TAANA
The American Association of Nurse Attorneys
Chapter President’s Handbook
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Introduction to The American Association of Nurse Attorneys (TAANA)

Overview and History
The American Association of Nurse Attorneys (TAANA) is a non-profit professional association that includes nurse attorneys, nurses in law school, lawyers in nursing school, and individuals or firms who have an interest in TAANA’s goals and purposes. In 1977, the late Cynthia E. Northrop, then an Assistant Professor in the School of Nursing at the University of Maryland in Baltimore, took the first steps toward creating what is now TAANA. Ms. Northrop placed notices in various publications requesting that nurse attorneys or nurses in law school identify themselves. At about the same time, other nurse attorneys in San Francisco, Chicago, Philadelphia, and New York City undertook similar efforts.

TAANA’s early activities focused on identifying and communicating with each other. Meetings were held in various metropolitan areas where interested nurse attorneys were clustered, and a network evolved among those groups. On August 30, 1982, the group incorporated in the District of Columbia as The American Association of Nurse Attorneys, Inc. That November, over 60 nurse attorneys and students attended the first national TAANA meeting in Washington, DC. At that meeting, the membership elected the first Board of Directors, and the Board subsequently elected the first officers. The first newsletter was published in July 1983, and the first TAANA Membership Directory was compiled and distributed. TAANA established an office in Baltimore in 1984. A charitable organization under 501(c)3 of the Internal Revenue Code, TAANA’s Foundation, was created in 1984, as another mechanism to carry out some aspects of the mission central to both organizations. The Foundation was funded with an initial generous grant of $10,000 by Mr. and Mrs. Northrop, the parents of TAANA’s founding member, Cynthia Northrop, who passed away from cancer in 1989. At the annual meeting, TAANA honors Cynthia Northrop’s memory and presents an award to a member who has demonstrated extraordinary service and commitment to TAANA, the “Cynthia Northrop Distinguished Service Award”.

In 1999, TAANA’s executive office was moved to Pensacola, Florida. In 2005, TAANA’s executive office was moved to Columbus, Ohio. In 2006, TAANA celebrated its 25th anniversary with an educational meeting and gala in Boston, Massachusetts. The celebration included a special reception, a review of some of its archived items that are stored at Boston College, and a formal dinner with special recognition of TAANA’s past presidents and leaders. In 2009, TAANA’s executive office was moved to its current location in Lenexa, Kansas.

Mission Statement
To provide resources, education, and leadership to its members and the healthcare and legal communities.

Vision Statement
“Advocating excellence and creating opportunities for nurse attorneys.”

Goals
The goals of TAANA are:
► To promote and enhance TAANA and the profession of the nurse attorney;
► To provide educational programs, products and services to its members and the public;
► To facilitate communication, collaboration and leadership among members;
► To identify and influence health law and policy issues; and
► To serve as a resource for the healthcare and legal communities.
TAANA’s Organizational Structure

Members
Members of TAANA practice in diverse settings. Many members combine their health and legal backgrounds in regulatory health law practices, malpractice and personal injury litigation, professional licensure defense, employment law, risk management, education, and compliance. Members of TAANA work in private and public settings, as legislators, educators, judges, arbitrators, mediators, litigators, legal counsel for healthcare providers, and legal counsel in various areas of law unrelated to health care.

All TAANA members are required to pay annual dues to remain in good standing. TAANA membership fees vary depending on the type of membership. Types of membership include the following:

► Fellow members (must be nurse attorneys);
► First Year Post Graduate members (dual degree professionals who have graduated from law school or nursing school in the past year);
► Student members (nurses in law school or lawyers in nursing school);
► Affiliate members (individuals interested in supporting the goals of TAANA, but who are not nurse attorneys, e.g., risk managers, legal nurse consultants, physician attorneys, government employees, and speakers);
► Corporate members; and
► Honorary members, as designated by the Board of Directors.

Board of Directors
TAANA’s Board of Directors is comprised of 12 fellow members with rotating three-year terms. The Board of Directors includes the Executive Committee, which is comprised of the President, the Immediate Past President, the President-Elect, the Treasurer, the Recording Secretary, and the Corresponding Secretary. The Executive Committee and the remaining six members of the Board of Directors support the functions of TAANA’s standing committees, serve on special committees or task forces, and carry out other responsibilities as necessary to conduct the organization’s business and accomplish its goals.

All Board members must have been members of TAANA for at least one year prior to serving on the Board and must be fellow members in good standing. The Board of Directors meets at least twice annually, including a meeting at TAANA’s annual meeting and educational conference, but routinely meets three to four times per year. Board members are expected to attend all meetings and are responsible for their own expenses for travel, meals, and accommodations. Minutes of the Board of Director meetings are available in the members’ section of TAANA’s website. All TAANA members are welcome to attend the meetings of the Board of Directors.

Each member of the Board of Directors is assigned as a liaison to a standing committee.
TAANA’s Organizational Structure (continued)

The Board Liaison provides ongoing support and guidance to the committee chair, monitors the committee’s activities and progress, and maintains communication with the Executive Committee and TAANA’s Executive Office. The responsibilities of the Board Liaison are:

► Communicate with committee/subcommittee on regular basis;
► Serve as a liaison between committee chair and TAANA’s Executive Office;
► Monitor progress, provide guidance, and support the activities of the committee;
► Attend committee/subcommittee conference calls and meetings;
► Ensure a committee report is available for all Board meetings;
► Maintain communication to committee/subcommittee chair(s) following Board meetings; and
► Assist committee/subcommittee chair(s) with conduct of annual membership meeting.

Officers

Annually, the Board of Directors elects officers from among the members of the Board.

The President serves a one-year term. The function of the President is to provide leadership to TAANA’s Board of Directors and general membership and to facilitate the accomplishment of TAANA’s goals.

The Immediate Past President continues to serve as a member of TAANA’s Board of Directors for one year following his or her term as President.

The President-Elect becomes President at the expiration of his or her one-year term as President-Elect. The function of the President-Elect is to support the President and general membership in accomplishing the goals adopted by the Board of Directors.

The function of the Recording Secretary is to keep records of the meetings of the Board of Directors and Executive Committee.

The function of the Corresponding Secretary is to approve internal and external correspondence.

The function of the Treasurer is to assume responsibility for reporting TAANA’s financial status at meetings of the Board and at the annual business meeting.
How to Become a TAANA Chapter

TAANA has chapters throughout the country, including chartered chapters, interim chapters, and those that are still in the developing stages. The boundaries of a chapter can be a metropolitan area, a state, or even a particular region. See the list of TAANA's chapters at www.taana.org.

