

**NOVA SCOTIA GERONTOLOGICAL NURSES ASSOCIATION**



**OPERATIONS MANUAL**

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**MISSION STATEMENT**

The mission of the Nova Scotia Gerontological Nurses Association (NSGNA) is to address the health concerns of older Nova Scotians and to support the nurses who participate with them in health care

**ROLES AND RESPONSIBILITIES OF EXECUTIVE**

**PRESIDENT**

**The President shall:**

- preside at all meetings of the Association
- perform all acts related to the office
- arrange for all meetings
- call the meeting to order at the appointed time and follow the established order of business
- conduct the meeting following parliamentary procedure
- offer assistance in an advisory capacity when necessary to other executive members
- act as an ex-officio member on all committees of the Association
- vote in the case of a tie
- act as official representative of the Association to outside persons or agencies
- sign all official documents and papers on behalf of the association.

**Duties of the President – annually (to do or delegate)**

Meet briefly with new executive immediately after AGM

- gather current data (address, phone numbers) on executive members annually and distribute to executive members and committee heads
- set agenda and arrange meeting place
- establish quorum
- review duties and responsibilities of members
- set meeting dates for the year
- set teleconference dates
- review AGM minutes and assign tasks to be completed

Subsequent Meetings

- set agenda and arrange meeting place
- elicit reports from each member of executive and committee heads
- deal with issues as they present themselves

## **NSGNA Operations Manual**

### **PRESIDENT – ELECT**

#### **The President –Elect shall:**

- automatically succeed the President.
- in the absence of the President, have all the powers of the President.
- perform the duties of the President in case of absence or upon the resignation of that Officer, until the next Annual Meeting.
- take the place of the President whenever it is necessary for the latter to leave the chair. For example:
  - If the President decides to engage in discussion she calls the President- Elect to take the chair;
  - Take the chair when a motion is proposed which affects the President only, and remains in the chair until the motion is disposed of;
  - Take the chair when the President has to deliver an official report.

### **SECRETARY**

#### **The Secretary shall:**

- be custodian of those records specifically assigned which include:
  - The minutes of all Executive Committee and annual General Meetings.
  - The minutes of all Standing Committees and Special Committees.
- record the Minutes of all general and Executive meetings.
- read all papers that may be called for by the meeting.
- keep roll of members present at meetings and call roll when required.
- be responsible for giving notice of meetings and circulating facts and minutes of all proceedings to the executive.
- be responsible for corresponding with individuals or organizations when requested by the executive.

### **TREASURER**

#### **The Treasurer shall:**

- notify CRNNS and CGNA and Registry of Joint Stock Companies of new executive following AGM.
- keep accurate record of all financial transactions of the association
- receive funds
- mail receipts of membership fees to members.
- pay debts incurred by the association from association funds after payment is authorized
- submit a financial report at each regular meeting and a complete report annually
- sign all cheques with another designated person
- have the books read annually by a responsible person approved by the Executive
- in conjunction with the President, draft the association budget

### **DISTRICT REPRESENTATIVES OF NSGNA**

#### **Purpose:**

To develop an awareness of our association among (a) our RN's and LPN's in our region and (b) the public.

#### **The District Representatives of Nova Scotia shall:**

- promote membership in the association.
- organize a committee within the membership of their health authority. This committee would be responsible for using the local resources; the provincial body of the association, the media, etc. to promote NSGNA and make it a functional and educational association. This committee must function within the constitution and by-laws of NSGNA and with approval of the executive.
- identify the needs of the district.
- identify local resources applicable and useful to the district, i.e., media, other organizations, professionals, agencies, etc.
- develop networking with identified resources, other districts and the executive.
- hold regular meetings with the committee in their district (every 3-4 months). To document all meetings and activities and report on our activities to the Executive.
- organize educational seminars within the region. These seminars should meet the needs of the members, as well as be of interest, be educational and relative to gerontology.
- present a written report at the annual meeting summarizing the activities of the region.
- at the end of the fiscal year submit a financial report to the Treasurer

#### **Seed Money:**

Each NSGNA District Representative has \$100.00 available from NSGNA to support their educational endeavours. The seed money is available annually upon request from the Treasurer. A general statement is to be submitted at the end of the fiscal year to the NSGNA Treasurer.

