



CANADIAN SOCIETY OF VASCULAR NURSING

CHAPTER START UP BOOKLET

Overview

The Canadian Chapter Society for Vascular Nursing (CCSVN) was formed in 2000 to meet the needs of the Canadian Vascular Nurse and was incorporated in 2004. CSVN was under the umbrella of The Society for Vascular Nursing, an international organization dedicated to professionalism and excellence in practice.

In 2010, the membership voted on changing the name to The Canadian Society of Vascular Nursing (CSVN). This makes us the only society in Canada that is dedicated to vascular nursing. CSVN is a non-profit national body organized and administered on the national level and incorporated federally. Our mission is to provide educational and networking opportunities for nurses caring for patients with vascular disease.

Benefits of CSVN Membership:

- Is a resource for networking with nurses in similar roles and with similar interests
- Provides opportunity for active committee participation
- The Society newsletter, The Vascular Voice
- Reduced registration fee for the annual conference
- Allows an opportunity to obtain an educational scholarship
- Provides an opportunity to obtain a travel scholarship

The Goals of CSVN are to:

- Maintain Vascular Nursing as a specialty in Canada
- Provide educational programs and services
- Promote formation of local chapters
- Collaborate with other professionals to address the unique needs of the individual with vascular disease
- Enhance public awareness of vascular disease
- Promote CSVN

Purpose of CSVN Chapters

Chapters provide an opportunity to collaborate at the community/provincial level and it is at this level where enthusiasm, interest and innovation in vascular nursing come alive. Involvement in a local chapter is a very exciting way to collaborate and use the talents/expertise of people. In addition, it creates collegial relationships in which individuals can share ideas and concerns. CSVN chapters serve as a vital link among people within the chapter and between the local chapter and the National CSVN. Also CSVN provides a positive partnership with members nationally.

Benefits of Chapter Membership:

- Professional growth within the specialty of vascular nursing
- Networking with people of similar interests
- Potential for leadership at the local level
- Communication network at the local level
- Awareness of disease prevention and health promotion

- Participation in educational programs at the local level
- Partnership with the National Office and other CSVN chapters
- Camaraderie with others in a geographic area

Requirements for Establishing CSVN Chapters

- A committed interest and enthusiasm on the part of the CSVN members to establish a chapter.
- A minimum of five individuals (all must be CSVN members) are needed to start a chapter. Non-CSVN members are welcome to participate but are not eligible to vote or hold office.
- Chapters must be financially independent (See “Chapter Start Up Information” on how to achieve this). Each chapter can set its own membership dues as necessary.
- Chapters will select a name that includes “Chapter” in the title, and develop local bylaws based on the bylaws that the national organization will provide for local chapters to adopt/adapt. Chapters have autonomy with respect to their mission, goals, objectives, and activities but these should align with the national organization’s mission, goals, objectives, and activities.
- Chapters will pay an application fee of \$20.00 to the National Office; a plaque and certificate will be given to each chapter. Chapters will pay an annual renewal fee of \$15.00 to help offset postage and miscellaneous costs.

Chapter Start Up Information

- The CSVN National Office will provide a list of CSVN members in a specific geographic area.
- The chapter leader/team should plan a strategic method of recruitment: this can either be a mailed questionnaire or personal contact. Explain the purpose and benefits of forming a chapter. Contact vascular nurses as well as local hospital departments such as OR, PACU, ICU, Non Invasive Lab, surgical units, medical units, outpatient departments, family medical centers, and directors of nursing to solicit interest. Additionally, contact members of local related organizations such as [Canadian Association of Wound Care](#) or [Canadian Council of Cardiovascular Nurses](#). We suggest you take advantage of local bulletin boards to advertise as well.
- Once interest is established, schedule an organizational meeting with adequate notice; place this announcement in a central location. Some sites may include hospital meeting rooms, restaurants, or local clubs.
- Design and mail invitations/ flyers to interested people and institutions. Be sure to include an RSVP phone number or reply card for responses (see enclosed sample).
- Appoint a program chairperson to help organize a brief educational session on vascular disease or any vascular topic. A guest speaker can be a helpful drawing card.
- Consider using attractive name tags for the meeting to facilitate networking.
- Set initial meeting agenda such as:

