



POLICY & PROCEDURES

Revised April 2018

TABLE OF CONTENTS

[TABLE OF CONTENTS](#)

[MNRS Board of Directors](#)

[Board of Directors](#)

[Executive Committee](#)

[President](#)

[President-Elect](#)

[Treasurer](#)

[Secretary](#)

[Board Member-at-Large](#)

[Election Cycle](#)

[General Association Management](#)

[Annual Research Conference](#)

[Conference fees and related expenses](#)

[General Finance](#)

[Reserve Funds & Investments](#)

[Programs](#)

[Membership List Sales Policy](#)

[MNRS logo](#)

[Archives](#)

[Committees](#)

[General Policies](#)

[Awards Committee](#)

[Conference Program Committees](#)

[Program Planning Committee \(PPC\)](#)

[Grants Review Committee](#)

[Committee Composition](#)

[Committee Chair](#)

[Committee Members](#)

[Procedures](#)

[MNRS Grant Review Protocol](#)

[Grant Reviews](#)

[Membership Committee](#)

[Nominating Committee](#)

[Communications Committee](#)

[RIG Advisory Committee](#)

[Process for Proposing a RIG](#)

[RIG Awards](#)

[Dissolving a RIG](#)

[RIG Communication](#)

[Guaranteed Research Symposia](#)

[Competitive Research Symposia](#)

[Staff Support](#)

[Scholarship Committee](#)

[Student Poster Committee](#)

[Western Journal of Nursing Research \(WJNR\) Editorial Board](#)

[Media Policy](#)

[Electronic Communication Vehicles](#)

[Statement of Purpose and Objectives](#)

[Outlets](#)

[Midwest Nursing Research Society Foundation](#)

[Bylaws](#)

[Action Agenda Form](#)

[Record Retention](#)

[Appendixes](#)

MNRS Board of Directors

Activities of the MNRS board of directors will be in accordance with the MNRS bylaws and the policies and procedures. The incoming board is installed at the annual conference.

Board of Directors

1. Responsibilities

- a. Directs the association based on the overall mission of MNRS.
- b. Updates and approves strategic plans.
- c. Develops and approves policies and procedures.
- d. Exercises fiduciary responsibility by ensuring that MNRS finances are properly managed and by approving responsible budgets.
- e. Oversees and evaluates MNRS programs to assure that committee objectives are being achieved.
- f. Approves committee chairs and committee chairs' recommendations for committee members.
- g. Retains professional management, legal counsel, and independent auditor.
- h. Conducts meetings that are open to all members to attend, except as otherwise announced.
- i. Assists during membership recruitment and retention, when called upon by the membership committee.
- j. Adheres to the financial policies set forth under the General Finance section of the MNRS Policies and Procedures Manual.
- k. Selects Annual Research Conference date and location.

2. Board Meetings

- a. The board will meet quarterly unless otherwise directed by the president.
- b. Agendas will be prepared by the president in coordination with staff and distributed by staff one week prior to each board meeting.
- c. Staff will secure hotel and meeting rooms for the board meeting and notify board members.
- d. Airfares should be purchased by volunteers, but the volunteers are eligible to be reimbursed.

3. Minutes

- a. Staff will prepare and send draft minutes to the secretary and the president for review up to two weeks after each board meeting.
- b. The secretary, staff, and Board will make comments/changes to the submitted minutes and once finalized, distribute a final draft in the next board agenda.
- c. Board will approve the minutes at the next board meeting.

Executive Committee

1. Qualifications

The executive committee will be comprised of the elected officers of the Society: the president, president-elect/past-president, vice president, treasurer, and secretary.

2. Responsibilities

- a. Responsible for interim supervision of routine matters that arise between board meetings.
- b. Oversees the financial management of the association. Develops short- and long-term financial plans for the association.
- c. Reviews the preliminary budget developed by staff and makes the appropriate adjustments to reflect program priorities established by the board in the strategic plan prior to the summer Board meeting
- d. Reviews the investment policy approved by the full board to ensure that it supports the financial goals of the association and makes recommendations for changes when necessary.
- e. Sensitive to the fact that the management of the association is vested in the board and not the executive committee.

President

1. Qualifications

- a. Holds active membership in MNRS and is a member in good standing.
- b. Has previously served or is currently serving as a member of the Board of Directors.
- c. Is elected by the membership.

2. Responsibilities

- a. Presides at all board, association, and executive committee meetings.
- b. Appoints chairpersons of all committees for ratification approval by the Board of Directors.
- c. Acts as the coordinator for strategic planning.
- d. Acts as the official spokesperson for the association.
- e. Work with the Committee Chairman on selection of Committee members, for approval by the Board of Directors.

President-Elect

1. Qualifications

- a. Holds an active membership in MNRS and is a member in good standing.
- b. Has previously served or is currently serving as a member of the Board of Directors.
- c. Is elected by the membership.

2. Responsibilities

- a. Utilizes term of office to become familiar with the current issues of the society in order to prepare for the office of president.

- b. Serves as a member of the executive committee.

Past-President

1. Qualifications

- a. Holds an active membership in MNRS and is a member in good standing.
- b. Will assume this role upon the completion of his/her term as President.

2. Responsibilities

- a. Advises the President during the first year of the President's two (2) year term.
- b. Serves as the chair of the Nominating Committee and shall perform such duties as may be delegated to him/her by the President and/or Board of Directors.

Vice-President

1. Qualifications

- a. Holds an active membership in MNRS and is a member in good standing.
- b. Is elected by the membership.

2. Responsibilities

- a. Shall perform such duties as may be delegated to him/her by the President or the Board of Directors.
- b. Performs the duties of the President-elect if the President-elect is not able to complete his/her duties.

Treasurer

1. Qualifications

- a. Holds an active membership in MNRS and is a member in good standing.
- b. Is elected by the membership.

2. Responsibilities

- a. Serves as chair of the finance committee.
- b. Ensures that board approved financial management policies and procedures are being followed.
- c. Reports the financial status of the association on a quarterly basis to the board.
- d. Assists in the annual audit of the association by an auditor approved by the board.
- e. Ensures that all government required filings are properly completed and submitted in a timely fashion.
- f. Serves as a member of the executive committee.
- g. Serves as a liaison to the MNRS Foundation Board of Trustees

Secretary

1. Qualifications

- a. Holds active membership in MNRS and is a member in good standing.

- b. Is elected by the membership.
- 2. Responsibilities
 - a. Ensures that proper record keeping practices are being followed.
 - b. Verifies that the minutes for each meeting are approved at the following meeting of the board.
 - c. Prepares the MNRS News material for WJNR, getting input from the President and MNRS staff
 - d. Serves as a member of the executive committee.

Board Member-at-Large (3)

- 1. Qualifications
 - a. Holds active membership in MNRS and is a member in good standing.
 - b. Is elected by the membership.
- 2. Responsibilities
 - a. Serves as a committee liaison as determined by the President.

Election Cycle

President	Two-year term of office begins in odd years
President-Elect	Elected in even years (end of Pres first year) for one-year term
Past-President	One-year term in odd years (during Pres second year)
Vice President*	Elected in even years for two-year term
Treasurer*	Elected in odd years for two-year term
Secretary*	Elected in even years for two-year term
Board Member-at-Large (3)	Two positions are elected in odd years and One position is elected in even years

**VP/Treasurer/Secretary/Board Member-at-Large may serve a second two-year term if elected.*

General Association Management

MNRS Annual Research Conference

1. Process and Timeline
 - a. Staff investigates cities/hotels based on board input and local school interest.
2. Criteria
 - a. The three most important criteria for a conference site are typically location/space, dates, and rates.
3. Locations
 - a. MNRS will make every effort to rotate the conference site throughout the Midwestern states giving preference to cities that are within driving distance of several major nursing schools.
 - b. The city's airport should be served by a variety of major airlines.
 - c. A hotel preferred over a conference center for the site.
4. Dates and Format
 - a. The dates preferred are late March to early April.
 - b. The MNRS conference should not overlap with major religious holidays, i.e., Easter, Passover, or the meeting of the American Association of Colleges of Nursing (AACN).

Conference Fees and Related Expenses

1. Conference fees are established by the board with recommendations from staff.
2. Conference workshop speakers (members and nonmembers) will have the registration fee for their session waived.
3. Member speakers who are asked to speak at the keynote or closing sessions will be given a one-day complimentary conference registration.
4. Non-member special (general) session speakers will be offered a one-day complimentary conference registration for the day they are speaking.
5. Non-member speakers from governmental or other public institutions who fund a major amount of research will be offered a full complimentary conference registration, at the Board's discretion.
6. Board members and officers must pay their own registration for the conference including extra cost events such as conference workshops.
7. MNRS Board member's travel (including airfare) and hotel costs (up to 4 nights) at the conference will be covered by MNRS. See General Finance 2.3—Board and Committee Travel on page 9 for further details.
8. Foundation Board member travel (including airfare) and hotel costs (up to 2 nights) at the conference will be covered by MNRS. See General Finance 2.3 – Board and Committee Travel on page 9 for further details.
9. Program chair's hotel costs (up to 4 nights) at the conference will be covered by MNRS. See General Finance 2.3—Board and Committee Travel on page 8 for further details.
10. Incoming Board Members receive two (2) nights hotel, airfare and other travel expenses.

General Finance

1. Check Policy

- a. All checks drawn on MNRS accounts will require one signature of the designee of the management company. This policy will be reflected on the bank signature cards.

2. Expenses

- a. MNRS will reimburse board and selected committee members for their budgeted out-of-pocket expenses for telephone, postage, and duplications so as not to deter an individual from participating in the leadership of the association.
- b. The executive director and treasurer will monitor all expenditures to verify they are consistent with the strategic plan, approved budget, and financial policies.
- c. Expense reimbursement requests must be submitted to the MNRS office on an MNRS Expense Reimbursement Form (Appendix 1) with the original receipts attached. Submission for reimbursement of expenses must be made within 60 days of incurring the expense. Staff will process the request.

3. Committee Expense Policies

- a. Staff will monitor all committee member expenditures to verify that they are consistent with the strategic plan and approved budget.
- b. Whenever possible, purchasing of supplies, materials, and services should be made through staff so that expenses can be incurred and paid directly by the association. This includes printing, duplicating, postage, fax, hotel rooms, airline tickets, conference calls, and office supplies.
- c. All requests for reimbursement of expenses for postage, telephone, or photocopying must be approved by the committee chair.

4. Board and Committee Travel

- a. Airfares should be purchased by volunteers. Whenever possible, tickets for the lowest fare should be purchased a minimum of two weeks prior to travel. Any ticket expense incurred as a result of a deviation from these guidelines will be paid by the individual.
- b. Hotel accommodations will be arranged by staff. Individual members will be responsible for any additional charges for extra nights, room service charges, and telephone charges.
- c. Two (2) nights at the conference hotel will be provided for incoming board members in addition to airfare and other travel expenses.
- d. Auto mileage will be paid per mile at the current federal mileage rate posted on the IRS website for board or committee members who drive to attend a required meeting in lieu of flying. Related parking fees and tolls will be reimbursed.
- e. Actual expenses related to board and committee meetings will be reimbursed up to \$50 per day, exclusive of travel and hotel/lodging.

5. Donations

- a. All donations to MNRS are deposited and tracked on separate income lines.
- b. Any donation sent to MNRS with a specific restriction or purpose requested by

the donor will be reviewed by the Executive Committee to determine the feasibility of compliance.

- c. All donations will receive an automated receipt with a thank you letter for the donation.
 - d. When the annual budget is approved, the board will agree on the amount to be disbursed from the designated funds to support the MNRS grant program.
6. Budget Development
- a. The executive committee will review a draft budget prior to the June board conference call. At that time any areas requiring revision will be identified.
 - b. Staff will revise the budget for the board's approval during their June board conference call.
7. Audit
- a. Management accountant will send a request for proposal for the annual audit and for the preparation of tax returns to at least three independent auditors every three years. Competitive bids may be secured on a more frequent basis, at the board's discretion.
 - b. The board will approve the selection or retention of the auditor at their spring board meeting.
8. Financial Policies Regarding Accounts
- a. Checking accounts will be retained in a FDIC insured bank.
 - b. Any funds that are not needed to cover obligations within a given period may be invested in money market mutual funds; federally insured certificates of deposit; obligations of the US government or its agencies; and stock and bond mutual funds. Investments are to be made in such a way to minimize risk and maximize return.
 - c. Under the supervision of the Executive Committee of the elected MNRS Board of Directors, the executive director has the authority to make specific investment decisions within these guidelines with the concurrence of the treasurer.
9. Control Procedures
- Review of Liabilities*
- The Board of Directors, with assistance from the Treasurer and Executive Director will review all investment policies, objectives and guidelines annually. This review will focus on an analysis of major differences between the Reserve Fund's assumptions and actual experience.
- Review of Investment Objectives*
- Investment performance will be reviewed annually by the Treasurer and Executive Director to determine the continued feasibility of achieving the investment objectives and the appropriateness of the investment policy for achieving these objectives. In addition, the validity of the stated objective will be reviewed annually.
- Review of Investment Advisor*
- The Investment Advisor will report on an annual basis the total Reserve Fund investment performance. In addition, the Investment Advisor will keep the Treasurer advised of the impact of any material change to spending policy, investment strategy, or other pertinent information potentially affecting performance of all investments.