Forming a TAANA chapter is a relatively simple process. No specific number of members is required to form a chapter. TAANA can advise members on forming a chapter; however, there is no financial assistance. See Appendix B for the TAANA chapter application form. The chapter’s proposed articles of incorporation and bylaws should be consistent with those of TAANA and the laws in the state of incorporation. See sample Articles of Incorporation in Appendix C and sample Bylaws in Appendix D. The documents should be submitted for review by TAANA’s Board of Directors.

After interim status has been granted by TAANA’s Board of Directors, the chapter must file the appropriate forms with the Internal Revenue Service (IRS) to obtain tax-exempt status. After tax exemption has been obtained, the tax status should be reported to the Board of Directors to obtain status as a chartered TAANA chapter. For more information about forming a local chapter, consult TAANA’s Executive Office or the Chair of the Chapter Presidents’ Council.

Legal Issues for TAANA Chapters

Incorporation
Each state has its own statutory requirements for incorporating a non-profit tax-exempt entity. These requirements range from control of provisions in articles and bylaws to filing fees. Most states also control use and registration of corporation names. A chapter may encounter annual registration forms and fees. Some states also require forms to be filed with the Departments of Revenue, Unemployment Liability, Workers’ Compensation, the Attorney General, and a Charities Review Board. In some states, cities and counties have regulations that may also apply. TAANA’s chapters should be aware of and comply with applicable regulations, including, but not limited to, registration forms, fees, and documentation regarding the chapter’s status and finances.
TAANA Chapters and Tax Exemption

TAANA is organized as a non-profit business. As such, it is a § 501(c)(6) non-profit, tax-exempt corporation, exempt from most federal income taxes.

Employer Identification Number (EIN)
Chapters must obtain an Employer Identification Number (EIN) to be a non-profit tax-exempt organization, even if the chapter does not have employees. Most banks will require the chapter to apply to the IRS for an EIN in order to open a checking account. An application for an EIN (Form SS-4) may be obtained by contacting the IRS Service Center in the chapter’s area.

501(c)(6) Requirements
Status as a mutual benefit organization is generally what a local chapter seeks in order to avoid paying taxes to the federal government. Under § 501(c)6, a chapter must limit its tax-exempt income. Income other than dues from its members may be considered unrelated to the exempt purpose of the local chapter and may be subject to the corporate tax rate. Too much of such income may prompt the IRS to consider denying the chapter’s tax-exempt status. The IRS does not permit a mutual benefit organization to benefit an individual member merely because that person is a member, but a chapter’s member may perform a service for the chapter and be reasonably compensated for the service. The tax-exempt status may restrict a chapter from operating an expert witness service intended to be composed exclusively of members who are compensated by third parties for their services. However, a speaker’s bureau, composed exclusively of chapter members who do not receive compensation for their speeches, or who give their honorariums to the chapter, is acceptable to the IRS. See IRS Publication 557 for complete directions regarding applying for and maintaining tax-exempt status under § 501(c)6.

Chapters must be financially independent from TAANA. If a chapter is, in fact, organized in accordance with the applicable requirements, the chapter may claim tax-exempt status without the need for an IRS ruling to that effect. Any chapter normally having annual gross receipts of not more than $25,000 is exempt automatically if they meet the requirements of § 501(c)(6). Otherwise, to obtain recognition as a non-profit, tax-exempt organization, the chapter will need to apply with the IRS by submitting Form 1024.

In general, to qualify under §501(c)(6), an organization must be an association of persons having some common business interest, the purpose of which is to promote that common interest, and not to engage in a regular business of a kind ordinarily carried on for profit. These associations must improve the business condition of the industry in general rather than benefiting individual members by supplying services. Professional associations are considered business leagues. Under § 501(c)(6), an organization may engage in some business activities that do not promote an industry or line of business, subject to the rules relating to “unrelated business income”, so long as such activities are not substantial.

A TAANA chapter should be organized in its State and provide a copy of its Articles of Organization, Articles of Incorporation, or other written instruments by which the chapter is created. The chapter must be primarily engaged in activities or functions that are the basis for its exemption. This means that the chapter will be devoted to the improvement of business conditions in its members’ trade or that the interests of the community will be advanced.
TAANA Chapters and Tax Exemption (continued)

The chapter must be primarily supported by membership dues and other income from activities substantially related to its exempt purpose. No part of the chapter’s net earnings may inure to the benefit of private shareholders, individuals, or private interests. Assets of the chapter must be permanently dedicated to its exempt purpose. Should the chapter dissolve, its assets must be distributed for an exempt purpose (not to the chapter’s membership). Contributions to a non-profit organization that is tax-exempt under §501(c)(6) are not deductible as charitable contributions on the donor’s federal income tax return. However, these contributions may be deductible as trade or business expenses if ordinary and necessary in the conduct of the taxpayer’s business.

Legislative Activity
A chapter that is exempt under §501(c)(6) may work for the enactment of laws to advance the common business interests of the organization’s members. A taxpayer, however, cannot deduct as a trade or business expense the part of dues or other payments to a business league that are for any of the following activities: 1) influencing legislation; 2) participating or intervening in a political campaign for, or against, any candidate for public office; 3) trying to influence the general public, with respect to elections, legislative matters, or referendums; or 4) communicating directly with certain executive branch officials to try to influence their official actions or positions.

Unrelated Business Taxable Income (UBTI)
Even though a chapter is recognized as tax exempt, it still may be liable for tax on its unrelated business income. The IRS Code permits an exempt organization to engage in some activities that are not related to its exempt purposes. Such activities are permissible so long as the exempt corporation’s unrelated activities remain insubstantial when compared to the corporation’s exempt activities. The Code imposes a tax on certain income generated from the conduct of an “unrelated trade or business.” Activities that are not treated as unrelated trade or business have the following characteristics:

► Substantially all of the work is performed by volunteers;
► The activities are carried on primarily for the benefit of members, students, patients, officers, or employees;
► The activities consist of selling merchandise, substantially all of which has been donated;
► The activities relate to the distribution of low-cost articles ($5) in connection with charitable solicitations; or
► The business consists of a legal bingo game, in a state where bingo games are ordinarily not conducted on a commercial basis.

The Code excludes the following types of income from UBTI:

► Dividends, interest, payments with respect to securities loans and annuities;
► Royalties;
► Most rents from real property;
► Insubstantial rents from personal property when leased with real property;
► Gain from the sale of capital assets; and
► Certain research income.
TAANA Chapters and Tax Exemption (continued)

Filing
Every organization exempt from federal income tax under §501 must file an annual information return (Form 990) except those having gross receipts in each tax year that normally are not more than $25,000.

An exempt organization that has $1,000 or more gross income from unrelated business must file Form 990-T and must make quarterly estimated tax payments if it expects its tax for the year to be $500 or more.

Forms
See IRS Publication No. 557 (Tax Exempt Status for Your Organization) and Package 1024 (Application for Recognition of Exemption under §501(c)(6)). A chapter can request IRS forms and information via the internet at www.irs.ustreas.gov or by calling (800) 829-3676.

