ARIN Leadership Webinar
Leadership, Volunteerism, Your Chapter and Your Chapter

Mary f. Sousa BSN, RN
ARIN President 2015
Welcome

- Welcome, Welcome, Welcome

- Supporting ARIN Chapters through Leadership Development Series
The Vision
Objectives

• The overall objective of this workshop is to provide consistent, effective leadership education for members of ARIN.
• Enhance leadership potential and develop ARIN members’ skillsets to lead local and national initiatives.
• Opportunities to build strong relationships with ARIN leaders.
Webinar Overview

• Mary Sousa, BSN, RN/ARIN President 2015
  – Legal and Financial Responsibilities of Non-Profit Boards
Legal and Financial Responsibilities of Non-Profit Boards

Mary Sousa
Non-Profit Corporation

• Advantages:
  – Liability confined to organization
  – State incorporation law
  – Easier to function in business world

• Disadvantages:
  – State governs compliance
    • Rules of operation
    • Initial filing fee
    • Annual reports
    • Annual fee
Non-Profit Corporation

• Articles of Incorporation
  – Purpose
  – Mission
  – Structure (bylaws)
  – Operational P&P

• Board Members
Legal Contexts: Non-Profit

• Budget: $0 to $Billions
• Support: fees/contributions/grants/contracts
• Board of Directors
  – Elected / Appointed / Self–perpetuating
  – Varying number of members
  – Operate within laws of state
  – Legal and ethical conduct
Tax Exempt Status

• Non-profit
• Commitment to Mission over Profit
• IRS Code 501(c) tax-exempt
  – 501(c)3: Public Charity
  – 501(c)4: Social Welfare/Public Advocacy
  – 501(c)6: Professional / Trade
    • Promote interest of profession
    • Not Tax Deductible
    • Serves interests of members
ARIN Chapters

ASSOCIATION FOR RADIOLOGIC & IMAGING NURSING CHAPTER MAP
ARIN Chapters

Chapters: Long Island Chapter

WELCOME TO THE LONG ISLAND ARIN CHAPTER HOME PAGE

We welcome all members of ARIN and in the New York/Long Island area to join our Chapter and participate in our activities. We value your membership, participation and ideas.

Member Benefits Include:
- Information sharing and knowledge
- Connecting with local and national colleagues
- Building your network
- Promoting clinical and professional expertise
- Addressing issues that affect Radiology Imaging Nursing and health care in the state of New York

Current Activities
- Nominations for Radiology Nurse of the Year - Award will be presented at our Fall Meet and Greet
- Essay Contest on the Importance of Radiology Nursing Certification
- November Fall Meet and Greet - Wednesday November 11, 2015 at Center for Advanced Medicine in New Hyde Park, New York

JOIN OUR CHAPTER TODAY!!!!!!

Please feel free to contact Jamie F. Simon RN - President Long Island ARIN Chapter at jsimon@nychs.edu
Fiduciary Duties (3D’s)

• Duty to Care

• Duty to Loyalty

• Duty to Obedience
Duty to Care

“Ordinary prudent person in like position would exercise similar circumstances”

– Common sense
– Informed judgment
– Competence
Duty to Care

• Active participation
  – Be prepared
  – Evaluate reports / Financials / Committees
  – Examine credentials / performance
  – Comply with state & federal requirements

• Reasonable Inquiry
  – Request / receive info
  – Investigate
  – Independent judgment
Fiduciary Failure: Omission

• Problems develop
• Passive or inactive
• Just bad decisions
• Ignorance
Duty to Loyalty

• Standard of faithfulness
• Promote public purpose
• Avoid Conflict of Interest*
  – General
  – Need written policy
  – Loans: not to officer/directors
  – Corporate opportunity
    • Not divert business for personal gain
Conflict of Interest

As a leader of the Association for Radiologic & Imaging Nursing (ARIN) I affirm that:

- I will act in the best interests of ARIN regarding my fiduciary responsibility to the Association.
- I will fully disclose any conflict of interest to the Board of Directors of ARIN.
- In the event of a conflict of interest, I will not discuss, vote, or otherwise be involved in consideration of the matter.
- I agree not to take advantage of any corporate opportunity available to ARIN of which I become aware as a result of my position with the Society.
- I agree to cooperate fully in the event of an investigation of a potential breach of this Policy.
- I am aware that this statement will be available to any member on request.
Duty of Obedience

