



BLACK
NURSES
ROCK



NEW CHAPTER
TOOL KIT

HOW TO START
A CHAPTER



TABLE OF CONTENTS

- 3** | BNR Chapter Introduction
- 3** | BNR Mission Statement
- 3** | BNR Vision Statement
- 3** | BNR Values Statement
- 6** | Resource Team
- 8** | Getting Started

ADDITIONAL DOCUMENTS:

Chapter Charter Agreement

Chapter Governance Manual

BNR Bylaws

BNR Chapter Introduction

It is our goal to have 50 Chapters by October 20, 2016. We hope to increase this goal to 100 by December 2016, including international chapters. BNR Chapters will comprise of a diverse group of BNR members, who share a common goal to provide the mentorship and professional development. Chapters plan and execute educational programs of interest for local BNR members and non-members alike. Through continuing education, local decision making and community service, these nursing professionals continue to enhance their clinical and leadership skills.

Chapters exemplify BNR's vision: is an organization with a focus to foster a positive environment of professional growth and development. We provide support and mentorship to nurses in an effort to elevate our profession and improve our communities.

Starting an BNR chapter is really very simple! The Chapter Advisory Team and the National Office Team have put together 10 easy steps in this booklet to assist you in starting a local chapter in your area. Your interest in starting a chapter is very important to us, and we want to help you in every way we can!

How do BNR Chapters carry out the BNR mission in their local community?

- Promote and advance BNR's key initiatives
- Provide professional education to nurses.
- Provide networking opportunities for nursing professionals.
- Provide community service activities.
- Foster interaction and networking among nurses and groups of people who share common interests.
- Provide resources and information to nurses.
- Provide a base for leadership development.
- Provide mentoring opportunities.
- Provide a vehicle for recruiting BNR National members.

About BNR

Mission

Black Nurses Rock Inc. is an organization with a focus to foster a positive environment of professional growth and development. We provide support and mentorship to nurses in an effort to elevate our profession and improve our communities.

Vision

BNR is to inspire and empower innovative leaders that will serve and educate vulnerable communities.

Values

As BNR works to promote its mission and vision, it is guided by values that are rooted in, and arise from, the Association's history. BNR, its members, volunteers and staff will honor the following:

Ethical accountability and integrity in relationships, organizational decisions and stewardship of resources.

Leadership to enable individuals to make their optimal contribution through lifelong learning, critical thinking and inquiry.

Excellence and innovation at every level of the organization to advance the profession.

Collaboration to provide health promotion and disease prevention seminars

Getting Started

Available Resources:

- The Chapter Associate at the National Office is available to assist with starting a new chapter and can be reached by email at chapters@blacknursesrock.com
- Chapter Advisory Team Members (CATs) consist of BNR members, appointed by the BNR Chapter Specialist. Advisors are geographically located across the United States. Chapter

Advisors are ambassadors for the Association in supporting the Mission, Vision and Values. They work closely with chapters to assist them in making their optimal contribution to their chapter and the organization. The Chapter Advisor can be reached by email.

STEP 1: Contacting Your Chapter Advisor

Your Chapter Advisor is an expert at starting new chapters. Your CAT will assist you with organization, planning, recruiting members, fundraising, chapter newsletters and community service.

STEP 2: How Do I Start a Chapter in My Area?

Assess the need and interest in your area. Discuss the idea with nurses, friends and colleagues. Discuss what you believe are the purpose, goals and benefit of local membership. Emphasize the contributions the chapter could make in providing varied educational opportunities for nurses in your area.

- Send a letter inviting nurses to become members of BNR. Be sure to include all nurses in acute and critical care settings, including nurse managers, educators, clinical nurse specialists, advance practice, progressive care units, neonatal, pediatric and home health nurses.
- You may request a **FREE** listing of BNR National members within a 50-mile radius of your chapter
- Send an announcement of your Chapter's upcoming meeting to colleagues and hospitals in your area. Send an announcement to alumni and graduate nursing associations, schools of nursing and local newspapers.

NOTE: All local chapter members must be National BNR members

STEP 3: Review the Chapter Charter Agreement, Chapter Governance Manual and the BNR Bylaws

STEP 4: Plan Your First Meeting

Once you have about 10-20 people interested in forming a chapter, begin your plans. The first meeting for the chapter is a very important step in the organizational process. Contact your Chapter Advisor for advice on preparing for this meeting and suggestions on meeting agenda topics. Use the following guidelines to be sure you have covered all bases in your planning process. When selecting a meeting site, choose one that is centrally located. Take into account that traveling a great distance may discourage potential members.

- Invite your Chapter Advisor to attend the meeting and to participate in preparing for the meeting.
- Prepare an outline of the first meeting and what you expect to accomplish.
- Provide a copy of the agenda to each participant.
- At the close of the meeting, summarize the meeting and future action steps. Seek feedback from the attendees regarding the meeting. Review the date, time, location and preliminary agenda for the next meeting. Ask how many members plan to attend the next meeting.

STEP 5: Develop Your Outcomes and Objectives

Organizations operate by developing outcomes and objectives. BNR formulates long-range outcomes and intermediate strategies to meet the Mission, Vision and Values of BNR. These outcomes and strategies provide the focus for the organization's efforts to meet the needs of critical care nurses. In developing chapter strategies and a strategic plan, it is important that your discussion include the following:

- Reason(s) for existing as a chapter.
- What you hope to accomplish as a chapter.
- How you plan to accomplish your goals.
- The needs of critical care nurses in your area.
- Opportunities and threats that exist in your area.

