antonio, TX</b>	<b>Fall 2006</b>
<b>Virginia Walling - West Lake, LA</b>	<b>Spring 2008</b>

## **SOUTH CENTRAL REGION ANNUAL FALL MEETINGS**

- 1974 UOA meeting in San Antonio, Texas. First informal meeting.
- 1975 Houston, Texas, First organized educational meeting. Held in conjunction with UOA meeting. Anita Price, Conference Chair
- 1976 No meeting on record
- 1977 Austin, Texas, First SCR Conference as part of IAET. Ann Lee elected President. Ann Glosson, Conference Chair
- 1978 Dallas/Ft Worth, Texas. Regional Conference meeting with UOA. First Medical Day offered in conjunction with UOA. Lynda Allen, Conference Chair
- 1979 Houston, Texas. First Regional Conference held after IAET split from UOA. Pam Schmidt, Conference Chair
- 1980 Oklahoma City, Oklahoma. Charlotte Neale, Conference Chair
- 1981 San Angelo, Texas. Ann Lee, Conference Chair
- 1982 Fort Smith, Arkansas. Wilma Hoyle, Conference Chair
- 1983 San Antonio, Texas, Nora Powers, Conference Chair
- 1984 Amarillo, Texas. Gloria Griffin and Dorothy Britting, Conference Chairs
- 1985 Biloxi, Mississippi
- 1986 Fort Worth, Texas
- 1987 Dallas, Texas
- 1988 Amarillo, Texas Informal Conference
- 1989 Shreveport, Louisiana
- 1990 New Orleans, Louisiana
- 1991 Austin, Texas

- 1992 Jackson, Mississippi
- 1993 Albuquerque, New Mexico: Joint meeting with Rocky Mountain Region
- 1994 Little Rock, Arkansas
- 1995 Oklahoma City, Oklahoma
- 1996 Houston, Texas
- 1997 Fort Worth, Texas
- 1998 Biloxi, Mississippi
- 1999 New Orleans, Louisiana
- 2000 San Antonio, Texas
- 2001 Tulsa, Oklahoma
- 2002 Dallas, Texas
- 2003 Austin, Texas
- 2004 Hot Springs, Arkansas
- 2005 Caribbean Cruise from Galveston, Texas
- 2006 Ft Worth, Texas
- 2007 Baton Rouge, Louisiana
- 2008 Oklahoma City, Oklahoma
- 2009 Caribbean Cruise from New Orleans, Louisiana

**SOUTH CENTRAL REGION  
ORGANIZATIONAL CHART**

SCR Membership

SCR President

Vice President    Secretary    Treasurer    President-Ex Officio

Operations      Nomination

Public Relation    Communication

Conference Planning    Scholarship

Ad Hoc

**POSITION:        President**

**BYLAW:           Article V**

**QUALIFICATIONS:**

1. Active SCR Member in good standing with the WOCN and the SCR at least one year prior to election and has consented to serve
2. Leadership qualities and skills
3. Familiar with basic parliamentary procedure and SCR Bylaws.
4. Willingness to communicate needs and concerns of membership to SCR Board of Directors or Council, the WOCN President and Area Directors.

**TERM:**

Elected for a term of two years. \*Elected in the fall of even years and takes office in January of odd year. May not hold the same office for more than two consecutive terms.

- \*The word “year” as used in defining length of elected office, refers to the time period between consecutive annual fall meetings of the South Central Region.

**DUTIES:**

1. Attends WOCN Annual meetings, regular scheduled SCR Board of Director (BOD), Council and membership meetings. Also tries to attend specially called meetings. Travel expenses reimbursed as per guidelines.
2. Chairs all Board of Directors and Council Meetings
3. Presides at all SCR Membership meetings
4. Determines time and place for “special meetings” of BOD, Council and membership.
5. Submits next year’s goals for the SCR to the Council at the annual Transitional meeting.
6. Submits next year’s projected budget to the SCR Treasurer at the annual Transitional meeting.
7. Communicates SCR activities, concerns, needs, and requests to the membership via SCR communication, (e-mail, SCR Website, Five Alive, or phone calls).
8. Communicates SCR needs, activities and issues of concern to WOCN Council.
9. Coordinates Regional activities with the assistance of the Council and appropriate membership as deemed necessary.
10. Appoints all Committee Chairs (except the Nominations) and special committees with the approval of the BOD.
11. Serve as a member with the right to vote on all committees except Nominations.
12. Collaborates with SCR Conference Planning Chair as needed throughout the planning process.

