



Southern Nursing Research Society 2015 Annual Board/Committee Report

Name of Board Member or Committee: SECRETARY, BOARD OF DIRECTORS

Committee Chair: Leanne L. Lefler, PhD, ACNS-BC, APRN, FAHA

Committee Members:

Helen M. Taggart, PhD, RN, ACNS-BC & Alvida Nathaniel, PhD, APRN-BC, FNP, FAANP

Annual Accomplishments:

1. Reviewed Policy and Procedure Manual; made editorial changes as needed. Significant changes were made to the SNRS Archive Section.
 - a. Worked on section 4.0 Archive and Records Retention
 - i. Phone conference with archivist at Georgia State University
 - ii. Worked with management firm Kellen on archiving policy (contractual statement that they will archive permanently on Kellen server).
 - iii. Kellen representative will pick up archived materials from Georgia State University and electronic files will be made of the materials and kept at Kellen. Relevant paper files will also be stored. Index of content will be made next year.
2. Reviewed Bylaws and no changes this year.
3. Provided oversight of the Nominations and Succession Planning Committee.
4. Ensured that minutes were accurate and recorded.
5. Acted in role of Parliamentarian for annual conference.
6. Attended all Business Meetings of the Board of Directors. Participated in decision-making. Other Board duties as assigned.
7. Participated in Conference Planning.

Committee Goals for Coming Year:

- Finalize Archive section of Policy and Procedures.
- Other Board duties as assigned.

Action needed, motion or policy to be approved by the Board:

NONE