



PO Box 498424
Cincinnati, OH 45249

Southern Ohio
Valley Chapter
of CMSA

Board of
Directors

Executive Officers

President:
Susan Fagan

President-Elect:
Janet Coulter

Vice-President:
Judith Thiergartner,

Secretary:
Barbara Mackey-Zeigler,

Treasurer:
Marilyn Denegre-Rumbin

Directors

Beverly Brill

Lynn Jones

Martine Molett

Maggie O'Malley

Lisa Vogele

Jacque Warner

Our Mission:

*To positively impact and
improve patient
wellbeing and healthcare
outcomes*

Dear Southern Ohio Valley CMSA Member,

I am pleased to present the **2010 Election Information Packet** for the Southern Ohio Valley Chapter of the Case Management Society of America (SOVC-CMSA).

The Southern Ohio Valley Chapter is seeking future leaders to serve as officers and directors to help us grow, thrive, and meet the needs of our members.

Our chapter has grown by leaps and bounds since we first incorporated in November 2005. We have provided dozens of excellent continuing education programs and have helped our members connect with other case management professionals and resources. ***Isn't it time to think about giving back to the chapter for everything it has given to you?***

This packet contains all of the information and forms needed to run for a position on the Chapter Board for the 2010 term, beginning in January 2010.

The deadline for all nominations to be returned to is **November 20, 2009**. Nomination forms may be completed and returned electronically by e-mail or in writing by regular mail. (Please see the nomination form for more details.)

Thank you for your interest and desire to serve on our Board and help lead our chapter into the future. I wish you success!

Mary Beth Newman, MSN, RN-BC, A-CCC, CMAC, CCP

Chair, 2010 Nomination Committee

Southern Ohio Valley Chapter CMSA

About CMSA (Case Management Society of America)

CMSA is an international, non-profit professional association founded in 1990 dedicated to the support and development of the profession of case management through educational forums, networking opportunities and legislative involvement. Unique in its composition as an international organization, with over 11,000 members and 75+ affiliated and pending chapters, CMSA's success and strength is its structure as a member-driven society. The mission of CMSA is to "positively impact and improve patient wellbeing and healthcare outcomes." For more information, visit www.cmsa.org.



Call for Leaders !

The **Southern Ohio Valley Chapter of the Case Management Society of America (CMSA)** is a not-for-profit association dedicated to promoting the profession of case management. We are a fully affiliated chapter of CMSA serving case management professionals in the greater Cincinnati and Dayton region.

The mission of CMSA is "*to positively impact and improve patient wellbeing and healthcare outcomes.*" The Southern Ohio Valley Chapter of CMSA strives to fulfill this mission through supporting and promoting the professional development of case management professionals through education, networking, and membership benefit opportunities.

If you're thinking of running for the board of the Southern Ohio Valley Chapter of CMSA, consider these questions:

- *Are you committed to the mission of CMSA?*
- *Are you interested in working with other CMSA members to help promote the profession of case management?*
- *Are you able to commit 6-10 hours per month to help us accomplish our mission?*
- *Are you able to attend the board meetings five or six times a year?*
- *Are you ready, willing, and able to "give back" to the chapter?*

If the answers are "yes", we need the collective energy of individuals like you who are eager and willing to step up to the plate and help make our chapter the best it can be!

Nominees will possess the necessary competencies as indicated in the *Board Position Descriptions* and the *Leadership Interest Form* and pledge to:

- *Be committed to excellence in case management practice and process;*
- *Maintain the highest standard of personal conduct;*
- *Demonstrate an enthusiasm and willingness to provide effective leadership;*
- *Contribute to the enrichment of the Southern Ohio Valley Chapter of CMSA; and*
- *Fulfill the time commitment expectations of a chapter leadership position.*

All individuals interested in serving in a leadership position must complete the ***Election 2010***. Information not indicated on the ***Election 2010 Form*** cannot be considered in the selection process. **The completed *Election 2010 Form* must be received by November 20, 2009.**

Election Process

- Members who wish to run for an office should complete and return a nomination application no later than **November 20, 2009**.
- The nomination applications will be reviewed by the Nomination Committee.
- The Nomination Committee will prepare a ballot and email to all Chapter members on December 1, 2009.
- Members may vote by mail or e-mail. (Directions will be provided on the ballot.)
- Election results will be announced on December 18, 2009.

Overview of Board Positions

The Chapter's Board of Directors is outlined in the Chapter Bylaws and for 2010 includes the President, Vice President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Immediate Past President, and six Directors.

