

# WISCONSIN SOCIETY FOR RESPIRATORY CARE

## Policy and Procedure Manual

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# Wisconsin Society for Respiratory Care

## Policy Statement

Policy BOD.001

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SECTION: Board of Directors  
SUBJECT: **Position Descriptions for Elected Officers of the Board**  
EFFECTIVE DATE: 9.26.2015  
DATE REVISED: 3.12.2016  
REFERENCES: WSRC Bylaws  
AARC Policy and Procedure Manual

### **Policy Statement:**

The elected officers of the Board of Directors of the Wisconsin Society for Respiratory Care are as follows: President, President-Elect, Past President, Vice President, Secretary, Treasurer, Delegate, Delegate-Elect, and District Representative. These members of the Board of Directors are elected by the membership of the WSRC.

1. **President.** The president will serve a two-year term, carrying out the following responsibilities:

- A. Preside over all Board of Directors and business meetings for the WSRC.
- B. Organize a board review of all appointed positions on WSRC BOD for both standing and special committees during second year of term (minimally).
- C. Act as an ex-officio voting member of all committees, *with the exception* of Nominations and Elections.
- D. Assure appropriate communication between the WSRC and other professional organizations relating to respiratory care.
- E. Along with the delegate, serve as liaison between the WSRC and the AARC
- F. Ensure Respiratory Care students in the State of Wisconsin are informed of the goals, objectives, and functions of professional Respiratory Care organizations.
- G. Written budget proposals upon Board of Directors request.
- H. Coordinate membership list with Secretary and Appointed Membership Chair
- I. Standing member of Membership, Education, Budget & Audit Committees
- J. Reviews and approves/rejects all considerations for waived registration submitted by WSRC board of directors for all WSRC/NRRCC events.
- K. Standing member of Joint Executive Committee for NRRCC. Duties as assigned.

2. **President-Elect**. The President-Elect will serve a one year during the second year of the current president's term, carrying out the following responsibilities:

- A. Preside at all meetings in which the president is absent.
- B. Assume the duties of the president in the event of a vacancy.
- C. Chair the Budget and Audit Committee.
- D. Attending each Board of Directors meeting.
- E. Written budget proposals upon Board of Directors request.
- F. Standing member of Membership, Education, Budget & Audit Committees
- G. Performs all duties and responsibilities of the Society as a voting member of the Board of Directors.

3. **Past President**. The Past President will serve a one-year term during the first year of the current president's term, carrying out the follow responsibilities:

- A. Serve as advisor to the President and the Board of Directors.
- B. Authors and updates the strategic plan in collaboration with the President and BOD.
- C. Oversight of policy revisions with Bylaws Chair as needed, present to BOD for approval.
- D. Chair the Budget and Audit Committee
- E. Support appointed Membership Chair in recruitment and retention tactics to increase membership.
- F. Standing member of Membership, Education, Budget & Audit Committees
- G. Performs all duties and responsibilities of the Society as a voting member of the Board of Directors.

4. **Vice President**. The Vice President will serve a two-year term, carrying out the following responsibilities:

- A. Attending each Board of Directors meeting.
- B. Written budget proposals upon Board of Directors request.
- C. Assure efforts are made to foster communication with all respiratory care practitioners within the State of Wisconsin.
- D. Member of Membership, Education Committees and ensure committee reports are submitted to the BOD.
- E. Assumes responsibility of the president's duties in the event of a vacancy of the president during the 2<sup>nd</sup> year of president's term.

- F. Performs all duties and responsibilities of the Society as a voting member of the Board of Directors.
- G. Assists NRRCC Chair and NRRCC Co-chair with duties as assigned.

5. **Secretary**. The Secretary will serve a two-year term, carrying out the following responsibilities:

- A. Attending each Board of Directors meeting and has responsibility of minutes.
- B. Collect all BOD reports for each scheduled Board of Directors meeting and distribute them to BOD prior to scheduled meetings. Send out all agendas prior to BOD meetings; take and distribute approved BOD minutes.
- C. Maintain an updated version of all WSRC policies.
- D. Written budget proposals upon Board of Directors request.
- E. Maintain an adequate supply of official WSRC stationery and envelopes.
- F. Maintain copy of Bylaws
- G. Responsible for minutes for Budget & Audit Committee.
- H. Maintains a copy of all Board members' contact information.
- I. Performs all duties and responsibilities of the Society as a voting member of the Board of Directors.

6. **Treasurer**. The Treasurer will serve a two-year term, carrying out the following responsibilities:

- A. Attending each Board of Directors meeting.
- B. Standing member of Budget and Audit Committee.
- C. Submit financial reports and updates for scheduled BOD meetings and upon request of the BOD.
- D. Written budget proposals upon Board of Directors request.
- E. Records of all transactions of the WSRC.
- F. Payment of accounts receivable on at least a 30-day basis.
- G. Disbursement of reimbursement within a reasonable period of time to members of the WSRC upon receipt of proof of expenditure.
- H. Ensures audit of all WSRC funds & accounts with BOD request; or minimally every 3 years.
- I. Maintains all checks and credit cards for WSRC.
- J. Performs all duties and responsibilities of the Society as a voting member of the Board of Directors.

7. **Delegate and Delegate-Elect.** The Delegate will serve a two-year term. The Delegate-Elect will serve a two-year term, followed by a two-year term as Delegate. Both will carry out the following responsibilities:
- A. Attending each House of Delegates meeting and annual AARC business meeting.
  - B. Be well versed in Parliamentary procedures.
  - C. Represent and vote for the entire WSRC, not own interests or that of the Board of Directors, at all House of Delegates meetings.
  - D. The delegate may submit, with appropriate documentation and in a timely fashion, to the AARC nominations for; life membership, honorary membership, AARC officers, AARC Board of Directors, and elected committee members.
  - E. Written budget proposals upon Board of Directors request.
  - F. Submit hours of participation to President prior to any (WSRC/NRRCC) event for consideration of waived NRRCC registration.
  - G. Submit budget pre-approval request for attendance at HOD events.
  - H. Performs all duties and responsibilities of the Society as a voting member of the Board of Directors.
  - I. The delegate and delegate-elect will attend each Board of Directors meeting.
  - J. Written yearly goals and objectives.
  - K. Written budget proposals upon Board of Director's request.
  - L. Fulfills duties as required by the AARC House of Delegates.
8. **District Representative.** The District Representative will serve a two-year term and carry out the following responsibilities:
- A. Attending each Board of Directors meeting.
  - B. Hold at least one district meetings per quarter. These may take place in conjunction with the events mentioned in "C".
  - C. Hold at least one event per quarter. Educational focus would be preferred for at least one quarter, although other options could include community service, recruitment events, RT program visit, or a social/networking event.
  - D. Help lead and organize a yearly scholarship fundraising event for your district.
  - E. Submit written reports for each of the scheduled Board of Directors meetings including minutes from district meetings, number of district educational events/activities, and hours of participation.
  - F. Written budget proposals upon Board of Directors request.
  - G. Submit hours of participation to President prior to any (WSRC/NRRCC) event for consideration of waived NRRCC registration.
  - H. Standing Member of Membership Committee.
  - I. Responsible for appointing student and therapist representatives to assist with district events and activities.
  - J. Performs all duties and responsibilities of the Society as a voting member of the Board of Directors.