State Tax-Exempt Status
State requirements for filing reports by non-profit organizations vary. Chapters should call the non-profit office of the Department of Revenue in their State and request information on requirements. The chapter will need to detail how it is organized (incorporated or unincorporated) and provide its IRS exemption status. If state forms are required to be filed for exemption from income tax, the chapter’s non-profit status is ordinarily established by providing its IRS documentation. If the state income tax form requirement for filing is income in excess of $25,000, then a copy of the chapter’s federal form 990 may be attached to the appropriate state form. Please note that the state tax exemption from income tax does not necessarily include exemption from sales tax.

Sales Tax Exemption
Some states provide for exemption from sales tax for non-profit organizations. This exemption provides that sales tax will not be added when supplies are purchased or affiliate initiations, programs, dinners, etc., are held. Chapters should check with their state’s sales tax department and if this type of exemption is available, file the necessary forms. If a chapter obtains a state sales tax exemption number, the number can be used for excluding sales tax from the chapter’s purchases.
Membership

Recruitment
To increase chapter membership, TAANA suggests the following:

► Place posters and announcements at local law schools and the offices of various bar associations within the chapter’s geographical area. Membership posters, brochures, and applications may be obtained from TAANA’s Executive Office.
► Maintain a roster of nurse attorneys in the chapter’s geographical area by identifying lawyers or law students with a nursing degree.
► Identify local speaking and publishing opportunities to increase the community’s recognition of chapter members’ expertise.
► Create networking opportunities for chapter members.
► Ensure that chapter members are aware of the referral opportunities available from TAANA’s Executive Office.
► Facilitate the chapter members’ participation on a national level.
► Submit notices in the county or state legal journals, announcing the date, time, and location of chapter meetings, names of speakers, and a description of any educational programs. See Appendix G for a sample notice.
► Conduct informal “brown bag” lunch meetings at the law schools to introduce students to nurses who have become attorneys. See Appendix F.
► Utilize appropriate email listservs to maximize the distribution of announcements. Emails reach many interested parties who are not nurse attorneys, but may still be interested in coming to the chapter’s meetings or joining as associate members.

TAANA’s online membership directory will designate other TAANA members in the chapter’s geographical area. A list of additional prospective chapter members who are not currently members of TAANA may be obtained from TAANA’s Executive Office and used to augment mailing lists of meeting notices, agendas, and newsletters. Contact information regarding potential new TAANA members in the chapter’s area should be submitted to TAANA’s Executive Office.

Retention
Once a chapter has attracted new members, it is very important to involve them in the organization. Plan regular events and educational activities. TAANA Chapters engage in a variety of activities such as:

► Inviting speakers who educate members about current legal issues in settings, which are accessible to members, including law firms, restaurants with private rooms, law schools, etc.;
► Form alliances with other professional organizations, which may provide networking or referral opportunities for chapter members;
► Author legal columns for professional organizations and publications, providing recognition of chapter members’ expertise; and
► Provide legal education to health care professionals, perhaps by creating continuing educational opportunities.
Membership (continued)

Newly formed chapters should determine the desired scope of their activities. Some chapters meet monthly, others meet quarterly. Some hold annual educational seminars. Chapter may also write legal columns for other professional associations or publications.

Keep the membership informed of all ongoing business, plans, and events. A newsletter or chapter website may be a helpful tool.

If a chapter covers a large geographical area, as many do, informal local or regional meetings, in between regular meetings, may serve to foster interest in the group. Regular meeting sites can be rotated to different locations within the overall area of coverage. Speakers on various legal topics of interest to the members of the chapter serve to stimulate interest in ongoing participation.

Each member of a chapter should try to bring potential new members to meetings. In some instances, a membership drive can be successful. Special incentives for bringing new members into the fold might include dinner for two, wines, gift certificates at a local legal book store, a subscription to a legal journal, one year’s paid chapter dues, and similar items.

It is helpful for a chapter to have a member who has the responsibility of keeping the mailing lists current with correct contact information for all members and potential members, as well as the recruiting efforts that have been attempted.

A chapter might also benefit from a mentor program wherein a practicing nurse attorney is paired with a law, clerk, or newly-graduated nurse attorney. Many chapters offer mentor programs. These programs match law students or newly graduated attorneys with more experienced TAANA members. Mentors participating in this program have found it personally and professionally rewarding. The program can also serve as a method of recruiting new TAANA members to become involved at the chapter and national levels. The sample forms and documents in Appendix J can serve as a guide for chapters that are interest-
TAANA Benefits for Members and Chapters

Benefits for TAANA’s Members
Membership in TAANA provides the following benefits:

► A catalyst to promote long lasting professional and personal bonds with local, regional, and national members who have common professional, ethical and nursing experiences;
► Client referrals and business development from other TAANA members, TAANA's Referral Program, TAANA's marketing materials, TAANA's professional conferences, visitors to TAANA's website, and TAANA's professional partners such as Nursing Services Organization and its licensure defense program;
► Opportunities to network with like-minded attorneys from all over the country;
► Listservs, membership directories, and other resources for obtaining the support and advice of TAANA's members;
► Multiple opportunities to become a published author in professional journals;
► National speaking opportunities;
► An enhanced professional profile as part of an organization whose members have the professional credentials, experience, and education of dual degrees;
► Mentoring opportunities for mentors and mentees;
► Employment recruiting opportunities;
► The opportunity to become a member of the Supreme Court Bar through the TAANA swearing-in ceremony held biannually;
► Continuing legal education, including TAANA's teleseminars and educational conferences;
► Participation in health policy development and amicus briefs on health care issues; and
► Pro bono opportunities.

Services Provided to Chapters by TAANA’S Executive Office
In addition to the benefits listed above, TAANA's Executive Office may provide the following services to TAANA's Chapters:

► Announcements of upcoming events, members in the news, as well as member offers and benefits;
► Information regarding prospective TAANA members;
► Information regarding current TAANA members;
► Electronic alerts and reminders for TAANA's members;
► Camera-ready TAANA logo art work upon request;
► TAANA conference brochures and membership posters with TAANA membership postcards;
► Chapter websites as a part of TAANA's website;
► Listservs;
► Coordination of Chapter Presidents’ Council; and
► Clearing house for national requests for local speakers.
Public Relations for Chapters

One of the most difficult tasks facing a new chapter is how to gain public recognition. Public relations efforts on the local level are of vital importance, not only for the chapters, but also for the national organization. There are many things that the chapters can do to promote themselves as well as TAANA’s national organization.

1. Most chapters designate a member to serve as a Public Relations Chairperson or Meeting Planner who is responsible for soliciting meeting topics, planning the meeting, making speaker arrangements including confirmation and thank you correspondence, and sending meeting announcements, reminders, and press releases in a timely fashion.

