

Case Management Society of New England

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Policy 27-03

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Policy and Procedure: Scholarship/CMOY Committee and Guidelines for Committee Participation

The Case Management Society of New England is a recognized professional entity actively engaged in promoting educational opportunities for its members and to recognize exceptional work.

The Goals of the Committee are:

- To increase member participation and member benefits through the reward of financial support for endeavors that promote case management.
- To recognize exceptional work in the Case Management field.

Composition of the Scholarship/CMOY Committee:

- An Executive Board Liaison
- A Chairperson recommended by the previous year's chair and designated by the CMSNE Executive Board.
- No more than four (4) additional members.

The Scholarship/CMOY Committee is lead by a Chairperson with support from the Executive Director and Executive Board Liaison. The Committee Chair keeps the Executive Director and Executive Board Liaison informed as to ongoing progress with potential candidates, well in advance of deadlines. This is accomplished through regular written updates to the Scholarship/CMOY Committee E-mail group and direct communication. The Chair is responsible for bringing obstacles in the review process to the attention of the Executive Director as early as possible for guidance, additional support and resolution.

Participation on Scholarship/CMOY Committee does not preclude the committee member from applying for a Scholarship or for CMOY, however the committee member must reclude them self from any discussion regarding the awarding of scholarship or CMOY award during that period.

Benefits of Committee membership:

Committee members benefit from involvement in the following manner:

- Active participation on this committee provides the opportunity for inclusion in a raffle for a free registration to CMSNE's annual conference.

Role of the Committee Chairperson:

- The Chairperson must be a current and active member of the Chapter. It is preferred that the Chair will have served at least one (1) previous year as a member of a committee.
- The Chairperson agrees to serve for a period of at least one (1) full year.
- The Chairperson shall actively mentor at least one member of the Committee as a successor for the next term.

- The Chairperson is the committee's primary point of contact with the Executive Director.
- The Chairperson in cooperation with committee members will assure that CMSNE Scholarship recipients are solicited and funds are awarded according to Policy and Procedure 19-99.
- The Chairperson in cooperation with committee members will annually review the eligibility requirements for application to CMSNE's Case Manager of the Year Award, will advertise and encourage membership to submit applications for qualified individuals and will select CMOY recipient based on the predetermined requirements established by committee.
- The Chairperson in cooperation with committee members will create and initiate an annual fundraising event to provide funds to supplement the CMSNE scholarship fund.

Role of the Committee Member:

- Committee members must be current and active members of the Chapter.
- Each committee member must agree to be an active participant on the committee for a period of at least one (1) full year.
- Each committee members will work to assure the fair and equitable awarding of CMSNE Scholarship funds and CMSNE CMOY award as determined by predetermined policy and procedure and eligibility requirements.
- Each committee member agrees to actively participate in the promotion and implementation of CMSNE fund raising activities to supplement the CMSNE scholarship fund.

Communication:


Primary communication vehicles include: email group, telephone contact and face to face meetings.

Committee members are placed on the Scholarship/CMOY Committee email list. Each member is responsible to review all incoming email messages and respond to them as requested or desired in order to participate in committee business.

When appropriate, the committee Chair may convene a telephone conference call or in-person meeting to facilitate decision-making. Committee members make reasonable effort to meet the communication requirements of the committee through participation with other committee members. If unable to attend a live or teleconference meeting, each member notifies the Committee Chair in advance.

Inability to comply with commitment:

If a committee member, Chairperson or Co-chairperson is unable to meet the requirements of committee membership, it is their responsibility to step down promptly in order to allow the Chapter to continue to meet the needs of it's members. The Chairperson informs the Executive Director and Board Liaison of the resignation. In consultation with the President, a new committee member or chair or is selected/assigned.



Signed off _____
Karen Lytle, RN, CCM, CMC, President

3/3/09 _____
Date