



# From Overwhelming to Easy: Chapter Leadership Simplified

2025 Chapter Support Committee



# WELCOME

**Beth Mooney, MBA BSN RN CRRN**  
Chair, ARN Chapter Support Committee  
President, Arizona Chapter



**Northern California Chapter**

# **Role of Chapter Volunteering**

**Donna Williams**

# What Does Chapter Volunteering Look Like?

Volunteering can take on so many roles!

- Helping with meetings or symposiums
  - brochures, decorations, food, welcoming, clean-up
- Speaking or suggesting speakers
- Committee or task force work
- Board positions
  - officer or board member

# Common Expectations vs. Realities

- Work only vs recognition of work, gain invaluable work experience and advancement of professional roles
  - Make a positive difference.
  - Improve self-esteem and confidence.
  - Gain invaluable experience.
- No time vs. flexibility of completing volunteer tasks when you can (though there are always some time frames)

# The Importance of Shared Leadership

- We are in this world together and we don't accomplish alone. We accomplish more when share responsibilities.
- Sharing leadership helps us guide each other toward collective success.
- Rehab nurses are good at being team members sharing ideas and providing to achieve shared objectives.



**Arizona Chapter**

# **Making Leadership Volunteer-Friendly: Different Roles, Less Work**

**Beth Mooney**



# Arizona Chapter

- Established in 2015
- Includes the entire state
- 104 members
- 12 Board positions
- 2 year term





# Board of Directors

- President
- President Elect
- Secretary
- Treasurer
- Director-Social Media
- Director-CEU Coordinator
- Director-Education Coordinator
- Director Member Outreach
- Director Member Engagement
- Director Annual Conference Coordinator
- Director at Large
- Director at Large



# Board Positions and Responsibilities

## President

- Coordinates chapter meetings
- Utilizes By-Laws to guide chapter compliance
- Ensures that Board members complete duties as assigned
- Liaison between Chapter and Chapter Support committee
- Assists treasurer in managing financial responsibilities
- Mentors President-Elect

## President-Elect

- Fulfills the obligation of the president when they are absent
- Works side by side with the president to become familiar with that role
- Oversees the completion of the Chapter Scorecard



# Board Positions and Responsibilities

## Secretary

- Responsible for recording meeting minutes
- Maintains chapter records
- Sends communication for meetings and events
- Coordinates formation of quarterly newsletter and sends to members
- Primary communicator from chapter to members

## Treasurer

- Responsible for monitoring chapter funds
- Record all income and expenditures
- Maintains chapter bank account
- Keeps Board and members informed of chapter's financial status
- Submits annual financial report forms.



# Board Positions and Responsibilities

## **Director Social Media**

- Manages all social media (website, Facebook, Instagram, X, LinkedIn)
- Communicates all chapter activities on ARN member circle

## **Director CEU Coordinator**

- Completes all required documentation for CEUs for educational offerings

## **Director Education Coordinator**

- Coordinates educational offerings
- Distributes educational flyers

## **Director Member Outreach**

- Coordinates membership drives
- Coordinates visits rehab organizations to educate on ARN and benefits of joining ARN
- Follows up on prospective members on the benefits of joining the local chapter



# Board Positions and Responsibilities

## Director Member Engagement

- Connects with new members and welcomes them
- Utilizes membership roster to engage members in Chapter participation.
- Assists in recruiting members to become Board members.
- Coordinates bi-annual general Board elections
- Assists in implementing engagement strategies for growth
- Participates in special projects as assigned

## Director Annual Conference Coordinator (New)

- Coordinates annual conference activities
- Ensures timelines are met for conference center, vendors and speakers

## Director At Large

- Assists other Board Members as needed with special projects



**Florida Chapter**

# **From Overwhelming to Manageable: Practical Tips**

**Yvette Salas**

# Steps to Active Chapter Volunteerism

- Increase membership
- Many hands make light work- the more help you have, the less demanding the volunteer role will feel.
- Describe the rolls or duties you need help with.
- Contact other chapter leaders for ideas of what works for them.
- Use other models that work in your communities.