MNRS Reserve Funds and Investment Policy

Date Policy Established: October 2014

Next review date: October 2019

TABLE OF CONTENTS

1. Investment Purpose
2. Organization Summary
3. Investment Objectives
4. Guidance for Use of Funds
5. Duties and Responsibilities of the Treasurer
6. Control Procedures

INVESTMENT PURPOSE

This document establishes the Reserve and Investment Policy for the Midwest Nursing Research Society (MNRS) and is designed to guide investment policies in order to assure that MNRS could continue to operate if its major sources of revenue were to substantially reduce or cease. Please note: Anywhere "MNRS Board of Directors" is noted, it will include both the MNRS Board and the MNRS Foundation Board.

INVESTMENT OBJECTIVES

The investment objectives of the Reserve Funds policy are:

- An Emergency Reserve:
 - to maintain fiscal stability and to preserve principle.
 - to provide a 6 -12 month reserve that covers the average monthly operating expenses (management fees, contract fees, office needs, meetings).
 - investments to be secure fixed rate financial instruments (Government/Treasury bills or bonds).
 - amount should be approximately equal to prior year's operating budget
- An Operating Reserve:
 - to cover those months where expenses exceed revenue.
 - should be an amount based on projected cash flow to cover monthly expenses.
 - amount should be approximately 50% of prior year's operating budget.
 - investments should be in easily 'liquefiable' accounts (money markets, short-term CDs).
- An Investment Reserve:
 - excess funds from the Investment Reserve and Operating reserve to be invested to generate future revenues.
 - investments should seek an average annual real rate of return of 4% or total return of CPI plus 4%.
 - the intent of this objective is to preserve, over time; the principal value of the assets as measured in real, inflation adjusted terms.

GUIDANCE FOR USE OF FUNDS

The MNRS Board of Directors will approve, at their discretion, expenditure of assets from the Investment Reserves. Emergency Reserve Funds will be available for only

emergency needs as deemed by the Board. The Board will periodically review the spending policy to make adjustments necessary to preserve the purchasing power of each Reserve Fund. Further, it shall be the responsibility of the Treasurer to promptly communicate any changes in the spending policy to the Investment Advisor.

Procedures (Review)

1. The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of the MNRS and accurately reflects the current financial condition:
 - A.) This investment policy shall be reviewed periodically by the Finance Committee for any necessary updates or revisions.
 - B.) Recommendations for any revisions or modifications will be made by the Finance Committee and approved by the Board of Directors.
2. The following procedures will be used to determine the dollar amounts to be placed in the each of the four investment pools:
 - A.) The Finance Committee will recommend the dollar amounts to be placed in the Liquidity, Operating, Short-term, and Long-Term funds to the Board of Directors for approval.
 - B.) The Finance Committee has the responsibility to manage liquid assets on a day to day basis. Specifically, the Finance Committee are authorized to transfer money between the Liquidity, Operating, Short-term, and Long-Term Fund and vice-versa, in accordance with Investment Policy guidelines, policies and procedures.
 - C.) Transfers to and from the Long-term Fund may not be made without specific approval by the Finance Committee.
3. To assist the MNRS in the management of its Long Term, Short Term, Liquidity and Operating Funds, the MNRS may engage the services of an Investment Consultant the following procedures shall be followed to engage a new Investment Consultant or to replace a current one
 - A.) The Finance Committee will recommend the hiring or replacing of an Investment Consultant to the Board of Directors.
 - B.) The Board of Directors will review the candidate(s) and shall have final approval.
4. The structure of the Long Term Fund will primarily consist of Exchange Traded Funds (ETFs) and/or mutual funds. The engagement or termination of an Investment Manager will be the responsibility of the Investment Consultant.
5. To prevent a conflict of interest or the appearance of a conflict of interest:
 - A.) No member or staff will contact the Investment Managers regarding investments in individual companies; and
 - B.) No member of MNRS will receive a report detailing the individual companies held in the portfolio unless the Investment Consultant deems it necessary for appropriate due diligence.

Investment Guidelines (Short Term)

Allowable Investments

The Executive Director, at the discretion of the Board of Directors, shall be authorized to invest the MNRS Operating Fund and Short Term Reserve Fund as follows:

- 1) Federally-Insured Certificates of Deposit not to exceed federally insured amounts including interest at commercial banks or savings and loans institutions;
- 2) Money Market Funds that invest in government backed securities;
- 3) Interest bearing checking accounts in federally insured banks not to exceed federally insured amounts.
- 4) Direct Obligations of the U.S. Government, its Agencies and instrumentalities;
- 5) Agency Discount Notes;
- 6) Repurchase agreements with institutions whose senior debt rating is rated double A or better by Standard & Poor's and/or Moody's or where physical delivery of the collateral is made to MNRS custodian.

Allowable Investments - Short Term Reserve Fund Only

The Executive Director with approval of the Board of Directors and with the assistance of an Investment Consultant retained by MNRS shall be authorized to invest up to 100% of the Short Term Reserve Fund, in addition to the investments allowed above, as follows:

- 1) Commercial Paper rated A-1/P-1 by Standard & Poor's and Moody's;
- 2) Commercial Paper backed by bank letters of credit where the long term letter of credit is rated at least AA by one rating service;
- 3) Variable Rate Notes where:
 - a. demand periods can be no longer than monthly
 - b. rate must reset no less frequently than monthly
 - c. minimum rating is A-1/P-1

Maturity

The maturities on investments for the Operating Fund shall be limited to 12 months.

The Short Term Reserve shall have a weighted average maturity of three years or less. The Executive Director, at the discretion of the Board of Directors, working with Investment Consultant shall be responsible for scheduling maturities.

NOTE: In the case of securities whose coupon resets on a periodic basis, the length of the reset period shall be used to determine compliance with this investment policy's maturity guidelines.

Diversification

No more than 10% at cost of the Operating Fund and Short Term Reserve Fund combined may be in the securities of any one issuer with the exception of obligations of the U.S. Government, its agencies and instrumentalities, repurchase agreements collateralized by

obligations of the U.S. Government, its agencies and instrumentalities, and federally insured certificates of deposit.

Reporting

The Investment Consultant shall prepare the following reports on a quarterly basis to the Executive Director.

- 1) Schedule of investments held by fund type.
- 2) Interest income year to date.
- 3) Current yield of the different portfolios.

Investment Guidelines (Long Term)

The Long Term Fund shall be comprised of the asset classes listed in the table below. The target weight is the desired weight for each asset class. The minimum and maximum weights are designed to allow for normal market fluctuations and to allow for temporary over/under weight allocations that are believed to be desirable by the Investment Consultant.

The Executive Director will monitor the asset allocation of the Investment Fund based on quarterly reports provided by the Investment Consultant. It is the responsibility of the Investment Consultant to monitor the Fund on an on-going basis and to rebalance the portfolio to ensure that the Fund remains within Investment Policy guidelines.

Long-term Fund Target Asset Mix (Model One)

A.) The long-term component of the Reserve Fund shall be comprised of the asset classes listed in the table below. The target weight is the desired weight for each asset class. The minimum weights and maximum weights are to allow for normal market fluctuations.

B.) The Executive Director will monitor the asset allocation of the Investment Fund based on quarterly reports provided by the Investment Consultant. It is the responsibility of the Investment Consultant to monitor the Fund on an on-going basis and to rebalance the portfolio to ensure that the Fund remains within Investment Policy guidelines.

ASSET CLASS	MINIMUM WEIGHT	TARGET WEIGHT	MAXIMUM WEIGHT
EQUITY			
U.S. Large Capitalization Stocks	15%	20%	25%
U.S. Mid-Capitalization Stocks	3%	5%	7%
U.S. Small Capitalization Stocks	3%	5%	7%
International Stocks	15%	20%	25%
TOTAL EQUITY		50%	
FIXED INCOME			
U.S. Government/Corporate Intermediate Bonds	25%	35%	45%
U.S. Corporate High Yield Bonds	3%	5%	7%
International Fixed Income Bonds	7%	10%	13%
TOTAL FIXED INCOME		50%	

The above guidelines are subject to a maximum 10% commitment of the account's market value for an individual security and 20% for a particular industry.

Equities

The equity asset classes should be maintained at risk levels roughly equivalent to the sectors of the market represented, with the objective of exceeding a nationally recognized index measuring the performance of the designated sector over a five-year moving time period net of fees and commissions. Mutual funds conforming to the policy guidelines may be used to implement the investment program.

The following definitions shall apply for the purposes of this policy:

U.S. Large Capitalization Stocks: A portfolio of stocks composed primarily of US-based companies having a market capitalization, on average, exceeding \$10.0 billion and whose primary shares trade on a major US exchange. The generally accepted, nationally recognized index for this asset class is the Standard & Poor's 500 Stock Index.

U.S. Mid Capitalization Stocks: A portfolio of stocks composed primarily of US-based companies having a market capitalization, on average, of between \$2.0 billion and \$10.0 billion. The generally accepted, nationally recognized index for this asset class is the Russell MidCap Index.

U.S. Small Capitalization Stocks: A portfolio of stocks composed primarily of US-based companies having a market capitalization, on average, of less than \$2.0 billion. The generally accepted, nationally recognized index for this asset class is the Russell 2000 Index.

International Stocks: A portfolio comprised primarily of stocks of non-U.S. based companies, the primary shares of which are traded on exchanges outside the U.S. American Depository Receipts are considered International Stocks. The generally accepted, nationally recognized index for this asset class is the Morgan Stanley Capital International Europe-Australasia-Far East Index (EAFE)

Fixed Income

Investments in fixed income securities will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums. Mutual funds conforming to the policy guidelines may be used to implement the investment program. The following definitions shall apply for the purposes of this policy:

U.S. Govt/Corp Intermediate Bonds: A portfolio consisting primarily of investment grade fixed income securities denominated in U.S. dollars issued by the U.S. Government or U.S. corporations

having a weighted average maturity of less than 10 years. The portfolio also may include, but is not limited to other fixed income investments such as investments in Treasury Inflation Protected Securities (TIPS), International Bonds and High Yield Bonds. The generally accepted, nationally recognized index for this asset class is the Barclays Capital Government/Corporate Intermediate Term Bond Index.

International Bonds:

A portfolio consisting primarily of fixed income securities denominated in currencies other than U.S. dollars. Issuers may be both governments and corporations. The generally accepted, nationally recognized index for this asset class is the Citigroup Non-US Dollar World Government Bond Index.

Alternative Investments

Investment in alternatives may be considered by MNRS within the context of an overall investment plan. The objective of such investments will be to seek to diversify the portfolio, complementing traditional equity and fixed-income investments and improving the overall performance consistency of the portfolio. It is acknowledged that there is no guarantee that this objective will be realized.

Portfolios may include hedge funds, managed futures, private equity, commodities and other non-traditional investments. Investments shall be made through mutual funds, private limited partnerships or professionally managed pools of such investments to provide for a prudent level of diversification

Traditional Asset Class Prohibited Investments

The investment portfolio of the Midwest Nursing Research Society will be comprised of traditional asset classes such as equities and fixed income. Exposure to these asset classes will be primarily through mutual funds. The Executive Director and/or the Board of Directors have adopted the following restrictions to these traditional asset classes:

The following investments and investment activities are prohibited:

- 1) Private placements
- 2) Letter stock
- 3) Securities whose issuers have filed a petition for bankruptcy
- 4) Venture capital
- 5) Unregistered or restricted stock
- 6) Short sales
- 7) Individual Commodities and Precious Metals
- 8) Oil and Gas Limited Partnerships
- 9) Real estate outside of owned headquarters building
- 10) Limited partnerships
- 11) Margin transactions

- 12) Derivatives. However; to the extent that mutual funds are used by MNRS the mutual funds may buy or sell derivatives for the purposes of managing portfolio risk;
- 13) Any other speculative investments

DUTIES AND RESPONSIBILITIES OF THE TREASURER

The MNRS Board grants authority to the Treasurer to maintain the operation of the Reserve Funds. The Treasurer is responsible for managing the investment process in a prudent manner with regard to preserving principal while providing a reasonable rate of return. In carrying out these duties, the Treasurer and Executive Director may retain an Investment Consultant to assist in managing the assets of the Fund. The Investment Consultant's role is to provide guidance to the MNRS Finance Committee and Board of Directors on matters pertaining to the investment of all Reserve Fund assets including investment policy, investment selection, monitoring Fund performance and compliance with the Investment Policy.