President

The President is the Chapter's Chief Elected officer and is responsible to the membership for seeing that the programs and policies of the Chapter reflect the needs of the membership and help further the practice of case management.

President-Elect

The 2010 President-Elect shall succeed to the presidency in 2011 (the year following election). The President-Elect works very closely with the current President to learn the role and duties of the Presidency to prepare to assume that office.

Vice President

The Vice President is responsible for Chapter development and communications and provides oversight management to the Board. The Vice-President assists the President in the performance of his/her duties as assigned by the President and Board of Directors.

Secretary

The Secretary of the chapter is the official keeper of the records. It is the Secretary's responsibility to make sure that the minutes are distributed to the Board of Directors.

Treasurer

The Treasurer is responsible for the integrity of the fiscal affairs of the Chapter and serves as a key resource to the Chapter in the development of fiscal policy. The Treasurer also mentors the Treasure-Elect.

Treasurer-Elect

The 2010 Treasurer-Elect shall succeed to the Treasurer in 2011 (the year following election). The Treasurer-Elect works very closely with the current Treasurer to learn the role and duties of the Treasurer to prepare to assume that office.

Directors

Directors are key members of the Board of Directors and are responsible to represent the voice of the Chapter membership at the Board of Director meetings.

Elected Position Descriptions

President Elect

Term of Office:

- Serves a one-year term in 2010 as President-Elect, followed by a one-year term in 2011 as President.

Basic Function

- At the conclusion of the President's term of office automatically succeeds to the office of President.
- Performs such duties and assumes such responsibilities as may be assigned by the President and Board of Directors.

Responsibilities

- Works closely with the current President to learn the duties of the Presidency to prepare to assume that office. Works closely with the President so as to fully understand the duties of that office and ensure a smooth transition.
- Serves as a member of the Chapter's Board of Directors, Executive Committee and other committees as assigned by the President.
- Attends the annual National CMSA Conference, including the Chapter Leadership Development workshop if offered

Time Commitment

- Approximately 8-10 hours per month as a fully active, participatory President-Elect.

Vice President

Term of Office:

- Serves a one-year term as officer of the board (January – December 2010).

Basic Function

- The Vice President is responsible for Chapter development and communications and provides oversight management to the Board.

- Assists the President in the performance of his/her duties as assigned by the President and Board of Directors.

Responsibilities

- Works closely with the current President and assists him/her in carrying out assigned duties and responsibilities.
- Serves as a back-up support to the President. In the absence or incapacity of the President, performs the duties and exercises the powers of the President.
- Serves as a member of the Chapter’s Board of Directors, Executive Committee and other committees as assigned by the President.
- Represents the chapter with other associations, organizations and groups as requested by the President or Board of Directors.
- Attends the annual National CMSA Conference, including the Chapter Leadership Development workshop if offered

Time Commitment

- Approximately 6 hours per month as a fully active, participatory Vice-President.

Secretary

Term of Office:

- Serves a one-year term (January – December 2010).

Basic Function

- Serves as a key member of the Board of Directors as the official “keeper of the records”.

Responsibilities

- Serves as member of the Board of Directors
- Attends all Board meetings and ensures that attendance, votes and proceedings of the meetings are recorded and maintained in permanent records.
- Records official Board of Director meeting minutes.
- Ensures that copies of the minutes of the Board meetings are approved and provided to the officers and directors as appropriate.
- Performs other duties and responsibilities as assigned by the President and Board of Directors.

Time Commitment

- Approximately 6 hours per month as a fully active, participatory Secretary.

Treasurer

Term of Office:

- Serves a one-year term (January – December 2010).

Basic Function

- Serves as a key member of the Board of Directors and ensures integrity of the fiscal affairs of the Chapter.

Additional Competencies

- Previous experience in budget management is a plus.

Responsibilities

- Participates and votes in Board meetings.
- Ensures that the Chapter maintains accurate financial records.
- Prepares the annual budget and presents to the Board for review/approval.

- Reviews Chapter expenditures and financial status on a regular basis to ensure overall fiscal integrity.
- Ensures that regular financial reports are submitted to the Board of Directors and Executive Committee and presents an annual financial report to the membership.
- Oversees financial operations of the Chapter to include the review of financial statements, payment of bills, and deposit chapter revenues.
- Performs other duties and responsibilities as assigned by the President and Board of Directors.

Time Commitment

- Approximately 6 hours per month as a fully active, participatory Treasurer.

