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### Ad Hoc Board Committees; Series I; File 5

Juanita Hunter

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# AD HOC BOARD COMMITTEES

#9A

## Report of the Board Committee to Study NYSNA Advisory Councils Pre-Convention Board Meeting October 15, 1988

The Committee of the Board appointed to study NYSNA Advisory Councils met on September 15th. Present for this meeting were Patricia Barry, Chairperson, William Donovan, and Kathleen Ferraro. (Mimi Gonzalez was unable to attend this meeting.)

The Committee reviewed the following issues:

1. Concern of the District Advisory Council for greater clarity of the Council's purpose and functions, including the proposed guidelines for the structure, function, and operation of the Advisory Council;

2. Request of the Consumer Advisory Council for improved clarity of NYSNA Bylaws re the Council's purpose and functions;

3. Report of the NYSNA Committee on Bylaws to the Board of Directors concerning the suggested changes in Bylaws related to the Consumer Advisory Council;

The Committee noted that the NYSNA Committee on Bylaws could be asked to examine NYSNA Bylaws pertaining to all NYSNA advisory councils and to consider bringing proposed changes in the bylaws which will address parallel language in each of the following areas: Composition, Purposes, Functions, and Accountability.

The Committee considered the following specific items:

### (District) Advisory Council

1. Consider specificity of the name.
2. Consider greater clarity and specificity of the purpose.
3. Specify functions of the Council. (Could be taken from Proposed Guidelines, currently in "third draft," not yet approved by NYSNA Board.)

### Consumer Advisory Council

1. State a purpose of the Council.
2. Review language of existing functions for internal consistency.
3. Specify reporting/accountability relationship to the Board of Directors.

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# AD HOC BOARD COMMITTEES

Councils named in Article VII of Bylaws (Continuing Education, Ethical Practice, Human Rights, Legislative, Nursing Education, Nursing Practice, Nursing Research)

The Committee concurred that the bylaws description of these councils is basically clear, and that the bylaws address composition, purposes, functions, and accountability. Minor changes in language may be indicated if needed to bring bylaws pertaining to all councils into parallel.

Finally, the Committee suggests that specific recommendations to the Committee on Bylaws be prepared for the Board of Director's consideration at its March, 1989 meeting. This will require continued committee activity in January and February, 1989.

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# AD HOC BOARD COMMITTEES

## Committee to Study NYSNA Advisory Councils

**ADVISORY COUNCIL:** Consumer Advisory Council [Article X]

**COMPOSITION:** Up to 25 persons (excluding any direct health service provider.) Currently, there are 9 members.

**PURPOSE:** None stated

**FUNCTIONS:**

- serve as consultants...
- convey opinions of consumers...
- assist in communicating aims...

**ACCOUNTABILITY:** None stated. The Council's reports are usually presented to the Board; Annual Report to Voting Body.

**FREQUENCY OF MEETINGS:** Usually 4 times a year.

**NYSNA FUNDING:** Budget is based on past experience; FY 1988 - 1989 = \$3600. Expenses of all members are reimbursed.

**OTHER COMMENTS:** The Council has requested stronger and more clear language in NYSNA Bylaws.

## Committee to Study NYSNA Advisory Councils

**ADVISORY COUNCIL:** Councils named in Article VII of Bylaws (Continuing Education, Ethical Practice, Human Rights, Legislative, Nursing Education, Nursing Practice, Nursing Research)

**COMPOSITION:** 5 members each except for Legislative (7 members)

**PURPOSE:** "Serve in an advisory and consultative capacity to the Board of Directors." (Art. 7, Sec. 1)

**FUNCTIONS:**

- Analyze trends and developments ...
- Establish plan of operation ...
- Recommend standards, policies, positions ...
- Provide for dissemination of information ...
- \* Assume other functions as assigned

**ACCOUNTABILITY:** Report directly to the Board of Directors; All Councils give informational reports to the Voting Body.

**FREQUENCY OF MEETINGS:** Usually 4 times a year.

**NYSNA FUNDING:** Expenses of volunteers are paid; Budget is usually \$175/member/meeting or \$3600/council/year. (incl. Council budget = \$5000.)