The MNRS Treasurer will carry out all decisions and guidelines approved by the Board pertaining to the implementation of the investment policy. Individual duties and responsibilities are detailed below. In carrying out these duties, the Board has delegated various duties to the Treasurer. These duties include:

- Responsibility to annually recommend the amount of money to be transferred to the Emergency, Operating and Investment Fund to meet objectives.
- Authority to open and/or close accounts in the name of the Society as deemed necessary by the Executive Committee.
- Making recommendations to the MNRS Board pertaining to changes in the investment policy and guidelines or to the hiring or replacement of a qualified Investment Advisor.

Individual duties and responsibilities are further detailed below.

Treasurer

- Can retain a qualified Investment Consultant to assist in the development and implementation of the investment policy, (e.g., goals, objectives, and guidelines).
- Make recommendations to the MNRS Board of Directors regarding the operations of the Reserve Fund including allocation between equity and fixed income assets, selection of acceptable asset classes and investment performance expectations.
- Regularly review investment performance of the Reserve Funds including the performance of the Investment Advisor to assure conformance with the Reserve Funds and Investment Policy.
- Report investment results to the Board of Directors on a semi-annual basis.
- Every five years, submit a written review summarizing to the Board where the Treasurer has performed a systematic and comprehensive review of each Reserve Fund's expectations, objectives, management experience and investment policies.

Responsibility of the Investment Consultant (Discretionary Language)

The Investment Consultant may assist MNRS Finance Committee and Board of Directors in establishing the investment policy, objectives, and guidelines; selecting investment managers; reviewing such managers over time; measuring and evaluating investment performance; and other tasks as deemed appropriate. The day-to-day investment decisions will be managed on a discretionary basis by the Investment Consultant, within the investment and governance parameters delineated in these investment policies. Specific responsibilities of the Investment Advisor include, but are not limited to:

1. Assisting in the development and periodic review of investment policy (IPS) including a review of the investment objectives and asset allocation.
2. Execution of the investment portfolio, asset allocation, rebalancing, and other day-to-day responsibilities on a discretionary basis;
3. Conducting investment manager searches. For the purposes of this policy "Investment Manager" shall mean separately managed accounts, mutual funds, and all other portfolios managed by a third party firm
4. Providing "due diligence", or research, on the Investment Manager(s) and monitoring the performance of individual managers
5. Hiring and/or terminating investment manager(s)/Mutual Funds;
6. Ensuring staff receives quarterly statements/analysis on portfolios
7. Monitoring the performance of the Investment Manager(s) to provide the Finance Committee and Board of Directors with the ability to determine the progress toward the investment objectives
8. Monitoring the asset allocation of the Long-Term Fund
9. Communicating matters of policy, manager research, and manager performance to the Finance Committee and Board of Directors
10. Reviewing investment history, historical capital markets performance and the contents of this investment policy statement to the Finance Committee, and Board of Directors as appropriate
11. Developing and enacting proper controls and procedures to help ensure compliance by all parties with this policy

Investment Advisor

- Assist the Midwest Nursing Research Society/Foundation Boards in establishing an investment portfolio to meet the objectives of the Reserve Funds and Investment Policy.
- Investment Preference: MNRS prefers to invest in socially responsible and healthcare promoting investments.
- Monitor the investment performance of the Fund and provide quarterly performance advisory reports to the MNRS/F Treasurers and the MNRS Board of Directors.
- Report in a timely manner substantive developments that may affect the management of Fund assets.

Responsibilities of the Investment Managers (Mutual Fund Portfolio Managers)

Each Investment Manager will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, and constraints, as outlined in this IPS. Specific responsibilities of the Investment Managers include:

- 1) Discretionary investment management, including decisions to buy, sell, or hold individual securities, and to alter asset allocation within guidelines established in this IPS and approved by the Executive Director and/or Board of Directors;
- 2) Communicating any major changes to economic outlook, investment strategy, or any other factors that affect implementation of the investment process;
- 3) Informing the Investment Consultant of any material change to the investment management organization. Examples include material changes in portfolio management personnel, ownership structure, investment philosophy, etc.

Responsibilities of the Custodian

The Custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by MNRS, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian will also perform regular accounting of all assets owned, purchased or sold, as well as movement of assets within fund accounts.

CONTROL PROCEDURES

Review of Liabilities

The Board of Directors, with assistance from the Treasurer and Executive Director will review all investment policies, objectives and guidelines annually. This review will focus on an analysis of major differences between the Reserve Fund's assumptions and actual experience.

Review of Investment Objectives

Investment performance will be reviewed annually by the Treasurer and Executive Director to determine the continued feasibility of achieving the investment objectives and the appropriateness of the investment policy for achieving these objectives. In addition, the validity of the stated objective will be reviewed annually.

Review of Investment Advisor

The Investment Advisor will report on an annual basis the total Reserve Fund investment performance. In addition, the Investment Advisor will keep the Treasurer advised of the impact of any material change to spending policy, investment strategy, or other pertinent information potentially affecting performance of all investments.

Investment Manager Selection and Evaluation Criterion

Investment Manager Selection

In selecting the investment managers for the Long-Term Fund, the Investment Consultant will consider a variety of statistical and non-statistical factors. These factors, measured over a multi-year period, may include the investment manager's investment objectives, performance relative to its index and peer group, risk characteristics, return characteristics, investment style, manager tenure and turnover, style consistency and the degree of correlation with other fund investment managers.

Investment Manager Monitoring and Review

The on-going monitoring of investment options must be a regular and disciplined process. It is the mechanism for revisiting the Investment Manager's selection process and confirming that the criteria originally satisfied remain so, and that an Investment Manager continues to be a valid selection. While frequent change is neither expected nor desirable, the process of monitoring investment performance relative to specified guidelines is an on-going process.

The Investment Consultant, will monitor, on a periodic basis, the same factors identified above under "Investment Manager Selection". The placement of a manager on a "watch list" may be required if an Investment Manager:

- 1) has a change in manager or analytical staff;
- 2) has experienced style drift;
- 3) has performed unfavorably on an absolute basis relative to its index or peer group over rolling five year periods;
- 4) has performed unfavorably on a risk adjusted basis relative to its index or peer group over rolling five year periods;
- 5) has violated MNRS's investment policy guidelines;
- 6) has material litigation filed against the firm;
- 7) has material changes in firm ownership structure; or
- 8) has exhibited any other unfavorable factors that the Investment Consultant deem material since the initial selection of the Investment Manager.

Watch list status is expected to last no longer than one quarter and will be used to evaluate the factors that led to the watch list designation. If, at the conclusion of the watch list evaluation, the Investment Consultant has overall satisfaction with the investment manager, no further action is required. If areas of dissatisfaction exist, it is the responsibility of the Investment Consultant to consider taking steps to remedy the deficiency including the removal of the investment manager.

Investment Manager Removal

The Investment Consultant may remove an Investment Manager when it believes such removal is in the best interest of the Long-Term fund, taking into account all relevant factors including, and without limitation, a lack of confidence in the Investment Manager's ability to:

- 1) Achieve performance and risk objectives;
- 2) Comply with investment guidelines; or
- 3) Maintain a stable organization and retain key relevant investment professionals.

The watch list is not the only route for removing an existing manager. The aforementioned events or conditions, or any other events or conditions of concern identified by the Executive Director, Board of Directors, Finance Committee or the Investment Consultant, such as a change in MNRS investment philosophy or strategy not consistent with that of the Investment Manager or re-balancing or re-allocation, may prompt the immediate removal of an Investment Manager without it being watch listed. Any decision to remove an Investment Manager will be made on an individual basis, and will be made based on quantitative and qualitative review.

Performance Reporting

The MNRS Investment Accounts will be managed on a total return basis. Returns will be compared to:

- 1) The Consumer Price Index plus 4%
- 2) The Ninety-day Treasury Bill Index plus 3%
- 3) Nationally recognized indices measuring the performance of the classes specified in the target asset mix.

Comparisons will show results for the latest quarter, year to date, prior three and prior five years and since inception. The quarterly report will be prepared by the investment consultant and will be presented to the Executive Director.

Membership List Sales Policy

General Policies and Guidelines

1. MNRS will sell membership list to non-profit organizations and commercial corporations for one-time use for mailing of meeting notifications or distribution of other promotional materials. Samples of the materials proposed for mailing must be submitted to MNRS staff for review. MNRS reserves the right to refuse any request for membership lists.
2. Mail Rental orders will be processed within 10 working days from the date sample materials are received by MNRS.
3. Pre-payment is required for all orders.
4. Mail rentals will only consist of contact name and mailing address. Email addresses or phone numbers will not be provided.
5. Pricing:
 - a. Members will be charged \$25 to \$200 depending on the number of member contacts requested.
 - b. Non-members will be charged \$50 to \$400 depending on the number of member contacts requested.
 - c. There are additional charges for special requests, physical labels, and overnight mailing.

MNRS Matters Advertising Policy

General Policies and Guidelines

1. MNRS will sell advertising space in the MNRS Matters or a specialized e-blast to non-profit organizations and commercial corporations for one-time ad of meeting notifications, job postings, or other promotional materials. Content must be submitted to MNRS staff for review. MNRS reserves the right to refuse any request for advertising.
2. Advertising orders will be processed within 10 working days from the date materials

are received by MNRS.

3. Pre-payment is required for all orders.

4. For job posting advertisements, MNRS requires that the job must also be posted on the MNRS Careers page.

5. Pricing:

a. Members will be charged \$200 for a Matters advertisement (\$50 additional if including a logo), and \$500 for a specialized e-blast (logo included).

b. Non-members will be charged \$250 for a Matters advertisement (\$50 additional if including a logo), and \$550 for a specialized e-blast (logo included).

MNRS logo

1. General Policies

a. The use of the MNRS logo by any individual member or by any organization without the permission of the MNRS Board of Directors is strictly prohibited.

b. RIGs choosing to develop a section logo must use their logo in subordination to the MNRS logo. A preliminary sketch of the section logo in relationship to the MNRS logo needs Board of Directors approval.

Archives

1. Locations

a. MNRS archive materials are located in the Midwest Nursing History Resource located on the 4th floor, College of Nursing, 845 S. Damen Street, University of Illinois, Chicago

2. Archivist

a. The Board of Directors appoints a MNRS member to serve as the archivist for a term of four years, with renewal possible.

b. Any expenses associated with the archivist's work are to be reviewed by staff before reimbursement.

c. Files will be forwarded to the archivist by staff for archiving.

3. Files

a. Conference Materials

i. Correspondence

ii. Conference Planning Committee minutes

iii. Registration lists (including mailing lists)

iv. Overall evaluation summary

v. Business meeting minutes

vi. Publicity

vii. Expenses

viii. RIG materials

ix. Student poster materials

x. Program book

xi. Proceedings (this includes full text and authors of oral

- presentations, general posters and student posters)
 - xii. Award Program
 - xiii. Poster Awards
 - xiv. Grant Awards
 - b. Other
 - i. Copies of the MNRS membership directory
 - ii. Copies of additions to the website
- 4. Access
 - a. The archives will be open to qualified scholars engaged in historical research and MNRS members.
 - b. All other interested parties must seek permission from the MNRS Board of Directors.

Committees

Committee chairs and board liaisons will be appointed by the president, and approved by the Board of Directors, prior to her/his term of office, with the exception of the four members of the nominating committee who are elected.

General Policies

1. Terms of Office
 - a. Appointments will be for two-year terms, unless otherwise specified. Reappointment for an additional term is permitted. Terms for committee members will be staggered to provide for continuity.
2. Committee Responsibilities
 - a. Committees will review, revise, approve, and carry out the goals and objectives of the association as defined in the strategic plan. Committees will also perform additional tasks as assigned by the Board of Directors throughout the year.
3. Committee Chair Responsibilities
 - a. In conjunction with the President and the staff, submit a recommended list of committee members to forward to the board for approval at their June meeting. Two exceptions exist.
 - i. Awards Committee is appointed by the President with the approval of the Board of Directors.
 - ii. The Program Planning Committee membership of next year's meeting will be approved at the December meeting.
 - b. Provide direction to the committee based on the goals and objectives outlined in the MNRS strategic plan.
 - c. Schedule conference call meetings with MNRS staff at least two weeks prior to the call.
 - d. Develop a meeting agenda and forward to staff for distribution to committee members.
 - e. Send a quarterly report to MNRS headquarters three weeks prior to each board meeting for inclusion in the consent or committee/task force report

section of the board agenda. Committee recommendations and any supporting documents should be sent with the quarterly report.