2. Each Chapter should develop a list of contacts among the local legal and nursing organizations, publications, and schools to submit electronic press release announcements of upcoming meetings or events. These announcements are usually posted or printed at no charge to the chapter in the upcoming events section or public service section. Examples or templates for announcements may be established to save the time of redevelopment each year and can easily be sent electronically to the next person in charge to facilitate this important Chapter function. See Sample Press Release in Appendix E.

3. Chapters can assist TAANA by reporting the activities and achievements of the Chapter and its members to the Executive Office. Reporting TAANA’s successes helps and encourages other TAANA members and Chapters.

4. Chapters may want to establish a Chapter website to improve communications with its members, encourage new membership, and increase its publicity. Please check with the Executive Office regarding Chapter websites and use of the TAANA logo.

5. Chapter Presidents should participate in the Chapter Presidents’ Council, which provides a forum for questions, support, and development of TAANA’s Chapters. The members of the Council have a wealth of information. Do not overlook this valuable resource for ideas regarding membership, meetings, public relations, communications, and goals.

6. Each Chapter should obtain contact information for its members and potential members. However, email should not be the only method of communication. Postcards can be very effective for announcements and reminders. These cards may also be posted on bulletin boards in law or nursing schools, as well as law offices. Personal phone calls from one of the Chapter’s officers can also be very effective for encouraging the members’ attendance at the meetings, as well as updating information.

7. Each Chapter should develop and maintain a Chapter Directory. Again, it is recommended that the Directory be in both electronic and paper form. A paper and/or electronic Directory can be provided to members following payment of dues. The Directory can be an essential tool for public relations, Chapter communications, and client referral or consultation. When a member of a Chapter is contacted for a referral or media interview, the appropriate nurse attorney can be quickly located in the Chapter’s Directory. If the Chapter does not include an appropriate nurse attorney for the referral, TAANA’s Executive Office or website Directory may be a good place to refer the caller to find the needed legal counsel.
Public Relations for Chapters (continued)

8. Chapters may also want to develop two mailing lists: a list of members and a list of others who have attended meetings or expressed an interest in TAANA.

9. Each Chapter President has ideas, goals, and agenda for the Chapter. At the beginning of the year, a Chapter President can set the tone for the Chapter’s year by writing a letter to the Chapter’s members and potential members, including the Chapter’s new officers, contact information, goals, meeting dates, and proposed topics for meetings. The President’s letter may request program ideas, allowing the members to propose topics for the meetings. It also allows members to calendar the meeting dates well in advance. The letter can communicate to the members and potential members of the Chapter that TAANA offers something different than nursing or legal organizations. The letter can also enclose a membership form and encourage recipients to submit membership dues and participate during the upcoming year.

10. See Appendix E for The Model Plan: Brown Bag Briefs. This program was first developed by TAANA’s Membership Committee as a way to reach nurse/law students in order to disseminate information and recruit members.

11. Chapters will be asked annually to send updated information about their new Chapter officers and contact information for your Chapter page on the website. Chapters are encouraged to consider expanding their TAANA Chapter website page to include Chapter news and member recognitions. As the TAANA website has many visitors, the more information posted on your Chapter page will increase the opportunity to gain new Chapter members as well as potential clients for your members. Contact the Executive Office if your Chapter is interested in expanding their website page regarding possible costs and frequency of updating.
Inside TAANA, E-News, TAANA’s Website, and Other Methods of Communication

Information regarding TAANA’s activities and members will be listed in Inside TAANA and posted in TAANA’s E-News and on TAANA’s website, www.taana.org. Chapters are encouraged to inform TAANA’s Executive Office of the activities and achievements of the chapter and its members so that this information may be included in Inside TAANA, TAANA’s E-News or posted on the TAANA’s website. The Executive Office can also provide chapters with copies of news releases concerning TAANA’s activities or the achievements of one of TAANA’s members. Chapters can use these news releases to submit information to local community and legal publications.

Local chapters can be kept informed regarding TAANA’s Board of Directors meetings through postings of the minutes on TAANA’s website. Members of TAANA may contact TAANA’s officers, directors, or chair persons for information and ideas. In addition, from time to time, chapter members may be contacted by one of TAANA’s officers, directors, or chair persons.

Occasionally, Chapter Presidents may be asked to write a letter or brief report regarding TAANA, the chapter, or the organization’s goals, activities, or accomplishments. The “President’s Letter” can be used to share ideas, set goals, and publicize TAANA’s activities.

At times, TAANA’s chapters are asked to forward copies of newsletters, seminar programs, correspondence, photographs, and other such items to the Executive Office for inclusion in TAANA’s archives. The archives are kept at Boston College. In 2006, during TAANA’s 25th anniversary celebration in Boston, members viewed some of the items that had been archived during its 25 years. An inspiring slide show of the first 25 years of TAANA and its members’ accomplishments was created by members and can be viewed on the website.
The Chapter Presidents’ Council

**Purpose**
The Chapter Presidents’ Council was formed by TAANA to provide a network for chapters throughout the country and to enhance communications between the chapters and TAANA’s Board of Directors. The Council fosters the growth of TAANA’s chapters and development of the organization’s leadership.

**Composition**
The Council is composed of all Chapter Presidents, as well as representatives of organizing chapters.

**Chairperson**
The Council’s Chairperson is selected by TAANA’s Board of Directors. The Chairperson’s term of office shall be from January 1st through December 31st. The Chairperson is responsible for setting the Council’s goals, planning the agenda for the meetings, and for supervising the Council’s activities. The Chairperson is responsible for communicating with the Council’s members and TAANA’s Board of Directors. Prior to the meetings of TAANA’s Board of Directors, the Council’s Chairperson submits a written report to the Board regarding the Council’s goals, activities, and accomplishments.

**Meetings**
There are at least three meetings of the Council per year. Minutes regarding each meeting are prepared and distributed to the Council’s members. At least two meetings may be held as teleconferences prior to TAANA’s Board of Directors’ meetings. The teleconferences are attended by members of the Council or their designees and the Council’s Board liaison. The teleconferences may also be attended by a representative from TAANA’s Executive Office. Another meeting of the Council is held at TAANA’s annual meeting and educational conference. The last meeting is open to all Council members or their designees, as well as TAANA’s Board of Directors.
Mentor Programs

Many Chapters offer mentor programs. These programs match law students or newly graduated attorneys with more experienced TAANA members. Mentors participating in this program have found it personally and professionally rewarding. The program can also serve as a method of recruiting new TAANA members to become involved at the Chapter and national levels. The sample forms and documents in Appendix J can serve as a guide for Chapters that are interesting in developing a mentoring program. The forms and documents were originally developed and contributed by the Chesapeake Nurse Attorneys, Inc. The Travis County (Texas) Bar Association also contributed documents to be included, with permission, as additional resources for mentor program development.
Appendix A – TAANA Chapter Application Form
The American Association of Nurse Attorneys, Inc. (TAANA)
Chapter Application Form

NAME OF CHAPTER

CONTACT PERSON

ADDRESS

TELEPHONE NUMBERS    work:        home:

FAX NO.