*See the district representative orientation guide for more specific details and assistance with all the above items.*

9. **Vacancy.** In the event of a vacancy in any of the above positions with the exceptions of President and Delegate, the President shall appoint a replacement, with the approval of the Board of Directors, for the remainder of the term. A vacancy in the position of President or Delegate will be filled by the Vice President/President-Elect or Delegate-Elect, with the newly vacated position then being filled by appointment of the President.

Wisconsin Society for Respiratory Care

Policy Statement

Policy BOD.002

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SECTION: Board of Directors  
SUBJECT: **Appointed BOD Chair responsibilities & Committee oversight & structure**  
EFFECTIVE DATE: 4.10.2016  
DATE REVISED:  
REFERENCES: WSRC Bylaws  
AARC Policy and Procedure Manual

**Policy Statement:**

The chairpersons of the committees that serve the WSRC constitute the appointed membership of the Board of Directors. Committee chairpersons are appointed by the Board of Directors. Appointed Chairs will serve two (2) year terms coinciding with the President's term. Confirmation shall take place at the next scheduled meeting of the Board of Directors or as soon as possible following an appointment or new appointment. The exception to this is the Chair of the Budget and Audit Committee, the duties of which are fulfilled by the president-elect or past president.

**Standing Committees:**

Chairpersons for standing committees are appointed for a term of two (2) years and may appoint committee members from the WSRC membership to assist them, subject to approval by the Board of Directors.

**1. Convention Committee.** The Board of Directors is responsible for appointing the Chairperson of this committee. This will occur at the spring board of directors meeting in conjunction with the NRRCC. The chair then appoints a committee consisting of convention co-chair, speaker chair, exhibitor/sponsor chair, facilities chair with approval of BOD. This committee will then carry out the following responsibilities:

A. Carry out the planning and Operation of the North Regional Respiratory Care Conference in concert with the Minnesota Society for Respiratory Care-NRRCC.

B. Determine committee structure and function.

C. Written yearly goals and objectives reported to WSRC board of directors.

D. Written reports for each of the scheduled Board of Directors meetings.

E. Submission of committee members by the first yearly Board of Directors meeting.

F. Submission of written budget with assistance of the Budget and Audit Committee by the first Board of Directors meeting of the fiscal year.

G. Written reports to official WSRC publications as requested.

**2. Budget and Audit Committee.** This committee is made up of the President, Treasurer, Secretary, WSRC facilities chair at a minimum, and is chaired by the President elect/Past President, and carries out the following responsibilities:

- A. Oversee the budget and planning process as described in WSRC Policy Statement WI-FINANCE Budget and Planning.
- B. Conduct quarterly reviews that will be presented to the Board of Directors.
- C. Present the proposed budget to the Board of Directors at or by year end.
- D. Work with the Convention Committee to develop a working budget that meets the financial and educational needs of the WSRC.
- E. Written reports to official WSRC publications as requested.

**3. Membership Committee.** This committee is chaired by the membership chair and is made up of all district representatives and their appointed district members, education chair, website coordinator, media relations coordinator, and the president-elect/past president or designee. The chairperson of this committee is appointed by the board of directors to a two (2) year term by the board of directors and carries out the following responsibilities:

- A. Maintenance of a complete membership listing (national members and affiliate members) with current addresses.
- B. Coordinate with the American Association for Respiratory Care correspondence to encourage state membership.
- C. Present tactics to BOD annually to increase membership of WSRC/AARC for WI
- D. Submission of written budget proposals upon request.
- E. Written yearly goals and objectives reported to WSRC BOD.
- F. Written reports for each of the scheduled Board of Directors meetings.
- G. Determine committee members and functions or assigned duties.
- H. Submission of committee members by first yearly Board of Directors meeting.
- I. Written report to official WSRC publications as requested.

### **Standing Chairs:**

**1. Nominations & Elections Chair.** The Chairperson is appointed to a two (2) year term by the board of directors, carrying out the following responsibilities:

- A. Carry out general nominations and elections guidelines as follows:
  - Refer to article VII of the bylaws of the Wisconsin Society for Respiratory Care, Inc.
  - The Nominations & Elections Chair will provide notice of the opening of nominations to the



membership at large no later than January 7 of the voting year. (Ninety (90) days prior to the Election).

- Nomination papers will be accepted from Active Members of the Wisconsin Society.
- The Nominations and Elections Chair will place at least one approved name per office on the ballot. (Only one candidate allowed for one office/per election)
  - President-elect, Vice president, secretary, treasurer, and delegate-elect shall be nominated from members at large.
  - District Representatives shall be limited to only Active members of that district.
- It shall be the duty of this chair to present all candidates to the board to make the critical appraisal of candidates to see that the nominations are in the best interest of the Wisconsin Society for Respiratory Care, Inc. through a consideration of personal qualifications and geographical representation as applicable.
- The chair shall prepare, receive, verify, and count ballots for all elections and referendums held during the calendar year and present them to the board for consensus and approval.
  - The approved list of candidates shall be on the ballot no later than March 1<sup>st</sup> of the voting year and will be distributed to Active Members by the Nominations and Elections Chair within at least sixty (60) days of the close of nominations.
- Ballots will be sent to active members only and contain secret ballots for each Board of Directors position open and district representative positions open for election including provisions for write-in candidates.
- To denote official results of the voting, the elections chairperson will submit all results approved by the board at the regularly scheduled Board of directors meeting following the elections.
- Ballot results will be released ONLY after the next Board of Directors meeting following the elections.
- After the next Board of Directors meeting, the chairperson of the nominations and elections and/or President will notify each candidate as to the results of the elections by phone and follow up with written documentation (letter).

B. Written yearly goals and objectives.

C. Written reports to official WSRC publications as requested.

**2. Bylaws and Judicial Chair.** The Chairperson is appointed to a two (2) year term by the board of directors, carrying out the following responsibilities:

A. Oversee any revisions in the bylaws or changes to policies.

B. Reprinting and distribution of the bylaws as necessary.

C. Interpretation of the bylaws and/or policies.

D. Written budget proposals upon Board of Directors request.

E. Written yearly goals and objectives.

- F. Written reports for each of the scheduled Board of Directors meetings.
- G. Written reports to official WSRC publications as requested.
- H. Acts as Compliance Officer for WSRC

**3. Education Chair.** The chairperson is appointed to a two (2) year term by the board of directors and carries out the following responsibilities:

- A. Submission for approval of any new scholarships and their guidelines.
- B. Submit any changes in existing scholarships for approval.
- C. Annually provide written guidelines of scholarships to respiratory care programs in the state, or upon request, to individual members.
- D. Judging of the submitted scholarships.
- E. Presentation of scholarship winners at the annual meeting.
- F. Determine committee structure and responsibilities.
- G. Submission of committee members by the first yearly Board of Directors meeting.
- H. Written yearly goals and objectives.
- I. Written reports for each of the scheduled Board of Directors meetings.
- J. Written budget proposals upon Board of Directors request.
- K. Written reports to official WSRC publications as requested.