Treasurer-Elect

Term of Office:

- Serves a one-year term in 2010 as Treasurer-Elect, followed by a one-year term in 2011 as Treasurer.

Basic Function

- At the conclusion of the Treasurer's term of office automatically succeeds to the office of Treasurer.
- Performs such duties and assumes such responsibilities as may be assigned by the President and Board of Directors.

Responsibilities

- Works closely with the current Treasurer to learn the duties of the role to prepare to assume that office. Works closely with the Treasurer so as to fully understand the duties of that office and ensure a smooth transition.
- Serves as a member of the Chapter's Board of Directors, Executive Committee and other committees as assigned by the President.

Time Commitment

- Approximately 6 hours per month as an active, participatory Treasurer-Elect.

Director

Positions/Term of Office:

- There are a total of three Director Positions open.
- Each Director will serve a two year term (2010-2011).

Basic Function

- Serves as a key member of the Board of Directors.
- Provides consultation to the Board in keeping with its mission, goals and objectives to ensure that the Chapter is meeting the needs of its members.
- Represents the "voice of the members" to the Board.

Responsibilities

- Serves as member of the Board of Directors and attends all Board meetings.
- Represents members' views to the Chapter Board of Directors.
- Works in partnership with the Board to establish policies and procedures for the Chapter to implement and achieve.
- Works in partnership with the Board to develop the Chapter's tactical, strategic and future plans and help oversee the implementation of action steps to meet established goals.
- Prepares for Board discussion and voting.
- Performs other duties and responsibilities (such as chairing committees) as assigned by the President and Board of Directors.

Time Commitment

- Approximately 6 hours per month as a fully active, participatory Director.



2010 Election Nomination Form

Please Complete and Return by November 20, 2009

1. CONTACT INFORMATION

Your Name: _____ Credentials: _____

Company: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Address: _____ [] Work [] Home

City: _____ State: _____ Zip: _____

2. POSITION DESIRED

I am interested in serving in the following position in 2010: (Please check one)

<input type="checkbox"/>	Vice President
<input type="checkbox"/>	President-Elect
<input type="checkbox"/>	Secretary
<input type="checkbox"/>	Treasurer
<input type="checkbox"/>	Treasurer-Elect
<input type="checkbox"/>	Director (Two-year term 2010 - 2011) Three Positions Open!

3. BIOGRAPHICAL INFORMATION

Please complete the following sections to highlight your experience. This information will be incorporated into your profile on the final ballot for the 2010 election. (Use as much space as needed for responses if necessary.)

Case Management Experience: Please include work-related experience, as well as all leadership positions services (healthcare and/or civic) as an officer and/or board member:

Honors/Awards: Please list any honors or awards received (personal and professional).

Professional Memberships: Please list membership activity with any professional organizations (including CMSA).

Leadership Experience: Please describe your leadership experience (civic or professional).

4. POSITION STATEMENT

Directions: Please submit a **position statement** of 200 words or less. This statement will appear on the official ballot for the 2010 election. *Please describe why you are running for the office you are seeking and how serving in this office will contribute to the chapter's success.*

5. OTHER REQUIREMENTS

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| a) CMSA Member in good standing by the closing date of nominations? | [] | [] |
| b) On-line accessibility to maintain interactive communication with other board members? | [] | [] |

6. PERSONAL ATTESTATION

I am aware of the competencies and requirements to fulfill the position indicated above. I am able to fulfill the time commitment necessary for a Chapter Board Member. I further submit that if any information contained in my Election 2010 Form is found to be inaccurate, the Nomination Committee reserves the right to withdraw my name as a nominee from the position indicated above and from the selection process.

Name: _____ Date: _____

[] **By checking this box, I am providing my electronic signature attesting to the accuracy of all the information entered on this nomination form.** (Please enter name & date on signature and date lines above).

DIRECTIONS FOR RETURNING:

Please return the completed nomination form (*pages 8 and 9 of this packet*) no later than **November 20, 2009**. There are two ways to return the form:

1. **By email:** Complete pages 8 and 9 electronically, save a copy, and send file to mary.beth.newman@anthem.com. Please put "SOV-CMSA Nomination" in the subject line.
2. **By regular mail:** Complete pages 8 and 9 in writing, and mail completed form to:
SOV-CMSA
Attn: Nomination Committee
PO Box 498424
Cincinnati, OH 45249

QUESTIONS? Please contact **Mary Beth Newman, Nomination Committee Chair** at **(513) 336-5457** or at mary.beth.newman@anthem.com