**OTHER COMMENTS:** Councils are established by the Voting Body.

\* Councils are usually assigned responsibility for implementation of Board Body Action and may be asked to carry out some additional initiatives adopted by Board of Directors.

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# AD HOC BOARD COMMITTEES

## Committee to Study NYSNA Advisory Councils

- ADVISORY COUNCIL:** (DNA) Advisory Council [Article IX]
- COMPOSITION:** President (or alternate) and ED of NYSNA  
President (or alternate) and ED of each DNA
- PURPOSE:** "Consider and promote the interests of this Association."
- FUNCTIONS:** None are specified.
- ACCOUNTABILITY:** None is specified. The NYSNA President customarily reports on Council meetings. There is no Council report to the Voting Body.
- FREQUENCY OF MEETINGS:** Usually 4 times a year prior to September, January, March, May meetings of the Board
- NYSNA FUNDING:** Expenses of one representative to attend each meeting. Budget (based on average experience) = \$8000.
- OTHER COMMENTS:** There has been continuing discussion of purpose/ functions of this Advisory Council. Guidelines have been proposed to Board to clarify.

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# AD HOC BOARD COMMITTEES

THIRD DRAFT (includes revisions made by the Board of Directors on 1/21/88)

At its 1/21-22/88 meeting the Board of Directors referred IV., D., 3. (page 3) to the Committee on Finance for its recommendations concerning the financial implications of an unrestricted provision for attendance of Board meetings by the advisory council coordinator. All other components of the document were approved by the Board of Directors.

\*\*\*\*\*

## THE NEW YORK STATE NURSES ASSOCIATION GUIDELINES FOR STRUCTURE, FUNCTION AND OPERATION OF THE ADVISORY COUNCIL

### I. COMPOSITION

The Bylaws of NYSNA define the membership of the Advisory Council in Article IX, Section 1:

The Advisory Council shall be constituted of (a) the president or an alternate and the executive director of this association and (b) the president or an alternate of each constituent district nurses association and (c) the executive director of each constituent district nurses association (where such executive directors are appointed).

It may be within the scope of authority of NYSNA bylaws to require that Advisory Council representatives, per se, be NYSNA members. NYSNA bylaws do not currently make this requirement. It would not be within the scope of authority of NYSNA bylaws to require that the bylaws of constituent district nurses associations (which are separately incorporated organizations) stipulate that DNA presidents, per se, be members of NYSNA. NYSNA strongly recommends that all representatives to the Advisory Council maintain membership in NYSNA, to ensure a strong and unconstrained working relationship between NYSNA and the Advisory Council. These guidelines provide for the appointment of an Advisory

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# AD NAC BOARD COMMITTEES

Council "coordinator" from among Advisory Council members whose responsibilities as communicator with the Board of Directors would necessitate that the individual hold NYSNA membership; such membership is required of that particular Advisory Council representative by these guidelines.

## II. PURPOSE

The Bylaws of NYSNA broadly define the purpose of the Advisory Council in Article IX, Section 2:

The purpose of the Advisory Council shall be to consider and promote the interests of this association.

It is recognized that this purpose encompasses the interests of the whole Association, inclusive of district nurses associations and individual members. However, in no instance will any matter intrinsic to the functions of the Economic and General Welfare Program be entertained by the Advisory Council.

## III. FUNCTIONS

The Bylaws of NYSNA do not specify the functions of the Advisory Council. Therefore, the following functions have been derived from the stated purpose of the Council:

- A. to serve as consultant to the Board of Directors in defining, communicating and interpreting the district nurses association viewpoint on nursing, health care and organizational issues;
- B. to consider issues referred by the Board of Directors or the Voting Body to district nurses associations and/or to the Advisory Council and to advise the NYSNA President and Board of Directors on those issues;
- C. to identify issues of DNA concern;
- D. to provide the opportunity for activities of the entire organization to be shared - i.e., between NYSNA and DNAs, and among DNAs;
- E. to identify mechanisms for strengthening: the relationship between NYSNA and DNAs; communication between NYSNA and DNAs; and the functioning of NYSNA and DNAs in collaborative efforts.