E-MAIL ADDRESS

DATE CHAPTER FORMED

Attach the following information and documents:
1. Roster of directors, officers, and terms of office;
2. Chapter membership list (include names, addresses, phone numbers, & e-mail addresses);
3. Chapter Bylaws;
4. Copy of 501(c)(6) and EIN applications to the IRS;
5. Copy of Articles of Incorporation filed with the appropriate State agency;
6. Description of the geographic area for the Chapter (note any boundary conflicts with other TAANA chapters); and
7. Goals and objectives for the chapter.

Mail the application and the documents, listed above, to TAANA’s Executive Office at the following address:

The American Association of Nurse Attorneys, Inc.
Post Office Box 14218
Lenexa, KS 66285-4218
Appendix B – Sample of Chapter Articles of Incorporation

ARTICLES OF INCORPORATION
OF
_____________________________ CHAPTER
THE AMERICAN ASSOCIATION OF NURSE ATTORNEYS, INC.

Preamble

The American Association of Nurse Attorneys (TAANA) is a national organization organized and operated to better nurse attorneys and to educate the public on matters of nursing, health care, and law. The ________________________ Chapter of The American Association of Nurse Attorneys, Inc., is formed to further the purposes and goals of TAANA. This corporation shall cooperate and assist TAANA in achieving its stated goals and shall abide by TAANA’s bylaws and Policy and Procedure Manual as they apply to local chapters. In addition, it is the charge of this corporation to seek to better local nurse attorneys and to pursue those activities that will further the stated purpose of TAANA and this corporation.

I

The name of this corporation is ________________Chapter, The American Association of Nurse Attorneys, Inc.

II

This corporation is a nonprofit mutual benefit corporation organized under the __________ Corporation Law of the State of ________________.

III

The specific purpose of this corporation is to better nurse attorneys and to educate the public on matters of nursing, health care, and the law.

IV

The name and address of this corporation’s initial agent for service of process in accordance with Corporations Code, § _____, in the State of ________________ is:

__________________________________________________
__________________________________________________
__________________________________________________

V

This corporation is organized and operating under the authority of TAANA. This corporation shall dissolve itself whenever its charter is surrendered to, taken away by, or revoked by TAANA. TAANA is authorized to file a complaint for involuntary dissolution if the corporation refuses or fails to dissolve itself.
VI

In the event of its dissolution pursuant to the preceding article, or for any reason, any assets of this corporation, after compliance with [insert any citations to the state corporations code that controls disbursement of assets] shall be distributed to TAANA or to any corporation of like status.

VII

This corporation shall have one or more classes of members. The designation of such class or classes, the manner of election or appointment, and the qualification and rights of the members of each class shall be as set forth in the bylaws.

VIII

Directors shall be elected or appointed in such manner as shall be provided for in the bylaws.

DATED: __________________

________________________________________________________________

Name of Incorporator

I hereby declare that I am the person who executed the foregoing Articles of Incorporation, which execution is my act and deed.

____________________________________

Signature of Incorporator
Appendix C – Sample of Chapter Bylaws

BYLAWS OF

THE _________________________ CHAPTER

THE AMERICAN ASSOCIATION OF NURSE ATTORNEYS, INC.

ARTICLE I. NAME AND LOCATION

Name. The name of this corporation is The ________________ Chapter, The American Association of Nurse Attorneys, Inc., a nonprofit, mutual benefit corporation organized under the laws of the State of _________________.

1.02 Principal Office. The principal office and the place of business of the corporation shall be located in or near ________________, ________________ County, _________________.

1.03 Other Offices. The Board of Directors may at any time establish branch or subordinate offices at any place or places where the corporation is qualified to do business.

ARTICLE II. PURPOSES

The specific purposes of this corporation are to assist and advance nurse attorneys, to educate the public on matters of nursing, health care, and the law, and to assist The American Association of Nurse Attorneys, Inc. (TAANA) in achieving its stated goals.

ARTICLE III. MEMBERS

Members may be nurse attorneys, nurses in law school, lawyers in nursing school, or other interested professionals including non-nurse lawyers, expert nurse witnesses, legal nurse consultants, forensic nurses, and suppliers whose residence or business address is within the boundaries established for the ________________ Chapter of TAANA.

ARTICLE IV. DIRECTORS

4.01 Number. The authorized number of directors shall be no less than three (3) nor more than fifteen (15) directors. The exact number shall, within these limits, be set by the Board of Directors (“Board”).

4.02 Powers of Directors. The business and affairs of the corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board.

4.03 Election and Term of Office of Directors. Directors shall be elected at each annual meeting of the members to be held prior to ________________. Directors shall hold office for a _____-year term. Notwithstanding the above, each director, including a director elected to fill a vacancy, shall hold office until his or her successor is elected or appointed. A director may succeed himself or herself in such office. Terms of office shall commence on January 1 of each year.
4.04 Vacancies.

(a) *Events Causing Vacancy.* A vacancy or vacancies on the Board shall be deemed to exist on the occurrence of any of the following:
   (1) The death or resignation of any director.
   (2) The vote of the majority of the directors to remove a director.
   (3) An increase in the authorized number of directors.

(b) *Resignations.* Except as next provided, any director may resign by giving written notice to the president of the corporation. No director may resign when the corporation would then be left without any duly elected director or directors in charge of its affairs.

(c) *Filling of Vacancies.* Vacancies on the Board shall be filled by a majority of the remaining directors then in office even though less than a quorum, or by the sole remaining director.

4.05 Meetings.

(a) *Place of meetings, meetings by telephone.* Regular meetings of the Board may be held at any place that has been designated by the Board. Special meetings of the Board shall be held at any place that has been designated in the notice of the meeting or, if not stated in the notice, or if there is no notice, at the principal office of the corporation. Any meeting, regular or special, may be held by conference telephone or similar communication equipment, so long as all directors participating in the meeting can hear one another, and all such directors shall be deemed to be present in person at such meeting.

(b) *Annual Meeting.* Unless the Board designates another date and notifies each director as provided in subsection (f), the annual meeting of the Board shall be held in April of each year. At such annual meeting, directors and officers shall be elected and any other proper business may be transacted.

(c) *Other Meetings.* Other regular meetings of the Board shall be held without call at such time as shall from time to time be fixed by resolution of the Board. Such regular meetings may be held without notice.

(d) *Special Meetings.* Special meetings of the Board for any purpose may be called at any time by any officer of the corporation, or any two directors.

(e) *Voting Rights.* Each member of the Board shall be entitled to one vote in all matters to come before the Board. There shall be no voting by proxy.