## **NSGNA Operations Manual**

### **NOMINATIONS COMMITTEE**

#### **Purpose:**

To solicit nominations from NSGNA members who are willing to let their name stand for a vacant executive/other position and to present the list to the membership for voting at the AGM.

#### **Membership:**

**Chair:** The Past-President serves on the executive for a 2 year period, during which time he/she assumes the role of Nominations Chairperson.

**Members:** 2 committee members are elected annually at the AGM.

#### **The Nominations Committee shall:**

- Calls for nominations in the newsletter preceding the AGM, so that members are aware of the vacant positions. May include a brief biography of each nominee, if available.
- Provides a simple form for anyone wishing to submit a nomination and a contact name, address, phone and e-mail.
- Has a discussion with each potential nominee in advance, to ensure that he/she will accept that nomination when it is made and/or allows for a nomination to be submitted prior to the AGM
- Compiles a list of nominees for each vacant position and reports to the Executive Committee, preceding the general meeting where the elections will take place.
- Submits a list of nominees to the membership in the form of a Committee Report, published in the AGM Booklet.
- In the event of 2 nominations for 1 position, voting is by show of hands. (Bylaw article Xi. Section 1) If a candidate is uncontested that candidate shall be elected by acclamation.
- Whenever possible a minimum of 2 nominations shall be nominated for each position.

#### **Annual General Meeting:**

The Chair of the Nominations Committee calls for “nominations from the floor” (X3). for each vacant position. A nomination from the floor by this method does not require a seconder, but other members may choose to second, to show that they support the individual.

A complete list of elected members is presented to members at the end of the election procedures.

## **NSGNA Operations Manual**

### **NSGNA ANNUAL GENERAL MEETING AND EDUCATION CONFERENCE**

#### **Conference Profit Sharing Policy**

The District hosting the annual conference will receive 20% of all profits from the NSGNA AGM and educational conference. 80 percent is returned to the NSGNA provincial executive.

#### **Conference Seed Money**

\$1500.00 seed money will be given to the host Region committee. This seed money will be returned after the conference or prior, if for some reason the conference does not proceed as planned.

#### **Meeting Schedule**

The annual meeting will be scheduled in the spring of the year. Specific dates are to be chosen by the hosting District. The intent is for Districts to undertake the AGM conference on a rotational basis. The format generally includes an educational day and banquet, as well as a ½ day business meeting. This format can be altered to a guest speaker/education session with a short business meeting.

#### **Preparation of the Conference by the Selected Region**

(Set time and date of conference as per guidelines above)

- Approximately 8-10 months is required for planning the annual conference/meeting.
- A committee should be selected to divide the work of preparation with a confirmation of a conference chairperson.
- The time, date and place of the next AGM should be selected.
- The Provincial Executive can help focus the planning by selecting a theme.
- A keynote speaker will be selected as well as speakers for other educational offerings at the conference.
- Conference schedule should be established.
- Brochures can be designed to advertise the AGM as well as featuring AGM schedule in the NSGNA newsletter. Advertisement should be available 3-4 months before AGM.
- There should be contacts made to allow for companies/individuals to display at the conference. There may also be some opportunity to access other sponsors for the conference. Complimentary gift bags with articles for distribution to all conference registrants should be arranged.
- Gifts/payments for speakers as well as door prizes for registrants should be arranged.
- Arrange for introductions for all speakers.

## **NSGNA Operations Manual**

- Media coverage is to be arranged.
- Letters should go out to all scheduled speakers for audiovisual and special equipment needs.
- Name tags, registration tables, evaluation forms, maps, special equipment is to be arranged

### **PUBLIC RELATIONS COMMITTEE**

#### **Purpose:**

The committee is responsible for publishing the NSGNA Newsletter and the NSGNA Website. Other responsibilities may include publicizing the association via workshops and meetings. As well, the Public Relations Committee shall be the liaison between the Association, relevant agencies and news media.