**4. Media/Public Relations Chair.** The chairperson is appointed to a two (2) year term by the board of directors and carries out the following responsibilities:

- A. Coordinate Respiratory Care Week within the state.
- B. Recruits and appoints coordinators of Media Relations Committee with BOD approval.
- C. Organizes all awards/recognitions for Wisconsin recipients at NRRCC, given format of a plaque or certificate – at discretion of Chair with approval from president and treasurer.
- D. Informs board of all promotions, public awareness of the profession.
- E. Submission of written budget proposals upon request.
- F. Written yearly goals and objectives.
- G. Written reports for each of the scheduled Board of Directors meetings.
- H. Maintain a list of radio, television, and newspaper contacts.
- I. Submission of committee members by first yearly Board of Directors meeting.

- J. Written report to official WSRC publications as requested.
- K. Maintains Facebook, Twitter, email, Instagram accounts.
- L. Maintains contract for webmaster and browser payments with Budget and Audit Committee
- M. Written report to official WSRC publications as requested.

**5. WSRC Facilities Chair:** The WSRC Facilities chair is appointed to two (2) year term by the board of directors and responsible for the following:

- A. Assisting the BOD / President in making hotel and convention center contracts,
- B. Assisting with on-site management of the fall networking event,
- C. Arranging for audio-visual equipment,
- D. Ordering posters, pamphlets, or postcards as directed by BOD, as needed,
- E. Making arrangements for a contractor to do meeting registrations, as needed,
- F. Arranging for the BOD retreat activities with the WI president
- G. Member of WI budget and audit committee with active participation.
- H. Other duties related to facilities as requested by BOD.

**6. Parliamentarian Chair.** The Parliamentarian is appointed by the board of directors and subject to a two (2) year term and carries out the following responsibilities:

- A. sign and submit Conflict of Interest and Tobacco Free Pledge to the President
- B. attend regularly scheduled meetings of the Executive and Finance Committees
- C. attend Awards Ceremony at the Annual International Respiratory Congress and Annual Business Meeting
- D. attend receptions when invited.
- E. perform other duties as directed by the President.
- F. assist the President and President-elect in coordination of schedules for meetings.
- G. assists with Presidential transitions.
- H. assists with orientation of new Board Members

### **Special Committees:**

Chairpersons for special committees may be appointed for a term of at least one year up to three years by the president with board of director approval and may appoint committee members from the WSRC membership to assist them, subject to approval by the Board of Directors. Chairpersons for special committees are appointed by the President with board of director approval for a specified period of time to carry out implementation of identified Board of Directors needs and / or initiatives.

Chairpersons for special committees:

- A. Are appointed by the President, subject to approval of the Board of Directors.

- B. Will submit written budget proposals upon request.
- C. Write yearly goals and objectives.
- D. Write reports for each of the scheduled Board of Directors meetings.
- F. Submit list of committee members by first yearly Board of Directors meeting.
- G. Write reports to official WSRC publications as requested.

Wisconsin Society for Respiratory Care  
Policy Statement

Policy BOD.003

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SECTION: Board of Directors  
SUBJECT: **Awards**  
EFFECTIVE DATE: 4.10.2016  
DATE REVISED:  
REFERENCES: WSRC Bylaws  
AARC Policy and Procedure Manual

**Policy Statement:**

The WSRC board of directors shall serve as the central resource and review body for newly established WSRC awards and/or major revision of currently existing awards. All recipients of awards will have their names submitted to the official Wisconsin Society for Respiratory Care, Inc., publications.

**AWARDS:**

**RCP of the Year:** WSRC board of directors *may* recognize a therapist who has shown exceptional accomplishments in the field of Respiratory care and is a member of the AARC/WSRC. This award will be recognized at the annual NRRCC and presented by the President or designee.

**RC Student of the Year:** WSRC board of directors *may* recognize a student who is currently enrolled in a Respiratory Program and has shown exceptional leadership and achievement. This award will be recognized at the annual NRRCC and presented by the President or designee.

**Honorary Lifetime Award:** WSRC board of directors *may* recognize a person for exemplifying leadership and loyalty to the Respiratory Care Profession. This award will be recognized at the annual NRRCC and presented by the President or designee.

**Anne Flaten President's Award:** This award is presented to a WSRC member who shows exemplary leadership, service, creativity, and dedication to the specialty of Respiratory Care, advancing the profession in the pursuit of its stated mission. The Award is presented at the discretion of the President(s) to recognize a superior contribution to the Society and its members. This award will be recognized at the annual NRRCC and presented by the President or designee.

**Special:** Special recognition of departing board members should be made annually.

## **AWARD PROCESS:**

Each year, around fourteen (14) weeks, prior to the annual NRRCC, the Media & Public Relations Chair shall issue a call for nominations for the Respiratory Care Practitioner of the year, Respiratory Care Student of the Year, and Lifetime honorary award.

1. The Media & Public relations chair will include a draft of the nomination call for the president to send out to society members, as well as notification to the WSRC webmaster and website coordinator.
2. Voting members of the board will have thirty (30) days prior to the date of the annual meeting to submit their vote for RCP of the year, Student RT of the year, and if applicable, lifetime honorary award.
3. Each nomination must be accompanied by a summary of the nominee's achievements and contributions, limited to two typed pages. Each nomination must be submitted prior to the thirty (30) day deadline for board review and vote. Nominations must be postmarked no later than 30 days prior to the date of the annual NRRCC.

The Anne Flaten President's Award will be at the discretion of the President(s) to recognize a superior contribution to the Society and its members.

1. The president(s) will select a deserving recipient at least forty-five (45) days prior to the NRRCC and submit the award recipient's name to the Media relations chair for ordering of a plaque and/or recognition certificate.

# Wisconsin Society for Respiratory Care

## Policy Statement

Policy BOD.004

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SECTION: Board of Directors  
SUBJECT: **Scholarships**  
EFFECTIVE DATE: 04.10.2016  
DATE REVISED: 02.07.2022  
REFERENCES: WSRC Bylaws  
AARC Policy and Procedure Manual

### **Policy Statement:**

The WSRC board of directors shall serve as the central resource and review body for newly established WSRC scholarships and/or major revision of currently existing scholarships.

### **Scholarships:**

- **WSRC Respiratory Therapy ASRT Student Scholarship**
- **WSRC Respiratory Therapy BSRT Student Scholarship**
- **WSRC Respiratory Therapy Program Scholarships**

### **WSRC Respiratory Therapy ASRT Student Scholarship:**

Wisconsin Society for Respiratory Care's board of directors would like to invest in the future of the profession by awarding an individual scholarship to a student currently enrolled in an accredited associate degree respiratory therapy program in the state of Wisconsin. The award will be based on application. The amount to be awarded will be dependent on qualifying documentation. **WSRC will offer an annual scholarship amounting to no more than \$1000, and no less than \$100 as determined by the board of directors. The award amount is dependent on annual WSRC available scholarship funds. If there are no BSRT student scholarships applied for, two ASRT student scholarships will be awarded.**

### **Criteria for scholarship is as follows:**

- Current enrollment in a CoARC accredited Wisconsin associate degree respiratory therapy program.
- Current student AARC membership
- Students maintain a current GPA of at least 3.5.
- Students participate in volunteer activities within the community **within 12 months prior to application.**

### **Required Documents:**

- Lead Faculty Letter
  - The student must submit a signed and dated letter on official school letterhead from either the Program Director or Director of Clinical Education verifying the following:
    1. The student is currently enrolled and is in good academic standing.
    2. The student's current cumulative GPA
- Volunteer Experience Essay
  - The student must write a 500-word essay describing the nature of their volunteer experience and its significance/application to their current respiratory therapy education.

