



CSAO Chapter Executive Duties – Year at a glance

January

- Election year: Call for nominations to Chapter executive as well as Provincial executive.
- Constitutional year: Hold Chapter meeting to review Constitution and submit change requests to CSAO office/ Past President by March 1st.

February

- Ensure any requests for changes to constitution be submitted to CSAO office/Past President by March 1st

March

- E-mail written Chapter Report to Directors of Communication and Chapter Development for publishing in the April e-Newsletter
- Prepare and submit to Director of Chapter Development a summary of Chapter activity for the past quarter.
- Prepare Annual meeting agenda and send out with Annual meeting notice to all Chapter members. E-mail information to the CSAO Office and the Directors of Chapter Development.

April

- Hold Annual meeting by first week of May
- Election year: At annual meeting vote on and elect new Chapter executive committee, forwarding all contact info for committee members to Directors of Chapter Development and the CSAO Office.
- Prepare annual financial statement (For submission by May 8th)
- Start planning for upcoming year's meetings, choose dates, locations, topics, speakers etc. - publicize this at annual meeting if able to.

May

- Send in Annual meeting minutes, Annual Report and Financial Statement to Director of Chapter Development and CSAO Office by May 8th in order to qualify for Chapter rebates.

June

- E-mail written Chapter Report to Directors of Chapter Development for publishing in the July e-Newsletter



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July

August

September

- After the summer break and Annual Conference send update to members on Conference, meeting dates and locations along with topics for the upcoming year.
- E-mail written Chapter Report to Directors of Communication and Chapter Development for publishing in October e-Newsletter
- Prepare and submit to Director of Chapter Development a summary of Chapter activity for the past quarter.

October - CS Week!

- Send notice to hospitals and all members recognizing CS week. Dates are posted on the CSAO website. Make it fun.

November

December

- Prepare and submit to Director of Chapter Development a summary of Chapter activity for the past quarter.
- E-mail written Chapter Report to Director of Communication, Chapter Development for publishing in the January e-Newsletter
- Chapter Executive/Coordinators submit to the Director of Education the sites and dates with schedule for the Classroom course in your Chapter for the upcoming education year which runs from September to May the following year.
- Prepare nomination forms for Chapter Executive Elections

Tips/Suggestions for successful Chapter Meetings

- Set up Chapter Membership e-mail group for sending Chapter communications to all members. In Membership group include a Manager or Director of Sterile Processing for each hospital in Chapter, as all OHA Hospitals are also considered members.
- Each month you receive membership list from the CSAO office add any new members to your e-mail group.



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- Inform members well in advance of meeting dates and location - 4-6 weeks in advance of meeting. Include an agenda at time of notice if able to or call for agenda items.
- Send second notice to all members of upcoming meeting date 1-2 weeks in advance of meeting.
- In preparation for annual meeting in April, plan for the upcoming year's meeting dates. If possible choose the meeting dates and education topics for the entire next year and communicate these at annual meeting and to all members via meeting minutes.
- Send meeting minutes to all Chapter members within 2 weeks of meeting.
- Many members may not have an e-mail that works (or they don't check it). Encourage members in attendance to post meeting notices and minutes within their department for other members and co-workers to stay informed. This could also encourage new members.
- For a fall meeting have an update from the Conference as an agenda item for those members who were unable to attend the conference. Members present that did attend the conference can share the items that meant the most to them and highlight the key topics that they benefited from.
- For a meeting late in the year or early January have either the constitutional review and call for amendments discussed or in an election year discuss the nomination process and review executive duties to encourage members to consider submitting their name for an executive position on both the Chapter executive or the Provincial executive groups.
- At annual meeting in April, remind and encourage all membership to be sending in their membership renewal forms in June. Encourage attendance at annual Conference in September. The Conference is an excellent opportunity to hear current relevant topics affecting our profession and offers the ability to network and make contacts with others.
- Education: One of the main Goals and Objectives of CSAO is that of ongoing education and advancements of the Central Service Profession. For Chapter meetings plan an education session with each meeting. Seek support of educators, front line staff members, vendors and sales representatives for presenting topics for education sessions. Leave time for questions and answers or just networking with each other. We can all be the best resource for one another. Take advantage of all the knowledge you have in one room and share that with one another.
- Keep members informed of Classroom course dates in your area as well as the recertification course.
- Another goal and objective of the Association is that of fostering and promoting co-operation among the membership along with recognition and image building. Make meetings fun. If having meetings face to face have them in fun locations with some social and networking opportunities for those attending. Have draws, games, auctions etc.
- CS Week - Third full week of October!! Celebrate it!! Prior to this send out notices to all hospitals in your Chapter recognizing this week and the profession. Sponsor draws for members with gift



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baskets, gift cards, donated items etc. Send an e-mail to all members congratulating them on their week and recognizing the dedicated, specialized and crucial work they do for patient care. Encourage members to celebrate this week in their hospital by having open houses, draws, games etc. This is a good opportunity to educate the rest of the hospital on the profession of a Medical Device Reprocessing Technician.