1. Call to order	5. Questions and answers
2. Introductions & Welcome	6. Elect or ask for volunteers for officers
3. Educational presentation	7. Plan next meeting/future education

4. Plans for chapter development 8. Adjourn for refreshments/networking

- Obtain CSVN information brochures from website csvn.ca to distribute at the meeting.
- Develop a plan for financial independence. This can be accomplished by charging local chapter membership, obtaining sponsors from local hospitals and pharmaceutical companies, and charging minimal meeting fees. Each chapter will decide how to achieve financial independence (See page 6, Planning for Financial Independence)
- Develop chapter bylaws. The national organization will provide model bylaws for local chapters to adopt/adapt. Chapters have autonomy with respect to their mission, goals, objectives, and activities but these should align with the national organization's mission, goals, objectives, and activities.

Committee Formation

The group chairperson is responsible for appointing working committees. The number of people on each committee will have to be determined by the objectives and the size of the chapter. Following are suggestions for officers/committees and their responsibilities:

Chairperson/President

- Serve as the official representative of the chapter
- Preside at all official meetings of the chapter
- Act as a liaison and mentor for all members of the chapter
- Serve as the link to the National Office

Co-chairperson/Vice-President

- Assist Chairperson in above responsibilities
- Chair the Program Committee
- Serve as Chairperson if current Chairperson is unable to continue

Secretary/Treasurer

- Record and circulates the minutes of all meetings to members
- Send notice of all meetings to all members
- Conduct official correspondence
- Manage the chapter funds
- Deposit all monetary funds in the name of and to the credit of the chapter
- Render a statement of financial condition of the chapter at all meetings

Nominating Committee

- Nominate eligible candidates for the Executive Board and Nominating Committee

Bylaws Committee

- Develop/review the bylaws of the local chapter
- Prepare requisite amendments
- Present amendments to the members for action

Program Committee

- Develop and promote educational sessions

- Design and send flyers/announcements of all planned sessions
- Obtain and distribute handouts and evaluations for each program
- Obtain contact hour approval for each program (see Obtaining Contact Hours)

Publicity/Membership

- Advertise the chapter by creating a newsletter, web page, using bulletin boards, media, newspapers, the CSVN website, The Vascular Voice Newsletter
- Welcome and promote membership into the group (see membership Development)

Fundraising

- Organize all activities related to fundraising (see also Planning for Financial Independence). Some ideas for raising funds include: • half or full day seminars; • raffles; • membership fees; • corporate sponsorship

Chapter Responsibilities

Chapters of CSVN agree to:

- Understand, uphold, and support the philosophy and objectives of CSVN
- Use the CSVN logo in all advertising and communication
- Provide the required fees and annual reports to CSVN
- Provide CSVN with a copy of bylaws whenever revisions are made
- Promote recruitment and retention of membership
- Provide an annual roster of officers to CSVN

The Application Process

Complete the enclosed application form and return it with the following information to: Alice Janum, Chair Membership Committee Alice.Janum@albertahealthservices.ca

- Roster of current officers and terms of office
- Chapter membership list
- Chapter bylaws (include “Chapter” in your title and reflect in the bylaws)
- Chapter mission, goals, and objectives
- Narrative description of how the chapter will be financially independent
- An outline of plans for the next year
- Application fee: \$20.00 – payable to CSVN

When the application arrives at the CSVN office, it will be checked for completeness. It will be verified that chapter members are also members of CSVN. Copies are then sent to the Membership Committee for review and recommendations to the CSVN Executive for approval. Upon approval, the chairperson of the chapter will receive a written response and a plaque. Recognition will also be given in *The Vascular Voice*.

