2022 NOVA COMMITTEE ROLES AND RESPONSIBILITIES

Volunteering on a NOVA Committee is a great way to network with fellow VA Nurses, develop leadership skills and help shape the future of NOVA.

Please take some time to review NOVA’s current committees listed below. If you are interested in being considered as a committee volunteer, please complete the online volunteer form. You will be contacted by the chair of the committee who will be able to answer any questions you may have.

Volunteer Form

Annual Planning Committee

GOALS

To provide programming ideas, suggest and recruit potential speakers, assist with planned activities on site, and help plan the NOVA annual conference.

RESPONSIBILITIES

Assess educational needs of the membership.

Design an educational program for the annual meeting that addresses those needs and interests.

Evaluate and adjust meeting structure as needed.

Provide continuing education credits for annual meeting attendees.

Engage with local chapters by selecting co-chair from meeting location

Engage with Nurse Execs

Investigate incorporating a Pre-Conference meeting to the annual meeting

Investigate adding a regional meeting

APRN (Sub Committee of Membership)
GOALS
To update APRN members on matters or issues related to advanced nursing practice at the state and federal level.

To support APRN membership by actively recruiting, retaining and engaging members.

To empower APRNs to advance quality VA health care through practice, education, advocacy, research and leadership.

RESPONSIBILITIES

Maintain an established APRN nurses’ forum that is effective and efficient

Foster regular communication between APRN nurses and NOVA

Increase membership of APRN nurses in NOVA

Identify general professional education pertaining of interest to APRN nurses

Increase participation in NOVA programs/activities and attendance at the NOVA annual conference

Disseminate information on education materials relevant to APRN nurses and/or their patients

Encourage participation in the ONS quarterly APRN Townhall meetings

Awards (Sub Committee of Annual Meeting)

GOALS
To ensure the NOVA Awards: NOVA President’s Award, LPN/LVN Excellence Award, RN Excellence Award, APRN Excellence Award, Distinguished Chapter Award, and Veterans Service Award is promoted by email, social media, and on the NOVA website.

To evaluate the nominees using a scoring matrix template and select deserving recipients in each award category.

To publicly recognize the award recipients at NOVA’s Annual Meeting.

RESPONSIBILITIES

Review nominations for awards sent in by members.

Select award winners from nominations.

Prepare and present awards.
Advise Membership of award winners.
Identify the awards categories to be presented.
Create new awards as needed.

Create criteria for new Unsung Hero Award
Create criteria for new annual Congressional Award

Revise and restructure award criteria and application form as needed.

**Bylaws and Policy Committee**

**GOALS**
To conduct a review of all articles of the NOVA Bylaws.
To review and/or develop new policies or other guiding documents to make NOVA more effective.

**RESPONSIBILITIES**
Create, document, revise, and archive, the governing documents of NOVA.

**Chapter Oversight (Sub Committee of Membership)**

**GOALS**
To identify Chapter contacts at each VA facility.
To increase Chapter engagement.
To create/update resources for the chapter contacts.

**RESPONSIBILITIES**
Create, document, revise and archive resources for Chapter leaders.
Update information about Chapter contacts, VISNs and facilities on the website.
Review compliance of NOVA chapters to make sure they are following current national Bylaws
Provide guidance to chapters as needed
Identify co-chairs for Annual Meeting Committee based on meeting location
Increase information to chapter leaders
Increase participation in sponsored Chapter events
**Editorial Committee**

**GOALS**
To solicit articles for the monthly NOVA blogs and bimonthly NOVA newsletter.

**RESPONSIBILITIES**
Review, edit and approve the content of the submitted newsletter articles.
Identify and suggest topics to be included in the newsletter and invite members to submit an article on these topics.
Examine the blog/newsletter effectiveness by the number of opened emails and the number of clicks, etc.

**Education Committee**

**GOALS**
To guide and contribute to the educational content of NOVA's programming, including educational materials, monthly webinars, e-newsletter, web content, blog content and special projects.
To help sustain NOVA as the go-to resource for VA Nurse information.

**RESPONSIBILITIES**
Evaluate educational needs at various member levels.
Review current educational offerings and update as needed.
Liaise with other committees for overlapping education related projects.
Streamline editing process
Conduct a needs assessment to find out what members want in the newsletter.

**History Committee**

**GOALS**
To record and document NOVA History each year.

**RESPONSIBILITIES**
Document important legislative and operational activities throughout the year including election results, educational programming, advocacy and legislative activities such as Hill Day and the Legislative Roundtable.

Provide a complete, written annual history for board approval in January of each year.

Maintain the complete NOVA history archives.

