

## Chapter Updates and Policy

### Mission

#### 1. Mission of PCNA

- a. Our mission is to promote nurses as leaders in Cardiovascular Disease prevention and management across the lifespan.

#### 2. Mission of PCNA Chapters

- a. To offer high quality education programs to local nurses.
- b. To provide an opportunity for local nurses to connect and share ideas, challenges, and solutions.
- c. To positively impact PCNA's growth and member retention.

### Responsibilities

#### 3. Host 2 CE programs

- a. Chapters are encouraged to host a minimum of 2 CE programs (one during the Spring Learning Series and one during the Fall Learning Series).

#### 4. Welcome Email

- a. At the beginning of every month Mariel will send out an excel file listing new members with their location and emails. It is the chapter leader's responsibility to send a welcome email to the names listed under their chapter.
  - i. Mariel will check in with Chapter Leaders 1 week later to confirm that emails were sent.

#### 5. Review Webpage

- a. Chapter Leaders should check their individual chapter webpages on a regular basis to make sure all the information is up to date.

#### 6. Annual Chapter Report

- a. Now available as a survey which will be emailed out shortly. Please complete by January 1, 2018. You will only be eligible for complimentary Annual Symposium registration once you complete a form.
  - i. Please do not register for the AS until you are given a COMP code.

### Updates

#### 7. Funding

- a. Mariel works closely with PCNA staff to secure sponsorship to fund your CE programs. This may be in the form of a product theatre (a non-CE presentation held at your chapter event before the CE-portion of the program) or a CE slide deck (there are typically 3 new CE slide decks created each year. Chapters will be asked to use a minimum of 1 of these slide decks at their programs. They may choose to use original content in addition).

#### 8. Sponsor Policy

- a. Sometimes chapters are approached by a sponsor interested in supporting their program. A sponsor can typically only fund your event (through a product theatre or by exhibiting) if they are a National Partner to PCNA. Visit our [Corporate Supporters](#) on the PCNA webpage to check their partner status. There is a specific letter of agreement that both parties must sign located here ([Chapter 3, number 5 under forms](#)).

#### 9. CE library

- a. Ready to go programs are available to use at all CE events. For a complete list, [click here](#).