(f) *Notice.* Notice of the time and place of special meetings, or of any annual meeting held on a date different than that specified in subsection (b) shall be given to each member of the Board by U.S. Mail, hand delivery, facsimile, e-mail or telephone communication.

(g) *Quorum.* A majority of the Board, one of whom shall be the President, shall constitute a quorum for the transaction of business at any meeting of the Board.
ARTICLE V. COMMITTEES

5.01. Executive Committee. The officers shall be the Executive Committee of the Board and shall conduct the business of the corporation between meetings of the Board. Three members of the Executive Committee, one of whom shall be the president or vice president, shall constitute a quorum for the transaction of business. The Executive Committee may have all the authority of the Board, except that it may not:

(a) Fill vacancies on the Board or any committee which has the authority of the Board.
(b) Fix compensation of the directors for serving on the Board or on any committee.
(c) Amend or repeal these bylaws or adopt new bylaws.
(d) Amend or repeal any resolution of the Board, unless by its express terms, it is so amendable or repealable.
(e) Approve any transaction (i) to which the corporation is a party and one or more directors have a material financial interest; or (ii) between the corporation and one or more of its directors or between the corporation and any person in which one or more of its directors has a material financial interest.

5.02 Other Committees. The Board of Directors may establish any other committees necessary to carry out the purposes and businesses of the corporation. Committees shall report to the Board and shall assume such duties as are assigned by the Board. A majority of the members of any committee shall constitute a quorum.

ARTICLE VI. OFFICERS

6.01 Officers. The officers of the corporation shall be a president, a secretary, and a treasurer. The corporation may also have, at the discretion of the Board, one or more vice presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed by the Board. Any number of offices may be held by the same person, except that neither the secretary nor the treasurer may serve concurrently as the president. Officers are encouraged to be members of TAANA, but TAANA membership is only required for the Chapter President.

6.02 Election of Officers. The officers of the corporation shall be chosen by the Board, and each shall serve at the pleasure of the Board, subject to the rights, if any, of any officer under any contract of employment.

6.03 Removal of Officers. Subject to the rights, if any, of an officer under any contract of employment, any officer may be removed, with or without cause, by the Board at any regular or special meeting of the Board.

6.04 Vacancies in Office. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled only in the manner prescribed in these bylaws for regular appointment to that office.

6.05 Responsibilities of Officers.

(a) President. The President shall have general supervision, direction, and control of the affairs and activities, and the officers of the corporation. He or she shall have the general powers and duties of management usually vested in the office of the president of a corporation, and shall have such other powers and duties as may be prescribed by the Board or the bylaws.

(b) Vice President. In the absence or disability of the president, the vice president shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions upon the president. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed for him or her by the Board, the bylaws, or the President.
(c) **Secretary (Corresponding and Recording).** The Secretary shall keep or cause to be kept, a book of minutes of all meetings and actions of the Board and committees. The Secretary shall give, or cause to be given, notice of all meetings of the Board required by the bylaws or by law to be given, and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

(d) **Treasurer.** The Treasurer shall keep and maintain, or cause to be maintained, adequate and correct accounts of the properties and the business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. All monies and other valuables shall be deposited in the name and to the credit of the corporation with such depositories as may be designated by the Board. He or she shall disburse the funds of the corporation as may be ordered by the Board, shall render to the President and Board, whenever they request it, an account of all of his or her transactions as Treasurer and of the financial condition of the corporation, and shall have other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

**ARTICLE VII. OTHER PROVISIONS**

7.01 **Inspection of Corporation Records.** The corporation shall keep in its principal office the original or a copy of the Articles and the Bylaws as amended to date which shall be open to inspection by members and directors at all reasonable times during office hours.

7.02 **Inspection by the Board.** Every member of the Board shall have the absolute right at any reasonable time to inspect all books, records and documents of every kind, and the physical properties of the corporation. This inspection by a member of the Board may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

**ARTICLE VIII. AMENDMENT OF BYLAWS**

The Bylaws may be amended or repealed and new bylaws may be adopted by a majority vote of the members.

**CERTIFICATION OF SECRETARY**

I certify that:

(1) I am presently the elected and acting secretary of the _______________ Chapter, The American Association of Nurse Attorneys, Inc., a __________ corporation; and

(2) The foregoing bylaws are the bylaws of the corporation as adopted by the members of the corporation on ____________, 200__.

Dated: ________________

______________________, Secretary
Appendix D – TAANA Foundation

Overview

The Foundation is a charitable organization under 501(c)3 of the Internal Revenue Code. As such, it is exempt from taxation, and charitable donations made to the Foundation, either as cash or items, are deductible for the donor.

The Foundation was created in 1984, two years after TAANA, as another mechanism to carry out some aspects of the mission central to both organizations. The Foundation was funded with an initial generous grant of $10,000 by Mr. and Mrs. Northrop, the parents of TAANA's founding member, Cynthia Northrop, who passed away from cancer in 1989. Mrs. Northrop, who is a wonderful quilter, also donated a quilt to TAANA for the Foundation’s silent auction. At TAANA’s annual meeting, the quilt is awarded to the TAANA Chapter receiving the Annual Chapter Award.

Most of the Foundation’s activities are carried out in conjunction with TAANA. The Foundation assists with the sponsorship of speaker fees and other expenses associated with TAANA’s annual educational conference. The Foundation has funded various students’ attendance at TAANA's annual meeting and educational conference. The Foundation also provided the funding for the publication costs of the revised Model Curriculum and a major revision of the TAANA website in 2004.

The Foundation has developed a three-year plan for fundraising aimed at providing financial stability for operations and grants and educational projects. One aspect of the plan is an annual grant to a worthy organization in the community where TAANA holds its annual meeting. This outreach effort fosters the missions of TAANA and the Foundation in addition to developing relationships with other non-profit organizations and health care communities.

Mission Statement

The mission of the TAANA Foundation is to educate the public and members of the legal and health professions about the impact of legal decisions and legislation upon the health care delivery system and its participants.

Goals

The goals of the Foundation are:

► to sponsor multi-disciplinary education programs on issues relevant to health care law and nursing;
► to disseminate information concerning health care rights and responsibilities in order to support individual participation in health care decision making;
► to develop scholarly publications which analyze developments and trends in health care law;
► to educate members of the nursing profession;
► to recognize an individual or a group who has made a significant contribution to the development of health law, nursing or policy through the Mary Eleanor McGarvah award;
► to seek funding to establish scholarship programs for nurses in law school, lawyers in nursing school and nurse attorneys; and
► to encourage development in the nurse attorney field by presenting the New Advocate award to a nurse in law school or a lawyer in nursing school who presents a paper on health law or policy.
Appendix E - Model Plan for Brown Bag Program

Objective

The objective of a Brown Bag Program is to reach the nurse/law student in order to disseminate information about TAANA and to recruit new members. There should not be a charge for the law students to attend.