13. Responsible for the appropriate documentation, as required by law, of all activities, management and business of the regional organization, South Central Region.
14. Co-sign all checks for SCR.
15. Approves or disallows Council Expense Reports before sending to Treasurer for payment to members.
16. Submits records to the incoming President.
17. Acts as President Ex-Officio for one year following completion of term.

**POSTION:** Vice President

**BYLAWS:** Article V

**QUALIFICATIONS:**

1. Active SCR member in good standing with the WOCN and the SCR for at least one year prior to election and has consented to serve.
2. Leadership qualities and skills.
3. Familiar with basic parliamentary procedure and SCR Bylaws.
4. Supportive of SCR President and WOCN.
5. Willingness to communicate needs and concerns of membership to SCR President and Council.

**TERM:**

Elected for a term of two years. Elected in the fall of the odd year and takes office in January of the even year. May not hold the same office for more than two consecutive terms.

**DUTIES:**

1. Reports to the President.
2. Performs duties of the President in the absence or incapacity of the President.
3. Succeeds to the office of the President in the event it shall become vacant.
4. Performs duties delegated by the President or the Board of Directors.
5. Attends regular scheduled SCR Board of Director (BOD), Council and membership meetings. Also tries to attend specially called meetings. Travel expenses reimbursed per guidelines.
6. Submits next year's goals for the SCR to the Council at the annual Transitional meeting.
7. Submits next years projected budget to the SCR Treasurer at the Annual Transitional meeting.
8. Acts as membership Chair.
9. Provides a service to the members by maintaining a current membership list.
10. Keeps a record of all members. Contacts new WOC/ET nurses and sends them a membership packet.
11. Contacts previous members
12. Maintains the Membership computer disc.
13. Monitors the WOCN printout and communicates discrepancies to National Office.
14. Review responsibilities of this office, turn over all records and serves as a resource during the transitional time for the incoming Vice President

**POSITION: President Ex-Officio**

**BYLAW: Article V**

**QUALIFICATION:**

1. Active SCR member in good standing with the WOCN and the SCR for at least one year prior to election and has consented to serve.
2. Leadership qualities and skills.
3. Familiar with basic parliamentary procedure and SCR Bylaws.
4. Supportive of SCR President and WOCN.
5. Willingness to communicate needs and concerns of the membership to SCR President

**TERM:**

Serve a one (1) year term with a three (3) year commitment to include two (2) years as President, one year as President Ex-Officio. (No President Ex-Officio serving in the even years).

**DUTIES:**

1. Serves as a resource to the President and Vice President
2. Attends regular scheduled SCR Board of Director (BOD), Council and membership meetings. Also tries to attend specially called meetings. Travel expenses reimbursed per guidelines.
3. Submits next year's goals for the SCR to the Council at the annual Transitional meeting.
4. Submits next years projected budget to the SCR Treasurer at the Annual Transitional meeting.

**POSTION:**           **Secretary**

**BYLAW:**            Article V

**QUALIFICATIONS:**

Active SCR member in good standing with the WOCN and the SCR for at least one year prior to election and has consented to serve.

**TERM:**

Two (2) year term. Elected in the fall of odd years and takes office in January of even years. May not hold the same office for more than two consecutive terms.

