

**Case Management Society of New England**  
74 Buckboard Rd., Duxbury, MA 02332  
Tel.: 603-329-7481  
Email: [CMSNE@CMSNE.org](mailto:CMSNE@CMSNE.org) Website: [www.CMSNE.org](http://www.CMSNE.org)

**Policy # 12-96**

**Date:** January 14, 2019

<b>Policy: CMSNE Extension Officers</b>
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1. Each new Extension will select a member(s) to serve as a Interim Chair/Co-Chairs of CMSNE within thirty (30) days of signing a letter of agreement with the Chapter. This individual(s) will serve until such time as nominations and election for the next CMSNE term of office occurs.
2. In May of each year each Extension will submit eligible nominees for Extension Chair/Co-Chairs to the CMSNE Nominating Committee, candidates for Extension Chair/Co-Chairs will be included on the Chapter ballot for voting by all Chapter members.
3. The Extension Chair/Co-Chairs (or designee) will preside over all Extension meetings and represent the Extension at regular CMSNE meetings.
4. Extension Chair/Co-Chairs will represent the Extension at CMSNE Executive Board meetings (telephonically or in person). In the event of Co-Chairs each will be invited to attend, participate and discuss issues related to CMSNE business, but will share one vote from each Extension.
5. Extension Chair/Co-Chairs will equally serve the chapter as a Board of Directors Liaison to a Chapter Committee or special project as assigned by the CMSNE President/Board of Directors during each term of office.
6. The Extension Chair/Co-Chairs, under the auspices of the Chapter Treasurer, will maintain ultimate responsibility for all financial matters related to the Extension.
7. Extension members will be recognized as full members of CMSNE and are eligible to run for any office of CMSNE.
8. All Board of Director membership benefits will apply equally to both Extension Chair/Co-Chairs. Complimentary registrations for programs sponsored by the Chapter or another Extension are subject to review and approval based on demand and attendance limitations as outlined in Extension Chair Job Description. This may result in a pro-rated benefit.

Signed Off:

Mary McClintock, Chapter President, 2017-19  
CMSNE

*Mary Mc Clintock RN, MSN, CCM*

Date: 1/15/19