Guide for Maintaining a Local Chapter

Once a chapter is chartered, adherence to the national requirements for maintaining the charter and continued membership and retention are necessary. CSVN educational programs, reports of activities within the CSVN organization, and updates of national CSVN policies need to be communicated to local chapter members. In addition, local CSVN chapter activities, elections, plans, and goals need to be communicated to the CSVN National Office through an Annual

Chapter Report (see form enclosed) which is due on January 31 of each year. Chapters will be renewed upon receipt of this report and the \$15.00 annual chapter renewal fee.

Planning for Financial Independence

In order to be a stable and active chapter, the chapter must have a constant source of funds and a small cushion of savings. There are several options for gathering funds.

- Sponsorships and donations are an excellent source to tap. Vendor support can be solicited by contacting local sales representatives in the area. Larger prosthetic graft and pharmaceutical companies are most familiar with the needs of a new chapter.
- A “Vendor Fair” is another source of money. Ask vendors with whom you work on a regular basis if they would be interested in participating in a fair. This idea usually works best if it is conducted in conjunction with another event (e.g. educational meeting, inservice class, local conference). Charge each vendor an admission fee to exhibit.
- Other options include fashion shows, bake sales, craft fairs, and car washes.
- If you need ideas, contact the president of another chapter to find out what has worked for them.

Financial Record Keeping

Once the chapter is established, a bank account will need to be opened. A dual-savings and checking account is typically the best choice. It is recommended that cheques be signed by the treasurer and one designated member of the executive. Make sure the chapter treasurer keeps detailed records of all financial transactions to avoid future problems or questions. The chapter can use outside audits; however, these can be costly and time-consuming.

Obtaining Contact Hours

Chapter programs can be used to fulfill contact hour requirements. In order for the chapter to obtain contact hours, you must submit an application that describes your program to an agency, such as a state nurses association that is a provider of contact hours; preferably, one that has been accredited by the American Nurses Credentialing Center (ANCC). Contact CSVN for further information.

Publicity

- Add to a chapter’s mailing list by collecting names from peer organizations. During the first year, it pays to send mailings to a large list to inform potential members about the new chapter.
- Take advantage of the meeting or calendar of events in the local newspaper to publicize meetings. If the chapter covers a large geographic area, send announcements to newspapers in all of the areas in which members may reside or work. Use available bulletin board space in area hospitals to post informational flyers, the CSVN web site, and *The Vascular Voice* can also be used as an advertising medium. Announcements of upcoming meetings can be sent to the CSVN National Office.
- Develop a chapter newsletter to announce member promotions and share helpful tips. Offer space for positions and/or business card advertising (either free or reduced rate for members; higher rate for non-members) to support the newsletter and even generate additional revenue for the chapter treasury. Some typesetters and printers will produce

the newsletter either free or at a reduced charge if they receive a credit line in the publication. Ask other chapters in the region to send meeting announcements too.

- Try to find someone within the chapter with some public relations knowledge to serve as publicity chair, write the newsletter and generate news releases at no charge. The Publicity/Public Relations Committee should write and place stories about chapter activities in local newspapers, and other media outlets in the area.

Membership Development

Publicity efforts should create interest in membership. Introduce the membership chair at each meeting to address the benefits of membership. Make membership benefits obvious by charging non-members slightly more to attend meetings. Use different colored nametags to identify non-members, and encourage members to greet non-members and make them comfortable. Acknowledge new members (and the members who recruited them) in the chapter newsletter. Consider giving an annual award to the member who recruits the most new members. Ask members to encourage others in their organization to become CSVN members.

Miscellaneous Information

Avoid burnout! As quickly as possible, recruit members to assist committee chairpersons. Otherwise, a small group of people will end up doing all the work and will quickly burn out. Say thanks to officers and committee members often and sincerely. Consider generating sufficient funds from chapter activities to partially or fully fund a chapter member's attendance at the national symposium or other leadership training programs. Send out thank you cards to members who did something extraordinary.

Surveys. As soon as possible after start-up, survey the entire mailing list to solicit opinions on meeting topics and program locations (provide a variety of choices). The survey can also be used to recruit committee volunteers and provide membership information. This data will provide solid direction for chapter activities and will encourage non-members to join the chapter.

