SNOM Organizational Chart

UPDATED: JANUARY 2014

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### VISION
The School Nurse Organization of Minnesota envisions student health for student success.

### MISSION
The School Nurse Organization of Minnesota advances excellence in school nursing practice to promote and support student health for student success.

### GUIDELINES AND EXPECTATIONS FOR COMMITTEES
1. Each committee member is expected to be active SNOM member and attend SNOM Board meetings.
2. Each committee is expected to submit a report to the SNOM secretary prior to each board meeting for inclusion in the agenda.
3. All committees focus on components of school nursing standards of practice.
Welcome to SNOM

The School Nurse Organization of Minnesota (SNOM) is a professional association with a rich history spanning more than 100 years. SNOM’s endurance comes from our members’ strong commitment to student health for academic success. We welcome your interest in becoming part of a professional community dedicated to supporting and advancing the work of Licensed School Nurses (LSN) throughout Minnesota.

This guide provides an overview of the many membership benefits and involvement opportunities available through SNOM. Highlights include SNOM’s education events, roles of committee members and elected executive board members, committee opportunities, organizational structure, and the benefits of a SNOM membership and the partnership with its national affiliate, the National Association of School Nurses (NASN).

Membership Benefits

- **State legislative representation** on issues critical to the school nursing practice through lobbying activities.
- **Discounted member rates** for the annual SNOM Fall Conference, annual National Association of School Nurses (NASN) conference, and other SNOM and NASN sponsored workshops and NASN online learning modules.
- **Automatic membership in NASN**.
- **Access to the NASN Online Learning Center**.
- **Six issues each of the Journal of School Nursing and NASN Newsletter**.
- Exclusive access to ‘Members Only’ SNOM List Serve, an electronic discussion list dedicated to information exchange and networking for SNOM colleagues throughout the states. Access SNOM’s discussion list at SNOM@googlegroups.com.
- **Opportunity to obtain student vouchers for free eye exams and eye wear** through the Vision Service Plan ‘Sight for Students’ Program.
- **Opportunity to join one of 12 NASN Discussion/Listserves** in the following areas:
  1. Oral Health
  2. Graduate Student
  3. Global Issues
  4. Research
  5. Nursing Languages and Information Technology
  6. Advocacy Issues
  7. School Nurse Administrators
  8. Special Needs & Early Childhood School Nurses
  9. School Nurse Educators
  10. Elementary School Nurses
  11. Secondary
  12. Private and Parochial School Nurses
SNOM INVOLVEMENT OPPORTUNITIES

EDUCATION OPPORTUNITIES

SNOM members have several annual opportunities to increase their knowledge of current issues and trends impacting school nursing practice, while also expanding their professional network.

The SNOM Annual Fall Conference is the educational highlight of the year. It is held the second Friday and Saturday of each November. In addition to the conference presentations, conference benefits include earning CEU’s for LSN relicensure, access to a wide variety of school health exhibitors and resources, school health poster presentations, and networking with LSN peers from across MN.

The School Nurse Orientation is held every August. The 2-day educational event is hosted by SNOM, the MN Department of Education and the MN Department of Health. The orientation covers the essentials of school nursing including, the Nurse Practice Act and Roles & Standards of School Nursing Practice, assessment and management of population-based and individual student education-related health needs, and the school nurse role in the development of student individualized healthcare plans, emergency care plans, individualized education plans and 504 plans.

The Special Education Conference is held each spring with the focus on topics pertinent to school nursing and special education. Past topics covered include updates on disabilities, third party reimbursement, leadership and Early Childhood Special Education. The conference is in conjunction with the Minnesota Department of Education’s Medicaid Billing in Schools Conference. This conference includes a web-based educational offering.

SNOM COMMITTEES

The work of SNOM is accomplished by committees with members like you. LSN’s that participate in committee work often speak of the rewards and a benefit from the professional networking that occurs while working with other school nurses from across MN.

I want to become involved, what should I expect?