Make History fun

Connect NOVA history with the History of the VA

Create articles for social and newsletter to highlight history

Create a timeline infographic of important dates in NOVA history

**Legislative Committee**

**GOALS**

To increase advocacy for the NOVA VA nurse by monitoring Legislative activity affecting NOVA.

To be prepared to provide information and testimony to House/Senate VA Committees.

To create annual priority goals for NOVA and to plan and participate in NOVA Hill Day and the Legislative Roundtable.

Get a member from all 50 states to serve on committee

**RESPONSIBILITIES**

Attend Legislative Committee meetings to discuss and develop legislative policies and priorities.

Initiate contact with and serve as a resource to HVAC and SVAC representatives, staff and senators within their region on VA Nurse issues.

Serve as an advocate for the VA Nurse and NOVA within their region.

Identify chapter contacts to serve on committee

Schedule webinars to explain Hill Day activities

Create new ways to inform membership about advocacy and legislative activities

**LPN/LVN (Sub Committee of Membership)**

**GOALS**
To increase LPN/LVN membership for NOVA while retaining current LPN/LVN members.

To increase and promote the member benefits for LPN/LVN members.

**RESPONSIBILITIES**

Maintain an established LPN nurses’ forum that is effective and efficient

Foster regular communication between LPN nurses and NOVA

Increase membership of LPN nurses in NOVA

Identify general professional education pertaining of interest to LPN nurses

Increase participation in NOVA programs/activities and attendance at the NOVA annual conference

Disseminate information on education materials relevant to LPN nurses and/or their patients

Provide mentorship and support to LPN nurses

Encourage nominations from LPN/LVN nurses for NOVA board of directors

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**Membership Development Committee**

**GOALS**

To increase membership for NOVA steadily each year while retaining current members.

To address areas of opportunity at the local membership level and finding effective solutions for all members to continue to move forward in positive direction.

**RESPONSIBILITIES**

Identify the needs of members and recommend the development of services to meet those needs.

Increase and retain membership

Identify non-member needs and perceptions
Actively recruit and retain members through direct contact with prospects and current members
Contact lapsed members and prospective members as assigned each month
Engages with current members by hosting get-togethers, mentoring new members, contacting members in their region, etc.
Identifies target groups for potential NOVA membership
Stays updated on the latest NOVA member benefits to use during retention and recruitment conversations

**Nominations Committee**

**GOALS**
To identify and recruit candidates for nomination for elections through an objective process with verification of qualifications for placement on the NOVA Election Candidate Slate.

**RESPONSIBILITIES**
Review the nomination and election timeline.
Identify, recruit, and interview candidates for current or upcoming board and volunteer leadership positions.
Select the top candidates and recommend them to the board as official nominees.

**Nurse Emeritus Committee**

**GOALS**
To encourage new and continued membership and participation of VA Nurses prior to and after retirement.
To raise funds for the Mary Raymer Scholarship.

**RESPONSIBILITIES**
Recruit and retain members through direct contact with retired VA Nurses and those who will retire in next 6 months
Contact lapsed members and prospective members as assigned each month
Engage with current members on NE Facebook page, hosting get-togethers, mentoring new members, contacting members in their region, etc.
Identify target groups for potential NOVA membership

**Poster Review (Sub Committee of Annual Meeting)**

**GOALS**

To establish guidelines for abstract submission, solicit abstracts, and facilitate abstract reviews.

**RESPONSIBILITIES**

Evaluate abstract submission guidelines and modify as needed.

Evaluate grading criteria and modify as needed.

Conduct a fair and timely abstract submission and peer review process to guide selection of high-quality content.

Select content for annual meeting presentations and posters by balancing diversity of content areas and presenters.

**Scholarship (Sub Committee of Annual Meeting and Education)**

**GOALS**

To develop and maintain a scholarship program that supports NOVA nurses academically as well as attendance to NOVA on the Hill Day and the Annual meeting

**RESPONSIBILITIES**

Evaluate nomination submission guidelines and modify as needed.

Evaluate grading criteria and modify as needed.

Review all applications and score them according to the directions of the scholarship committee chair.

Forward all scores to the executive director by the requested deadline.

Discuss applications and associated scoring via conference call or electronically and make final scholarship decisions based on set criteria.

**Social Media Committee**

**GOALS**

To increase reach and engagement on NOVA’s Social Media Platforms and to work with AH MARCOM effectively
RESPONSIBILITIES

Work with AH MARCOM to create a comprehensive annual social media plan and calendar to define programs using social media marketing techniques to increase visibility, membership, and implement and manage social media programs.

Monitor trends in social media tools and applications and appropriately apply the knowledge to increasing the use of social media for NOVA.

Collaborate and strategize with the Board and others throughout NOVA on incorporating relevant social media techniques into the organization.

Measure the impact of social media on the overall marketing efforts via surveys, questionnaires, etc.