#### **Committee:**

A public relations committee shall consist of a chairperson appointed by the President promptly after the annual general meetings. Committee members shall be appointed by the chairperson.

#### **Newsletter**

- All articles/notices to editor(s) by deadline designated by P. R. Committee.
- Deadline will be published in each newsletter for subsequent issues (when possible)
- Format to be designed by committee or may be delegated
- Editor(s) to proof read newsletter
- Published by Public Relations Chair
- Returned to editor (s) for distribution by mail or e-mail
- Regular updating of membership list and acquisition of needed supplies
- All receipts to be kept and mailed to association treasurer for payment.

#### **Website**

- The NSGNA member responsible for web maintenance will liaise with the web mistress, who makes changes to the web page.
- The website will be updated quarterly & all notices & information will be submitted one month before update occurs.
- The all information will then be submitted by NSGNA by email to the web mistress. The fee for this web service is negotiated annually with the web mistress. The server fee is paid bi-annually as invoiced.
- Links will be to CGNA, CRNNS & others as decided by the executive.
- There will be no product endorsement used on the web page except if an individual sponsor fully supports an NSGNA event (e.g. annual conference).
- All executive members should review the web page at least quarterly for errors or omissions & notify the representative as soon as possible.

## **NSGNA Operations Manual**

### **SCHOLARSHIP COMMITTEE**

#### **Members:**

Chairperson appointed by the executive committee. Members solicited by chairperson from general membership as required. An effort shall be made to have members selected from diverse regions of NSGNA

#### **Responsibilities:**

- Annually review application form and criteria data.
- Change date for application deadline and address for receiving forms in keeping with New Year.
- Advertise scholarship in NSGNA newsletter.
- Supply all requested application forms.
- Receive all application forms; notify applicants that forms have been received, note any deficits in data supplied.
- Review all applications.
- Distribute award based on criteria set out and consensus of committee.
- In the event of dispute regarding the award the matter will be taken to the Executive Committee for resolution.

## MEMBERSHIP CRITERIA

### Regular Member

Registered Nurse (RN) or Licensed Practical Nurse (LPN) in Nova Scotia (active practicing members and non-practicing members of CRNNS and CLPNNS), with current paid membership in NSGNA.

#### **Privileges of regular members:**

- Voting member of NSGNA and CGNA
- Eligibility for scholarship/bursary/ monies
- Right to hold office in association

### Honourary Lifetime Member

Registered Nurse (RN) or Licensed Practical Nurse (LPN) in Nova Scotia who has been awarded a honorary lifetime membership by NSGNA

#### **Privileges of honorary lifetime members:**

- Whether RN or LPN the same as above
- CGNA portion of NSGNA membership will be paid by NSGNA association and NSGNA portion will be omitted.
- Membership will continue until honorary lifetime member indicate they would no longer wish to be a NSGNA member.

### Student Affiliate Member

Registered Nurse (RN) or Licensed Practical Nurse (LPN) student currently enrolled in provincial program.

#### **Privileges of student affiliate members:**

- Eligible for scholarship/bursary/monies
- May be asked to sit on committees

### Associate Member

- Consultants or resource people (organizations would fit here)
- Not necessarily regular members of the Association
- May be asked to sit on committees
- Non-voting members

Associate members are consultants or resource people, but do not imply that they are members of the Association. Resource people may be asked to sit on a specific committee

### **EXPENSE ALLOWANCE GUIDELINES**

Expense allowances for Executive and designated individuals are as follows:

- Attendance at Executive meetings including AGM mileage will be paid at a rate of 0.3885¢/km travelled. Member must submit request for this allowance to the executive.
- Cost of all postage, telephone costs and stationery used for association business will be reimbursed, expense claim forms must be submitted to treasurer
- Any exceptional costs incurred in the operation of the Association may be submitted to the Executive for approval

Receipts must be submitted for all purchases and services. Travel monies must be requested, detailing dates and times of meetings and mileage travelled.

All requests for funds must be accompanied by an NSGNA expense claim form (copy in appendix) before approval.