# How to Increase Chapter Membership

- CRRN testing time is a great time to increase membership. Anyone sitting for the June or December CRRN test can join the ARN and the local chapter and will actually save \$5-\$10 than if they paid for the test without membership.
- Send a blast email to your states' prospective members that are not listed as CRRNs.
- Plan to do this in March and early April and again in September and early October before the deadline to register for the test.
- Visit local IRFs, SNFs, and VA's. Ask to present benefits of ARN membership to the staff.
- Ask local nursing schools if you can visit and discuss student membership.



# Encourage Growth

- Don't turn anyone away. Find something for them to do. People need to feel valued and that they belong.
- If it's not the way it was always done, but it gets done, be grateful. We can be too critical of newcomers to an organization
- As a chapter grows you can add committee chairs for Leadership, CE broker/Education, Finance, Bylaws, Health Policy etc.
- We just need a willing heart.

# Break it Down

- Volunteer work with ARN is not that demanding.
- The Chapter Board should meet once a quarter to determine the goals of the chapter (approximately 1 hour every three months).
- When you simplify the time demands, people will be more willing to volunteer- It is not overwhelming.

# Break it Down

- The President usually runs the meeting.
- The Vice president assists with any education or conference planning.
- The secretary needs to document, attendance, the meeting flow, and discussion points.
- The treasurer will receive funds from membership dues from the ARN and any activities that bring in revenue. They will also maintain the bank records.

# Model Positive Behaviors

- What are other successful chapters doing?
- Network at professional conferences.
- Contact other chapter leaders for ideas of what works for them. Use the Member Circle to find resources.
- Ask to attend joint meetings to share best practices.
- Use other models that work in your communities. Look to churches, community leaders, or other successful organizations.
- What drives interest in your area?



Northern California Chapter

# From Overwhelming to Manageable: Practical Tips

Ellen Weaver

# Strategies to Reduce Workload & Prevent Burnout

- Avoid having the same people volunteer.
- Avoid taking on too much.
- Avoid having too many big projects or events too close together.
- Be sure to secure enough volunteers for big projects.

# Delegation & Microvolunteering Opportunities

- Delegate or assign tasks . This can look like splitting up a specific large task amongst all the members of a committee, or board.
- Send out a call for volunteers to all chapter members. The more the better.
- As a volunteer don't overextend yourself: Ask about the time commitment. Match the thing you choose to do with the time you can give.
- If new to volunteering start by picking a small task to work on.
- Volunteer to work the day of an event.

# Success Stories

- The NorCal Chapter had 2 consecutive successful symposiums prior to the pandemic & several webinars during the pandemic.
- Picked a facility to host the event & involved the chapter members there as hosts, tour guides, speakers.
- Board members organized the event.
- Tasks were divided up in steps chronologically as the event neared: Getting speakers, distributing flyers, reaching out to rehab centers to their managers/educators.
- Certain members with specific talents were utilized to do things such as update the chapter website, provide IT support the day of the event, reach out to their connections (vendors, contacts), create artwork/brochures.
- Chapter members were utilized to create gift baskets/door prizes, table decor, brochures.





Northeast Texas Chapter

# Opportunities to Sustain Networking

Gillian Smith

# Collaboration with Other Local Chapters

- Texas Tri-Chapter Social
  - Northeast Texas  
(DFW area)
  - Southeast Texas  
(Houston area)
  - Central Texas  
(Austin area)

## Find someone who.....Texas ARN Chapters 2024 San Antonio edition

1. Was born in a state other than Texas:  
Name \_\_\_\_\_ State \_\_\_\_\_
2. Has been a nurse for over 20 years:  
Name \_\_\_\_\_ # of years \_\_\_\_\_
3. Is a board member from the Northeast Texas Chapter of ARN (NETXARN):  
Name \_\_\_\_\_ Position \_\_\_\_\_
4. Was born in Texas:  
Name \_\_\_\_\_ City \_\_\_\_\_
5. Is a Certified Rehabilitation Registered Nurse (CRRN):  
Name \_\_\_\_\_ Year certified \_\_\_\_\_
6. Is a board member of the Central Texas Chapter of ARN (CTARN):  
Name \_\_\_\_\_ Position \_\_\_\_\_
7. Is certified in an additional nursing specialty:  
Name \_\_\_\_\_ Specialty \_\_\_\_\_
8. Is on an ARN committee:  
Name \_\_\_\_\_ Committee \_\_\_\_\_
9. Has been an ARN member for 10 years or more:  
Name \_\_\_\_\_ # of years \_\_\_\_\_
10. Is a board member of the Southeast Texas Chapter of ARN (SETXARN):  
Name \_\_\_\_\_ Position \_\_\_\_\_

