



# **CANADIAN SOCIETY OF VASCULAR NURSING**

## **CHAPTER START UP BOOKLET**

Revised March 2015

## **Overview**

The Canadian Society of Vascular Nursing (CSVN) was formed in 2000 to meet the needs of the Canadian Vascular Nurse CSVN was initially under the umbrella of The Society for Vascular Nursing (SVN), an international organization dedicated to professionalism and excellence in vascular nursing practice. In 2010, *The Canadian Society of Vascular Nursing (CSVN)* became an independent governing body while maintaining a strong relationship with SVN. CSVN is the only Canadian Nursing society in Canada that is dedicated to vascular nursing. CSVN is a non-profit national body organized and administered on the national level and incorporated federally. CSVN's mission is to provide educational and networking opportunities for nurses caring for patients with vascular diseases.

### **Benefits of CSVN Membership:**

- Provides a resource for networking with nurses in similar roles and with similar interests
- Provides an opportunity for active committee participation
- Receive the CSVN newsletter "*The Vascular Voice*" quarterly
- Reduced registration fee for the annual conference
- Provides an opportunity to obtain scholarships and awards

### **The Goals of CSVN are to:**

- To drive knowledge transfer in the field of vascular disease care
- Develop policy and legislative capacity to affect appropriate change
- Recruit, retain and engage a diverse membership
- Organizational viability
- Develop strategic partnerships
- Increase public awareness of vascular disease

### **Purpose of CSVN Chapters**

Chapters provide an opportunity to collaborate at the community/provincial level to create enthusiasm, interest and innovation in vascular nursing. Involvement in a local chapter is an exciting way to collaborate and integrate the talents/expertise of health care professionals. In addition, it creates collegial relationships in which individuals can share ideas and concerns. CSVN chapters serve as a vital link for members within the chapter and between the local chapter and the National CSVN. CSVN also provides a positive partnership with all members nationally.

## **Benefits of a Chapter Membership:**

- Professional growth within the specialty of vascular nursing
- Networking with people of similar interests
- Potential for leadership at the local and national level
- Communication network at the local level
- Awareness of disease prevention and health promotion
- Participation in educational programs at the local level
- Partnership with the National Office and other CSVN chapters
- Camaraderie with other vascular nurses in a geographic area  
Shared experience of challenges and opportunities in vascular nursing

## **Requirements for Establishing a CSVN Chapter**

- A committed interest and enthusiasm on the part of the CSVN members to establish a chapter.
- A minimum of five individuals (all must be CSVN members) are needed to start a chapter. Non-CSVN members are welcome to participate but are not eligible to vote or hold office.
- Chapters must be financially independent (See “Chapter Start Up Information” on how to achieve this). Each chapter can set its own membership dues as necessary.
- Chapters will select a name that includes “Chapter” in the title, and develop local bylaws based on the bylaws that the national organization will provide for local chapters to adopt/adapt. Chapters have autonomy with respect to their mission, goals, objectives, and activities but these should align with the national CSVN organization’s mission, goals, objectives, and activities• Chapters will pay an application fee of \$20.00 to the National Office; a plaque and certificate will be given to each chapter. Chapters will pay an annual renewal fee of \$15.00 to help offset postage and miscellaneous costs.

## **Chapter Start Up Information**

- The CSVN National Office will provide a list of CSVN members in a specific geographic area, if requested.

The chapter leader/team shall develop a strategic method of recruitment: this can either be a mailed questionnaire or personal contact; explaining the purpose and benefits of forming a chapter. The chapter leader/team may contact vascular nurses as well as local hospital departments such as OR, PACU, ICU, Non Invasive Lab, surgical units, medical units, outpatient departments, family medical centers, and directors of nursing to solicit interest. Additionally, members of local related organizations such as Society of Vascular Technology (SVT), Canadian Cardiovascular Nurses, Canadian Critical Care Nurses and Canadian Operating Room Nurses (CORN) may be interested in this opportunity. Local bulletin boards are an additional way to advertise.

- Once interest is established, schedule an organizational meeting with adequate notice; place an announcement in a central location. Some sites may include hospital meeting rooms, restaurants, or local clubs.