**DUTIES:**

1. Attends regular scheduled SCR Board of Director (BOD), Council and membership meetings. Also tries to attend specially called meetings. Travel expenses reimbursed per guidelines.
2. Submits next year's goals for the SCR to the Council at the annual Transitional meeting.
3. Submits next years projected budget to the SCR Treasurer at the Annual Transitional meeting.
4. Sends written notice of time, place and purpose of special meetings. Participates in management of the business of the SCR.
5. Records the minutes of the South Central Regional membership, Board of Directors and Council meetings. Submits minutes to Council members within two weeks and supplies hard copy of minutes to each council member at all three regular scheduled meetings.
6. Conducts correspondence of the SCR.
7. Communicates with the Vice President to maintain current register of SCR members.
8. Write letters of recognition to employers, supervisors, etc. regarding achievements of Board or Council members.
9. Maintains custody of all required records, books, and papers of this region for the last five (5) years. At the end of term, the Secretary will purge appropriate secretarial files.
10. Review responsibilities of this office, turn over all records and serves as a resource during the transitional time for the incoming Secretary.

**POSTION: Treasurer**

**BYLAWS: Article V**

**QUALIFICATIONS:**

1. Active SCR member in good standing with the WOCN and the SCR for at least one year prior to election and consents to serve.
2. Basic knowledge of financial and accounting procedures.

**TERM:**

Two (2) year term. Elected in the fall of even years and takes office in January of odd years. May not hold the same office for more than two consecutive terms.

**DUTIES:**

1. Attends regular scheduled SCR Board of Director (BOD), Council and membership meetings. Also tries to attend specially called meetings. Travel expenses reimbursed per guidelines.
2. Submits next year's goals for the SCR to the Council at the Annual Transitional meeting.
3. Submits next years projected budget to the SCR Treasurer at the Annual Transitional meeting.
4. Receives and disburses all funds of the SCR as approved by the BOD.
5. Establishes and maintains checking/savings accounts.
  - Deposits funds in a bank convenient to the Treasurer
  - Secures signature cards initially and as needed for the President,
  - The President will be the co-signature for the account
  - Supplies the WOCN Federal Employer's Identification Number to the bank. This number qualifies the SCR to be tax exempt from Federal Income Tax.
  - The WOCN is not sales tax exempt
6. Secures and maintains a bond, if available, for officers authorized to sign checks.
  - Bond amount is determined and approved annually by BOD.
  - Time frame of policy concurrent with SCR's fiscal year of January 1 to December 31.
  - Notification to insurance company of newly elected Treasurer and President authorized to sign checks.

7. Keeps accurate records of income and expenditures by maintaining:

- General ledger (lists incomes and expenses per category).
  - File of paid invoices/expense vouchers.
  - File of interest bearing accounts
  - Maintain records for a five year period
8. Complete monthly bank reconciliations.
  9. Present verbal and written financial statements of SCR at Board and general membership meetings.
  10. Establish and enforce procedures for disbursement of funds
  11. Members must submit a SCR expense voucher including invoice/receipts to validate expenses on voucher.
  12. Expense voucher just be submitted promptly after occurrence of expense.
  13. Develops an estimated regional budget based upon budget forms submitted by officers and committee chairs and anticipated receipts. Reviews previous receipts and disbursements.
  14. Serves as advisor to all officers/committee in financial matters.
  15. Obtains and approves bids from auditor firms and coordinates audit with outside firm at end of term.
  16. Submits WOCN Regional Financial Form to Central Office annually when requested (Deadline is usually September 30).
  17. Communicates with Vice President as to number of active and associate members.
  18. Review responsibilities of this office, transfer funds, turn over all records and serves as a resource during the transitional time for the incoming Treasurer.

**POSITION: Board of Directors**

**BYLAWS: Article V**

**COMPOSITION:**

The Board of Directors shall consist of the President, Vice President, President Ex-Officio, Secretary and Treasurer.

**DUTIES:**

1. Will act on all matters between Council meetings unless reserved for the Council or a committee.
2. Shall serve as the Grievance Committee of the SCR.

**POSITION: Council**

**BYLAWS: Article VII**

**COMPOSITION:**

The Council shall consist of the President, Vice President, President Ex-Officio, Secretary, Treasurer and all Committee Chairs.

**DUTIES:**

1. Coordinates committee activities and facilitates SCR operations.
2. Exchanges information and reports for discussion prior to general membership meetings.
3. Approves Conference Planning Chair
4. Establish all administrative policies.
5. Formulate and award all contracts.
6. Authorize the sole and exclusive use of the official insignia of the SCR.
7. Create such standing, special and advisory committee as needed.