Procedure

Contact local law schools in the spring or summer with a plan for a “Brown Bag Program” in the fall or winter. (See the sample letter, below.) Placement Offices are usually receptive to the idea. Ask the law school to put a notice about the meeting on the school bulletin boards, send an email announcement, and place a notice in the school’s newsletter. The program may be more successful if it is scheduled when the most students would be available, such as lunch or dinner hours. Members of the Chapter should plan to arrive a little early and stay after the program to answer questions and network with the students. Usually, the program is limited to one hour, so any formal discussions should be limited to 25 or 30 minutes. Members of TAANA who attend the program should bring their business cards, TAANA brochures and applications, and any other handouts that might be of interest to the students.

The formal discussion may include topics such as TAANA members’ areas of practice, schedules, advantages and disadvantages of the area of practice, size of law firm, etc. The students are typically quite anxious to learn about the real world of legal practice, especially from the unique perspective of TAANA members, with dual degrees. Take this opportunity to mention the benefits of being a TAANA member, especially those benefits that can meet the students’ needs, such as opportunities to publish, potential opportunities to network for employment, and possible mentoring. It is not necessary to have a Power Point presentation with handouts. However, they could be helpful to give the students contact information regarding TAANA, the Chapter, and the members. If written materials are provided, they should be as professional as those created by other professional organizations and law firms that are competing for the students’ attention.

After the program, send a note to the Placement Office or other school contact and ask to be considered for future sessions. Provide the students’ contact information to TAANA’s Executive Office as potential members. Finally, calendar a reminder to contact the law school and its students again.
[DATE]

[SCHOOL ADDRESS – ATTENTION: PLACEMENT OFFICE]

To Whom It May Concern:

The ________________ Chapter of The American Association of Nurse Attorneys (TAANA) would like to arrange for practicing nurse attorneys to have an informal meeting with students at your law school. We have found these meetings to be beneficial to law students who are interested in meeting and networking with the members of TAANA. Students often enjoy the nurse attorneys’ perspectives regarding employment opportunities for individuals with these dual degrees.

Please contact me at your earliest convenience so that we may discuss a mutually convenient date and time for this program. Thank you in advance for your consideration.

Sincerely,

[NAME, TITLE, TAANA CHAPTER NAME]
TO: Ms. Jane Doe, Editor, Women’s Bar Association
EMAIL: jdoe@womensbar.org/announcements
FROM: Joan Smith, RN, JD, Corresponding Secretary
Chesapeake Nurse Attorneys, Inc.
Phone: (301) 123-4567 Email: joan@nurseattorney.esq.com
RE: February Meeting Announcement

The Chesapeake Nurse Attorneys will be meeting on
February 22, 2007 at 6:00 p.m.
at
Court House Square, Rockville, Maryland

“Health Care for American Indians: Do They Have Any?”
The speaker, Counsel to the Minority U.S. Senate Committee on Indian Affairs, will share with us her perspectives on the condition of health care for American Indians. Don’t miss this unique opportunity to become informed about the health care plight of American Indians and the viewpoint of the U.S. government.

Dinner will be catered. The cost is $20.00 per person for CNA members and $25.00 per person for non-members. For a registration form and information, call or email Kathy Mancusi, Corresponding Secretary, at (301) 123-4567 or kathy@nurseattorneysmith.esq.com. Please include your name, phone, fax number or email address.
The Chesapeake Nurse Attorneys (CNA) held their first Officer and Board of Directors' meeting of 2007. The meeting was called to order at 4:35 pm by the President.

Present at the telemeeting were: Randi Kopf, President; Andrea Sloan, Vice President; Alan Cash, Secretary; and Kathy Mancusi, Treasurer.

A. Old Business

I. Election Results for the Board of Directors.

II. President’s Report
The President has TAANA posters for distribution to schools or other sites where potential TAANA members may be. She will bring the posters to the next general meeting. CNA has been given permission to use the TAANA logo on all correspondence or other chapter items.

Meetings for 2007 and CNA Membership for 2007

Location: CNA would prefer that at least some of the meetings be held at the University of Maryland in Baltimore. Other choices are the Historic Courthouse in Rockville and the conference room at law firm of Burch and Burch-Rates in Greenbelt.

Next meeting is set for February 24. We will discuss pending legislative issues that affect nurses or health law, and publishing opportunities. In regards to legislation, the goal is for CNA to review pending legislation of interest to the chapter to determine whether the chapter would be in favor of submitting a position paper to the sponsor of the pending legislation. Kathy is to bring proposed legislation for review to the February 24 meeting. At the next meeting, we will also discuss publishing opportunities in medical and nursing journals, including syndicated columns published by TAANA.

If the meeting is to be held at the Old Courthouse, we will have a brown bag dinner, individuals will bring their own food and CNA will provide cheese, crackers and soda. Kathy Mancusi will bring membership forms to the meeting.

For the May 11 meeting, we may ask Mr. J. Doe of the Maryland Health Care Commission to speak or we may tour of the Armed Forces Institute of Pathology’s National Museum of Health and Medicine at Walter Reed Army Hospital. Because the Museum is open during the day only, we will have to do this tour on a Saturday. Mr. Doe will research the availability of the tour and parking on the weekend.

For the September 28 meeting we may consider a speaker from the Department of Aging to discuss abuse and neglect, resources for the elderly in the community, and other legal issues affecting the elderly. Jane will look into finding a speaker from the Department of Aging.

December 7 will be our annual social dinner meeting.

Membership forms for renewal of dues for 2007 will be sent to all persons on our roster list along with meeting announcements for the upcoming year. The membership form will be revised by Smith to include an option to join CNA’s speaker bureau.
IV. Vice President’s Report
Reported on the most recent TAANA Board meeting. Recruitment posters for students are being distributed.

V. Secretary’s Report
Smith spoke to the previous Secretary, who indicated that press releases for meetings were not being sent to any organizations in Virginia. However, because we now hold some of our meetings in the metropolitan Washington, D.C. area and not just in Baltimore, CNA Board members agreed that press releases should be sent to the bar associations of Fairfax, Arlington and Alexandria.

VI. Treasurer and Recording Secretary Report
The Board voted to approve the minutes of the Board of Directors meeting on December 2, 2006. The Chapter’s bank account balance on January 23, 2007 was $X.XX.

B. New Business

I. Medical Society Tort Reform Rally on January 21, 2007
In response to a request from the Medical Society, the CNA Board agreed that they would not take an official position in regard to the medical malpractice tort reform movement. We may, as individuals, write to the governor and our state senators on this issue. An easy way to obtain access to our representatives is to go to the Medical Society’s website where there are links on the site to the governor’s and senators’ email addresses.