- Volunteer Letter
  - The student must submit a signed and dated letter from the volunteer organization describing the nature of the student's volunteer work and dates of volunteer activities. This letter must include organization contact information for verification purposes.

### **WSRC Respiratory Therapy BSRT Student Scholarship:**

Wisconsin Society for Respiratory Care's board of directors would like to invest in the future of the profession by awarding an individual scholarship to a student currently enrolled in a baccalaureate degree program for Respiratory Therapy. The award will be based on application. **The amount to be awarded will be dependent on qualifying documentation. WSRC will offer an annual scholarship amounting to no more than \$1000, and no less than \$100 as determined by the board of directors. The award amount is dependent on annual WSRC available scholarship funds.**

**Criteria for scholarship is as follows:**

- Current enrollment in a baccalaureate degree for respiratory therapy in one of the following settings:
  - An accredited 4-year baccalaureate degree program
  - A completion program in the State of Wisconsin.
  - An out-of-state online program, *student must reside in the State of WI.*
- Current AARC membership
  - Membership Classifications include.
    1. Active Membership
    2. Student Membership
    3. Associate Membership
- Students maintain a current GPA of at least 3.5.
- Students participate in volunteer activities within the community **within 12 months prior to application.**

### **Required Documents:**

- Lead Faculty Letter
  - The student must submit a signed and dated letter on official school letterhead from either the Program Director or Director of Clinical Education verifying the following:
    1. The student is currently enrolled and is in good academic standing.
    2. The student's current cumulative GPA
- Volunteer Experience Essay
  - The student must write a 500-word essay describing the nature of their volunteer experience and its significance/application to their current respiratory therapy education.
- Volunteer Letter
  - The student must submit a signed and dated letter from the volunteer organization describing the nature of the student's volunteer work and dates of volunteer activities. This letter must include organization contact information for verification purposes.

### **WSRC Respiratory Therapy ASRT & BSRT Student Scholarship Award Process:**

- A scholarship application form and supporting material must be completed and submitted to *Education Chair- subject line: WSRC Scholarship-ASRT*
- Scholarship form and required documentation must be submitted **on the determined due date.**
- The Education Chair/Co-Chairs will determine the awardee for the scholarship.
- The Education Chair/Co-Chairs will submit their decisions and findings to the WSRC Board of Directors & Budget and Audit Committee for final vote on both awardee and award amount.
- The award will be presented to the student at the **yearly NRRCC.**



### **WSRC Respiratory Therapy Program Scholarships:**

Wisconsin Society for Respiratory Care's board of directors would like to invest in the future of the profession by awarding a program scholarship to an accredited respiratory therapy program. The WSRC will award an accredited respiratory therapy program in the state of Wisconsin based on submitted application. The amount to be awarded will be dependent on qualifying documentation. WSRC will offer an annual program scholarship based on the amount criteria below. Only one award amount will be issued per program. The award amount is dependent on annual WSRC available scholarship funds.

Award Criteria is as follows:

#### **Award for \$250.00**

- Wisconsin respiratory therapy program is accredited and in good standing.
- 100% faculty AARC membership
  - Faculty: a paid employee who teaches respiratory-specific program coursework
- At least 25% AARC student membership of graduating class

#### **Award for \$500.00**

- Wisconsin respiratory therapy program is accredited and in good standing.
- 100% faculty AARC membership
  - Faculty: a paid employee who teaches respiratory-specific program coursework
- At least 50% AARC student membership of graduating class
- Program students/faculty volunteer within their community

#### **Award for \$1,000.00**

- Wisconsin respiratory therapy program is accredited and in good standing.
- 100% AARC student membership of graduating class
- 100% AARC membership of Faculty
  - Faculty: a paid employee who teaches respiratory-specific program coursework
- Program students/faculty volunteer within the community
- Program students/faculty active within the WSRC/AARC and/or volunteer time for WSRC/AARC events

### **WSRC Respiratory Therapy Program Scholarships Award Process:**

- A completed scholarship application form and supporting materials are to be submitted to education chair members- subject line: *WSRC Scholarship-Program*
- Scholarship form and required documentation must be submitted **on the determined due date. Prior to the 2022 NRRCC.**
- The Education Chair/Co-Chairs will determine the award qualification for each program application.
- The Education Chair/Co-Chairs will follow the Conflict-of-Interest guidelines when reviewing and awarding scholarship(s).
- The Education Chair/Co-Chairs will submit their decisions and findings to the WSRC Board of Directors & Budget and Audit Committee for final approval.
- The award(s) will be presented to a program representative at the yearly NRRCC.
- Any submissions with missing materials will be sent a follow up email including a final due date to qualify. Failure to submit missing materials by the final due date will not be considered for the award.

## **GENERAL SCHOLARSHIP AWARD PROCESSES:**

Each year, around fourteen (14) weeks, prior to the annual NRRCC, the Education Chair(s), along with the Media & Public Relations Chair shall issue a call for applications for WSRC scholarships.

- Education Chair(s) will include a copy of the application for the president to send out to society members, the WSRC webmaster to post applications on WSRC site and Media/Public Relations Chair to publicly promote open application period.
- Voting members of the board will have thirty (30) days prior to the date of the annual meeting to submit their vote for scholarship recipients.
- Each application must be accompanied by documentation to meet the required criteria for each scholarship. All applications must be submitted prior to the thirty (30) day deadline for chair(s) to review and vote. Applications must be postmarked no later than the designated date on application.

## **Approximate dates for the yearly scholarship:**

- By November (prior to award year), all 3 application forms will be reviewed and revised as needed.
  - President-elect, President, and Vice President to review and approve of any revisions.
  - Written scholarship budget proposal to Budget and Audit Committee
- December (prior to award year), all 3 application forms will be sent to:
  - President-elect, President, and Vice President
    - To announce to society members
  - WSRC Webmaster to post on WSRC site for increased access to forms.
  - Media/Public Relations Chair to publicly promote awareness.
  - All Respiratory Therapy academic directors within Wisconsin
    - For program applications
    - For student awareness
- March: Applications will be due the first Monday for review by the Education Chair(s).
  - Elected awardees will be presented to the Budget and Audit Committee
  - Media/Public Relations Chair to announce elected awardees.
- April: Awards will be presented to awardees at the NRRCC award ceremony.

