



## Southern Nursing Research Society 2014 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:**

Alvita Nathaniel

Helen Taggart

**Annual Accomplishments:**

1. Reviewed Policy and Procedure Manual; made changes as needed. Sections added to were:
  - a. Award (new award added this year) ***Clinical Researcher Award***
  - b. Clarified award section with assistance from Chair of Awards.
  - c. Clarified section on reimbursement of invited speakers for annual conference
  - d. Worked on section 4.0 Archive and Records Retention
    - i. Phone conference with archivist at Georgia State University
    - ii. Received a listing of contents that they have archived
    - iii. Worked with management firm Kellen on archiving policy (contractual statement that they will archive permanently on Kellen server).
2. Reviewed Bylaws and no changes this year.
3. Oversight of the Nominations and Succession Planning Committee and attended phone conference meetings
4. Ensured that minutes are accurate and recorded.
5. Act 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