- f. Assign a committee member or staff to take action notes at each meeting and distribute them to committee members and appropriate board members.
 - g. Forward all committee materials to staff for distribution to committee members.
 - h. Work with the staff to ensure that the committee operates within the approved budget.
 - i. The chair will strive to create a committee that is diversified in gender, ethnicity, geography, research experience, and research specialty.
 - j. After reviewing materials provided by the prior chair, and copying any needed materials, forward these materials to the staff for sending to the organization's archives.
 - k. At the conclusion of the term of office, forward committee materials to the next chair.
4. Board Liaison Responsibilities
- a. Acts as an advisor to communicate the board's rationale for the goals and objectives assigned to the committee, if needed.
 - b. Informs the Committee Chair of actions taken by the Board of Directors in regard to the Committee's recommendations or other activities of the Committee.
 - c. Supports the work of the committee by being available as a resource to provide background information on MNRS policies, direction, and feedback as needed.
5. General Policies Guiding Committee Activities
- a. Committee chairs will schedule their committee conference calls through MNRS staff. Staff will send a reminder notice with all instructions via email to each committee member.
 - b. Committees will forward working material to staff for distribution to committee members and appropriate board members.

Awards Committee

1. Composition

- a. A chair and four qualified members who are past award recipients and are MNRS members in good standing.
- b. Subcommittees may be formed for the various awards to select the winners.
- c. When necessary, due to conflict of interest, the Chair of the Awards Committee will ask the MNRS President/Board to appoint other reviewers. One member of the Awards Committee will chair the sub-committee and with at least three other MNRS members in good standing review and make recipient recommendations to the MNRS Board. The review and selection of awardees will be conducted by at least three members of the Awards committee.

2. Committee Chair and members qualifications

- a. Appointed by the President
- b. Approved by the Board

3. Responsibilities

- a. Review nominations for all awards
- b. Make recommendations to the Board of Directors for recipients of all awards.

4. Annual Awards

- a. Distinguished Contribution to Research Award
- b. Lifetime Achievement Award
- c. Harriet H. Werley New Investigator Award
- d. John A. Hartford Foundation Award
- e. Distinguished Service Award
- f. Other Awards

5. Procedures for Awards

- a. The call for award nominations is emailed to all MNRS members and a link is posted on the MNRS website. It is also mailed to those who have requested it.
- b. Nominees must be MNRS members. Nominees from previous years may resubmit applications.
- c. The deadline for nominations (\approx Nov. 1) is posted on the website. All nomination requirements are listed for the appropriate award on the MNRS website.
- d. Committee members will state their conflict of interest if they are an advisor, sponsor or co-investigator. Members may recuse self from reviewing applications.
- e. Staff will forward the link to the committee to review and rate the nominations.
- f. The committee will review the materials and submit their ratings online within

30 days after the deadline. Staff will compute the mean scores and prepare report for Committee review.

- g. The committee will meet by conference call, approximately 35 days after the deadline, to discuss the rating results and to finalize their recommendations to be submitted to the board. Staff will send committee recommendations via e-mail ballot to the board for confirmation.
- h. After board confirmation, staff notifies recipients via mail and requests photo to be sent to the MNRS office. Award recipients are to submit a photograph by February 1 for inclusion in the conference brochure and/or program book.
- i. The Awards Committee Chair presents the results at the awards ceremony at the annual research conference where the President presents each recipient with a plaque.
- j. The Distinguished Contribution to Research Award recipient will prepare a presentation to be given directly following the Business Meeting and Awards Ceremony. Twenty (20) minutes will be allotted for the presentation.
- k. One night's lodging at the conference will be paid by MNRS for award recipients, excluding the John A. Hartford Award since this recipient receives a monetary award from the sponsors.

Conference Program Committees

Program Planning Committee (PPC)

1. Committee Composition

- a. The committee consists of a Chair, a Chair-Elect, the immediate Past Chair for one additional year following the end of their term as Chair, a member of the current Board (serving as the Board liaison), an Emerging Scholars' Network (ESN) representative, two representatives from the current year local host school, up to two to four appointed members, and two members for the next conference year.
- b. Committee Chair and Chair-elect qualifications
 - i. Appointed by the President
 - ii. The committee Chair is expected to have served as a member of a conference committee and demonstrated commitment and leadership.
- c. Other committee members' qualifications
 - i. Recommended by the committee Chair. Committee members are selected to represent the geographical area of the conference; various research areas; and must demonstrate a commitment to quality educational programs.
 - ii. Approved by the Board

2. Responsibilities of the PPC

- a. The Chair and staff work together to prepare the conference planning timeline.
- b. The committee begins work 12 months prior to the conference for which it is responsible. The current chair and the chair-elect meet with the MNRS Board of Directors at the conclusion of the preceding conference. All other meetings are held via conference call.
- c. Prior to the preceding year's conference, discuss ideas for the program theme and potential keynote speakers via e-mail and conference call for Chair and Chair-Elect to present at the conference to the Board.
- d. Develop theme and three objectives for keynote speakers.
- e. Review evaluations from previous two years to identify strengths and address areas in need of improvement and revise evaluation process.
- f. Structure and organize the annual conference schedule.
- g. Review and approve artwork/logos for conference proceedings and promotional materials for the annual conference.
- h. Form additional subcommittees as needed to complete the work of the PPC.
- i. PPC Members are responsible to pay the registration fee for the Annual Meeting and their own hotel accommodations.

3. Responsibilities of the PPC Chair

- a. Submit, in collaboration with the President and staff, a recommended list of committee members to the board for approval. The committee should consist

of members who represent diverse geography, ethnicity, gender, and research experience and foci.

- b. Compiles a roster of committee members with contact information. Sends a copy of the roster to Headquarters.
- c. Works with HQ to schedule committee meetings and calls. Works with HQ staff to prepare and distribute agenda at least one week prior to meetings.
- d. Reviews PPC meeting minutes and submits copy to headquarters for inclusion in meeting packet and approval by the PPC.
- e. Insure adherence to the timeline for completion of committee tasks
- f. Send quarterly reports to MNRS headquarters approximately three weeks prior to each board meeting. Committee recommendations and any supporting documents should be sent with the quarterly report.
- g. Works with PPC and HQ to recruit opening and closing keynote speakers who can address the conference theme and objectives. Contacts speakers to determine availability and interest. Supports HQ and committee members in obtaining speaker information, educational objectives, and descriptions for conference brochure.
- h. Assembles abstracts into a cohesive program with the assistance of the program committee and staff.
- i. Reviews drafts of communication regarding the conference sent to the membership, including the conference brochure, prior to publication or distribution. Sends copies of pertinent communications regarding the conference, abstracts, speakers, etc. to HQ.
- j. Oversees committee efforts to identify potential sponsors and exhibitors and forwards contact information for prospects to HQ.
- k. Coordinates responsibilities of the PPC members during the annual conference such as helping moderate sessions.
- l. Coordinates the meetings of current Host School committee and the next year's local planning committee at the Annual Conference.
- m. Serves as a resource to future PPC Chairs and mentors Chair-Elect.

4. Responsibilities of the PPC Chair-Elect

- a. Chair-Elect agrees to serve a three-year commitment as Chair-Elect (1st year), Chair (2nd year) and Past-Chair (3rd year).
- b. Works with PPC Chair & HQ staff to coordinate arrangements for the keynote sessions.
- c. Chair the Pre-Conference Workshop and Competitive Symposia Review Subcommittee and submit recommendations to committee chair, and then to MNRS HQ staff for review before submitting to the Board of Directors.
- d. Arrange Competitive Abstract exhibit hall posters by RIGs into a cohesive program for the annual conference in consultation with PPC Chair and staff.
- e. Assist PPC Chair and HQ staff to develop/finalize program schedule.
- f. Coordinate PPC discussion of the next year's conference theme before and during the PPC meeting at the annual conference. Three (3) themes with objectives are presented by the PPC in the Post-Con meeting with the Board at the annual conference.

5. Responsibilities of the Board Liaison

- a. Act as an advisor to communicate the board's rationale for the goals and objectives assigned to the committee, as needed.
- b. Inform the Committee Chair of actions taken by the Board of Directors in regard to the Committee's recommendations or other activities of the committee.
- c. Support the work of the committee by being available as a resource to provide background information on MNRS policies, direction, and feedback, as needed.

6. Responsibilities of the MNRS Headquarters Team

- a. Provides committee chairs and members of MNRS-with a copy of the current Policies and Procedures and provides input on program planning based on past effective practices and current trends.
- b. Arranges all committee conference calls.
- c. Distributes agendas, minutes and all documents required to conduct meetings to PPC members at least one week in advance of the meetings.
- d. Provides new PPC Chair and Chair Elect with:
 - i. Timeline for completion of committee tasks
 - ii. MNRS Policy & Procedure Manual
 - iii. List of conference themes and objectives for the past 7 years
 - iv. List of opening and closing keynote speakers for past 5 years
 - v. Annual conference programs for the past two years
 - vi. Evaluations from conference attendees for the past two years
 - vii. Annual conference template (shell) to be filled in for the current year
 - viii. List of all research sections that have guaranteed symposia for the current and next year
 - ix. Available poster space and number of posters that can be accommodated
- e. Apprises committee Chair of progress through regular communication.
- f. Create RFP for future year's conference, negotiates contract for meeting space and hotel room block, and conducts site inspections. Recommend site location to MNRS Board of Directors for approval.
- g. Manage all logistics and scheduling including conference site room arrangements, hotel room blocks, contractual agreements, financial negotiations, vendor relationships, registration, volunteer organization including scheduling and onsite supervision, PPC luncheon and sales efforts.
- h. Manages operations for exhibit space, exhibit sales, exhibitor correspondence, exhibitor service kit and onsite management of exhibit hall (including receptions and Poster Presentations in exhibit hall), and exhibit schedule. Also manages sales and fulfillment of sponsorship and advertising for conference.
- i. Responsible for the financial management of the conference based on the budget approved by the Board. Apprise committee Chair of budget variances and recommend changes to correct deficits.

- j. Negotiates honoraria and expense reimbursement with all speakers according to the policies and budget approved by the Board.
- k. Obtains speaker information and session descriptions for integration into promotional materials. Assume primary responsibility for developing, designing, and proofreading the promotional brochure.
- l. Responsible for correspondence with speakers and faculty presenters including confirmation letters, reimbursements, and thank-you letters.
- m. Responsible for obtaining speaker biographical information, and electronic PPT presentations handouts from speakers via online platform from A/V vendor per contract.
- n. Prepare content for onsite program including proclamation from the governor and mayor and submits to committee Chair for review of session content. Publish and distribute program book at annual conference.
- o. Coordinate and manage MNRS Call for Competitive Abstracts, Abstract reviewers, Guaranteed and Competitive Symposia submissions, Special Sessions and Student Poster Abstracts via online submission platform.
- p. Compile a list of abstract reviewers to be reviewed by the committee Chair, and manage the review process with contracted vendor.
- q. Update conference survey and upload online. Send out survey to conference attendees. Tabulate survey results into a report and send to Evaluation Review Sub-committee, and Board President. Develop and implement a marketing plan for the conference. Posts and updates conference content to the MNRS website.
- r. Coordinates with CE Accreditation vendor to meet all requirements to qualify for CE credits for conference attendees.
- s. Registration: manages the registration site.
 - i. Registration fees are determined by the MNRS Board each year.
 - ii. MNRS staff provides a weekly registration report to the PPC chair and chair-elect starting approximately 6 weeks before the conference.
- t. Distinguished abstracts: collects list from PPC Chair, maintains rank order of list, adds list to the print program and sends letter of congratulations on behalf of PPC chair to each primary author.
- u. Coordinates ESN luncheon with PPC ESN member and Chair

7. Subcommittees of the PPC

- a. **Preconference Workshops, Special Sessions and Competitive Symposia Review Committee** reviews the abstracts to evaluate, then selects high quality preconference workshops, special sessions and symposia for the annual conference. The Subcommittee Chair forwards the committee recommendations to the PPC Chair and MNRS HQ for submission to the Board for approval of workshops.
- b. **Secondary Abstract Review Committee** reviews and scores abstracts with tied scores within each session type.
- c. **Poster Discussion Committee** reviews poster discussion guidelines and makes recommendations for updates, as well as moderator guidelines.
- d. **Evaluation Review Committee** reviews the conference survey evaluations

report post-conference and makes recommendations to the PPC if changes are necessary. The committee also determines the content and format of the evaluation tool for the upcoming conference. The subcommittee will review the survey questions and will work with the PPC and HQ team to provide input for adjustments.

8. Host School Committee

Host School responsibilities:

- a. The host school(s) will appoint 1-2 local MNRS member(s) to serve on the program committee one to two years prior to the year the school(s) will be local to the conference. This local member(s) will also serve as chair or co-chairs of the Host School committee for their local conference. The host school committee should consist of the chair and 4-5 local MNRS members.
- b. The Dean(s) of the host school(s) works with HQ to recruit additional schools/institutions and appoint a representative to work with the PPC.
- c. Host and co-hosts institutions/schools share in the financial commitment for the Host School Reception.
- d. HQ staff will create a schedule for volunteers and student volunteers for the local schools. HQ staff will provide host schools with the number of students needed to assist at the annual conference. These students receive a complimentary conference registration for completing a minimum of 8 volunteer hours. Host and co-host schools will solicit for student volunteers based on the number needed.
- e. The local schools will make recommendations to staff on local exhibitors and sponsors for the conference.
- f. The local schools will assist in promoting local attendance.

