

**DIRECTORS OF PUBLIC HEALTH NURSING
DPHN**

**DUTY STATEMENT
PRESIDENT**

Responsibilities of the President include:

EXECUTIVE COMMITTEE MEETINGS

1. Approve meeting Dates/Venue/Location for the year as set by the Administrator
 - Telephone meetings in August, October, December, February and June
 - Face to Face Meetings July, September (at Semi-annual Meeting), November, January, March (at semi-annual meeting), and May

2. Set Agendas for all meetings

Minimum components

- Acceptance of minutes
- Treasurer's report
- Progress on Strategic plan
- Legislative Issues
- Report from meetings attended on behalf of the Organization- CCLHO, ASTDN
- Reports on current regional projects
- Reports on Committee work
- Regional reports/updates

CCLHO

1. Notify the CCLHO office in Sacramento in July of all new official representatives for DPHN call (916) 440-7594.
2. Attend CCLHO's Monthly Board of Directors Meetings in Sacramento
Meetings are traditionally the 1st Thursday of the month
There are spring and fall full membership meetings that include the Executive committee. Date and Locations are variable.
3. Report to the Executive committee significant issues from DPHN
4. Participate or delegate participation in CCLHO committees to membership
5. CCLHO will reimburse for transportation to the meetings by the DPHN President
6. DPHN will reimburse the costs of attending the semiannual meetings.

ASTDN

1. Notify ASTDN in July that there has been a change in the official California representative- www.astdn.org- click contact ASTDN

2. Review communications of ASTDN and forward applicable information to membership
3. When requested provide ASTDN with information relevant to California
4. If you are already attending APHN attend the ASTDN meeting- if another member of the organization is attending APHA ask them to represent California as a non-voting attendee
5. Attend the Spring ASTDN Meeting-
 - DPHN will cover travel expenses and registration
 - Prepare a State report and forward it as requested prior to the meeting
 - Take a State gift for an exchange at the meeting- usually about \$15 value- ideas- samples of local food specialties, regional cookbook, jewelry, book or CD symbolic of your area
 - Provide California perspective to discussions
 - Report back to Executive committee

STRATEGIC PLAN

1. Lead the development of a Strategic Plan during the spring before the previous plan expires
2. Review the progress toward the plan objectives at each executive committee meeting. Past President will monitor this progress and report out at each Executive Committee meeting.

CONTRACTS

1. Lead the development of all contracts, review the language with appropriate resources
2. Sign contracts on behalf of the organization
3. File original contracts with the Treasurer
4. File a copy of the contract with Administrator
5. Provide a copy of the contract to the President elect and other executive committee members as requested

COMMITTEES

1. Standing committees: Appoint one member from each region at the September Meeting
2. Ad hoc committees: Create Adhoc committees to work on short term projects

CCLHO COMMITTEES

1. Appoint DPHN Representatives to standing CCLHO committees During the September Meeting- These committee membership will run Jan1- Dec.31 each year
 - CD committee
 - Environmental Health committee
 - MCH/Chronic Disease committee
 - Data committee
2. AdHoc committees- Solicit volunteers from the membership to serve on Adhoc Committees for CCLHO

DPHN STATEWIDE SEMI-ANNUAL CONFERENCES

Recommended minimum components for semi annual meeting agendas

1. Annual report by representative from HOAC/CCLHO
2. Annual report from a person knowledgeable about legislative issues
3. Annual report from BRN- usually in the Spring
4. Annual report from State Health Officer or their designee
5. Annual update on public health technology

SPRING CONFERENCE

1. Spring- 1 year prior- confirm dates and location with Administrative Assistant
2. Fall prior begin development of agenda and program with Executive committee and special appointee from Education
3. Notify Administrative Assistant of names and contact information for presenters
4. December forward draft agenda to Administrative Assistant for registration packets
5. February- finalize program agenda and set business meeting agenda
6. March Meeting- conduct meeting

FALL CONFERENCE

1. Fall of prior year verify dates with Administrative Assistance
2. Spring Prior- review program agenda with president elect and Regional Rep responsible
3. August- send business meeting agenda to Administrative Assistant for inclusion in Packet
4. September Meeting- conduct Business meeting
5. The Region designated by rotation is responsible to plan the Fall meeting and CEU day, and will coordinate with the Executive Committee/President as to agenda items.