

Case Management Society of New England

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Policy 26-03

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Policy and Procedure: Newsletter Committee and Guidelines for Committee Participation

The Case Management Society of New England is a recognized professional entity actively engaged in promoting educational opportunities and networking for its members. The Newsletter Committee supports the membership-at-large through bi-monthly electronic publication of *The Facilitator*. This newsletter includes chapter, committee and extension updates, pertinent article reprints, member highlights, calendar of upcoming educational programs, and job opportunities.

The Goals of the Newsletter Committee are:

- Publish six electronic issues of *The Facilitator* each calendar year.
- Include articles of interest to membership regarding current happenings in CMSNE and CMSA.
- Provide updates of significant interest regarding various Case Management practice arenas, trends and legal issues.
- Advise membership of pending educational opportunities when submitted in timely manner by other professional organizations, corporate sponsors or facilities.
- Survey membership in regards to effectiveness of newsletter distribution and format. Make appropriate recommendations and implement changes based on member feedback.

Composition of the Newsletter Committee:

- A Board Liaison
- A Chairperson recommended by the previous year's chair and designated by the CMSNE Board.
- At least two additional committee members.

The Newsletter Committee is led by a Chairperson with support from the Executive Director and Board Liaison. This is accomplished through regular written updates to the Newsletter Committee E-mail group and direct communication. The Newsletter Chair is responsible for bringing obstacles to the attention of the Executive Director as early as possible for guidance, additional support and resolution.

Benefits of Committee membership:

Committee members benefit from involvement in the following manner:

- Increased awareness of national, chapter and member activities and interests.
- Development of research and writing skills to provide newsletter articles.
- Exercise visual creativity skills to enhance newsletter's professional appearance.
- Increased technology skills via the use of email newsletter/marketing software program.
- Active participation on this committee provides the member with the opportunity for inclusion in a raffle for a free registration to CMSNE's annual conference.
- All committee related correspondence must be discussed & majority approved by the committee prior to being distributed electronically through CMSNE's database.

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 the Newsletter Committee.

- The Chair agrees to serve for a period of at least one (1) full year.
- The Chairperson is responsible for timely publication and distribution of the bi-monthly newsletter.
- 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 the committee members will ensure periodic review of the chapter's Policy and Procedures and Corporate Sponsor Benefits related to Newsletter activities.

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.
- Committee members agree to take responsibility for proofing each bi-monthly newsletter.
- Committee members agree to take responsibility for writing one article or interview, book review, or soliciting same from a fellow Case Manager during the year.

Communication:

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

Committee members are placed on the Newsletter 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.

Committee members must respond to meeting agenda notices by forwarding an e-mail directly to the Committee Chair if they are not attending. Committee members are allowed 3 excused absences before they will be asked to excuse themselves from the committee.

All committee related correspondence must be discussed & majority approved by the committee prior to being distributed electronically through CMSNE's database.

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 its 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:  Jenny Quigley-Stickney, RN, MSW, MHA, CCM, CPANM

Date: 7/15/17

Jenny Quigley-Stickney, CMSNE President, 2015-2017