Chapter Application, Sample Letters to Sponsors, Speakers and Thank you to Speakers, and Funding Request Application, and Public Awareness Event Flyer are attached.

SAMPLE LETTER TO POTENTIAL SPONSOR



Date

Dear

On behalf of the **Insert chapter name** Chapter, Society of Vascular Nursing (CSVN), I would like to invite your participation and support for our upcoming local conference in **insert city**. **A program brochure could be enclosed if you have one.**

The meeting provides unique opportunities to meet with clinical nursing staff, industry representatives and individuals representing wide-ranging interests and expertise within the communities of vascular disease at the local level.

The **Chapter CSVN** meeting will take place on **location & date**. A block of rooms has been reserved at the **Hotel** for our meeting. We are expecting nurses from across the province in all areas of vascular nursing, with approximately **125-150** registrants. You will be provided an 8 ft table with skirting & draping. We are asking for **\$500- 700.00** from your company as your exhibit fee for this meeting.

We would appreciate hearing from you by **insert date** and would appreciate receipt of your contribution at that time. The cheque can be made payable to the: **Chapter name** and forwarded to **Insert name and address**. We look forward to your support for this meeting.

We look forward to hearing from you. If you have any questions or concerns, please do not hesitate to contact me at **Insert phone # and E-mail**

Sincerely,

Insert name , RN
President, **Insert name** Chapter CSVN

Sample Thank you to Speaker Letter



Date

Dr./Speaker.
Address line one
Address line two

Dear Dr./Speaker,

On behalf of the *Chapter Name*, I would like to thank you for speaking at our *event name/location*.

Add details or comment on evaluations received.

Thank you for helping make this *conference/event* a success.

Sincerely,

Name/Designation, Chapter Name



NEW CHAPTER APPLICATION

Name of Chapter: _____

(Chapter name must include CSVN in title. Geographical location is recommended to be used.)

Contact Person (include credentials/title): _____

Preferred Mailing Address: _____

Phone: (daytime) _____

(evening) _____

FAX: _____

E-mail: _____

Chapter

Address: _____

Chapter will be affiliated with an institution:

NO YES, List affiliation: _____
(Check the most appropriate: Physician practice School Hospital)

Please attach a brief one to two-page summary of the Chapter's vision including the following topics: Overall mission of chapter, short and long term goals, proof of financial independence, leadership roster and upcoming activity plans for the next year.

Please attach the following information:

- ◆ New Chapter Application
- ◆ Application fee (\$20.00 - payable to CSVN)
- ◆ Chapter Charter/bylaws
- ◆ Chapter Member Biography Forms
- ◆ 1-2 page summary including the following: (Chapter mission, goals, verification of financial independence, roster of current officer and terms of office and proposed activities/plans for the next year)

Email to: Alice.Janum@albertahealthservices.ca

SAMPLE LETTER TO POTENTIAL SPEAKER



Dear

On behalf of the London Chapter Society for Vascular Nursing we would like to invite you to speak at our educational session on " An Overview of Diabetes" on Wednesday May 18th 2011 from at 7 PM at the Four Points Sheraton Wellington Rd for approximately 30 minutes including questions. We do these educational sessions biannually with exhibitors and attract approximately 75-125 health care professionals (nurses, LPN.s, paramedics) from long term care, acute care, family practice, research& education. We plan to have 2 other speakers that evening including a chiropodist and a patient and the evening runs from 7-9 PM. Please let me know if you would be able to do this. Thanks

Sincerely

Insert name & contact info

SAMPLE REQUEST FOR FUNDING FROM LOCAL CHAPTER

*LONDON CHAPTER SOCIETY FOR VASCULAR NURSING CONFERENCE
REQUEST APPLICATION*

FUNDING CRITERIA FOR LONDON CHAPTER SVN

- YOU MUST HAVE ATTENDED 2 CHAPTER MEETINGS WITHIN THE PAST YEAR
- FUNDING DOES NOT INCLUDE ANNUAL SVN MEMBERSHIP FEE OR CONFERENCE FEE (YOU MAY QUALIFY AND CAN APPLY FOR REIMBURSEMENT THROUGH RNAO OR PROVINCIALY
- THE EXECUTIVE WILL REVIEW ALL APPLICANTS; PREFERENCE WILL BE GIVEN TO THOSE WHO HAVE CONTRIBUTED TO THE LOCAL CHAPTER; PREVIOUS FUNDING FROM THE CHAPTER WILL BE CONSIDERED.