9. Keynote, Special Session and Closing Session Speakers

- a. When selecting special session speakers, the program committee will aim to both minimize expense to the association and offer a quality program to conference attendees registrants.
- b. Honoraria and reimbursement: Fee waivers, honoraria, and reimbursement for travel, hotel, and per diem expenses for all speakers will be negotiated by HQ staff based on the budget approved by the board. One or more of the following may be offered, based on the speaker's needs and preferences and on the committee's interest in securing the speaker: honorarium; hotel; travel; per diem expenses.
 - i. Honorarium
 - ii. Non-member and MNRS member keynote speakers may be offered an honorarium of no more than \$750.
 - iii. Hotel
 - iv. Non-member and MNRS member keynote speakers may be offered one complimentary night's stay at the conference hotel.
 - v. Travel
 - vi. Non-member and MNRS member keynote speakers may be offered reimbursement for travel expenses, including ground transportation.

- vii. Per diem expenses
- viii. Non-member and MNRS keynote speakers may be reimbursed for actual additional expenses up to a maximum of \$50 per day for one day for food.

10. General Paper, Poster, and Symposia Abstracts

A general Call for Abstracts is available to all MNRS members on the MNRS Web site. Deadline for receipt of abstracts is typically mid-September but is based on when the annual conference occurs each year.

a. Definitions

- i. A **paper presentation** (PS) is an oral platform presentation. Only one author (primary author) may present at conference. The paper presentation **must focus on completed research**. A/V will be provided by MNRS for PS sessions (monitor, projector, laptop and sound). This session is moderated.
- ii. A **poster presentation** (Exhibit Hall) may be presented on **completed research or research in progress**. A poster presentation must fit on a 4' x 4' display Board. Handouts may be used. MNRS will not be responsible for any printing of handouts. No audiovisual equipment will be made available.
 - 1. Competitive Abstract Posters – Abstracts are presented during an hour and a half session in the Exhibit Hall by RIG. At least one (1) author is available at each poster to answer questions with attendees. No formal presentation is made during these sessions.
 - 2. Student Posters – Abstracts are presented during an hour and a half session in the Exhibit Hall by category: (BSN, MSN, DNP, PhD). One (1) author is available at each poster to answer questions with attendees. No formal presentation is made during these sessions. See the Student Poster Committee section for further information.
- iii. A **symposium** (SY) includes a group of papers, usually 3 to 4, that all relate to a specific topic and are submitted together by the RIGs or other groups. They may or may not be reports of research. A/V will be provided by MNRS for SY sessions (monitor, projector, laptop and sound). This session is moderated by a chairperson identified by the symposium presenters and/or identified by the PPC in collaboration with the symposium presenters.
 - 1. Competitive symposia abstracts are submitted to MNRS via an online submission platform. The PPC subcommittee reviews and selects abstracts to be included in the competitive symposia sessions.
 - 2. Guaranteed symposia are submitted to MNRS online via an online submission platform. Each RIG Chair reviews and selects abstracts for their session based on the RIG review and selection process. Refer to Guaranteed Research Symposia

Policy and Procedure for further information.

- iv. A **poster discussion** (PD) presentation includes the presentation of a poster followed by a moderated oral discussion. The poster discussion presentation must be completed research. The primary author is present during the viewing time and presentation of the abstracts. MNRS provides poster boards and podium microphone for PD sessions. This session is moderated.
- b. Presenters
 - i. Must be current members of MNRS.
 - ii. Must sign an agreement to present the research at the conference if their abstract is selected.
 - iii. Members may submit only one abstract to the online abstract collection site (including symposia presentations) as primary author. Authors will select their preference for the session type which they would like to present:
 1. paper presentation (general session)
 2. poster presentation
 3. symposium
 4. poster discussionIf an abstract is not selected for that session type, it may be assigned to an alternate session type by the PPC if the author indicates they would be willing to present for that session type.
 - c. Abstract criteria
 - i. Selection is based on scientific merit. Conference themes do not dictate selection of abstracts.
 - ii. Papers, posters, or symposia (including individual papers) previously presented at a MNRS conference or previously published are **not eligible**. Research in progress that was previously presented as a poster is eligible for presentation as a paper or poster in its completed form.
 - d. Notification

Primary authors are notified of selection decisions by staff.
 - e. Abstract reviewers
 - i. Must be current MNRS members.
 - ii. Must be doctorally prepared in nursing or a related field.
 - iii. Must show evidence of research expertise.
 - f. Review process
 - i. Reviewers will receive a list of competitive abstracts within one week of the close of the on-line submission system unless otherwise designated by HQ. Reviews are due via the abstract collection site approximately 2 weeks later.
 - ii. Each abstract receives a blind review and is evaluated by two to three reviewers. The scores of the three reviews are averaged.
 - iii. At least one of the three reviewers should have expertise related to the abstract's area of research.
 - iv. Generally, reviewers are to evaluate one type of abstract if possible:

must be approved by the MNRS Board of Directors.

- iii. Travel Reimbursement – Speakers who are non- members of MNRS may submit the following items for reimbursement – Air Travel, Ground Transportation, Mileage, and Parking based on the budget. MNRS Staff will request these receipts after the conclusion of conference. Speakers will have two weeks after conference to submit their receipts. Any requests received after the deadline date will not be honored. MNRS Members are not eligible to receive travel reimbursement.
- e. A minimum of 15 attendees must be achieved in order for a half day pre-conference workshop to proceed. This is based on a break even cost to produce the sessions by MNRS. If a pre-conference workshop does not receive the expected number of attendees, the workshop will be cancelled- and speakers will not receive any compensation including honoraria, travel reimbursement or housing.

12. Onsite Program Book

- a. The onsite program will contain conference objectives, session titles and authors, notation of abstracts of distinction and any additional information required by the Accreditation vendor to comply with requirements to provide CE credits to attendees.
- b. The presentation abstracts will be available online through the MNRS website.
- c. One (1) copy of the onsite program will be provided to each conference registrant. Additional copies may be purchased at a price determined by staff and approved by the Board.

Grants Review Committee

Committee Composition

The committee is composed of a chair; the past chair serves a one-year term in an ex-officio position, and as many other MNRS members as needed to handle the review of the expected number of grants, usually 20 members, and a Board Liaison. Committee members consist of one (1) representative of each Research Interest Group (RIG), and other members, as needed.

Committee Chair

1. Qualifications
 - a. Appointed by the president.
 - b. Experience with funded grants and as a peer reviewer of grants
2. Chair Responsibilities
 - a. Coordinates committee conference calls with staff.
 - b. In collaboration with the President and staff, recommends to Board of Directors for ratification a slate of committee members representing diverse gender, ethnicity, geographic, research expertise, and research specialties.
 - c. Directs the review of the applications via conference call.
 - d. Makes recommendation to the board regarding the recipient of each grant.
 - e. Following the grants review process, provides critique summaries (unedited critiques from reviewers) to staff to send with acceptance and rejection letters.
 - f. Communicates with board liaison about important decisions prior to board meetings.
 - g. With assistance from MNRS staff, coordinates the collection of information from previous grant recipients, summarizes information regarding impact of grants program and forwards to the Board of Directors on an annual basis.
 - i. Works with MNRS staff and President on requests from award recipients for modifications to grant (e.g. extension of time period, change in use of funds)
 - h. The chair will develop a timeline for grant submissions along with MNRS staff in the spring
 - i. The timeline will be sent to all panel members by July 1.

Committee Members

1. Qualifications
 - a. One (1) member of each Research Interest Group (RIG) will make up the committee. As needed, other members can be recommended by the committee chair in collaboration with the president and board liaison.
 - b. Doctorally prepared.
 - c. Approved by the Board.
 - d. Term of Service is 2 years. Term may be renewable.
 - e. Members must agree to be present (on the phone) for the entire grant review.

2. Committee Members Responsibilities
 - a. Reviews grant proposals submitted for MNRS sponsored and co-sponsored research grants and prepares a written review.
 - b. Participates in conference call(s) to agree on the recipient of each MNRS sponsored and co-sponsored grant.

Procedures

1. Availability of each research grant is announced on the MNRS website and sent via email to all MNRS members.
2. Grant applications are available on the MNRS website.
3. Applicants submit their proposals via Omnipress.
4. The criteria for review will be posted on the MNRS website for access by applicants.
5. Committee Chair schedules all conference calls. Chair works with staff to prepare and distribute agenda at least one (1) week prior to the call. In Fall, prior to grant review, an orientation is held for all committee members.
6. Staff checks each submission for completeness
7. MNRS Dissertation Grants, MNRS Seed Grants, and other applicable grants (some in collaboration with other organization) will be available to review by assigned reviewers.
8. Following approval of the committee's recommendations by the Board of Directors, Staff sends acceptance and rejection letters, along with blind critique summaries, to all grant applicants.
9. Proof of Institutional Review Board (IRB) approval and the college/university's W9 are required by MNRS staff prior to funds being released to awardees. Awardees are allotted 3 months from notification to send all needed documents to MNRS Staff. Failure to meet this deadline can result in a withdrawal of the grant. If there is a suitable conflict, it is the recipient's responsibility to contact Staff.
10. Grant award checks are mailed to recipients assuming IRB approval has been obtained.
11. Previous year's MNRS/ANF and MNRS/Sigma Theta Tau awards are announced at the annual awards ceremony, given that their review period is shortly after Conference.
12. All final reports will be reviewed, and edited if necessary, by the Grants Review Committee Board Liaison.
13. On an annual basis, reviews grant reports and sends letters to prior recipients (MNRS/CANS Dissertation, MNRS New Investigator Seed, MNRS Seed) to collect additional information regarding publications and subsequent funding on an annual basis. Recipients are to send a final report 1 year after funding begins.
14. The dates of submission and application forms to be posted on the web 4 months prior to deadline (approximately July 1.)
15. Blast emails will be sent every two weeks during the opening of submissions.

MNRS Grant Review Protocol

1. MNRS/CANS Grant
 - a. The Midwest Nursing Research Society in conjunction with the Council for the Advancement of Nursing Science (CANS) is pleased to offer one Dissertation Research Grants of \$5000. The purpose of the dissertation grant is to encourage dissertation research that advances nursing science and practice. Funds are available for quantitative and/or qualitative research on any topic relevant to nursing science. Applicants must be members of both MNRS and CANS. Applicants must identify committee chair and dissertation committee members as part of the application.
2. MNRS Dissertation Research Grants
 - a. The Midwest Nursing Research Society is pleased to offer Dissertation Research Grants of up to \$2,500 each. The purpose of the dissertation grant is to encourage dissertation research that advances nursing science and practice. Funds are available for quantitative and qualitative research on any topic relevant to nursing science.
3. MNRS/NLN Dissertation Research Grant
 - a. One of the dissertation grants offered is in conjunction with The National League for Nursing (NLN). The purpose of the MNRS/NLN Dissertation Grant is to: 1) increase the quality and quantity of doctoral dissertations focused on nursing education, 2) advance the science of nursing education, and 3) increase awareness of support for nursing education research by the MNRS and NLN.
4. MNRS New Investigator Seed Grant
 - a. The Midwest Nursing Research Society is pleased to offer one Seed Grant at \$10,000. The purpose of this grant is to support research in the Midwest, which advances nursing science and practice. Funds are available for quantitative and/or qualitative research on any topic relevant to the nursing profession. Applicants shall have no more than five years post- dissertation experience and no NIH funding from either the R or K series or equivalent funding.
5. MNRS Seed Grant
 - a. The Midwest Nursing Research Society is pleased to offer one Seed Grant at \$10,000. The purpose of this grant is to support research in the Midwest, which advances nursing science and practice. Funds are available for quantitative and qualitative research on any topic relevant to the nursing profession. This grant would support pilot studies for those who are more than 5 years post dissertation or have had NIH funding from either the R or K series or equivalent funding exceeding \$100,000.
6. MNRS/Sigma Theta Tau
 - a. The Midwest Nursing Research Society/Sigma Theta Tau International Research Grant is to encourage qualified nurses to contribute to the advancement of nursing through research; proposals for pilot and/or developmental research may be submitted. All research topics and designs are eligible for support. Multidisciplinary, historical, and international research is encouraged.
7. MNRS/ANF Research Grant

