

Policy 27-03

Date 7/15/17

Policy and Procedure: Scholarship/CMOY/AOSE 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/AOSE Committee:

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

The Scholarship/CMOY/AOSE Committee is lead by a Chairperson with support from the Executive Director and Board Liaison. The Committee Chair keeps the Executive Director and 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/AOSE 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/AOSE Committee does not preclude the committee member from applying for a Scholarship or for CMOY or ASOE awards, however the committee member must reclude them self from any discussion regarding the awarding of scholarship or CMOY/AOSEaward 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 applications to CMSNE's Case Manager of the Year Award and Award of Service Excellence, will advertise and encourage membership to submit applications for qualified individuals and will select CMOY and AOSE recipients 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 and AE awards 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/ASOE 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.

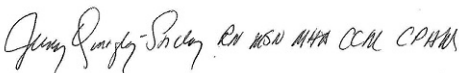
When appropriate, the committee Chair may convene a telephone conference call or in-person meeting to facilitate decision-making. Committee members make reasonable effort to meet the communication requirements of the committee through participation with other committee members. If unable to attend a 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 is selected/assigned.

Signed off: 
 Jenny Quigley-Stickney, President 2015-2017

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