**POSITION:        Operations Chair**

**BYLAW:            Article VIII**

**QUALIFICATIONS:**

1. Active SCR member in good standing with the WOCN and the SCR for one year prior to appointment.
2. Basic knowledge of SCR and WOCN Bylaws
3. Basic knowledge of parliamentary procedures.

**TERM:**

Two (2) years appointed by President, in the fall of odd years and takes office in January of the even year with no more than two consecutive terms.

**DUTIES:**

1. Attends regular scheduled SCR Board of Director, Council and membership meetings. Also tries to attend specially called meetings. Travel expenses reimbursed per SCR guidelines.
2. Submits next year's goals for the SCR to the Council at the Annual Transitional meeting.
3. Submits next years projected budget to the SCR Treasurer at the Annual Transitional meeting.
4. Be responsive to the needs of SCR membership and leadership that might require Bylaw amendment.
5. Receive WOCN Bylaw changes or amendments and revise SCR Bylaws as appropriate.
6. Submit Bylaw changes to Council for review.
7. Keep copy of proposed Bylaw changes and ballot results for five years.
8. Notify SCR members of changes to be voted on via Voters' Pamphlet, which will be coordinated with the Nomination Chair.
9. Distribute updated Operations Manual and Bylaws to Council as needed.
10. Appoints Operations committee members.
11. In charge of awards and memorials as designated by the SCR President.
12. Conduct the "Outstanding WOC/ET Nurse of the Year Award" campaign.
13. Appoints the Selection Committee for the WOC/ET Nurse of the Year Award
14. Review responsibilities of this office, turn over all records and serve as a resource during the transitional time for the incoming Operations Chair.

**POSITION:** Conference Planning Committee Chair

**BYLAW:** Article VIII

**QUALIFICATIONS:**

Active SCR member in good standing with the WOCN and the SCR for at least one year prior to appointment

**TERM:**

The Conference Planning Committee Chair will serve as an active member of the Council for a two year term.

**DUTIES:**

1. Attends regular scheduled SCR Board of Director, Council and membership meetings. Also tries to attend specially called meetings. Travel expenses reimbursed per guidelines.
2. Submits next year's goals for the SCR to the Council at the Annual Transitional meeting.
3. Submits next years projected budget to the SCR Treasurer at the Annual Transitional meeting.
4. Members of the committee to include: Conference Chair, SCR President, SCR Treasurer, a member of each state and at least two members from host city. The past and future Conference Planning Committee Chair will also be invited to attend and help with the conference.
5. Communicates regularly with committee members from host city and entire committee should meet once a year.
6. Keeps a conference planning manual current with previous two years processes.
7. Update manual within two months of completion SCR Fall Conference. Responsible for getting the Manual to the new chairman.
8. Send conference evaluation to SCR President in a timely manner
9. Assess the educational needs of the membership for Conference for the next year.
10. Keep all necessary records from conference.
11. Be a resource for next Conference Planning Chair.
12. Submit expense vouchers and receipts to the SCR Treasurer. For large expenditures, SCR credit card can be accessed through the SCR Treasurer
13. Conference Planning Committee Chair is responsible for transfer of regional conference monies to the SCR Treasurer. The SCR Treasurer will be a member of the committee and will be in charge of all monies.
14. Understand the responsibilities of the position turn over all records and serve as a mentor for the incoming Conference Planning Chair.

\*Schedule of host states for the next 5 years:

Arkansas – 2010

Texas – 2011

Louisiana - 2012

Oklahoma – 2113

Mississippi- 2014

**POSITION:**   **Communication Chair**

**BYLAW:**       Article VIII

**QUALIFICATIONS:**

1. Active SCR member in good standing with the WOCN and the SCR for at least one year prior to appointment.
2. Computer skills.

**TERM:**

Two years appointed by the President in the fall of odd years and takes office in January of the even year with no more than two consecutive terms.