• Faithful to Mission
  – Governing documents (bylaws)
  – Proper notice for meeting
  – Regular meetings
  – Directors are properly appointed
  – Financial oversight
    • Budget
    • Quarterly review
Duty of Obedience

• Comply with federal / state laws
  – Federal Law
    • Charitable corp. – IRS – tax exempt org
    • Not able to deduct contributions
  – State Law
    – Annual financial reports – 990
    – Gaming license: bingo – raffle
ARIN Code of Conduct

Board members will have the opportunity for input into the decision making process, the opportunity to vote on issues, and the duty to make certain the governance process is fair and representative of the membership.

Board members will present a united front on issues once a vote is taken. The Board speaks with one voice.

Board members will bring issues to the Board and remain open minded throughout the discussion of the issues.

Board members will strive to establish and maintain dignified and honorable relationships with those with whom they serve (other Board members), individual members, staff members, and other stakeholders of the Association.

Board members will not make commitments on behalf of the Association.

Board members will not abuse their position of authority as leaders of the Association.
Annual Reports

• Form 990*
  – Enables IRS to ensure organization meets requirements for tax-exempt status
  – Factual info
    • Board structure / practice
    • # voting members
    • Management responsibilities
    • Provide form to each member
  – Post form on website
Form 990-EZ
Return of Organization Exempt From Income Tax

Part I

Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

1. Contributions, gifts, grants, and similar amounts received
2. Program service revenue including government fees and contracts
3. Membership dues and assessments
4. Investment income
5a. Gross amount from sale of assets other than inventory
5b. Less: cost or other basis and sales expenses
5c. Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)
6. Gross income from gaming (attach Schedule G if greater than $10,000)
7. Gross income from fundraising events (including $500 of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $10,000)
8. Less: direct expenses from gaming and fundraising events
9a. Gross sales of inventory, less returns and allowances
9b. Less: cost of goods sold
9c. Gross profit or (loss) from sales of inventory (Subtract line 9b from line 9a)
8. Other revenue (describe in Schedule O)
10. Total revenue. Add lines 1, 2, 3, 4, 5, 6, 7, 8, and 9
11. Grants and similar amounts paid (if in Schedule O)
12. Benefits paid to or for members
13. Salaries, other compensation, and employee benefits
14. Professional fees and other payments to independent contractors
15. Occupancy, rent, utilities, and maintenance
16. Printing, publications, postage, and shipping
17. Other expenses (describe in Schedule O)
18. Total expenses. Add lines 10 through 17
19. Excess or (deficit) for the year (Subtract line 17 from line 18)
20. Net assets or fund balances at beginning of year (from line 27, column (A) must agree with end-of-year figure reported on prior year’s return)
21. Other changes in net assets or fund balances (explain in Schedule O)
22. Net assets or fund balances at end of year. Combine lines 18 through 20

For Paperwork Reduction Act Notice, see the separate instructions.
Chapter Charter Formation

- Employer ID Number (EIN)
- Checking account
- File articles of incorporation / bylaws
- Member List / contact info
- Election of Officers
  - National ARIN membership
- Financial Plan / Budget
## Annual Report Documents

<table>
<thead>
<tr>
<th>Form</th>
<th>Income</th>
<th>Description</th>
<th>Due date</th>
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<td>IRS 990 N</td>
<td>↓ $25,000</td>
<td>Postcard</td>
<td>May 15</td>
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<td>IRS 990 EZ</td>
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<td>May 15</td>
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<td>IRS 8822</td>
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<td>Change of contact person and address</td>
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<tr>
<td>Annual Chapter Report</td>
<td></td>
<td>Document election of officers; bylaws reviewed; chapter activity; membership list; financial information</td>
<td>January 31 to ARIN National Office</td>
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Questions?

• Please feel free to contact me with questions or comments.

• I look forward to speaking with you.

• Mary.sousa@arinnursing.org

• Arin Office: 866–486–2762
Reference


References

• Chapter Formation Handbook, ARIN. 2011.