

GETTING INVOLVED IN BETA RHO CHAPTER

As members you have been honored by the invitation to join the honor society and have access to the benefits of membership. I hope you will all consider devoting time (no matter how small or large) to helping meet the mission and vision of STTI.

There are many ways to be actively involved in Sigma Theta Tau International at the Beta Rho Chapter level.

For many aspects of active involvement you do not need to live in the Muncie area or even in Indiana. The technology is at our fingertips to do our work through members across the country.

If you are interested in participating in any of the following ways, please contact Cindy Thomas for more information 304-636-2116 or cmthomas@bsu.edu. We can discuss time commitment and where the best fit is for you!

Help to Plan Events

Events include:

Annual Induction and Awards Ceremony
Student Activities – Student Appreciation Day, Management/Leadership Poster Award Event, other
Research Day
Service Projects
Annual Membership Meeting
Continuing Education Programs
Fundraising

Run for Chapter Officer Position

The officers of the chapter include president, president elect (optional), vice president, secretary, treasurer, and one or two counselors. Officers are elected by the membership during annual elections.

Chapter Officer Qualifications

- Active member in the chapter
- Completed the consent to serve in the position
- Two-year commitment

President

- Acts as the executive officer and administrator of all business of the chapter as stated in the bylaws
- Serves as chief representative of the chapter in inter-chapter activities
- Ensures chapter participation in the biennial convention House of Delegates and other business brought forth before the House of Delegates during the term

- Prepares a calendar and agenda for all business meetings and general membership meetings with assistance as needed from the secretary
- Finalizes the committee appointments recommended by the Officers for all committees, advisory councils or task forces
- Delegates responsibilities not otherwise handled by the chapter bylaws to the chapter officers or committees
- Communicates the business, projects and activities of the Officers and Committees to the membership
- Ensures at least one business meeting and at least two programs or events that support the purposes and goals of the honor society are held during each fiscal year
- Arranges an orientation meeting, following the annual membership meeting, for all newly installed officers and committee chairs to facilitate the transfer of duties and responsibilities and to formulate the goals of the chapter for the coming year
- Ensures all reports are submitted to headquarters in a timely manner. Reports include: chapter annual report, verification of fees report (when applicable) and the chapter officer/committee chair report
- Meets with the head of the nursing program at the beginning of the school year to get the chapter's meetings on the school's master calendar
- Talks with the heads of major service agencies in the community and asks to get the chapter meeting dates on the agency's master calendars
- Develops and maintains policies and procedures related to the position of president and submits modifications or new policies and procedures to the Officers for approval.
- Plans for Officer transition
- Serves as an ex-officio member of all committees except the Leadership Succession Committee

President-Elect (optional position)

- Succeeds into the presidency at the end of a one- or two-year term of office
- Communicates to the public the purposes of the society
- Chairs committees, as needed
- Learns the chapter operations and facilitate the achievement of chapter goals and mission of Sigma Theta Tau International
- Oversees the process for completing and submitting the Chapter Key Award application

Vice President

- Performs the duties of the president in the president's absence
- Chairs committees, as needed
- Succeeds into the office of president and serve until the next election in the event that the president vacates his/her officer during the two-year term
- Prepares an annual report to the chapter membership regarding the vice-president's responsibilities and activities
- Oversees the planning of the annual induction ceremony and at least one other chapter program or event that supports the honor society's purposes and goals each year

Secretary

- Records the minutes for each business meeting
- Distributes minutes to all officers and committee members
- Keeps an official record book of the minutes of all business meetings to present to the succeeding secretary
- Prepares an annual report to the chapter membership
- Submits the list of new officers to headquarters within two weeks of officer elections and provides headquarters with updates as they occur
- Orders all stationery, forms and mailing labels for the chapter
- Types and mails chapter correspondence as needed
- Sends membership invitations to all elected candidates, in cooperation with the Governance Committee
- Serves on committees as needed

Treasurer

- Is custodian of the chapter funds
- Prepares and presents a current financial report to the officers at each business meeting
- Prepares and submits an annual budget to the officers with appropriate committee advisory council or task force
- Prepares and submits the financial section of the chapter annual report
- Works with an accountant on a biennial audit
- Obtains and completes necessary tax forms for the Internal Revenue Service
- Manages the investment plan of the chapter with support from the officers.
- Develops and maintains fiscal policies and procedures in collaboration with the appropriate committee. Submits new policies or modifications of existing policies to the officers for approval.
- Is bonded in an amount equal to three-fourths of the worth of the chapter.

Counselor

- Must be on faculty of BSU School of Nursing
- Is a member of/and may serve as the chair of the Governance Committee
- Leads the procedure for determining membership eligibility and inducting members
- Develops strategies for publicizing and informing students and nursing leaders of membership eligibility criteria
- Secures necessary data from the official records of students to determine eligibility status. Notifies students of their eligibility status and sends out the appropriate membership application materials.

Become a Committee Member

The standing committees of Beta Rho Chapter are Leadership Succession, Governance, and Research.

Members of the Leadership Succession Committee are elected by the membership. The chair of the committee is appointed by the President from the elected members of the committee.

Members of the Governance and Research Committees are appointed by the President. Chairs of these

committees are also appointed by the President.

Committee Member Qualifications

- Active member in the chapter
- Completed the consent to serve in the position
- Two-year commitment

Leadership Succession Committee

- Develops members in organizational leadership roles across the span of their careers
- Mentors members to assume positions at all levels of the organization
- Manages the preparation, distribution and tallying of election ballots
- Notifies all candidates (elected and non-elected) of the election results
- Note: Those serving on the Leadership Succession Committee are not permitted to be on the slate of candidates for officer or committee positions.
- Members may only serve on the Leadership Succession Committee for one 2 year term.

Governance Committee

- Oversees chapter membership eligibility issues
- Leads the bylaws amendment process by considering, reviewing, editing and/or correlating amendments as suggested or appropriate
- Updates the chapter's bylaws to comply with changes made to the international bylaws by utilizing the chapter bylaws template created and updated by STTI headquarters

Research Committee

- Oversees the process of developing, reviewing and revising criteria for funding of research grants
- Manages the process for reviewing and evaluating abstracts for research presentations and proposals for research grants
- Oversee the planning of any chapter research conferences or research day activities
- Note: Those serving on the Research Committee or as any other chapter officer or chair are not eligible for research funding while in any appointed or elected positions

Other Ways to Be Involved

- Contribute an article for the Chapter Newsletter
- Nominate another chapter member for a Recognition Award
- Submit an application for a research / creative project grant
- Offer to speak at student activities about nursing, nurse research, and nurse leadership
- Attend Beta Rho Chapter events