- Design and mail invitations/ flyers to interested people and institutions. Be sure to include an RSVP phone number or reply card for responses (see enclosed sample).
- Appoint a program chairperson to help organize a brief educational session on vascular disease or any vascular topic. A guest speaker can be a helpful drawing card.
- Consider using attractive name tags for the meeting to facilitate networking.

**The Initial Meeting Agenda Format May Include:**

- |  |   |
|--|---|
| 1. Call to order                         | 5. Questions and answers                    |
| 2. Introductions & Welcome               | 6. Elect or ask for volunteers for officers |
| 3. Educational presentation              | 7. Plan next meeting/future education       |
| 4. Plans for ongoing chapter development | 8. Adjourn for refreshments/networking      |

- Obtain CSVN information brochures from the national office to distribute at the meeting.
- Develop a plan for financial independence. This can be accomplished by charging local chapter membership, obtaining sponsors from local hospitals and pharmaceutical companies, and charging minimal meeting fees. Each chapter will decide how to achieve financial independence (See page 6, Planning for Financial Independence).
- Develop chapter bylaws. The national organization will provide model bylaws available for local chapters to adopt/adapt. Chapters have autonomy with respect to their mission, goals, objectives, and activities but these should align with the national organization’s mission, goals, objectives, and activities.

**Committee Formation**

The group chairperson is responsible for appointing working committees. The number of people on each committee will have to be determined by the objectives and the size of the chapter. Below are suggestions for officers/committees and their responsibilities:

Chairperson/President

- Serve as the official representative of the chapter
- To preside at all official meetings of the chapter
- Act as a liaison and mentor for all members of the chapter
- Serve as the link to the National Office

Co-chairperson/Vice-President

- Assist Chairperson in above responsibilities
- Chair the Program Committee
- Serve as Chairperson if current Chairperson is unable to continue

### Secretary/Treasurer

- Record and circulates the minutes of all meetings to members
- Send notice of all meetings to all members
- Conduct official correspondence
- Manage the chapter funds
- Deposit all monetary funds in the name of and to the credit of the chapter
- Render a statement of financial condition of the chapter at all meetings

### Nominating Committee

- Nominate eligible candidates for the Executive Officers and Nominating Committee

### Bylaws Committee

- Develop/review the bylaws of the local chapter
- Prepare requisite amendments to bylaws
- Present amendments to the members for action

### Educational/Program Committee

- Develop and promote educational sessions
- Design and send flyers/announcements of all planned sessions
- Obtain and distribute handouts and evaluations for each program
- Obtain contact hour approval for each program (see Obtaining Contact Hours)

### Publicity/Membership

- Advertise the chapter by creating a newsletter, web page, using bulletin boards, media, newspapers, the CSVN website, The Vascular Voice Newsletter
- Welcome and promote membership into the group (see membership Development)

### Fundraising

- Organize all activities related to fundraising (see also planning for Financial Independence). Some ideas for raising funds include: half or full day seminars; raffles; membership fees; corporate sponsorship

## **Chapter Responsibilities**

### **Chapters of CSVN agree to:**

- Understand, uphold, and support the philosophy and objectives of CSVN
- Use the CSVN logo in all advertising and communication
- Provide the required fees and annual reports to CSVN
- Provide CSVN with a copy of bylaws whenever revisions are made
- Promote recruitment and retention of membership
- Provide an annual roster of officers to CSVN

## **Application Process**

Complete the enclosed application form and return it with the following information to:  
[cdnsocietyofvascularnursing@gmail.com](mailto:cdnsocietyofvascularnursing@gmail.com)

- Roster of current officers and terms of office
- Chapter membership list
- Chapter bylaws (include “Chapter” in your title and reflect in the bylaws)
- Chapter mission, goals, and objectives
- Narrative description of how the chapter will be financially independent
- An outline of plans for the next year

Application fee: \$20.00 – payable to CSVN c/o Stephanie Piper 143 Claremont Avenue  
Winnipeg, Manitoba R2H 1W3

When the application arrives at the CSVN office, it will be checked for completeness. It will be verified that chapter members are also members of CSVN. Copies are then sent to the Membership Committee for review and recommendations to the CSVN Executive for approval. Upon approval, the chairperson of the chapter will receive a written response and a plaque. Recognition will also be given in *The Vascular Voice*.