**DUTIES:**

1. Attends regular scheduled SCR Board of Director, Council and membership meetings. Also tries to attend specially called meetings. Travel expenses reimbursed per guidelines.
2. Submits next year's goals for the SCR to the Council at the Annual Transitional meeting.
3. Submits next years projected budget to the SCR Treasurer at the annual Transitional meeting.
4. Publish Five Alive every quarter.
5. Collects and make decisions regarding articles submitted for publication on the SCR Web site.
6. Solicit vendors for ads on the SCR web site to defer expenses.
7. Establish and publish deadlines for submission to the Website.
8. Submit reimbursement form for expenses incurred.
9. Appoints all Communication committee members After the Annual Transitional meeting will contact each committee Chair and update all forms on the Website.
10. Works closely with the Webmaster to coordinate and disseminate information to the Region.
11. Keeps website current.
12. Review responsibilities of this office, turn over all records and serve as a resource during the transitional time for the incoming Communication Chair.

## **WEBMASTER:**

1. Webmaster is a paid professional person, who is accountable to the SCR Council.
2. Reports to the Communication Chair
3. Posts information on website from the Communication Chair.
4. Is an interface between the host server and the SCR.

**POSITION:**        **Nomination Committee Chair**

**BYLAW:**            Article VIII

**QUALIFICATIONS:**

1. An active SCR member in good standing with the WOCN and the SCR for at least one year prior to election and consents to serve.
2. Willingness to prepare and present a slate of qualified candidates who seek to serve in an office of the SCR.

**TERM:**

Two year term. Elected in the fall of even years and takes office January of odd years with no more than two consecutive terms.

**DUTIES:**

1. Attends regular scheduled SCR Board of Director, Council and membership meetings. Also tries to attend specially called meetings. Travel expenses reimbursed per guidelines.
2. Submits next year's goals for the SCR to the Council at the Annual Transitional meeting.
3. Submits next years projected budget to the SCR Treasurer at the Annual Transitional meeting.
4. Appoints two Nomination committee members. Total of three on the committee
5. Facilitates a call for nominations to ensure a full and balanced slate.
6. Attempt to present at least two candidates for each office.
7. Keep a copy of each nominee's C.V. with a written statement of consent to serve and acknowledgement of office responsibilities.
8. Proposed slate of nominees shall be mailed electronically to the membership fourteen (14) days prior to the Annual SCR Fall Conference and business meeting.
9. Prepares committee report to President prior to annual meetings.
10. Prepares electronic ballots and conducts election.
11. Insure members vote in accordance with SCR Bylaws.
12. Notifies President and Communications Chair of election results.
13. Announces the election results at the Annual Fall Conference.
14. Review responsibilities of this office, turn over all records and serve as a resource during the transitional time for the incoming Nomination Chair.

**POSITION:**        **Public Relations Committee Chair**

**BYLAWS:**        Article VIII

**QUALIFICATIONS:**

1. Active SCR member in good standing with the WOCN and the SCR for at least one year prior to appointment.
2. Interest in increasing public awareness of WOC/ET nurses in the community and SCR level.

**TERM:**

Two year term appointed by SCR President in the fall of even years and takes office in January of odd years with no more than two consecutive terms

**DUTIES:**

1. Attends regular scheduled SCR Board of Director, Council and membership meetings. Also tries to attend specially called meetings. Travel expenses reimbursed per guidelines.
2. Submits next year's goals for the SCR to the Council at the Annual Transitional meeting.
3. Submits next years projected budget to the SCR Treasurer at the Annual Transitional meeting.
4. Liaison for booths at National WOCN and SCR Conference from a cross-section of the SCR states (one member from each state).
5. Fund raising event as directed by the Council
6. Keep inventory of fundraiser items (such as scissors, pins etc.) to track how much money is made on which items.
7. Appoints all Public Relations committee members
8. Review responsibilities of this office, turn over all records and serve as a resource during the transitional time for the incoming Public Relations Chair.

**POSITION:**        **Scholarship Committee Chair**

**BYLAWS:**        Article VIII

**QUALIFICATIONS:**

Active SCR member in good standing with the WOCN and the SCR for at least one year prior to appointment.