Wisconsin Society for Respiratory Care

Policy Statement

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Policy BOD.005

SECTION: Board of Directors  
SUBJECT: **Governing Principals for the Board of Directors**  
EFFECTIVE DATE: 4.10.2016  
DATE REVISED:  
REFERENCES: WSRC Bylaws  
AARC Policy and Procedure Manual

**Policy Statement:**

The Board of Directors of the Wisconsin Society for Respiratory Care serves the respiratory therapists of the State of Wisconsin and is elected by the membership. The Board carries out daily operations and works to support the mission of the WSRC.

**Policy Amplification:**

**1. General Policies.**

- A. The Board of Directors shall adopt rules, procedures and policies, which shall be maintained by the secretary.
- B. All committees, representatives, officers, and appointees shall abide by the bylaws of the WSRC and the American Association for Respiratory Care. Failure to do so may result in discharge from assigned functions.
- C. Candidates for American Association for Respiratory Care Board of Directors, specialty sections, and membership shall be endorsed by the WSRC Board of Directors before forwarding to the American Association for Respiratory Care nominating committee. All nominations will be recorded in the minutes. A copy of the minutes will be forwarded to the national office which will state the date the endorsements were made. Exceptions to this policy will be the nominations sent in separately by the delegate.
- D. The president will be responsible for all congratulatory and/or “thank you” letters from the Board of Directors and the WSRC.

**2. Code of Ethics.**

- A. A WSRC officer must be above suspicion regarding ethical conduct. The state society as a whole and the Board of Directors subscribe to the American Association for Respiratory Care code of ethics.
- B. Officers and chairpersons of the WSRC are encouraged to communicate all matters of the Board of Directors to the membership.
- C. The president will give the annual report at the annual business meeting and/or convention.
- D. All actions of the Board of Directors shall be considered public information in so far as the membership is concerned, except actions taken in officially declared executive sessions.

### **3. Annual Duties.**

- A. Determine the mileage rate for reimbursement for WSRC activities.
- B. Determine the amount of reimbursement for meal allowances (per diem).
- C. In conjunction with the convention committee, determine the date and time of the annual business meeting.
- D. Approval of the Board of Medical Advisors.
- E. Approval of committee chairpersons.
- F. Approval of the WSRC parliamentarian.
- G. Determine post office box location.
- H. All other responsibilities germane to the business and operation of the WSRC not covered other sections of the policies, bylaws, or American Association for Respiratory Care bylaws.

### **4. Meetings.**

- A. A tentative schedule of the next year's Board of Directors meetings will be published by the president in the first newsletter following the transition meeting.
- B. Time and meeting length will be determined by the president and announced in the agenda.
- C. The president or a designee will distribute an agenda to the appropriate Board of Director officials and committee chairpersons at least one week prior to the scheduled meeting.
- D. Main motions not received in time to be included on the agenda will be entertained as unscheduled new business as time allows.
- E. The president will allot appropriate agenda time for reports from each officer and committee chairperson.
- F. A member shall be considered present if that member attends the majority of the Board of Directors meetings.
- G. If a board member misses two Board of Directors meetings, that member may, at the discretion of the president, be considered absent.

H. The majority of the voting members must be present to constitute a quorum. The president shall be counted as a voting member to determine the quorum.

I. Board of Directors meetings may conform to the following general format:

1. Call to order
2. Approval of the minutes
3. Treasurers report
4. New business - scheduled.
5. Special committee reports (if applicable)
7. Old business
8. New business- unscheduled
9. Adjournment

Wisconsin Society for Respiratory Care

Policy Statement

Page 1 of 2

Policy BOD.006

SECTION: Ethics & Professional Conduct  
SUBJECT: **Whistleblower**  
EFFECTIVE DATE: 4.10.2016  
DATE REVISED:  
REFERENCES: WSRC Bylaws, AARC Bylaws & Statement of Ethics and Professional Conduct  
AARC Policy and Procedure Manual

**Policy Statement:**

The WSRC supports and promotes the practice of respiratory care in the state of Wisconsin in support of the WSRC mission statement.

**Mission Statement**

*The Wisconsin Society for Respiratory Care (WSRC) is dedicated to our mission of reducing morbidity, mortality, and disability from pulmonary disease through education, prevention, rehabilitation, and disease management. The WSRC will encourage and promote professional excellence, support advanced practice of respiratory care, and serve as an advocate for patients, their families, and the communities we serve.*

It is expected that the membership of the WSRC and all parties involved with WSRC proceedings will conduct themselves in accordance with the AARC Statement of Ethics and Professional Conduct while engaged in Society sponsored events.

**Policy Amplification:**

Members of the Society who have a concern over witnessed activity that is unprofessional and potentially detrimental to the operation and/or reputation of the WSRC should be free to report said activity without fear of retribution, coercion, or intimidation.

**1. Reporting.** Reporting of concerning activity can be undertaken by any member of the WSRC.

- A. Reports should be made to the compliance officer (Bylaws Chair)
- B. Reports can be made to a member of the board if the compliance officer is unavailable.
- C. Reports of potential ethics violations should be made with the sincere belief that a violation took place. Any report made with malicious intent will itself constitute an ethics violation.

**Confidentiality.** Members wishing to make a report may do so confidentially, with their involvement left out in the public investigation to the extent possible. Reports may also be made anonymously.

**Retaliation.** No member of the WSRC who makes a report of a potential violation in good faith shall endure any form of harassment, intimidation, or retribution. Any member who engages in retaliation is subject to discipline pursuant to the Bylaws and policies of the WSRC and the AARC.

Wisconsin Society for Respiratory Care

Policy Statement

Policy BOD.007

Page 1 of 3

SECTION: Board of Directors  
SUBJECT: **Conventions, Exhibitions, and Seminars**  
EFFECTIVE DATE: 4.10.2016  
DATE REVISED:  
REFERENCES: WSRC Bylaws  
AARC policy and procedure manual  
JEC Bylaws

**Policy Statement:**

The WSRC endeavors to provide educational and career enhancing experiences for the respiratory care practitioners and students of the state of Wisconsin in the form of the annual convention, run in cooperation with the Minnesota Society for Respiratory Care, and periodic seminars held throughout the year.

**1. Objectives.**

- A. To make available educational programs to the many facets of respiratory care.
- B. To provide the most current technical and scientific information to those involved in respiratory care.
- C. To improve interdisciplinary relationships with other health professions.
- D. To allow dissemination of the operations of the WSRC through the annual business meeting.
- E. To increase membership by allowing any WSRC and/or American Association for Respiratory Care membership initiatives.
- F. To allow fund raising for any WSRC Board of Directors activity.
- G. To allow exhibitors of respiratory care related areas the opportunity to display items and/or address the membership.
- H. To allow the education committee to present any awards to the membership.

**2. General Policies.**

- A. Products not related to respiratory care may not be permitted in the exhibit hall at the annual convention. Non-related products will be defined by the convention committee.



B. No merchandise sales will be allowed at the registration area without prior approval of the convention committee.

C. Lectures may be recorded for personal use with a self-contained unit from the individual's chair. Any other recording will require the permission of the lecturer and the convention committee.

D. Hospitality suites or receptions will not be permitted whenever any educational session and/or the exhibit hall is open. Refreshments may be served only at the discretion of the convention committee.