Name: _____ Conference Requested: _____

Date/Location: _____

Approximate Cost: Travel _____ Accommodations _____

Why would you like to attend this conference?: _____

Have you had the opportunity to attend any conferences in the past two years?:

Have you had previous funding from this group?: _____

What contributions have you made to the local Chapter?: _____

PLEASE SUBMIT TO ONE OF THE MEMBERS OF THE EXECUTIVE

Signature _____

Date _____

SAMPLE PUBLIC AWARENESS EVENT AD

Do you experience pain, aching or tiredness in your legs when walking? If so, you may have Peripheral Arterial Disease (PAD)



***Join us for a
PAD PUBLIC AWARENESS EVENING
Learn more about the causes & treatment for PAD***

**Wednesday September 15th, 2010, 1830-2000
Best Western, Lamplighter Inn, 591 Wellington Road, London**

Presented by

***DIVISION OF VASCULAR SURGERY
London Health Sciences Centre***

Topics of Discussion

- What the Public Should Know about Peripheral Arterial Disease: Dr. Kathryn Myers, Dept of Internal Medicine, St. Joseph's Health Care
- Surgical Management: Dr. Jeremy Harris, Division of Vascular Surgery, LHSC
- Peripheral Arterial Disease Public Awareness Campaign: Marge Lovell RN, Vascular Surgery, LHSC

RSVP: 519-685-8300 ext 77548 by September 13th/2010
Generously supported by an unrestricted educational grant by



Sample Letter of Invitation to join new chapter



Dear (name):

We would like to extend an invitation to you and your co-workers to attend a special meeting on (date & time) at (place) to organize a local Chapter of the Society of Vascular Nursing (SVN). Such a chapter can make a valuable contribution to improving your professional knowledge and abilities in vascular nursing. During this organizational meeting, we will discuss the purpose and goals of the chapter, as well as some of the programs and activities planned. I'm sure you will find it an informative and worthwhile meeting. Even if you are not currently working exclusively in vascular nursing, we welcome you to join us. Additionally, please share this letter with your co-workers and associates, so that we may reach all individuals involved in vascular nursing.

Please return the enclosed reply card or contact me at the phone number listed below to confirm your attendance at this meeting. We look forward to your participation!

Sincerely,

(name)
(phone number)

Insert Chapter Name
Chapter Member Biography Form

Date: _____

NEW RENEWAL

1. Name (Include name and title as you wish them to appear):

2. Current Position: _____

3. Institution: _____

Department _____

4. Mailing Address: _____

5. Phone Number: _____

6. E-mail: _____

7. Specialty Area: _____

8. Would you like to participate on a Committee: Yes No

9. Do you know anyone interested in becoming a Member? (Please list names and addresses.)

10. Are you a member of the CSVN? _____



CHAPTER ANNUAL REPORT

CSVN Chapters are required to file an annual report with the CSVN National Office. The report can be submitted online from the CSVN website or a paper copy can be sent to the National Office. The submission form deadline is Jan 31st. If you are completing a paper copy, please include the following information:

Chapter Name:

Address:

Contact Name:

E-Mail:

Officers and Dates of Terms:

Meetings and Programs Held:

Goals and Accomplishments:

Future Directions and Activities Planned:

Current Membership List:

Total Number of Members:

Total New Members:

Number of Members who are also CSVN Members:

And forward cheque for \$15.00 for annual chapter renewal fee to:

**Brenda Henry, Treasurer, CSVN5 Stonehenge Rd, London
Ontario, N5V 4C5**