## **Guide for Maintaining a Local Chapter**

Once a chapter is chartered, adherence to the national requirements for maintaining the charter and continued membership and retention are necessary. CSVN educational programs, reports of activities within the CSVN organization, and updates of national CSVN policies need to be communicated to local chapter members. In addition, local CSVN chapter activities, elections, plans, and goals need to be communicated to the CSVN National Office through an Annual Chapter Report (see form enclosed) which is due on January 31 of each year. Chapters will be renewed upon receipt of this report and the \$15.00 annual chapter renewal fee.

## **Planning for Financial Independence**

In order to be a stable and active chapter, the chapter must have a constant source of funds and a small cushion of savings. There are several options for maintaining a source of funding:

- Sponsorships and donations are an excellent source to tap. Vendor support can be solicited by contacting local sales representatives in the area. Larger prosthetic graft, pharmaceutical companies and medical suppliers such as wound care product companies are most familiar with the financial needs of a new chapter.
- A “Vendor Fair” is another source of revenue/funds. Ask vendors with whom you work on a regular basis if they would be interested in participating in a fair. This idea usually works best if it is conducted in conjunction with another event (e.g. an educational meeting, inservice class or local conference). Charge each vendor an admission fee to exhibit.

- Other options include gift basket sales, bake sales, craft fairs or other fundraising products or activities.
- If you need ideas, contact the president of another chapter to find out what has worked for them.

## **Financial Record Keeping**

Once the chapter is established, a bank account will need to be opened. A dual-savings and checking account is typically the best choice. It is recommended that cheques be signed by the treasurer and one designated member of the executive. Make sure the chapter treasurer keeps detailed records of all financial transactions to avoid future problems or questions. The chapter can use outside audits; however, these can be costly and time-consuming.

## **Publicity**

Add to a chapter's mailing list by collecting names from peer organizations. During the first year, it pays to send mailings to a large list to inform potential members about the new chapter.

- Take advantage of the meeting or calendar of events in the local newspaper to publicize meetings. If the chapter covers a large geographic area, send announcements to newspapers in all of the areas in which members may reside or work. Use available bulletin board space in area hospitals to post informational flyers, the CSVN web site, and *The Vascular Voice* can also be used as an advertising medium. Announcements of upcoming meetings can be sent to the CSVN National Office.
- Develop a chapter newsletter to announce member promotions and share helpful tips. Offer space for positions and/or business card advertising (either free or reduced rate for members; higher rate for non-members) to support the newsletter and even generate additional revenue for the chapter treasury. Some typesetters and printers will produce the newsletter either free or at a reduced charge if they receive a credit line in the publication. Ask other chapters in the region to send meeting announcements too.
- Try to find someone within the chapter with some public relations knowledge to serve as publicity chair, write the newsletter and generate news releases at no charge. The Publicity/Public Relations Committee should write and place stories about chapter activities in local newspapers, and other media outlets in the area.

## **Membership Development**

Publicity efforts should create interest in membership. Introduce the membership chair at each meeting to address the benefits of membership. Make membership benefits obvious by charging non-members slightly more to attend educational or social events. Use different colored nametags to identify non-members, and encourage members to greet non-members and make them comfortable. Acknowledge new members (and the members who recruited them) in the chapter newsletter. Consider giving an annual award to the member who recruits the most new members. Ask members to encourage others in their organization to become CSVN members.

## **Miscellaneous Information**

As quickly as possible, recruit members to assist committee chairpersons. Otherwise, a small group of people will end up doing all the work and will quickly burn out. Say thanks to officers and committee members often and sincerely. Consider generating sufficient funds from chapter activities to partially or fully fund a chapter member's attendance at the national conference or other leadership training programs. Send out thank you cards to members who did something extraordinary.