## NSGNA Operations Manual

### ANNUAL GENERAL MEETING

The Association shall hold a General Meeting of the membership at a date and location chosen by the Executive Committee for the purpose of electing officers, receiving reports of officers and committee and for any other business that may arise.

- place and date of this meeting may be delegated by the executive to others, for example, a regional committee or the education committee
- A quorum is 25 voting members or 10% of voting members which ever is greater
- Voting shall be by a show of hands

#### **Preparation for the AGM and Conference by the Provincial Executive (President)** (Any or all may be delegated)

1. Confirm the hosting District and a conference chairperson. **Executive**
2. Appoint an Executive member as the liaison person to Conference Planning committee. **President**
3. Prepare the AGM minutes and distribute to Executive. **Secretary**
4. Reading of the books and prepare the annual budget for presentation. **Treasurer**
5. Decision regarding fee to be recommended for the incoming year. **Treasurer**
6. Preparation for the elections: **Nominating Committee**
  - Call for nominations prior to AGM
  - Purchase of supplies for voting
7. Publication of notice of meeting in Newsletter 60 days in advance of AGM. **Secretary**
8. Review minutes for agenda items. **President**
9. Canvass Executive for agenda items. **President**
10. Review correspondences for agenda items. **President**
11. Prepares agenda and arranges publication in the AGM **President**

## NSGNA Operations Manual

booklet to be distributed to all members at the Conference

Also in the AGM booklet are the following:

- Rules of procedures for AGM of the NSGNA
- Parliamentary Points
- Minutes from last AGM
- Reports from:
  - President
  - Vice-president
  - Scholarship Committee
  - Publicity Committee
  - Membership Committee
  - Regional Representatives
  - Treasurer's Report

Any other documentation deemed to be pertinent for Member view.

12. Arrange for Parliamentarian if deemed necessary. President
  
13. Arrange for:
  - Scrutineers
  - Ballots
  - Tables outside meeting rooms for taking fees
  - Assistants for treasurer/membership person in signing up individuals.President
  
14. Assist in arranging Executive members to introduce guest speakers. President
  
15. Print motions and give to secretary and parliamentarian. President
  
16. Arrange for election of Nominating Committee (3 members) before closing of AGM. President



## Nova Scotia Gerontological Nurses Association Membership Application Form

NSGNA Application/ Renewal	CGNA + NSGNA	Total
• RN Professional Membership:	\$ 40.00 + \$15.00	= <b>\$55.00</b>
• LPN Associate Membership:	\$ 20.00 + \$15.00	= <b>\$35.00</b>
• Student Associate Membership:	\$ 20.00 + \$7.50	= <b>\$27.50</b>

**My Membership application is for:**

**Amount Enclosed:**

- RN Professional Membership: \$ 55.00
- LPN Associate Membership: \$ 35.00
- Student Associate Membership: \$ 27.50

\$

**Please Print Clearly**

**Name:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Phone: (Residence)** \_\_\_\_\_ **(Work)** \_\_\_\_\_

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

**My area of practice is:** \_\_\_\_\_

**Forward Cheque or Money Order to:**

NSGNA, Quinpool RPO, P.O. Box 33101, Halifax, N.S., B3L 4T6

**CRITERIA FOR NSGNA SCHOLARSHIP**

**The candidate must:**

- Be a member of the Nova Scotia Gerontological Nurses' Association for at least two current, consecutive years.
- Be involved in a course, project, or nursing research contributing to the knowledge and development of the Gerontological Nurse.
- Be a part-time or full-time student.
- Remain in or return to Nova Scotia to be employed in nursing for a minimum of one year.
- Have completed the NSGNA Scholarship Application Form
- Supply a letter of affirmation relative to the intended project or research.
- Be willing to share the results of the project or research in the NSGNA newsletter and/or as a presentation with the members of the Nova Scotia Gerontological Nurses' Association within one year after completion of the project.