E. Notification shall be made to the education committee to avoid any possible conflict between meeting dates.

### **3. Co-Sponsorship.**

A. Any co-sponsored activity should be prearranged with the president elect's approval. Agreements necessitating disbursement of WSRC funds require approval of the president and the treasurer. Agreements will be reported at the scheduled Board of Directors meeting.

B. The contractual agreement between the authorized agency personnel and the WSRC Board of Directors should be closed at least one month in advance of the activity.

C. Contracts should include, but are limited to, the following: (a) terms of profit sharing (b) terms of cost sharing (c) terms of loss sharing (d) terms of in-kind arrangements.

D. Items of concern, responsibility, and rights should include, but are not limited to, the following: (a) Exhibitors (b) Registration (c) Speaker costs (d) Brochures costs (e) Folders costs (f) Photocopying (g) Meals and breaks (h) Audio visual rental (i) Phone (j) Lecture rooms (k) Vendor rooms (l) Vendor set-up (m) Name badges (n) Mailing lists (o) Advertisement (p) Recruitment activities

E. Programs for consideration should meet the follow criteria:

1. Provide a list of goals/objectives of the program that must be related to the scope of practice of respiratory care to include, but not be limited to, clinical practice, diagnostics, management, and education (i.e., applicable CEU's).

2. Identify the respiratory care practitioner as one of the primary target audiences.

3. Identify the WSRC as a co-sponsor of the meeting in the program brochure.

4. Provide time/space for any WSRC meetings that would coincide with the meeting.

5. Contacts for co-sponsoring of events with recruiting and/or sales related activities must require the following statement on event brochures: "Recruitment and/or sales related activities are neither endorsed nor supported by the Wisconsin Society for Respiratory Care, Inc."

F. Ultimate responsibility and liability should lie with either the WSRC or the co-sponsor. This should be documented.

G. Companies sponsoring speakers for WSRC sponsored meetings must complete and agree to the Educational Grant Agreement developed by the WSRC.

# Wisconsin Society for Respiratory Care

## Policy Statement

Page 1 of 3

Policy BOD.008

SECTION: Board of Directors  
SUBJECT: **Fiduciary Responsibility**  
EFFECTIVE DATE: 4.10.2016  
DATE REVISED:  
REFERENCES: WSRC Bylaws  
AARC Policy and Procedure Manual

### **Policy Statement:**

WSRC Board of Directors shall retain fiduciary duty to manage the Affairs of the Society so that its property will be used for the purpose for which it has been entrusted.

### **Policy Amplification:**

1. All WSRC board members shall be considered “fiduciaries” and therefore have a status similar to that of trustees.
2. Board members shall act solely for the benefit of members of the Society in scrupulous good faith and candor.
3. WSRC board members shall not serve as voting members of the following corporations during their term on the board: the National Board for Respiratory Care.
4. The fiduciary standards applicable to WSRC board members shall be as summarized below to provide background for determining conduct to which a board member should adhere.
  - A. Duty of Loyalty
    - a. The duty of loyalty for an WSRC board member requires that he or she not exploit Society opportunities, or misuse inside information, or cast a vote on a matter in which a board member has an adverse interest.
  - B. Doctrine of Corporate Opportunity
    - a. Where a business opportunity is in line with the Society’s activities and is one in which the Society has a legitimate interest or expectancy, the opportunity belongs to the Society. A board member who diverts the opportunity and embraces it as her/his own will be considered a constructive trustee for the benefit of the Society and holds all of the profits and benefits received from there from for the Society.
  - C. Use of Inside Information
    - a. A board member who acquires special knowledge or information by virtue of his/her fiduciary relationship with the WSRC is not free to exploit that knowledge or information for his/her own personal benefit. Just as trustees have no right to retain for themselves the profits yielded by property placed in their possession, but must account to their beneficiaries, and WSRC board member who is entrusted with or obtains potentially valuable information may not appropriate that asset for his/her own use. A board member may also be held accountable where he/she has.

disclosed such information to another person who then gains an advantage over members of the general public or the Society and its members.

**D. Duty of Care**

- a. The duty of care requires that WSRC board members exercise reasonable care and good faith in carrying out their responsibilities. A board member should exercise the same care and skill which an ordinarily prudent person would exercise under similar circumstances in his or her own personal affairs, by accepting the office or appointment, board members implicitly undertake to give their best judgment to the WSRC and may be held liable for negligent or unauthorized acts.
- b. In the event that any board member of the WSRC should have any direct or indirect interest in or relation with, any individual or corporation which has entered, or proposes to enter, into any transaction with the Society, such Director or Officer must notify the Board of Directors of such interest or relationship, and must thereafter refrain from discussion or voting on the particular transaction in which he or she has such interest. Such a board member must also refrain from otherwise attempting to exert influence on the Society or members of the board, to affect its decision to participate or not to participate in such actual or proposed transaction. The types of transactions here considered include, but are not limited to, those involving:
  - i. the sale, purchase, lease or rental of any property, supplies or other asset(s) between a board member and the Society
  - ii. employment or the rendition of services
  - iii. the award of any grant, contract or subcontract, or investment or deposit of any funds of the Society

If and when the particular transaction is discussed in a meeting, the minutes of that meeting must reflect that a disclosure was made by the interested board member. Furthermore, a board member must not in any direct or indirect manner compete with society or secretly act on behalf of creditors. Any questions not directly answered should be brought before the entire Board of Directors.

- iv. Each Board member shall complete a “Conflict of Interest” statement as directed by the President.

**DEFINITIONS:**

**Conflict of Interest:**

A conflict of interest is defined as any situation in which a director or Officer has a direct or indirect outside personal interest which has the potential of being contrary to the best interest of the Association.

**Fiduciary Duty:**

A fiduciary duty is the highest form of legal duty owned by one person to another.

- A. ATTACHMENTS: AARC Conflict of Interest Statement (See Appendix)

Wisconsin Society for Respiratory Care

Policy Statement

Page 1 of 3

Policy BOD.009

SECTION: Board of Directors  
SUBJECT: **Media Relations**  
EFFECTIVE DATE: 4.10.2016  
DATE REVISED:  
REFERENCES: WSRC Bylaws  
AARC Policy and Procedure Manual

**Policy Statement:**

All board of directors shall handle relations with the media in an appropriate and professional manner, and in accordance with policy.

**Policy Amplification:**

1. Any Board member submitting or co-submitting an article or letter on any topic other than a technical paper on some aspect of respiratory care clinical practice, education, management, or research shall have the article or letter reviewed and approved by the board of directors prior to submission.
2. Any article submitted to a trade publication which has been written by a WSRC representative either in his/her capacity as that representative or having consented to be identified as an agent of the WSRC, must be reviewed by the board of directors prior to submission.
3. All requests initiated by the trade press to interview, quote or paraphrase any board members of the WSRC shall be subject to the following conditions:
  - A. The Publication shall allow the WSRC board to review and approve the final written copy of the article or feature in its entirety.
  - B. In the case of interviews, the person being interviewed shall be provided beforehand with a complete, written list of questions to be posed in the interview.
4. The WSRC logo is limited to affiliate use only, and the official logo may not be used by any member or group without the expressed consent of the Board of Directors

# Wisconsin Society for Respiratory Care

## Policy Statement

Page 1 of 4

Policy Finance .001

SECTION: Fiscal Management  
SUBJECT: Travel Expense Reimbursement  
EFFECTIVE DATE: August 21, 2015  
DATE REVISED: April 30, 2017  
REFERENCES: AARC FM.016, [BA.004]

### **Policy Statement:**

Expenses incurred for all official Wisconsin Society travel shall be reported, recorded, and reimbursed in accordance with Society policy.