A member’s time commitment and responsibility varies by committee. For example, each committee chair is expected to attend all SNOM Board meetings and submit a written report prior to each board meeting. Committees set their own agenda and schedule to complete appointed tasks. Committee members might focus on one part of a larger project and are not usually expected to attend the larger board meetings, but are certainly welcome to attend. Most committee work is completed in the evening through face-to-face meetings; members can also join the meeting through a conference call or other electronic means such as Skype. Mileage expenses to and from SNOM meetings are reimbursed. Sometimes meals are provided.

SNOM committee opportunities: Read more about them!

The Annual Fall Conference planning committee is committed to hosting a premier educational event. Planning usually begins in January with one monthly evening meeting through May with meetings resuming from September to November. Participation and the time involved with the committee can vary. Tasks include brochure development, conference marketing, recruitment of conference and poster presenters, and working with exhibitors.

The School Nurse Orientation planning committee is focused on orienting MN LSN’s to be experts in school nursing practice. Committee members review and prepare conference topics, recruit inspiring experts to present topics, organize and market the orientation.
event. Other tasks include brochure development, and helping with day of items including registration, preparing resources and food. Work on the committee begins in the spring of each year with save-the-dates notice to members and school nurses in conjunction with annual conference dates, recruitment of presenters and agenda planning using past year evaluations.

The Education Committee is a combined group of members representing the Annual Conference, Orientation and Special Education Committee. The purpose of this group is to ensure the mission of SNOM by overseeing the professional development opportunities and continuing education needs of SNOM. Work on this committee is typically combined with one of the other educational meetings.

The Awards Committee recognizes individuals who have contributed to the profession of school nursing through the awards of SNOM School Nurse of the Year and School Nurse Administrator of the Year, and Special Recognition as appropriate. Work on these awards begins with the annual application update and promoting the award categories to school nurses by April 1 (the annual deadline for candidate applications is mid-May). Committee work continues through the November SNOM conference where awardees are honored.

The Immunization Task Force promotes the awareness of school immunization law, promotes school nursing practice with regards to immunizations, and is the liaison to the MN Department of Health immunization staff. The chair represents SNOM on the MN Department of Health’s Immunization Practices Advisory Task Force which meets three times a year.

The Information/Technology Committee advises the SNOM Executive Committee on member use of technology and impacts on student health including advising members on using current technology to access standards of best practice. The committee coordinates with NASN as needed to edit the SNOM website content, and coordinates needs with the SNOM web master. Tasks are ongoing and vary in time depending on updates needed.

The Legislative Committee reviews and informs SNOM members of proposed legislation affecting the delivery of school health services and advocates for legislation that strengthens SNOM’s mission. The committee works closely with the SNOM lobbyist on a legislative platform. Work occurs in the evening on a monthly basis from November to May.

The Membership Committee is responsible for member recruitment in SNOM/NASN and the maintenance of membership records. The committee works with NASN and the Information/Technology Committee to initiate and maintain current membership lists, monitor the use of the SNOM listserv, and educate members on the appropriate use of the listserv. Tasks are ongoing and vary in time depending on updates needed.

The Public Relations Committee publicizes and promotes SNOM by disseminating information to members and the general public. Annual events for the committee include promoting School Nurse Day in May, coordinating SNOM Day at the Minnesota State Fair, assisting education committees, and acting as the liaison between SNOM and organizations when display items are requested at events. Generally, work is focused on the annual preparation of the noted events, and ongoing marketing to increase membership.

The Research Committee provides research-related services to the SNOM Board of Directors and SNOM membership. Responsibilities include doing outreach to public health and university programs that have the potential to conduct school nursing and school health research. The committee also reviews research funding requests submitted to SNOM, monitors SNOM-funded research, helps researcher’s present results to the SNOM Board of Directors and members, and provides guidance in publishing results in professional journals.
The Scholarship Committee promotes the profession of school nursing by marketing and awarding SNOM scholarships. The scholarships are promoted in the spring and applications are due by July 1. Other duties include reviewing the scholarship applications with the Scholarship Task Force and presenting recommendations at the August Board of Directors meeting. In November, the committee works with scholarship winners to present the recipients at the annual award ceremony.

REPRESENTATIVES

Another way to get involved is to represent SNOM on a partner agency in your area of MN. Representatives volunteer or are appointed by the BOD to varying terms based on the agency guidelines. Your time commitment to the agency will vary based on agency schedules.