STEP 6: Develop Your Agenda Sample agenda:

- Get acquainted or icebreaker (usually one-half hour, including sign-in with refreshments).
- Selection of a temporary secretary.
- Define the purpose of the meeting and the potential chapter goals. Ask your potential chapter members what they need/want from a chapter.
- Discuss activities related to the chapter goals.
- Preview future meetings and activities. Inform potential members what the benefits are by belonging to this local chapter.

STEP 7: Elect Your Officers

- BNR's fiscal year begins Jan 1. The chapter's Board of Directors term will begin on a rolling basis your first year. The Board of Directors establishes and reviews major policies and plans for the chapter.
- The five essential chapter officers are president, president-elect, secretary, treasurer and treasurer- elect. It is encouraged to have an elected position for all main officers, if possible, as it helps with annual officer transition.

President

The president shall preside at all meetings of the chapter, execute all conveyances, notes, contracts or other instruments authorized by the members, appoint all committee chairpersons, serve as an ex-officio member of all standing committees, and perform and discharge all duties incident to the office of the president and such other duties as may be assigned by the members.

President-Elect

The president-elect shall become familiar with the duties of the president and shall succeed to the presidency at the expiration of the president's term of office. The president-elect shall perform the duties of the office of president in the absence of the president or in the case of inability to act and, when so acting, shall have all powers of, and be subject to, all the restrictions upon the president, and shall perform such other duties as the members may from time to time specifically prescribe. It is strongly recommended that the office of president-elect only be open to those members who have served on the Executive Board or as committee chair persons of the chapter.

Secretary

The secretary shall keep or cause to be kept the minutes of the meetings of the chapter and shall give or cause to be given notice of all meetings in accordance with the BNR bylaws. The secretary shall also keep, or cause to be kept, all chapter records with the exception of educational records, and shall, in general, perform all duties incident to the office of secretary and such other duties as the members may prescribe.

Treasurer

The treasurer shall have charge and custody and be responsible for all funds and securities for the chapter, receive and give receipts for all monies due and payable to the chapter from any source whatsoever, deposit all such monies in the name of the chapter in such banks or other depositories as shall be decided by the membership, account for and record all financial transactions by the chapter, prepare and render quarterly and annual reports to the chapter and the National Office of BNR within thirty (30) days after the end of each reporting period (3/31, 6/30, 9/30 and 12/31) and whenever called by twenty-five percent (25%) of the membership; and perform such other duties as may be assigned by the members.

Treasurer-Elect

The treasurer-elect has the same accountabilities as the treasurer.

STEP 8: Define Your Committee Responsibilities

- Committee formation may be an important part of the chapter. Committees are charged with doing the ongoing work of the chapter. Through committees, the chapter accomplishes its outcomes.

There are two types of committees: the standing committee and the task force. You might want to form a task force to accomplish a specific project.

The life of a task force is limited, as it is dissolved once it has accomplished the task it was formed to complete. A standing committee would be an Education Committee, Membership Committee, Nominating Committee, etc.

STEP 9: Organize Your Chapter Finances

- Chapter Member Dues – dues are used to offset chapter expenses. (example: postage, printing or refreshments for chapter meetings). Dues should be priced to meet your chapter's necessary expenses, but not so high that they will discourage anyone from joining. Chapter dues may not exceed 75 percent of BNR's National membership dues. Chapter dues average \$25 per year.
- Once you begin collecting dues, open a bank account under the chapter's name (preferably interest-bearing or, at least, without a maintenance fee). Many banks waive account fees for non-profit organizations. BNR and its chapters are non-profit organizations, under Section 501c3.

BNR's Federal Tax Identification Number is 47-5514581. Documents can be provided for proof of non-profit status. However, you must obtain your own EIN number, this can be accomplished by going to the IRS.gov and apply online.

- Accurate records are essential. Develop a simple financial sheet to track the flow of funds to and from the treasury, until you receive your Chapter Governance Manual, which is sent in your charter information. In the interim, all of the information that you need is contained in the Charter Agreement. Additional resources are available online at www.blacknursesrock.com/chapters. BNR recommends the use of financial management software (i.e. Quicken or QuickBooks) to maintain chapter financial records.

STEP 10: Apply for Your Chapter Charter

- All chapters must be chartered by BNR. Now that you have begun the formation of your chapter, you need to apply for your National Charter. The Charter Agreement, Chapter Governance Manual, along with the BNR By laws, are the governing documents for the chapter. The purpose of the Chapter Charter Agreement is to clearly identify the expectations and obligations of both the chapter and of BNR. The Charter is designed to protect the interests and non-profit tax status of both parties.

The following information needs to be completed to process your charter application.

Signed Charter Agreement - **All officers should review the Charter Agreement and the President and Treasurer need to sign it.** (Additionally anytime you have new officers, the charter should be reviewed with them, as part of their orientation to their new role.)

Chapter Officers List

Charter Fee - \$150.00 per year.

NOW THAT YOU'RE A CHAPTER: Resources & Future Planning

Once you have elected your officers, established yourself as a Chapter, and begun regular meetings, it is time to develop your strategic plans for the future. The Chapter Governance Manual contains Strategic Planning information and can be found at www.blacknursesrock.com/chapters, on the BNR Chapter Governance page. You can begin planning the chapter's future by:

- Communicating with your Chapter Advisor, who offers chapter leaders an opportunity to obtain up-to-date information on chapter management and operations as well as identify resources for you as a chapter leader.
- Hold a meeting to develop your strategic plan or outcomes for the year.
- Discuss goals and how to accomplish those goals.
- Formulate plans for the next year.
- Communicate with other chapters in your area.

Congratulations on starting an BNR chapter! We look forward to working with you. If you have any questions along the way, please contact us at chapters@blacknursesrock.com. We wish you much success.