- a. MNRS and ANF jointly provide \$5000 in funding to a beginner or experienced nurse researcher to conduct a study that contributes toward the advancement of nursing science and the enhancement of patient care. The award is open to all areas of nursing. A full listing of the eligibility criteria can be found on the downloadable ANF grants application and guidelines booklet on the ANF Website. The ANF/MNRS Grant is restricted to MNRS members only. (NOT reviewed by MNRS)
8. MNRS Sally Lusk Grant
- a. Sally Lusk, PhD, RN, FAAN, FAAOHN has had a distinguished career as a nurse researcher and educator. Her particular area of expertise is in noise-induced hearing loss in occupational settings and the development and testing of hearing protection intervention programs. Dr. Lusk's findings have influenced both policy and practice. In recognition of her outstanding research contributions, Dr. Lusk has been awarded the Distinguished Research Award from MNRS, the Mary Louise Brown Research Recognition Award from the American Association of Occupational Health, and the Distinguished Alumni Award from the Indiana University School of Nursing for excellence in research. A dedicated and sustained leader, Dr. Lusk served as President of the Midwest Nursing Research Society from 2005-2007 and then helped to establish the MNRS Foundation in 2008. She led the Foundation, with incredible passion and devotion, from 2008-2013 as its first President. For these and many other accomplishments, in 2012 Dr. Lusk received the MNRS Lifetime Achievement Award. This year, the Midwest Nursing Research Society is pleased to offer a new \$2,500 Grant in her honor entitled the MNRS/Sally Lusk Grant. The purpose of this grant is to support the research development of budding scholars in the Midwest Region.
9. MNRS Joseph & Jean Buckwalter Grant
- a. Dr. Joseph Addison Buckwalter III was a former faculty member of the University of Iowa (U of I) College of Medicine, and at the time of his death he was an Emeritus Professor of Surgery at the University of North Carolina. He was instrumental in establishing the Iowa statewide cancer registry and in developing a program for treatment of patients with diseases of the thyroid gland. He conducted research in a variety of areas and in particular the genetically determined patterns of the incidence of gastric and duodenal ulcers and carcinoma of the stomach. Following his retirement from clinical practice, Dr. Buckwalter continued to teach and serve on committees for UNC. He regularly contributed editorials to local newspapers and served as a volunteer and leader for a variety of community programs, including Habitat for Humanity, Dispute Settlement Center, Freedom House, North Carolina Chapter of the Hemlock Society, and the YMCA. Jean Buckwalter was married to Dr. Buckwalter and was a graduate of the University of Northern Iowa. She was an organizational wizard who worked in advertising and marketing and became secretary to the Chairman of the U of I, Department of Surgery. In Chapel Hill, Jean did volunteer work with various non-profits including United Way, Presbyterian Women, Meals on Wheels, and Inter-Faith Council. Jean was a strong, intelligent, curious woman who held people to high

standards, yet was insightful and compassionate. Her interests included bridge, travel, reading and public policy. Her most important quality was an indomitable, confident spirit that could not be broken through personal health challenges and misfortunes. She created a strong sense of family and assisted them in achieving their full potential in life as mother/stepmother to 6 children, 13 grandchildren and 10 great-grandchildren. This \$5,000 grant was made possible through a bequest from the estate of Dr. Joseph and Jean Buckwalter to their son and daughter-in-law, Jody and Kitty Buckwalter. The purpose of this grant is to support the research development of budding scholars in the Midwest Region, especially those with interests in cancer and depression.

10. Founders' Circle Endowment Fund Grant

- a. The Midwest Nursing Research Society Foundation is pleased to offer a Founders' Circle Endowment Fund Grant of up to \$2,500 each. The purpose of the dissertation grant is to encourage dissertation research that advances nursing science and practice. Funds are available for quantitative and qualitative research on any topic relevant to nursing science.

Grant Reviews

1. MNRS Staff reviews grants to ensure that all required components are present. Incomplete applications are sent to the chair if there are questions regarding completeness. Incomplete applications will not be reviewed.
2. A conflict of interest form is emailed to committee members the day after grant submission close at MNRS. Each panel member reviews the list of the grants and identifies conflicts prior to assignments being made. The panel members are to indicate grants they feel uncomfortable reviewing. The conflict form is emailed back to MNRS within 7 days.
3. Committee members must commit to being available for the entire review.
4. The chair(s) assigns three reviewers (primary, secondary, tertiary) to each application making every attempt to match expertise.
5. Committee members are notified via email of their individual assignments (name and whether 1st, 2nd, 3rd reviewer). All grants, template for critique (Appendix 5), MNRS Guide for Grant Reviews (Appendix 5) are available on the web.
6. The *MNRS Guide for Grant Reviews* (Appendix 6) is a guide to assist in the critique. The written critique should address the strengths and weaknesses of the application in the following areas:
 - a. Specific aims/purposes
 - b. Background and significance
 - c. Methods
 - d. Human subjects protection
 - e. Resources
 - f. Budget
 - g. Innovation
 - h. Overall summary
7. Reviewers submit their critiques via Omnipress using STTI scoring (Appendix 6).
8. MNRS staff will develop a summary sheet for each application with the 3 scores. The

three scores and critiques are sent only to the individuals who have reviewed the grant and posted their scores.

9. The MNRS staff member orders the grants according to scores.
10. The grant review meeting is held via teleconference with a MNRS staff person on line. A worksheet with all grants (name, title, university) is sent to each reviewer via email prior to the review.
11. At the meeting, the five applications (or the top 50% of scores if there are over 10 grant submissions) in each category (dissertation, new investigator seed grants, and investigator seed grants) receiving the best scores will be reviewed. Committee members may request a full review of any of the applications not making the cut.
12. Those committee members who are in conflict should excuse themselves from the review of that application.
13. Each reviewer states his or her scores to the entire panel.
14. The primary reviewer begins with a brief description of the application and then presents a critique highlighting the strengths and weaknesses of the application addressing the following areas:
 - a. Specific aims/purposes
 - b. Background and significance
 - c. Methods
 - d. Human subjects protection
 - e. Resources
 - f. Budget
 - g. Innovation
 - h. Overall summary
15. The secondary and tertiary reviewers add their critiques in abbreviated form, highlighting new information and indicating where there is concurrence or difference with the previous critique.
16. After presentation of the 3 individual critiques, there will be a general discussion of the application. When the discussion has ended each reviewer restates her/his scores with any changes. This is followed by each committee member emailing their score to staff who calculate the mean and report to the committee. Committee members scoring outside of the range should write their rationale.
17. After all applications have been discussed the final mean scores are reviewed. The committee votes on which grants they recommend to the Board for awards. (If a committee member is a dissertation advisor she/he should not participate in the voting). Committee members may choose to discuss and make recommendations out of order of scores, particularly in the case of close scores.
18. Within 24 hours, all reviewers revise their critique(s) to accurately reflect the discussion of the grant application and email to MNRS.

MNRS/Sigma Theta Tau grants review

1. Sigma Theta Tau grants coordinator notifies MNRS staff that grants are in and requests a specified number of reviewers.
2. Staff verifies applicant's membership in MNRS.
3. MNRS staff member and chair identify committee members to review the grants. The staff member contacts the members to determine willingness to review and gives

- their names to Sigma Theta Tau grants coordinator.
4. The Sigma Theta Tau grants coordinator gives the reviewers access to their online system.
 5. Individual scores are returned to Sigma Theta Tau where funding decisions are made.

Grant Funding

1. Budget is not to exceed applicable grant amount. Only expenses essential to the conduct of the proposed research will be funded. No indirect costs are allowed.
 - a. Prohibited expenses include: purchase of personal computers; educational assistance such as tuition, textbooks, or dissertation preparation; travel or per diem to present papers or posters; conference registrations; or MNRS membership.
 - b. Personnel: State percentage of effort on project and salaries and benefits. No subcontractors will be allowed.
 - i. MNRS grants do not allow for researcher's salary for the principal investigator, co-principal investigator, or co-investigator. MNRS does allow for salary for research assistants and consultants at a percent effort of hourly rate.
 - c. Supplies: Items with a unit cost of \$500 or less.
 - d. Equipment: None allowed.
 - e. Travel: Only as related to carrying out this research proposal. Funds cannot be used to travel to the MNRS Conference
 - f. Other: Include printing, postage, telephone, and duplicating in this category.
2. Grant recipients of MNRS Grants cannot apply for joint MNRS Grants (e.g. STTI, NLN, etc.) for one fiscal year.

Final Reports and Presentations

1. The Principal Investigator shall provide MNRS a final report detailing the work performed by July 1.
 - a. In the event that the sum of unused funds exceeds \$49.99, The University shall reimburse MNRS within 60 days after the submission of the grants final report. Remaining funds less than and including \$49.99 should be allocated to indirect costs of the research project and may be kept by the investigator. Payments of unused funds exceeding \$49.99 shall be paid by check payable to the Midwest Nursing Research Society Foundation.
 - b. Requests for no-cost extensions must be approved by the MNRS President. All requests must be provided to MNRS Staff at least 3 months prior to end date.
2. MNRS grant recipients are requested to present a concurrent session at the MNRS Annual Conference within two years following his or her Grant Final Report. Recipients may use his or her Grant Final Report as a template for the session. Sessions will be set up for 5 presentations at 15 minutes each with 3 minutes for Q&A, giving each recipient a total of 18 minutes to present.

Membership Committee

Composition of Committee

1. The committee will be composed of one representative from each of the 13 states within MNRS, a chair, an Emerging Scholars' Network (ESN) representative, and a Board liaison.

Committee chair qualifications

Appointed by the president.

Committee members' qualifications

1. A member of MNRS in good standing
2. Ratified by the board.

Chair Responsibilities

1. Submit a slate of candidates for membership, in collaboration with the president and staff or approval by the Board of Directors.

Member Responsibilities

1. Promotes membership growth for the association.
2. Conducts surveys of non-renewing members as needed to assess the needs of the membership.
3. Determines the need for and oversees the membership needs assessment survey.
4. Develops strategies for recruiting and retaining members.
5. Conducts ongoing promotion and public awareness of the society and nursing research.
6. Conducts new member orientation at annual conference.

Nominating Committee

Representation

1. This committee consists of five persons, and the immediate past President serves as the Chair. Four members are elected by the membership to serve. The current MNRS President serves as the Board Liaison to the Committee.
2. The chair and the elected committee members serve a two-year term with two of the elected members rotating off the committee each year (no second two-year term).

Committee responsibilities and duties

1. It is the responsibility of the committee to secure candidates for the ballot and present a slate of qualified, acceptable candidates to the board for approval and to the membership for a vote.
2. The committee members shall consider the specific discussions related to potential nominees to be confidential. Committee members are prohibited from disclosing potential and final nominees to the membership.
3. The committee will conduct its business via meetings, conference calls, email, mail or fax as deemed necessary by the committee chair.
4. Copies of all committee action notes, minutes and final correspondence to potential nominees will be forwarded to and retained at the MNRS office. All such documents or communications are strictly confidential.

Committee chair responsibilities and duties

1. Review the policies and procedures of the nominating committee with the committee members and staff and insure that all activities of the committee are in compliance.
2. Work with staff to develop a calendar to include:
 - a. Final receipt date for nomination form. Deadline for distributing all potential nominee information to committee members.
 - b. Date of conference call or meeting to select slate of nominees.
 - c. Date to present slate of candidates to board for approval.
 - d. Deadline for notification of candidates of final ballot via phone.
 - e. Deadline for tabulating votes and ballots submitted.
 - f. Deadline for sending Teller's Report noting the winners to the Board.
 - g. Deadline for notifying all candidates of the election results via phone.
3. Schedule and coordinate with staff the date of the conference call for the selection of nominees.
4. Ensure all potential nominees are notified of final ballot via phone, and all candidates on the ballot of elections results via phone.
5. Preside at all nominating committee meetings, ensuring that a ballot is prepared in accordance with the nominating committee procedures.
6. Refer names of individuals not selected for the ballot to the President-Elect for consideration for committees.
7. Present election results to MNRS Board of Directors prior to announcing results.
8. Notify membership of the Election outcome via eblast and announce it again to the membership at the Annual Conference.

Committee member responsibilities

1. Participate in recruitment of candidates for the ballot.

Committee members will participate in the nominating committee conference call to select the slate of candidates for presentation to the board.

Nominating criteria

1. All potential nominees must be active members in good standing.
2. Nominating Committee members will consider the following when preparing the slate of candidates for the Board of Directors and the nominating committee:
 - a. Overall geographical representation of current members
 - b. Continuity versus turnover
 - c. Diversity
3. The candidates for President-Elect shall have previously served on the Board of Directors.
4. There will be a provision for write-in candidates.
5. Members of the nominating committee may not be considered as potential nominees for an office during their tenure.
6. The prepared ballot shall represent the majority vote of the committee.