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# AD NQC BOARD COMMITTEES

## IV. OPERATIONS

- A. The Advisory Council will meet four times yearly prior to the NYSNA Board of Directors' meetings customarily scheduled in January, March, May and September. The Board of Directors will provide the Advisory Council with the first draft of Board meeting agenda as soon as those agenda are available.
- B. Meetings in January, March and May will be one-day meetings. The September meeting will be two days in length, the first day of which will comprise an orientation for newly elected DNA representatives to the Advisory Council.
- C. The Board of Directors will appoint an Advisory Council Coordinator from among qualified (see page 2) DNA representatives to the Advisory Council. The Board will request recommendations from the Advisory Council for the position of coordinator. The Coordinator's term of appointment will be one year in duration.
- D. The Advisory Council Coordinator will assist the NYSNA President and the Council in the following ways:
  1. Consult with DNA representatives to provide contributions to the NYSNA President in preparing meeting agenda;
  2. Communicate recommendations of Council representatives to the President and to the Board;
  3. Represent the Council at NYSNA Board meetings when either the Board or the Advisory Council deems appropriate;
  4. Identify concerns and recommendations arising out of Advisory Council meetings which should be included in the Advisory Council's written report to the Board of Directors.

## V. REIMBURSEMENT OF EXPENSES

Representatives to the Advisory Council will be reimbursed for expenses incurred in attending Council meetings according to current policy of the Board of Directors. Current policy for regular one-day meetings



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# AD NOC BOARD COMMITTEES

as of January 1988 specifies that one representative of each DNA will be reimbursed for travel expenses. (Some other expenses incurred in attending the September two-day meeting are reimbursable.) All other expenses are the responsibility of the DNA.

## VI. OTHER

It is understood that the Council serves in an advisory capacity to the NYSNA President and Board of Directors. The Council does not act in a policy- or decision-making role for the Association or for the DNAs.

It is the obligation of constituent DNAs to respond in a timely fashion to requests of the President, Board of Directors and Voting Body for DNA contribution to and/or involvement in Association affairs.

WMB  
2/3/88  
AC5-2

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# AD HOC BOARD COMMITTEES

FYI and 20(b)(1)

CORRECTED COPY

[AD HOC] BOARD COMMITTEES, 1988 [-1989]

Committee to study the role of the Advisory Council:

Patricia Bishop Barry  
Miriam Gonzalez  
Sandra Mazzie  
Dorothy Williams (served as chair)  
[attended 1/5/88 meeting: Barry, Williams]

Committee to review ANA documents: (March)

William Donovan  
Madeline Naegle  
Dorothy Williams

Committee to consider bylaw provisions for (all) councils:  
(May)

William Donovan  
Kathleen Ferraro  
Miriam Gonzalez  
Patricia Bishop Barry (chair)

Committee to study AMA RCT proposal: (July)

William Donovan  
Kathleen Ferraro  
(additional person[s] to be added; possibly non board)

COAR coordinators:

William Donovan  
Dorothy Williams

Committee on appointments:

Nettie Birnbach  
Bonnie Perratto  
Dorothy Williams (chair)

Committee on strategic planning (appointed October post-  
convention; committee  
established September)

Nettie Birnbach  
Bonnie Perratto  
Dorothy Williams  
Juanita Hunter (chair)

bd/comms-1/25/89

AD HOC BOARD COMMITTEES, 1988

Committee to Study the Role of the Advisory Council

Patricia Barry  
Miriam Gonzalez  
Sandra Mazzie  
Dorothy Williams (served as chair)

Attended 1/5 meeting: Barry, Williams

Committee to Review ANA Documents (March board meeting)

William Donovan  
Madeline Naegle  
Dorothy Williams

Committee to Study NYSNA Advisory Councils (May board meeting)

William Donovan  
Kathleen O'Brien Ferraro  
Miriam Gonzalez  
Patricia Barry (chair)

Committee to Study AMA RCT Proposal (July board meeting)

William Donovan  
Kathleen Ferraro  
(additional person[s] to be added; possible non-board)

*Committee Strategic Planning  
Nettie Birnbach*

WMB  
8/30/88