### **General Travel expenses:**

1. The Wisconsin Society policy for Travel Expense Reimbursement shall apply to all Wisconsin Society active board members.

A. Active board members will be defined as those board members who are fulfilling the duties of their currently held position and who demonstrate participation by the following:

1. Participation at board meetings and Participation in NRRCC – excused absence must be communicated with the president and recorded as such by the secretary in the board meeting minutes.
2. Reports submitted with current activity *or* provide update with each board meeting – as reported in the meeting minutes by the secretary.

2. Travel expense reimbursement shall not be provided for representatives to external organizations unless approved in advance by the President with subsequent review by the Budget and Audit Committee and approval by the Board of Directors.

3. All individuals traveling at Wisconsin Society expense shall notify the Budget and Audit Committee in advance of the intended travel. Exceptions to the requirement of advance notice shall be:

- A. Regularly scheduled Board of Directors' meetings.
- B. Regularly scheduled Budget and Audit Committee meetings.
- C. Travel for official Wisconsin Society representation to external organizations.

4. Requests for travel expense reimbursement shall be made:

- A. Using an approved Expense/ Travel form.
- B. Within thirty days of travel/ incurring of expense.

5. Reimbursement for travel shall be as follows, with the provision of valid receipts:

- A. Travel arranged at least six weeks prior to departure date using the lowest airfare available.
- B. Alternate forms of travel to be reimbursed at a rate that does not exceed the lowest airfare available.

6. Reimbursement for lodging shall be as follows, with the provision of valid receipts:

- A. The lowest rate available for the nights required for Society business.
- B.

7. Reimbursement for round-trip mileage from home to meeting/ Society business and return to home shall require a receipt of mileage (e.g., Google Maps) and shall be paid at the current Internal Revenue Service rate in effect at the time of the annual budget process.

8. Personal expenses incurred while traveling on Society business are not eligible for reimbursement, other than coverage with per diem.

9. Per Diem shall be \$50 per day for any days required for Society business that do not include activities surrounding the spring and fall meetings.

- A. Per diem is intended to cover expenses other than those related to actual travel and lodging (e.g., meals, laundry).
- B. Advanced payment per diem shall be made with approval of a completed Expense/ Travel Request form.

10. International travel will not be covered by the Wisconsin Society for Respiratory Care.

**Request for Advanced funding from Board members:**

Advance payment of known travel expenses (airfare, mileage, and lodging) shall be made in compliance with Wisconsin Society travel reporting requirements and only with advance written approval from the President and the Budget and Audit Committee.

- A. The President and/or Budget and Audit Committee may direct individuals to purchase tickets on their own.

- B. The Budget and Audit Committee and/or the President may review and approve the travel plans made by the individual.

**WSRC President Travel**

Expenses incurred by the President incidental to executing the duties and responsibilities of that office shall be:

- A. Paid by the Wisconsin Society.
- B. Monitored by the Budget and Audit Committee.
- C. Subject to review by the WSRC board of directors and internal audit.

**Annual Spring & Fall Meetings**

1. Reimbursement for spring and fall meetings will be considered for all active board members with discretion of the president and budget and audit committee. Board members may submit reimbursement requests for lodging and mileage, as outlined above, for the following:

- A. Current Board Members: One night of lodging for the night of the Board of Directors meeting plus mileage, Secretary to confirm attendance.
  - If two board members share one room, two nights of lodging will be reimbursed instead of just one.
- B. Incoming Board Members who are required to attend the new board meeting: Will be allowed reimbursement for night of meeting for lodging and mileage (usually day prior to the first day of convention).
- C. Outgoing Board Members who are required to attend the board meeting: Will be allowed reimbursement for night of meeting for lodging and mileage (usually day prior to the first day of convention).

2. All Board Members and officers are encouraged to seek payment for the **NRRCC** from their employer; the WSRC will pay for registration as follows:

- A. Active members of the WSRC Board of Directors are eligible for payment of registration by the Society at the discretion of the President.
- B. All NRRCC chairs will have their registration to the spring conference forgiven, per NRRCC bylaws/policies, alleviating the need of the WSRC to provide registration for those members who serve as both a NRRCC chair and an active member of the Board of Directors.

**Medical Director Travel**

1. The Society shall be responsible for reimbursement of travel expenses incurred by the Medical Director for attendance at the annual spring meeting (NRRCC).



A. Reimbursement shall be made as outlined above.

B. Advance payment of travel expenses for the Medical Director may be arranged with the written approval of the President and the Budget and Audit Committee, as above.

# Wisconsin Society for Respiratory Care

## Policy Statement

Page 1 of 4

Policy FINANCE.002

SECTION: Fiscal Management  
SUBJECT: **Use of WSRC Credit Card**  
EFFECTIVE DATE: 4.10.2016  
DATE REVISED:  
REFERENCES: AARC Policy and Procedure Manual

### **Policy Statement:**

Only the President, President-elect, Past President and treasurer shall be authorized to use the WSRC corporate credit card.

### **Policy Amplification:**

1. Use of WSRC corporate credit card shall require proper detailed reports/receipts.
2. The treasurer shall be responsible for monitoring the use of WSRC credit card and assuring that use is properly reported.
3. The WSRC website will be financially held under the corporate credit card and renewed annually under the direction and guidance of the budget and audit committee.

# Wisconsin Society for Respiratory Care

## Policy Statement

Page 1 of 2

Policy FINANCE.003

SECTION: Fiscal Management  
SUBJECT: **Budget, Planning, Audit**  
EFFECTIVE DATE: 4.10.2016  
DATE REVISED:  
REFERENCES: AARC Policy and Procedure Manual

### **Policy Statement:**

The annual budgetary process shall include appropriate approval processes and reviews. The Board of Directors shall require the application of appropriate accounting systems and internal auditing procedures. The WSRC shall require an independent audit of its fiscal operations minimally, every five (5) years.

### **Policy Amplification:**

1. The Board of Directors will identify fiscal year goals and objectives by the first board meeting of the year and submit any changes to the budget and audit committee as needed.
2. Newly elected officials and chairpersons will develop supporting goals and objectives. These will be submitted to the Board of Directors at the first Board of Director's meeting of the fiscal year for budgetary consideration if necessary.
3. The budget and audit committee and Board of Directors will review, integrate, and finalize the goals and objectives along with the budgetary goals and objectives before the first Board of Directors meeting of the fiscal year.
4. A draft of the annual budget will be completed by the budget and audit committee and will be presented to the Board of Directors at or before the transitional meeting.
  - a. The new Board of Directors will review and approve this budget by the first Board of Directors meeting of the fiscal year.
  - b. Funds from the proposed budget will be available for operational expenditure starting with the initial presentation to the Board of Directors at the beginning of the fiscal year.
5. A process will be identified to trace the budget at the discretion of the Board of Directors.
6. It shall be the practice of the Wisconsin Society for Respiratory Care, Inc. to maintain cash reserves.
  - a. Therefore, it shall be the practice of the Wisconsin Society for Respiratory Care, Inc. that the cash reserves will not fall below a point that is equal to or greater than the sum of the convention cost centers.