## **Surveys**

As soon as possible after start-up, survey the entire mailing list to solicit opinions on meeting topics and program locations (provide a variety of choices). The survey can also be used to recruit committee volunteers and provide membership information. This data will provide solid direction for chapter activities and will encourage non-members to join the chapter.

## **Sample documents included in this booklet are:**

- **Invitation To Join A New Chapter**
- **New Member Welcome Letter**
- **Chapter Member Biography Form**
- **New Chapter Application Form,**
- **Annual Chapter Report**
- **Letter To Potential Speaker**
- **Request For Funding From Local Chapter**
- **Public Awareness Event Flyer**

## SAMPLE LETTER OF INVITATION TO JOIN A NEW CHAPTER



Dear (name):

We would like to extend an invitation to you and your co-workers to attend a special meeting on (date & time) at (place) to organize a local Chapter of the Society of Vascular Nursing (CSVN). We would like to welcome you to the Canadian Society for Vascular Nursing -"the vascular society dedicated to excellence in vascular education, research and care". Such a chapter can make a valuable contribution to improving your professional knowledge and abilities in vascular nursing.

During this organizational meeting, we will discuss the purpose and goals of the chapter, as well as some of the programs and activities planned. I'm sure you will find it an informative and worthwhile meeting. Even if you are not currently working exclusively in vascular nursing, we welcome you to join us. Additionally, please share this letter with your co-workers and associates, so that we may reach all individuals involved in vascular nursing.

Please return the enclosed reply card, email me or contact me at the phone number listed below to confirm your attendance at this meeting. We look forward to your participation!

Sincerely,

(Name)

(Email)

(Phone number)

## Sample New Member Welcome Letter



*Date*

Dear *Name*,

Welcome to the Canadian Society of Vascular Nursing "the vascular society dedicated to excellence in vascular education, research and care".

We are excited to see our membership continue to grow with your application. We believe that increasing regional membership will strengthen the voice of vascular nurses in Canada but most of all will strengthen the voices of those patients with peripheral arterial disease (PAD) and other vascular diseases.

Benefits of a membership include:

- Discounted local educational sessions fee
- Be informed of all chapter meetings
- Receive all electronic newsletters
- Networking with nurses within vascular nursing specialty
- Eligible for committee membership or executive positions

We welcome your participation in the activities of the Society. You have the opportunity to become involved within your local chapter. We support our members and encourage you to express your views and to get involved.

Our next meeting takes place in *City, Province* on *Date*

Yours sincerely,



**INSERT CHAPTER NAME**

**CHAPTER MEMBER BIOGRAPHY FORM**

Date: \_\_\_\_\_ NEW  RENEWAL

1. Name (Include name and title as you wish them to appear):

\_\_\_\_\_

2. Current Position: \_\_\_\_\_

3. Institution: \_\_\_\_\_

Department \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_

\_\_\_\_\_

5. Phone Number: \_\_\_\_\_

6. E-mail: \_\_\_\_\_

7. Specialty Area: \_\_\_\_\_

8. Would you like to participate on a Committee: Yes \_\_\_\_\_ No

9. Do you know anyone interested in becoming a Member? (Please list names and addresses.)

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10. Are you a member of the CSVN? \_\_\_\_\_



# NEW CHAPTER APPLICATION

Name of Chapter: \_\_\_\_\_

*(Chapter name must include CSVN in title. Geographical location is recommended to be used.)*

Contact Person (include credentials/title): \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: (daytime) \_\_\_\_\_ (evening) \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Chapter Address: \_\_\_\_\_

\_\_\_\_\_

Chapter will be affiliated with an institution:

NO  YES ( List affiliation): \_\_\_\_\_

\_\_\_\_\_

Check the most appropriate:  Physician practice  School  Hospital

***Please attach a brief one to two-page summary of the Chapter's vision including the following topics: Overall mission of chapter, short and long term goals, proof of financial independence, leadership roster and upcoming activity plans for the next year.***

Please attach the following information:

- New Chapter Application
- Application fee (\$20.00 - payable to CSVN)
- Chapter Charter/bylaws
- Chapter Member Biography Forms
- 1-2 page summary including the following: (Chapter mission, goals, verification of financial independence, roster of current officer and terms of office and proposed activities/plans for the next year)

