

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](#).