**DUTIES:**

1. Attends regular scheduled SCR Board of Director, Council and membership meetings. Also tries to attend specially called meetings. Travel expenses reimbursed per guidelines.
2. Submits next year's goals for the SCR to the Council at the Annual Transitional meeting.
3. Submit next years projected budget to the SCR Treasurer at the Annual Transitional meeting.
4. Coordinate and designate scholarship funds through the appropriate channels for applicants to the Beverly Hampton Memorial Scholarship Fund, NIWI, and the Youth Rally Committee (YRC) and Young Ostomate and Diversion Alliance of America (YODAA) summer camps. Will also coordinate special scholarship funds as needed (i.e. Hurricane Relief Fund).
5. Coordinate and designate scholarship funds through the appropriate channels for applicants of Poster Presentation Scholarship Award.
6. Will notify winners and other applicants of the Poster Presentation Scholarship Award, SCR, Treasurer, and SCR Committee members.
7. Appoints all Scholarship committee members. The committee will be composed of five (5) SCR members representing each of the SCR states.
8. Review responsibilities of this office, turn over all records and serve as a resource during the transitional time for the incoming Scholarship Chair.

**POSITION:** Ad Hoc Chair

**BYLAWS:** Article VIII

**QUALIFICATIONS:**

Active SCR member in good standing with the WOCN and the SCR for at least one year prior to appointment.

**TERM:**

Two year term appointed by the President in the Fall of odd year and takes office in January of even year with no more than two consecutive terms.

**DUTIES:**

1. Attends regular scheduled SCR Council and membership meetings. Also tries to attend specially called meetings. Travel expenses reimbursed per guidelines.
2. Submits next year's goals for the SCR to the Council at the Annual Transitional meeting.
3. Submits next years projected budget to the SCR Treasurer at the Annual Transitional meeting.
4. Work on committee and special projects as assigned by President
5. Review responsibilities of this office, turn over all records and serve as a resource during the transitional time for the incoming Ad Hoc Committee Chair.

## **BUDGET AND REIMBURSEMENT GUIDELINES**

1. Submit proposed annual budget to SCR Treasurer by January 31<sup>st</sup>.
2. Treasurer will submit all budgets to SCR Board of Directors
3. Utilize form on website quarterly estimate of expenses based on previous year and any special projects anticipated in the coming year.
4. When expenses are being paid by SCR, airline reservations should be made early and at the least expensive rate.
5. Submit original receipts with reimbursement expense voucher within thirty (30) days following the date of expense for meetings to the President. May save over minimal expenses and submit with meeting expenses. Verification of mileage when driving to and from the airport or meeting should be provided from home to site round trip.
6. Budgets for the following committees should include allowances that are on the annual budget:
  - Operations
  - Conference Planning
  - Communications
  - Nominations
  - Public Relations
  - Scholarship
  - Ad Hoc
7. Members/designees of the Council (President, Vice President, Secretary, Treasurer, President Ex-Officio and each committee chair) are required to attend three businesses meeting annually.
  - Transitional Meeting
  - Council and Membership meeting at WOCN National Conference
  - Annual Fall Regional Conference Meeting
8. These members would be eligible for reimbursement for one days business expenses per meeting to include the least expensive means of travel:
  - By air, to include ground travel – airport to/from hotel
  - By auto if 20 miles or more
  - Parking fees for the duration of the meeting
  - One night's lodging
  - Meals are not reimbursable
  - Other expenses are voted and passed on by the Council

9. Reimbursement rate for auto mileage to be determined by the current IRS allowance.
10. The funds will come from the SCR Treasury if not funded from another source.

## **SOUTH CENTRAL REGION MAIL BALLOT PROCEDURE**

The Nominations Committee Chair sends ballot of officers to Webmaster to create an electronic ballot. Webmaster sends the ballot to all active members. Each member responds to ballot and submits completed ballot to the Webmaster. The Webmaster will validate member status, tallies votes and sends results to the Nominations Chair. Nominations Chair will notify the President and Secretary of the election results and announce the results at the Annual Fall Regional Conference. If the Nominations Chair is unable to be present at the conference, the President will announce the election results.