**The closing date for receipt of all applications for the NSGNA Scholarship is March 1<sup>st</sup>**

Please send requests for application forms and/or completed application form to:

**NSGNA  
Scholarship Committee  
Quinpool RPO, PO Box 33101  
Halifax, Nova Scotia  
B3L 4T6**

NOVA SCOTIA GERONTOLOGICAL NURSES ASSOCIATION  
SCHOLARSHIP APPLICATION FORM

**A. GENERAL INFORMATION**

Applicant: \_\_\_\_\_

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

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

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

**B. NURSING ASSOCIATION MEMBERSHIP**

NSGNA Member since: \_\_\_\_\_

Have you previously applied for a scholarship?  NO  YES: \_\_\_\_\_  
Year (s)

Have you previously received a NSGNA scholarship?  NO  YES: \_\_\_\_\_  
Year (s)

Have you received other monies from NSGNA (travel, certification, etc)?  
 NO  YES: \_\_\_\_\_  
Year (s)

**C. PROGRAM OF STUDY**

Program of study: \_\_\_\_\_

Degree/Diploma anticipated: \_\_\_\_\_

Year of study: \_\_\_\_\_ Program Length: \_\_\_\_\_  Part-time  Full-time

Acceptance letter enclosed:  Yes Expected date of completion: \_\_\_\_\_

Briefly describe how your program of study relates to gerontological nursing and how it affects your current practice: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. PROFESSIONAL MEMBERSHIPS**

Please list:

Professional membership(s)	Dates	Position(s) held
_____	-	_____
_____	-	_____
_____	-	_____

**E. OTHER MEMBERSHIPS**

Non-professional membership(s)	Dates	Position(s) held
_____	-	_____
_____	-	_____

**F. VOLUNTEER/COMMUNITY ACTIVITIES**

Activities	Dates	Position(s) held
_____	-	_____
_____	-	_____
_____	-	_____

**G. AWARDS, HONOURS, GRANTS (within the last 2 years)**

<u>Honours, Awards &amp;/or Grants</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

**H. PUBLICATIONS**

Please list all professional publications to date, or in press (please use APA format):

\_\_\_\_\_

\_\_\_\_\_

**I. PRESENTATIONS (Relevant to Gerontology)**

Please list all professional nursing presentations that you have made:

<u>Date</u>	<u>Audience</u>	<u>Topic</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**J. EDUCATIONAL BACKGROUND**

Please list educational institutions, in sequence, starting with the most recent:

Institution & Location	Date Completed	Certification Diploma or Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

**K. PROFESSIONAL EXPERIENCE**

*Please list positions held, in sequence, starting with the most recent position first:*

Institution & Location	Position(s)	Date(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**For Committee Use Only**

**Current Consecutive NSGNA Member** # of Years \_\_\_\_\_

**Previous Scholarship**  YES

**Other Monies**  YES

**Acceptance Letter**  YES

**Relates to gerontological Nursing**  YES

**Professional/Other Membership(s)**  YES

**Volunteer/ Community Actives**  YES

**Awards, Honours, Grants**  YES

**Publications**  YES

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NSGNA CNA CERTIFICATION IN GERONTOLOGY BURSARY  
CRITERIA AND APPLICATION FORM**

**Eligibility**

The certification in Gerontology bursary is award to an individual who;

- Is a member of the Nova Scotia Gerontological Nurses' Association for at least two current, consecutive years.
- Is writing the CNA Certification in Gerontological for the first time or applying for re-certification to CNA Certification in Gerontological.

Remain in or return to Nova Scotia to be employed in nursing for a minimum of one year

**Criteria**

- Has met CNA criteria and has been approved by CNA to write exam for certification in Gerontology.

**or**

- Has met requirements by CNA for recertification and has been recertified

**Process**

Completed certification forms are forwarded to NSGNA Executive who will screen applicants for eligibility. Successful applicant(s) will be randomly drawn by NSGNA Executive

- Copy of CNA certification in Gerontology application approval letter or receipt attached.