Candidate recruitment and selection

1. A "save the date" will be posted on the website and in MNRS Matters noting the start/end dates of the Call for Nominations announcement.
2. Candidate solicitation shall begin with a Call for Nominations published on the MNRS website in August. The nominating committee will actively recruit potential nominees during this time.
3. The nomination forms will be electronically returned to the MNRS office by the specified date (end of September).
4. Meetings and procedures will be carried out according to the time frames established by the committee chair.
5. The committee will review and discuss potential nominees for each office. After thorough review and discussion, the ballot shall be prepared for board approval via e-mail in December.
6. Screening guidelines, to be considered at the time of the nominating committee ballot preparation, will include validation of eligibility.
7. Potential nominees not chosen for the office for which they were nominated may be considered for an alternate position with the nominee's approval.
8. Staff will prepare a report of the recommended slate of candidates for presentation to the board. The committee chair will ensure all candidates are notified as to the final ballot.

Staff responsibilities

1. Work with the committee chair to develop a nominating committee timeline.
2. Place the Call for Nominations on the website in August. Verify eligibility of potential candidates.
3. Send list of nominations received to committee chair on a weekly basis.
4. Distribute a final list of potential nominees to committee chair and members.

5. Notify committee members of conference call(s).
6. Record minutes of the MNRS Nominations Committee.
7. Upon approval of the slate by the board, distribute ballots to all voting members of MNRS.
8. Coordinate the tabulation of the ballots.

Ballot and elections

1. A ballot containing the slate of candidates will be emailed to all eligible members for voting not less than sixty (60) days prior to the annual meeting.
2. For any members requesting a mailed ballot, the same procedure in #1 will be followed.
3. Provisions shall be made on the ballot for write-ins. If elected, the write-in must meet the criteria for that position.
4. Ballots will be submitted online via electronic election. In order for the ballots to be valid, they must be returned no later than the published date, or received via email by the deadline.
5. Candidates shall be elected by plurality of votes cast.
6. Staff will notify the committee chair and president of the election results. Once the candidates have been notified of the election results, staff will announce the results to the remainder of the board via the Teller's Report.
7. The committee chair will notify the committee members of the election results.
8. The committee chair will ensure that the candidates are notified of the election.
9. The ballots shall be retained in the MNRS office for a period of one year and then destroyed.

Communications & Engagement Committee

Composition of Committee

1. The committee is composed of a chair, a vice chair, and 10-12 members in good standing, to include an ESN (Emerging Scholars Network) representative, at least 5 former, past, or current RIG chairs, and a Board liaison.

Committee Chair and member qualifications:

1. Chair appointed by the President
2. Committee members who are approved by the Board

Appointments

1. Appointments will be for two-year terms, unless otherwise specified. Reappointment for an additional term is permitted. Terms for committee members will be staggered to provide for continuity.

Description

1. The role of this committee is to oversee the development, implementation, and evaluation of a communications plan within MNRS and engage Research Interest Group (RIG) leadership to carry out RIG goals and objectives. Both roles aim to increase the local, regional, national, and international visibility of MNRS and its programs.

Chair Responsibilities

1. Coordinates committee communications, prioritizing of action items, and delegation of action items to committee members
2. Works with the Board liaison to facilitate communication between RIG Chairs, the Communications & Engagement Committee, and the Board of Directors

Vice Chair Responsibilities

1. Serves as the primary point of contact for all RIG Chairs
2. Communicates RIG Chair activities to the Communications Committee Chair and members as needed
3. May form and lead a subcommittee for annual review of RIG Meeting Reports

Committee Responsibilities

1. Develop and monitor a communications plan for MNRS that addresses the visibility of the organization locally, regionally, nationally, and internationally
2. Test, evaluate, and determine communication devices and techniques for MNRS members and RIGs
3. Develop and evaluate strategies for publicizing the annual meeting and the research results presented
4. Develop and evaluate strategies for increasing the visibility of MNRS as an organization, including the MNRS research awards program
5. Works with MNRS Staff to review and revise, as needed, the RIG Handbook

6. Provide support to RIG chairs throughout the year and by conducting the RIG Chair Meeting at the Annual Conference to orient RIG Chairs
7. Review RIG Annual Meeting Reports (over previous three (3) years) each year, proposals for new RIGs, and proposals for RIG dissolution. Recommendations will be made to the Board of Directors as appropriate. The Committee will carefully consider whether it may be appropriate to recommend dissolution in certain circumstances, particularly for existing RIGs:
 - a. With a total membership of less than 30 in two (2) or more of the three (3) assessed years
 - b. That fail to submit a RIG Annual Meeting Report in two (2) or more of the three (3) assessed years
 - c. With RIG Annual Meeting attendance of less than 10 in two (2) or more of the three (3) assessed years
 - d. That fail to conduct a symposium (guaranteed or competitive), offer an award, or highlight RIG research or members in two (2) or more of the three (3) assessed years

Research Advisory Committee

Committee Responsibilities

1. It is the responsibility of this committee to develop a plan to refine communication between the MNRS Board of Directors and the Research Interest Groups (RIGs). In addition, this committee is charged with reviewing and evaluating the purpose, structure, number and characterization of the current.

Appointments

1. Appointments will be for two-year terms, unless otherwise specified. Reappointment for an additional term is permitted. Terms for committee members will be staggered to provide for continuity.

Chair Responsibilities

1. Serves as the liaison between the Board of Directors and RIGs.
 - a. Communicates information and/or recommendations from RIGs to Board of Directors, and vice versa, during the year.
 - b. Is available for consultation during RIG Meetings.
 - c. Maintains communication with RIG Chairs.
2. Facilitates the establishment of new RIGs as needed to meet the needs of the membership.
 - a. Provides consultation to individuals/groups seeking to develop a new RIG(s).
 - b. Presents proposals for development of new RIGs to the Board of Directors for approval.
 - c. Communicates Board of Directors' action to nascent RIGs.
3. Conducts the RIG Chairs' Meeting at the Annual Conference.
 - a. Prepares agenda for the meeting.
 - b. Communicates information to RIG Chairs prior to the Annual Conference.
 - c. Works with MNRS Staff to revise the RIG Chair Handbook as needed.
 - d. Orients new Chairs at the RIG Chairs Meeting at the Annual Conference.
 - e. Communicates with new Chairs following the Annual Conference.
4. Chairs the Research Advisory Committee.
 - a. Selects and recommends committee members to the Board of Directors.
 - b. Arranges and conducts meetings of the Committee.
 - c. Reviews committee meeting action notes provided by staff.
5. In conjunction with Staff, this committee is to provide consultation to RIG Chairs regarding:
 - a. Special projects;
 - b. Publication of conference proceedings;
 - c. Inter-organizational activities;
 - d. Implementation of RIG strategies that have implications for the larger organization; and
 - e. Other topics as required

Process for Proposing a RIG

Process for Existing RIG

1. To keep our RIGs relevant and reflecting the state of nursing science, every 5 years, starting June 2012, the Research Interest Groups (RIGs) will be restructured. For existing RIGs that wish to continue, a proposal will need to be submitted. Each proposal will need to contain:
 - a. An outline highlighting the RIG's purpose, goals, and objectives identified for the next five (5) years.
 - b. The RIG's membership roster (documentation of a minimum of 30 members),
 - c. Annual reports documenting attendance at each RIG meeting and activities completed during the previous five (5) years, and
 - d. A summary of any guaranteed symposia delivered during the previous five (5) years.

Process for New RIG

1. MNRS Members have the opportunity to submit a proposal for a new RIG at any time. A representative of the proposed RIG should discuss the proposal for the new section with the Research Advisory Committee Chair.
2. For new RIGs, a proposal will need to be submitted containing the following:
 - a. An outline highlighting the proposed RIG's purpose, goals and objectives identified for the next five (5) years,
 - b. A list of potential RIG members (a minimum of 30 members), and
 - c. Agreement to submit annual reports, which are to document attendance at each RIG meeting and activities completed during the year.
3. The Research Advisory Committee Chair will review the proposal, provide consultation, and present the request to the Board of Directors for approval. The Research Advisory Committee Chair will contact the person submitting the formal request for a new RIG with the decision of the Board of Directors.

RIG Membership

1. A minimum group size of 30 members is required to maintain a RIG.
2. Membership in RIG is open to all MNRS members. Each MNRS member may identify membership in one RIG free of charge. For those who are interested in membership in additional RIGs, a fee will be charged for each additional RIG.

RIG Chair

1. Each RIG selects a Chair-Elect annually to serve a 3-year period of tiered leadership for the RIG and facilitate mentorship of new leaders. This elected individual serves one year as Chair-Elect, one year as Chair, and another year as Past-Chair. Information on Chair-Elect, Chair and Past-Chair is recorded on the MNRS RIG Planning and Summary form which is submitted to the MNRS Staff after the Annual Conference.
2. RIG Chairs and Chairs-Elect are expected to attend the RIG Chairs Meeting that is held at the Annual Conference.
3. Meetings of the RIGs occur during the Annual Conference of the Society. The RIG Chair is responsible for planning and conducting the Annual RIG Meeting and communicating information about the RIG meeting to MNRS staff. The MNRS Meeting

Manager will be in touch with all RIG Chairs in the January prior to the conference to determine room set-ups and AV needs for the RIG Meetings.

4. The RIG Chair facilitates solicitation and coordination of papers for presentation at the guaranteed RIG symposia at the Annual Conference.
5. The RIG Chair acts as the liaison between the section and MNRS staff. All telephone and written communication should come from the Chair.
6. The RIG Chair is also responsible for presenting the program of the RIG meeting at the Annual Conference.
7. The RIG Chair seeks input from section members about the goals of the RIG for the next five years.

RIG Awards

1. All RIG awards are non-monetary. RIG Chairs are responsible for purchasing and issuing any plaques and/or certificates in honor of the award(s) recipients during the annual conference. The MNRS Logo can be provided by staff upon request.
2. Budget Guidelines and Reimbursement
 - a. The RIG may spend funds, not to exceed \$50 for section operational expenses such as newsletters, mailings, certificates, plaques, or when bestowing an honor such as a Researcher Award on a section member.
 - b. MNRS expense reimbursement forms with original receipts attached must be submitted to the MNRS office for reimbursement. Only RIG Chairs may request reimbursement for allowable RIG expenditures.

Dissolving a RIG

1. In addition to disbanding and reorganizing each RIG every five years, a RIG can be dissolved by the following procedures:
 - a. The Board of Directors can dissolve a RIG that does not conduct a formal business meeting at the Annual Conference for two consecutive years.
 - b. A RIG can be dissolved by submitting a formal letter with a rationale and indication of support of all section members.

RIG Communication

1. Designated RIG Webpage
 - a. Each RIG has a designated page hosted on the MNRS website. RIG Chairs can use this page for the following:
2. RIG Snapshots
 - a. MNRS RIG Snapshots will be posted to the MNRS website. This area can be used to outline research being done by members of your section. Due to copyright issues, you may not host your research, but only an outline of the work being done.
3. Meet the Member
 - a. RIG Chairs are encouraged to highlight up to 4 members per year. Recognition of colleague's achievements, honors, etc. is highly encouraged. All copies should be sent by e-mail to info@mnrs.org. Each "Meet the

Member” post will be included in MNRS Matters newsletter as appropriate.

4. RIG Calendar
 - a. The RIG Calendar allows RIGs to submit upcoming deadlines or events that would be of interest to members. RIG Calendar items will be posted on the RIG page of the MNRS website. If you are listing names in your announcement, please be sure to include all information you would like published, such as title, credentials, affiliation (including city and state).
5. MNRS Matters
 - a. RIG Chairs can draft section-related news for the MNRS Matters bi-weekly newsletter. Please submit articles one month ahead of publication date to info@mnrs.org.
6. Listserv
 - a. Each section will have their own listserv, which allows members to email the full RIG. This can be used to collaborate on research, announce awards, or solicit any RIG related item. The listserv will be monitored by Staff. Any non-section related message may be rejected at the discretion of MNRS Staff.
7. Conference Calls
 - a. Only sections that have guaranteed symposium in a given year are allowed conference calls. These sections are allotted 2 conference calls per year. Scheduling calls will be the Chair’s responsibility. Staff should be notified of the call date and time two weeks prior the call. Staff will provide a call in number and code.

Guaranteed Research Symposia

RIG Guaranteed Symposia are designed for the critical and in-depth examination of a phenomenon or a focused area of nursing research and the compilation of those findings into a venue for the generation of new knowledge for nursing.

Guaranteed Research Symposia Procedures

1. A number of conference sessions are reserved for symposia originating from designated RIGs. Sections are rotated on a 3 year basis. A symposium may be co-sponsored by two or more RIGs. The schedule is listed below. Chairs of RIGs who have a Guaranteed Symposia slot will receive instructions from MNRS Meetings Staff regarding the process and deadline dates in April/May of the preceding year.