### **GENERAL INFORMATION**

1. The Nominating Committee Chair will call for nominations **97** days prior to the Annual SCR Fall Conference. Members interested in seeking office will return their candidate qualification form to the Nominations Chair by stated deadline.
2. Each candidate's qualifications will be printed either in the SCR Website or as a separate mailing.
3. Nominations Chair will present a Voter's Pamphlet to the general membership **14** days prior to the Annual SCR Fall Conference. Ballots must be reviewed by the Nominations Chair on or before the stated deadline.
4. Voter's Pamphlet to include, but is not limited to:
  - Candidate's qualifications
  - Slate of Officers
  - Instructions
  - Deadlines

## **SOUTH CENTRAL REGION PRESIDENT’S AWARD**

### **Purpose**

To recognize outstanding/significant contributions made to the Wound Ostomy and Continence Nursing scope of practice at the discretion of the President of the South Central Region.

### **Eligibility**

The Award recipient:

1. Must be a member living in the South Central Region of the WOCN.
2. Must be a member in good standing.
3. Must have made significant contribution in the last 12 to 14 months or is making an ongoing contribution to at least one of the three scopes of practice: Wound, Ostomy or Continence nursing and/or to the professional practice of WOC Nursing in any venue: clinical setting (acute, long-term or home care), administrative, education, or in industry. This contribution should be over and above the day-to-day clinical work of the WOC nurse. (That work is recognized with the Outstanding WOC/ET Nurse of the Year Award).  
Examples: opening new clinics or a home care agency, research or publishing of articles (i.e. research studies, textbook chapters).

The President may choose to honor an industry partner in place of a WOC nurse.

### **Determination of Recipient**

This award is given by the President of the South Central Region on behalf of the membership in recognition of the contribution of the award recipient. The President may choose to acknowledge someone’s contribution based on personal experience or may solicit nominees from members in the SCR. The award decision comes solely from the President. The President may choose, for whatever reason, not to present the award in any given year.

Along with the Outstanding WOC/ET Nurse of the Year Award, the recipient of the SCR Presidents Award will be recognized with an award at the Annual Fall SCR Conference and be noted in the Operations Manual.

## **SOUTH CENTRAL REGION OUTSTANDING WOC/ET NURSE OF THE YEAR AWARD**

The South Central Region of the WOCN invites nominations for the award of Outstanding WOC/ET Nurse of the Year. The recipient of this coveted award will be honored at the next Annual Fall SCR Conference.

### **PRE-REQUISITES**

1. Nominee must be an active member in good standing with the South Central Region for a minimum of two years.
2. Nominee must be Board certified.
3. Nominee shall not have received this award within last five years.

### **CRITERIA – NOMINEE MUST MEET AT LEAST 80% OF CRITERIA LISTED**

1. Demonstrates excellent expertise in current scope of practice for WOC/ET Nursing. (i.e. Keeps abreast of new procedures, theories, treatment modalities utilizing the nursing process, etc.)
2. Demonstrates the ability to share professional skills with peers and paraprofessionals.
3. Actively participates in organizations to promote WOC/ET Nursing (i.e. community groups, other nursing specialties, regional and national committees).
4. Is active in precepting and supporting WOC/ET nurses in their roles. Encourages other nurses to become WOC/ET nurse or associate members of WOCN.

The selection committee is not apprised of the names of the candidates or agency affiliation until the process is complete. The Public Relations Committee is comprised of WOC/ET nurses from a cross section of the member states (one from each state). Nominations are accepted from colleagues, employer's patients and self.

If ballot received after the deadline, the ballot will be returned to the submitter.

**NOMINATION FOR THE  
SOUTH CENTRAL REGION  
OUTSTANDING WOC/ET NURSE OF THE YEAR AWARD**

**NOMINEE NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**POSITION** \_\_\_\_\_

**EDUCATION/BACKGROUND** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBMITTED BY:**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_



## **SOUTH CENTRAL REGION SCHOLARSHIP FUND**

### **The Beverly Hampton Memorial Scholarship**

The fund was created to assist a WOC/ET student from the SCR enrolled in a WOC Nurse Education Program within the South Central Region if available (if one exists). If one is not available, then the fund will be open for full scope.