**or**

- Copy of recertification letter/ certificate

**Applicant:** \_\_\_\_\_

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

\_\_\_\_\_

**Phone: (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_

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

**The closing date for receipt of all applications for the NSGNA Certification Bursary is postmarked by March 1<sup>st</sup>**

Send completed form to:

NSGNA ,Quinpool RPO, P.O. Box 33101, Halifax, Nova Scotia, B3L 4T6

**CONFERENCE BURSARY CRITERIA AND APPLICATION FORM**

The award of monies for conference bursaries for members of NSGNA travelling for business and/or participation in meetings or events related to NSGNA may be considered based on the following criteria:

- Applicant must be a member of NSGNA and have maintained paid membership for three current consecutive years.
- The objective of the travel must align with our mission statement.
- Award of bursaries will be at the discretion of the Executive based on available resources and the number of requests at any given time
- Application should be made in writing to the Executive of NSGNA allowing adequate time for consideration of the request.
- The following items may be claimed as a conference expense; registration fee, hotel, travel (e.g., air fare, taxi, shuttle, etc), does not include Expense Allowances for Executive (see Operations Manual).
- An estimate of cost may be submitted, but monies will only be awarded when original receipts are forwarded. Successful applicants will be made aware.

**Please complete the following: (PRINT CONTACT INFORMATION)**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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

**Phone (H):** \_\_\_\_\_ **(W):** \_\_\_\_\_

**Application letter for request demonstrating above criteria attached:**

**Mail to the following address:**

**NSGNA, Quinpool RPO, PO Box 33101,  
Halifax, Nova Scotia, B3L 4T6**

**NSGNA Honourary Lifetime Membership Award  
Nomination Form**

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**Eligibility**

The Honourary Membership is awarded to acknowledge a nurse who;

- a) is recognized as making an outstanding contribution to the field of gerontology and/or the health and care of older adults through their career or community participation. Is a current member of NSGNA (consideration will be given to previous members).
  
- b) is retired or retiring, has made an outstanding contribution to gerontological nursing and the care of older adults during their career and is currently a member of NSGNA (consideration will be given to previous members).

**Criteria**

Selection will be made on the basis of written documentation in support of how well the nominee meets the honorary membership award criteria (see page 2).

**Process**

- Completed nomination form signed by three (3) nominators and supporting documentation is forwarded to the Executive postmarked by March 1<sup>st</sup> for consideration that year.
- The successful nominee must be supported by agreement of the Executive.
- The recipient will receive a certificate and be recognized at the NSGNA AGM.

**Nomination Information** (please print clearly)

Nominee: \_\_\_\_\_ Phone: (W) \_\_\_\_\_ (H) \_\_\_\_\_

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

**Nominators**

All nominators will be members of NSGNA.

	Print name	Signature	Phone number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**NSGNA: Attention Nominations Committee**

Quinpool RPO,

P.O. Box 33101,

Halifax. N.S.,

B3L 4T6

**Deadline March 1<sup>st</sup>  
Nova Scotia Gerontological Nursing Association**

**Honourary Lifetime Membership Award Criteria**

**Criteria:**

1. Individuals who have significantly participated in the Nova Scotia Gerontological Nurses Association (NSGNA) or CGNA.
2. Individuals who have made a significant contribution to the health care of older adults by:
  - Creating or assisting in the organizing and implementing of health care for older adults
  - Demonstrating gerontological expertise resulting in an improvement in the health care delivery system.
3. Individuals whose activities have resulted in increased status and public recognition for the specialty of gerontology through their leadership skills
4. Individuals whose leadership activities have gained the respect, admiration, and support of other gerontology leaders and peers.
5. Individuals who have made a personal contribution to the promotion of gerontology through:
  - Published materials,
  - Research and teaching, and/or
  - Providing public statements on questions related to gerontology.

**NSGNA EXPENSE CLAIM FORM**

ITEM	DATE OF EXPENDITURE	EXPENSE CATEGORY	AMOUNT
<b>TOTAL AMOUNT REQUESTED</b>			

SUBMITTED BY: \_\_\_\_\_ POSITON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_ RECIEPT(s) ATTACHED

**OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

AMOUNT APPROVED: \_\_\_\_\_

CHEQUE #: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