Guaranteed Research Symposia Timeline

2014	2015
<ul style="list-style-type: none"> ● Acute and Critical Care ● CTSA Nurse Scientists ● Family Section ● Gerontological Nursing Science ● Nursing Education ● Pain and Symptom Management ● Self-Care 	<ul style="list-style-type: none"> ● Health Promoting Behaviors Across the Lifespan ● Palliative and End of Life Care ● Physiology Behavior Genomics & Society ● Public Health ● Research thru Academic-Clinical Partnerships ● Women’s Health Transitions in

	Childbearing
<p style="text-align: center;">2016</p> <ul style="list-style-type: none"> ● Adolescent Health ● Decision Making ● Health of Diverse Populations ● Health Systems Policy and Informatics ● Pediatric ● Qualitative Methods 	<p style="text-align: center;">2017</p> <ul style="list-style-type: none"> ● Acute and Critical Care ● Translational Science ● Family Section ● Gerontological Nursing Science ● Nursing Education ● Pain and Symptom Management ● Self-Care
<p style="text-align: center;">2018</p> <ul style="list-style-type: none"> ● Health Promoting Behaviors Across the Lifespan ● Palliative and End of Life Care ● Physiology Behavior Genomics & Society ● Public Health ● Research thru Academic-Clinical Partnerships ● Women’s Health Transitions in Childbearing 	<p style="text-align: center;">2019</p> <ul style="list-style-type: none"> ● Adolescent Health ● Decision Making ● Health of Diverse Populations ● Health Systems Policy and Informatics ● Pediatric ● Qualitative Methods

The RIG Chair coordinates the symposium abstract selection process based on a blind, peer-review process. The sponsoring RIG Chair(s) will choose members of the review panel. Review panel members must be doctorally prepared in nursing or a related field and have expertise in the area(s) of the abstracts’ research.

1. The sponsoring RIG Chair writes a “Call for Abstracts” with all pertinent information included (i.e. symposia title, subject/focus, request for related abstracts, email address of where or to whom the abstracts are to be submitted, submission deadline, acceptance/denial notification information). Call for Abstracts can be sent to the MNRS Meeting Manager for distribution to the MNRS membership and past conference attendees.
2. Sections abstract should be submitted via email for review. The RIG Chair should inform the submitter of the email address of where or to whom the abstracts are to be submitted and request the following information, and
 - a. One (1) copy of the abstract with authors’ names and contact information
 - b. One (1) copy of the abstract blinded
3. The Section Chair is then responsible to forward the collected submissions to the members of the review panel and collect their selection information upon completion of their review.
4. The Section Chair should inform submitters of their acceptance or rejection for the symposium.
5. Section symposium selection must be completed before the MNRS general abstract deadline to allow members whose papers are not selected by the section to submit their materials for the general call for abstracts.
6. The RIG Chair organizes the selected abstracts into a symposium and submits the entire packet electronically to the MNRS Meetings Manager. The deadline date for submission of abstracts for a guaranteed symposium is August 1, unless otherwise

stated by the MNRS Meeting Manager.

7. Once sent, the Chair will receive specific submission instructions by the MNRS Meeting Manager on how authors need to submit their abstract to the MNRS Abstract Submission Site.

Competitive Research Symposia

In addition to Guaranteed Symposia, all members have the option to submit a competitive symposium.

Basics

1. The symposia offering is competitively reviewed for selection for the Annual Conference program following the criteria listed in the general call for abstracts.
2. The RIG Chair coordinates the symposium abstract selection process based on a blind, peer review process. The sponsoring RIG Chair(s) will choose members of the review panel. Review panel members must be doctorally prepared in nursing or a related field and have expertise in the area(s) of the abstracts' research.
3. The sponsoring RIG Chair writes a "Call for Abstracts" with all pertinent information included (i.e. symposia title, subject/focus, request for related abstracts, email address of where or to whom the abstracts are to be submitted, submission deadline, acceptance/denial notification information). Call for Abstracts can be sent to the MNRS Meeting Manager for distribution to the MNRS membership and past conference attendees.
4. The RIG Chair needs to inform the submitters of the email address of where or to whom the abstracts are to be submitted and request the following information:
 - a. One (1) copy of the abstract with authors' names and contact information
 - b. One (1) copy of the abstract blinded
5. The Section Chair is responsible for forwarding the collected submissions to the members of the review panel and collecting their selection information upon completion of their review. The process of final selection must be completed prior to the specified submission deadline so that unaccepted authors are aware of the section's decision and can then prepare their abstract for submission to the MNRS General Call for Abstracts in September.
6. The RIG Chair organizes the selected abstracts into a symposium and submits the entire packet electronically to the MNRS Meetings Manager. The deadline date for submission of abstracts for a competitive symposium is August 1, unless otherwise stated by the MNRS Meeting Manager. The competitive symposium submission form will be distributed to all MNRS members in June and must be filled out in its entirety before being submitted to the MNRS Meeting Manager.
7. The Program Planning Subcommittee will blindly review the submitted packages. Notification of acceptance will be provided to the Chair of the submitting section in mid- August. The Chair is responsible for notifying the authors of the decision. If the Competitive Symposium is not accepted for presentation, the authors are eligible to submit their abstracts individually into the MNRS General Call for Abstracts using the online submission tool in September.
8. Once accepted, the Chair will receive specific submission instructions by the MNRS Meeting Manager on how authors need to submit their abstract to the MNRS Abstract

Submission Site.

Staff Support

1. Designated RIG Webpage
 - a. MNRS staff will update section websites with content drafted by the Section Chair. Verbiage may take up to two weeks to be inserted online. Section information may include, but is not limited to, RIG Snapshots, Meet the Member, and RIG Calendars. Any material may be rejected at the discretion of MNRS Staff.
2. RIG Awards
 - a. MNRS staff will be responsible for updating the website and MNRS Matters with Section Award information, which is to be provided by the RIG Chair.
3. MNRS Matters
 - a. MNRS staff will add articles and award information to MNRS Matters provided by the RIG Chair. MNRS Matters goes out bi-weekly. Please allow one month (two issues) before section verbiage can be added to the newsletter.
4. Listserv
 - a. MNRS staff will be responsible for filtering the listserv as appropriate
5. Conference Calls
 - a. MNRS staff will provide sections with a dial-in conference phone number and conference call pin number for those sections with guaranteed symposia.

Scholarship Committee

Composition

1. A chair, board liaison, and four members who are MNRS members in good standing

Qualifications

1. Chair
 - a. Appointed by the president
 - b. MNRS member in good standing
 - c. Submit a slate of candidates for membership, in collaboration with the president and staff, for approval by the Board of Directors.
2. Committee
 - a. MNRS member in good standing.
 - b. Approved by the Board of Directors.

Responsibilities

1. Review applications for all scholarship awards. Make recommendations to the Board of Directors for recipients of awards.
 - a. Graduate Research Scholarship Award (2)
 - b. Undergraduate Research Scholars Award (2)

Procedures

1. The call for award nominations is e-mailed to all MNRS members via the MNRS Matters and posted on the MNRS website. It is also mailed to those who request it. Nomination forms are available on the MNRS website.
2. Nominees must be MNRS members in good standing
3. The deadline for nominations is posted on the website. Applications include: cover letter, application form, biographical sketch, brief description of goals, and letter of support (materials for each award may vary slightly).
4. Staff will send copies of application materials and rating forms to the committee. The graduate and undergraduate awards are determined in January/February prior to the annual meeting.
5. The committee will review the materials and submit their rating forms to the MNRS office within 10-14 days of receipt. Staff will compute the mean scores.
6. The committee will meet by email or conference call to discuss the rating results and to finalize their recommendations to be presented to the board.
7. Staff will send committee recommendations via e-mail ballot to the board for confirmation.
8. After board confirmation, staff notifies recipients via e-mail and US mail.
9. The Scholarship Committee Chair presents the scholarships at the award session of the annual meeting. Recipients are requested to attend the award recognition ceremony.

Student Poster Committee

Committee composition

1. The committee is composed of a chair, up to nine MNRS members and a Board Liaison. The committee will score abstracts, judge posters and select awardees for the annual MNRS BSN, MN/MSN, PhD, and DNP Poster Awards.

Committee Chair Qualifications

1. Appointed by the president.
2. Experience with funded grants and as a peer reviewer of grants.

Committee member qualifications

1. Recommended by the committee chair.
2. Approved by the board.

Responsibilities

1. Review abstracts, establish a cut-off for those posters to be reviewed on-site and participate in the on-site judging of student posters. Four of each of the BSN, MN/MSN, PhD, and DNP posters are selected for the Annual Student Poster Awards. Chair has authority to add electronic and onsite reviewers as needed.

Procedures

1. The call for Undergraduate and Graduate Student Posters is sent to Deans of Schools of Nursing on September 1.
2. Schools must submit the number of posters and the names of the authors to MNRS headquarters by October 31.
3. Abstracts by students who have been approved by the University should be uploaded online by December 1, prior to the conference. Posters that have been submitted and not approved by the University will not be accepted for presentation.
4. Staff will let the reviewers know when they can begin reviewing online.
5. The committee will review online and staff will let the committee know when the reviews are complete. Staff will send the mean scores to the chair for review.
6. The chair and staff will determine the cut-off mean score.
7. At the conference, at least three committee members will review each poster that scored above the cut-off mean score.
8. Each poster shall address a unique question developed by a student who is primary author on the poster.
9. The chair will announce the winners during the awards ceremony.

Western Journal of Nursing Research (WJNR)

Editorial Board

Committee composition

1. The committee is composed of the Associate Editor/Editor, 6-8 MNRS members and a liaison from the Board.

Responsibilities

1. Advise the Editor regarding the Journal
2. Review submissions for the MNRS/Sage Best Paper Awards and select annual recipient(s).
3. Provide support to Sage Publications related to the involvement of MNRS in the publication of the WJNR.

Media Policy

From time to time, MNRS Members may be approached by the media or other institutions affiliated with MNRS or may volunteer on their own accord to conduct an interview regarding MNRS operations/strategic plan. As an MNRS Member, if you are approached to conduct an interview on behalf of MNRS or should volunteer to conduct an interview on behalf of MNRS, the MNRS Board respectfully requests that the following process be followed:

1. If approached to conduct an interview or volunteer to conduct an interview on behalf of MNRS, notify MNRS Headquarters immediately by phone (856-380-6830) or by email (info@mnrs.org).
2. Be prepared to provide information regarding the nature of the interview, including but not limited to:
 - a. With whom the interview will be held
 - b. The nature of the interview and what topics will be discussed
 - c. How the content of the interview will be utilized (i.e. article for newspaper, magazine, etc.; broadcast on radio, television, social media outlets, etc.).
3. The MNRS Board of Directors will review the information provided regarding the nature of the interview and will inform the individual if it is appropriate to proceed with the interview on MNRS' behalf.
4. If appropriate to proceed, MNRS staff will work with the individual to ensure they have the most up-to-date information regarding MNRS operations and strategic initiatives.
5. Upon the completion of the interview, MNRS respectfully requests that a transcript of the interview be provided to MNRS for review prior to its release.

The purpose of this policy is to ensure that any information that is shared with the public on behalf of MNRS is up-to-date and accurate.

Record Retention

Type of Record **Retention Period**

Accounting	
Auditors' reports/work papers	Permanent
Bank deposit slips	3 years
Bank statements, reconciliations	7 years
Budgets	2 years
Canceled checks (important payments)	Permanent
Canceled checks (ordinary)	7 years
Cash Books	Permanent
Cash receipts & disbursements	Permanent
Depreciation schedules	Permanent
Employee expense reports	7 years
Employee payroll records (W-2, W-4, annual earnings records, etc.)	7 years
Annual financial statements	Permanent
Interim/Internal financial statements	3 years
General journal or ledger	Permanent
Inventory lists	7 years
Invoices	7 years
Payroll journal	7 years
Petty cash vouchers	7 years
Uncollectible Accounts & Write-offs	7 Years
Voucher Registers & Schedules	7 Years

Corporate Records	
Annual reports	Permanent
Certificate of Incorporation and Related Documents	Permanent
Constitution and Bylaws	Permanent
Qualifications to do business	Permanent
Minutes (Board and Teams with Board authority)	Permanent
Minutes (Teams without Board authority)	5 years
Authorizations and appropriations for expenditures	3 years
Contracts (current)	Permanent
Contracts (expired)	7 years

Insurance	
Accident reports	Permanent
Construction Documents	Permanent
Insurance claims	Permanent
Insurance policies	Permanent
Property Appraisals	Permanent
Property Documents - Deeds, Mortgages, etc.	Permanent

Legal	
Claims and litigation files	Permanent
Copyright, trade name, trademark registration	Permanent

Taxes	
Income tax returns	Permanent
Sales tax returns and use tax returns	4 years

General	
Supporting correspondence and notes re: patents, copyrights, licenses, agreements, bills of sale, permits, contracts, liabilities, etc.	For life of principal document which it supports
Committee	
Final reports to Board	Permanent
Publications	
Final editions	Permanent
Requests for Reprints	2 year
Requests for permission to copy articles	2 years
Administrative Materials	
Correspondence (General)	3 Years
Correspondence (Legal / Important)	Permanent
Email	7 Years

Record retention policies are in accordance with the management company policies.