

Policy # 13-96

Date: January 14, 2019

Policy: CMSNE Extension Responsibilities
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1. Each Extension of CMSNE is responsible for assuring adherence to the CMSNE by-laws and CMSA Articles of Incorporation.
2. Each Extension of CMSNE is responsible for planning, conducting, and coordinating regular meetings.
3. The Extension is responsible for all aspects of delivering Continuing Education programs, including coordination, and obtaining contact hour approval of RN and CCM credits. Administrative assistance and coordination is available through the CMSNE Executive Office as needed.
4. The Extension activities are reported and announced to the general membership of CMSNE via written notice included in the chapter newsletter, The Facilitator and by notification through email blasts to all CMSNE members and prospective members in the geographic area
5. All CMSNE members may attend meetings/educational programs sponsored by CMSNE or by any Extension of CMSNE; all Extension and Chapter meetings are open to any/all Chapter members.

Revenue generated through the activities of the Extension will be developed based on the following considerations:

- The activity must support the mission and goal of CMSNE and CMSA.
- The activity must not conflict in content and/or timing with educational and fund raising activities of the chapter.

Upon completion of activity written evaluation/report should be made back to the chapter office.

6. All Extension programs must be developed and coordinated with budgetary calculations taken into consideration. All efforts to seek sponsorship of program, speaker, continuing education units, food and/or site should be taken into consideration. Registration should be reflective of expenses associated with the program, with a consideration of a reduced rate for members as a benefit of membership, while non-members are charged a high fee.

Signed Off:

Mary McClintock, Chapter President, 2017-19
CMSNE

Mary McClintock RN, MSN, CCM

Date: 1/15/19