1. The applicant will obtain a scholarship application from the WOCN web site [www.scrwocn.org](http://www.scrwocn.org)
2. The applicant will fill out the form following the guidelines provided by the Scholarship Committee.
3. The SCR-WOCN Scholarship Committee will review the applications and notify the SCR treasurer and SCR President if they have an applicant that meets scholarship application criteria.
4. The applicant selected to receive the Beverly Hampton Scholarship must be a resident within the South Central Region's states (Arkansas, Louisiana, Mississippi, Oklahoma and Texas).
5. The scholarship of \$3000 will be awarded to an applicant once a year, chosen by the SCR-WOCN Scholarship Committee.
6. The SCR Scholarship Chair will send a letter of congratulations to the recipient and will notify the SCR Treasurer and Communications Chair of the winner.
7. The SCR Treasurer will issue a check from the scholarship account to the recipient of the scholarship upon notification from the Scholarship Committee Chair.
8. The recipient of the scholarship is strongly encouraged to become an active member of the South Central Regional WOC Nursing Society.

## **YOUTH RALLY OR YOUNG OSTOMATE AND DIVERSION ALLIANCE OF AMERICA (YODAA)**

This scholarship fund is designated to assist a WOC/ET nurse, or, a child and/or young adult with bowel or bladder dysfunction, to attend a summer camp.

1. The SCR Scholarship Committee will evaluate this individually each year and will provide up to \$500 toward expenses per person.
2. The parent of a youth or young adult will be asked to send a copy of the Youth Rally or YODAA application form to the SCR Scholarship Committee as the application for scholarship.
3. In the event no child, young adult, or WOC/ET counselor has applied for a scholarship, the SCR will donate allotted scholarship funds to the Youth Rally.

Youth Rally Committee Contact: April Gimlen [YouthRally@aol.com](mailto:YouthRally@aol.com)

Young Ostomate and Diversion Alliance of America YODAA

## **South Central Region Poster Presentation Scholarship**

The SCR-WOCN is committed to supporting the WOC nurse in furthering the research basis for practice. We invite you to take the opportunity to showcase your research and practice by developing an abstract and poster for presentation. The SCR-WOCN is pleased to offer two scholarships for members within our region wishing to develop an abstract and poster for presentation at the WOCN national conference each year.

### **Criteria:**

- Author must be a member in good standing of the WOCN
- Author must be from a state within the SCR-WOCN (Arkansas, Louisiana, Mississippi, Oklahoma or Texas)
- Abstract and poster must have been approved for presentation at the WOCN conference
- Author must not have other sources of financial assistance for poster development

### **Submission:**

The request for scholarship package must include a completed application with the following information

- A. Title of project and brief biographical sketch of the author
- B. Copy of poster acceptance from WOCN
- C. Copy of poster abstract
- D. Estimated budget for poster development
- E. Single paragraph statement of financial need

### **Criteria for Selection:**

1. Each scholarship request will be reviewed by a panel of WOC nurse representatives from states within the SCR.
2. Verification that poster has been accepted for presentation at upcoming WOCN convention.
3. Identification of financial need with no additional sources of funding
4. Importance, depth, focus, level of audience interest
5. Applicability to a variety of settings
6. Significance to WOCN practice

## **Nurse in Washington Internship Program (NIWI)**

The scholarship fund is designated to assist one WOC /ET Nurse from the SCR to attend the Nurse in Washington Internship Program (NIWI) each year.

1. The candidate should apply for the national WOCN NIWI scholarship. There are 5 tuition scholarships available. The application can be downloaded from the WOCN web site <http://www.wocn.org/whatsnew/niwi.html> or by calling the National Office
2. The candidate should inform the SCR Scholarship chair that they have applied for the WOCN NIWI scholarship.
3. Once national office releases the names of the scholarships and if the candidate is selected then SCR will pay \$750 towards expenses.
4. The candidate will be expected to submit a summation of the experience to the *Five Alive* web site.