Email application to: [cdnsocietyofvascularnursing@gmail.com](mailto:cdnsocietyofvascularnursing@gmail.com)

Mail Payment to: CSVN c/o Stephanie Piper 143 Claremont Avenue Winnipeg, Manitoba R2H 1W3



## **ANNUAL CHAPTER REPORT**

CSVN Chapters are required to file an annual report with the CSVN National Office. The report can be submitted online from the CSVN website or a paper copy can be sent to the National Office. The submission form deadline is Jan 31<sup>st</sup>. If you are completing a paper copy, please include the following information:

Chapter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Officers and Dates of Terms: \_\_\_\_\_

Meetings and Programs Held: \_\_\_\_\_

Goals and Accomplishments: \_\_\_\_\_

Future Directions and Activities Planned: \_\_\_\_\_

Current Membership List: \_\_\_\_\_

Total Number of Members: \_\_\_\_\_

Total New Members: \_\_\_\_\_

Number of Members who are also CSVN Members: \_\_\_\_\_

Email annual chapter report to: [cdnsocietyofvascularnursing@gmail.com](mailto:cdnsocietyofvascularnursing@gmail.com)

Mail Payment to: CSVN c/o Stephanie Piper 143 Claremont Avenue  
Winnipeg, Manitoba R2H 1W3

## SAMPLE LETTER TO POTENTIAL SPEAKER



Dear

On behalf of the **Insert name** Chapter Society of Vascular Nursing we would like to invite you to speak at our educational session on "**An Overview of Diabetes**" on **Wednesday May 18th 2011** **from at 7 PM at the Four Points Sheraton Wellington Rd for approximately 30** minutes including questions. We do these educational sessions biannually with exhibitors and attract approximately 75-125 health care professionals (nurses, LPN.s, paramedics) from long term care, acute care, family practice, research& education. We plan to have 2 other speakers that evening including a chiropodist and a patient and the evening runs from 7-9 PM. Please let me know if you would be able to do this. Thank you.

Sincerely

***Insert name & contact info***



**SAMPLE REQUEST FOR FUNDING FROM LOCAL CHAPTER**

**FUNDING CRITERIA FOR CHAPTER **YOUR CHAPTER** CSVN**

- You must have attended **2 chapter** meetings within the past year
- Funding does not include annual CSVN membership fee or conference fee (you may qualify and can apply for reimbursement through provincial associations)
- The executive will review all applicants; preference will be given to those who have contributed to the local chapter; previous funding from the chapter will be considered.

-----  
Name: \_\_\_\_\_

Conference Requested: \_\_\_\_\_

Date/Location: \_\_\_\_\_

Approximate Cost: Travel \_\_\_\_\_ Accommodations \_\_\_\_\_

Why would you like to attend this conference?: \_\_\_\_\_

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Have you had previous funding from this group? \_\_\_\_\_

What contributions have you made to the local Chapter?: \_\_\_\_\_

**PLEASE SUBMIT TO ONE OF THE MEMBERS OF THE EXECUTIVE**

Signature \_\_\_\_\_

Date \_\_\_\_\_

***SAMPLE PUBLIC AWARENESS EVENT AD***

**Do you experience pain, aching or tiredness in your legs when walking? If so, you may have Peripheral Arterial Disease (PAD)**



***Join us for a***

***PAD PUBLIC AWARENESS EVENING***

***Learn more about the causes & treatment for PAD***

**Wednesday September 15th, 2010, 1830-2000**

**Best Western, Lamplighter Inn, 591 Wellington Road, London**

Presented by

***DIVISION OF VASCULAR SURGERY***  
***London Health Sciences Centre***

***Topics of Discussion***

- What the Public Should Know about Peripheral Arterial Disease: Dr. Kathryn Myers, Dept of Internal Medicine, St. Joseph's Health Care
- Surgical Management: Dr. Jeremy Harris, Division of Vascular Surgery, LHSC
- Peripheral Arterial Disease Public Awareness Campaign: Marge Lovell RN, Vascular Surgery, LHSC

**RSVP: 519-685-8300 ext 77548 by September 13th/2010**

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