Created by GS on 8/1/24

# Elsewhere in San Antonio

## Texas Chapter Leaders



## Northeast Texas Chapter





# Presentation

- Mona Patel (of San Antonio) shared her inspiring story and about her foundation the San Antonio Amputee Foundation
  - [Mona Patel | saaf](#)



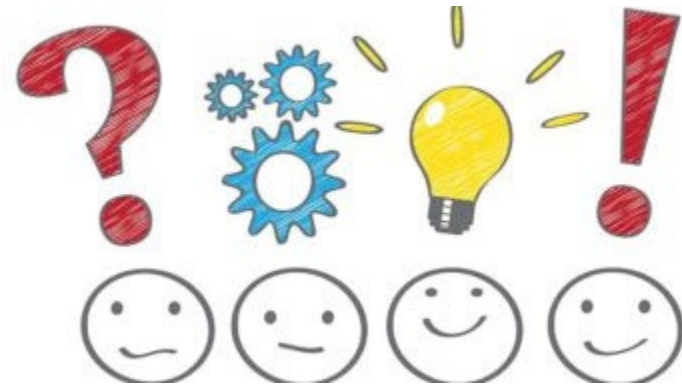


# Growing and Going Forward

- Invite to Virtual Events
  - NETXARN March 2025 Disorders of Consciousness presentation was shared with both chapters to attend virtually
  - On the SETXARN distribution list to join virtual events
- Sharing Contacts
  - SETXARN shared the name of one of their sponsors to provide dinner and a presentation
  - NETXARN has arranged this for September 2025



# Questions?







# SCORECARDS

**DEADLINE: July 14, 2025**

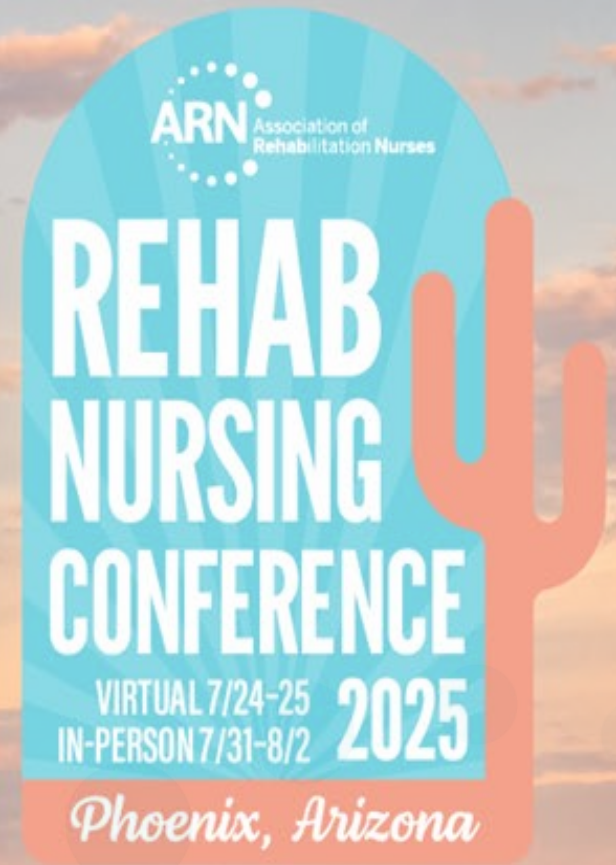
# SEE YOU THERE

## CHAPTER LEADERS

### 12 PM MT

### August 1

## In-Person Conference Meeting







# THANK YOU

## ARN Chapter Support Committee