



PNAVA Policies and Procedures

Executive Board Directory Policy

Policy Number: 1.6 Reviewed: New Adoption Revised: New EB Reviewed & Approved: 03/2022 Original Date: 6/2021
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PURPOSE

To facilitate communication and exchange of ideas of amongst the members of the PNAVA Executive Board, committee chairpersons, and the Advisory Council.

POLICY

1. The PNAVA Executive Directory shall be distributed to all members of the PNAVA Executive Board, committee chairpersons, and the Advisory Council.
2. The Directory shall include a complete listing of names, addresses, telephone numbers and emails of all officers, board members, committee chairpersons, and advisory council members.

PROCEDURE

1. The PNAVA Secretary will verify the accuracy of the information prior to making a final draft of the PNAVA Executive Directory.
2. The Secretary will email copies of the Directory to all the officers, board members, and committee chairpersons.
3. For correspondences: educational degrees, credentials, and position titles will be included. Example: BSN, MSN, CCRN, Ph.D., etc.

REFERENCE (S)

ATTACHMENT(S)

1. Revision History



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Attachment 1: Revision History

Original Author: Vivian Dulce
Reviewed: 2/2022 P&P Committee
President: 2020-2022 Catherine Paler