II. Student Outreach
Jane suggested that CNA post the TAANA posters in law schools to let the students know that CNA exists. The president suggested that CNA write to the local law schools to inquire if any students would be interested in doing pro bono work for CNA members. Perhaps CNA could set up a list of students that are willing to do pro bono research. We discussed this project as a potential member benefit and student recruitment activity.

The meeting was adjourned at 5:35 pm.

Respectfully submitted,

Kathy, Recording Secretary
Appendix H - Sample of Chapter Membership Application

CHESAPEAKE NURSE ATTORNEYS, INC.
2007 Membership Application

☐ New Member ☐ Attorney-$20.00
☐ Renewal ☐ Non-Attorney-$20.00
☐ Student $10.00

Please mail your check or money order (payable to the Chesapeake Nurse Attorneys, Inc) to:
Chesapeake Nurse Attorneys, Inc.
c/o Jane Doe
Chesapeake Nurse Attorneys - Treasurer
1234 Main Street
College Park, MD 20007

Dues for the Chesapeake Nurse Attorneys, Inc. are not deductible as charitable contributions. However, the
dues may be deductible under other provisions of the Internal Revenue Code.

Please fill out the information listed below in order for our organization to serve as a resource for CNA
members and send you future announcements and information. Indicate if you do not want certain information
published, if there in no indication, all the information will be included in the CNA Directory/Roster. Please
indicate which is your preferred contact information.

Name: __________________________________________________________

Business Address: ________________________________________________

Business Phone Number: __________________ Fax Number:________________

Preferred E-Mail Address: __________________________________________

Home Address: __________________________________________________

Home Phone Number:_________________________ Fax Number:_______________

Areas of Practice: _________________________________________________

Name of Law School (Students only): ________________________________
(For Member Nurse Attorneys only) I am willing to serve as a:

( ) Mentor in my area of practice
( ) Referral for cases in my area of practice
( ) Resource Person (for interviews, speaking, information, etc.)
( ) Speakers Bureau
( ) Other

Suggestions for meeting topics: ___________________________________________
Appendix I - Sample of Registration Form for Chapter Meetings

CHESAPEAKE NURSE ATTORNEYS, INC.
410-637-7388 (Voice Mail)

OFFICERS
_____________________, President
_____________________, Vice President
_____________________, Corresponding & Recording Secretary
_____________________, Treasurer

BOARD OF DIRECTORS

REGISTRATION FOR MEETING ON FEBRUARY 22, 2007
“Health Care for Indians: Do They Have Any?”

Name: ____________________________________________________________

Address: __________________________________________________________

______________________________________________________________

Telephone: _______________ FAX: ________________________________

E-Mail: __________________________

Please indicate if you are a ☐CNA Member; ☐TAANA Member; ☐Attorney; ☐Nurse; ☐Student
(check all that apply)

If you have any changes regarding registration information, please make the corrections on this form and
check here: ☐

Chesapeake Nurse Attorney membership forms will be available at the meeting or call (410) 637-7388

Registration: $20.00 per person for CNA Members; $25.00 per person for non-members.

Number attending: _____   Total enclosed: ___________________

Please respond by February 11, 2007 and make checks payable to Chesapeake Nurse Attorneys, Inc.
Mail to:

Chesapeake Nurse Attorneys, Inc.
c/o Jane Doe, Corresponding Secretary
12345 Bethany Place
The Village, MD  20006
Appendix J – Sample Mentorship Program

The following are guidelines to assist the participants of the Mentor Program in forming and maintaining their Mentor/Mentee relationship:

1. The Mentor will initiate the relationship by contacting the Mentee to make arrangements for a meeting, i.e., in his/her office, a restaurant, etc.

2. At the first meeting, the Mentor should find out the goals of the Mentee.

3. At the first meeting, the mentor and mentee should decide when and how to contact with each other. (NOTE: Mentor programs frequently suggest at least four meetings per year.)

4. The Mentee shall make a professional evaluation of any advice received from his/her Mentor.

5. If a question is asked of a Mentor in a matter involving a client, the Mentee must advise his/her client based solely upon his/her professional opinion. The Mentee will not divulge the identity of the client, except if necessary for a conflict research. The Mentee shall not inform his/her client of the consultations with a Mentor, or the advice given without the consent of the Mentor.

6. The Mentor/Mentee relationship is for a term of one year.

7. Follow-up letters will be sent quarterly with an evaluation of the program completed at the end of each year.
Mentee Questionnaire

Please answer the following questions related to TAANA Chapter’s development of a Mentoring Program.

1. Do you wish to be introduced to a Mentor?

2. What specific benefits to you seek to gain from a mentoring relationship?

3. Do you have an interest in being matched with someone in specific areas of practice, or with particular interests or expertise?

4. Do you prefer to be contacted at your office, home, school or by email?

Office Address: __________________________________________________________

________________________________________________________

Telephone No. ( ) __________________________

Email Address: __________________________

Home Address: __________________________

________________________________________________________

Telephone No. ( ) __________________________

School Address: __________________________

________________________________________________________

Telephone No. ( ) __________________________

Preferred Hours of Contact: __________________________

5. Are you a:

   • Student___; Year_____; Day/Evening_____

   • Practicing Member of Bar_____; For How Long _____

   • Non-Practicing Attorney _____

Additional Comments:

NAME: ___________________________________________ DATE: ___________________
Mentor Questionnaire

Please answer the following questions related to TAANA Chapter’s development of a Mentoring Program.

1. Are you willing to serve as a Mentor for a law student or a nurse attorney?

2. Do you prefer to be assigned to a law student or an attorney?

3. Are you willing to be assigned to more than one “Mentee.” If so, how many?

4. Are you available: ☐ by phone; ☐ for lunches; ☐ for dinners; ☐ Other:

5. Do you prefer to be contacted at your office, home or by email?

   Office Address: _____________________________________________
                   _____________________________________________

   Telephone No.(____) _________________________________________

   Email Address: ____________________________________________

   Home Address: _____________________________________________
                   _____________________________________________

   Telephone No.(____) _________________________________________

   School Address: _____________________________________________
                   _____________________________________________

   Telephone No.(____) _________________________________________

   Preferred Hours of Contact: ________________________________

6. Any specific time constraints?________________________________

7. Are you a:   • Student _____; Year _____; FT/PT _____; Day/Evening _____
                   • Practicing Member of Bar _____; For How Long _____
                   • Non-Practicing Attorney _____

8. What are your:
   a. Practice areas (please be broad in your description):
b. Areas of interest/expertise:

c. Other special talents worth sharing:

9. Are you able to offer a Mentee:
   a. Practice development guidance: ______
   b. Career development advice: ______
   c. A friendly ear: ______
   d. Other: _____________________________________________

Additional Comments:

NAME:______________________________ DATE:______________________________
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<th>Name of Mentee</th>
<th>Hours of Contact</th>
<th>Areas of Interest</th>
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