Agency Representatives serve as liaisons between SNOM and key partner agencies as appointed by the SNOM president to ensure SNOM member interests are represented and that members are kept informed of relevant developments related to school health practices and the Licensed School Nurse profession. Representatives attend committees run by the Minnesota Department of Health, Minnesota Department of Education, or other school health related associations or organizations. Duties and time commitments vary based on the particular committee. All liaisons are expected to submit a report of activities prior to each BOD meeting.

A Regional Representative is a SNOM member residing in each region of the state who serves as the liaison for school nurses living and working within his/her region. Responsibilities include serving as a resource to regional school districts and school nurses, and encouraging school nurses to meet regularly and network within their region and district area. Other duties include encouraging regional school nurses to participate in SNOM sponsored events and conferences; facilitating regional communication of school health and nursing issues to regional school nurses; representing SNOM on district, regional and state health committees, as well as groups or organizations upon request. Work as a Regional Representative requires a self-starter and creativity to coordinate regional activities and networking among regional members.

BOARD OF DIRECTORS (BOD)

The BOD is comprised of chairs of the committees and representatives described above as well as members of the Executive Committee. The Board of Directors oversees the work of SNOM and all of its committees as noted on the SNOM organizational chart (see page 1).

SNOM Board of Director Meetings are open to all members. Meetings are held in January, April, August and October. The annual business meeting is held in November in conjunction with the Fall SNOM conference. The BOD’s have ongoing communication between meetings, and meet on an as needed basis.

What are the functions of the SNOM Executive Committee?

The President oversees the functions of SNOM and the Executive Committee, and presides at all SNOM Board of Director meetings. The President has an ongoing role representing SNOM in the community and the practice of professional school nursing. The President is responsible for up-to-date, ongoing communication with members of Board of Directors. The President also attends and represents SNOM at the annual NASN conference. The term of office is two years, may be re-elected once.

The Vice President assists the President in managing various SNOM functions and acts on behalf of the President in her/his absence. The Vice-President is not expected to succeed to the office of President, but has the option of running for President, if desired. The term of office is two years, may be re-elected once.
The **Treasurer** monitors SNOM’s financial viability. The Treasurer reviews the financial statements and reports to the Board of Directors (BOD) at each Board Meeting and presents a full budget report at the annual fall business meeting. The Treasurer works closely with the Finance Committee to ensure the security of SNOM funds and to keep accurate accounts of all assets, liabilities, receipts and disbursements. The fiscal year budget is proposed at the January BOD meetings. The term of office is two years, may be re-elected once.

The **Secretary** ensures that the activities of the BOD and SNOM committees are drafted, reported, approved and distributed per guidelines. This includes the preparation of the written agenda with all committee reports prior to all BOD meetings, recording all proceedings from the meetings, and submitting the approved minutes for posting on the SNOM web site. The term of office is two years, may be re-elected once.

The **Member-at-Large** is an expert in school nursing and acts on behalf of all members to communicate information obtained from school nurses, and education and community partners/agencies of the BOD. The Member–at–Large is nominated to the BOD for a two year term.

The **National Association Director** represents SNOM at the NASN Board of Directors’ meetings as a voting member. During the four-year term, the Director approves policies, procedures, and regulations that govern NASN operations and programs. The Director is expected to attend face-to-face NASN meetings biannually in January and prior to the NASN annual conference. The Director has ongoing responsibilities including the expectation to participate in committee work via conference calls. The Director shares NASN information and updates with the SNOM BOD and members. Costs incurred for the participation of the Director are reimbursed. The term for the Director is one-four year term. They may not be reelected to the position.

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**Become a Member Today!**

To become a SNOM/NASN member, please go to

https://www.nasn.org/home/becomeamember

Once the NASN portion is completed, the SNOM membership chair is notified and will contact you.

If you have committee questions or other needs, please email us at:

info@minnesotaschoolnurses.org
Join SNOM today!

Opportunities to share resources and research
*Table top presentation at the Annual Conference*

Educating the public
*SNOM members at the Minnesota State Fair*

Professional camaraderie
*SNOM members enjoying networking opportunities*

Professional growth and recognition
*SNOM’s award for School Nurse of the Year*