7. (JEC bylaws) A proposed final budget shall be prepared and submitted to the JEC, and the respective state board of directors, for the NRRCC at least six months prior to the scheduled convention date.
  - a. The JEC must approve any expenditure(s) not included or later submitted.
  - b. If deemed non-essential or indispensable to the hosting of the conference by the JEC, said expenditures, may be rejected in good faith by the visitor society board of directors and therefore not included in the computation of profits or losses under this agreement.
  - c. Supervision and management of the actual management in the home state.
  - d. Collection of revenues and payment of expenses.
  - e. Preparation and submission to the JEC of a draft accounting, and the respective state Board of Directors of all final accounting, including final attendance by state, expenses and revenues.
  - f. Prompt disbursement of profits, as defined below, to the visitor society.

**Wisconsin Society for Respiratory Care  
PO BOX 26005  
Milwaukee, WI 53226**

**Conflict of Interest Questionnaire**

Pursuant to the purposes and intent of the resolution adopted by the Board of Directors of the Wisconsin Society of Respiratory Care, requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I or members of my immediate family have the following affiliations or interests or have taken part in the following transactions that, when considered in conjunction with my position with, or relation to, the Society, might possibly constitute a conflict of interest. (Initial "none" where applicable.)

1. **Outside Interests:** Identify any purchases or sales or property or property rights, interests or services by yourself or your immediate family that might be deemed to have been in competition with the Association.

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None\_\_\_\_\_

2. **Outside Activities:** Identify any instances in which you or any member of your immediate family have rendered directive, managerial or consultant services to any outside concern that does business with, or competes with, the services of the Association or have rendered any other services in competition with the Association.

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None\_\_\_\_\_

3. **Gifts, Gratuities and Entertainment:** Neither I nor any member of my immediate family have accepted gifts, gratuities or entertainment from any outside concern that does, or is seeking to do, business with, or is a competitor of the Association except as listed below:

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None\_\_\_\_\_

4. **Inside Information:** Neither I nor any member of my immediate family have disclosed or used information relating to the Association's business for the personal profit or advantage of myself or my immediate family, except as listed below:

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None \_\_\_\_\_

5. **Other:** List any other activities in which you or your immediate family are engaged in what might be regarded as constituting a conflict of interest.

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None \_\_\_\_\_

I hereby agree to report to the President of the Wisconsin Society for Respiratory Care, any further transactions that may develop before completion of my next questionnaire.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

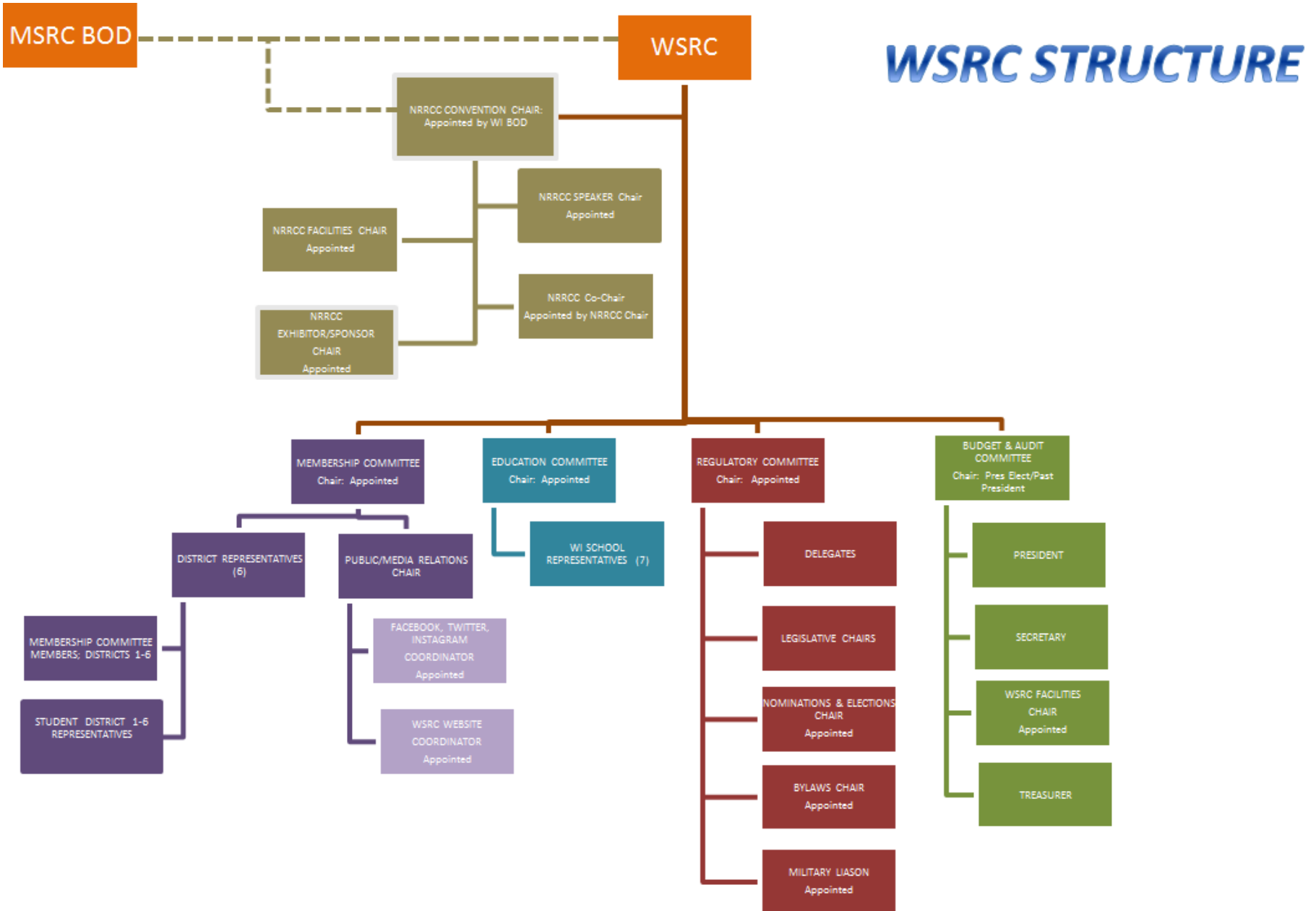
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Date

References:

American Association for Respiratory Care Policy Concerning Conflict of Interest. Retrieved from [http://www.aarc.org/state\\_society/state\\_society08/conflict\\_of\\_interest.pdf](http://www.aarc.org/state_society/state_society08/conflict_of_interest.pdf) on June 26th, 2014.

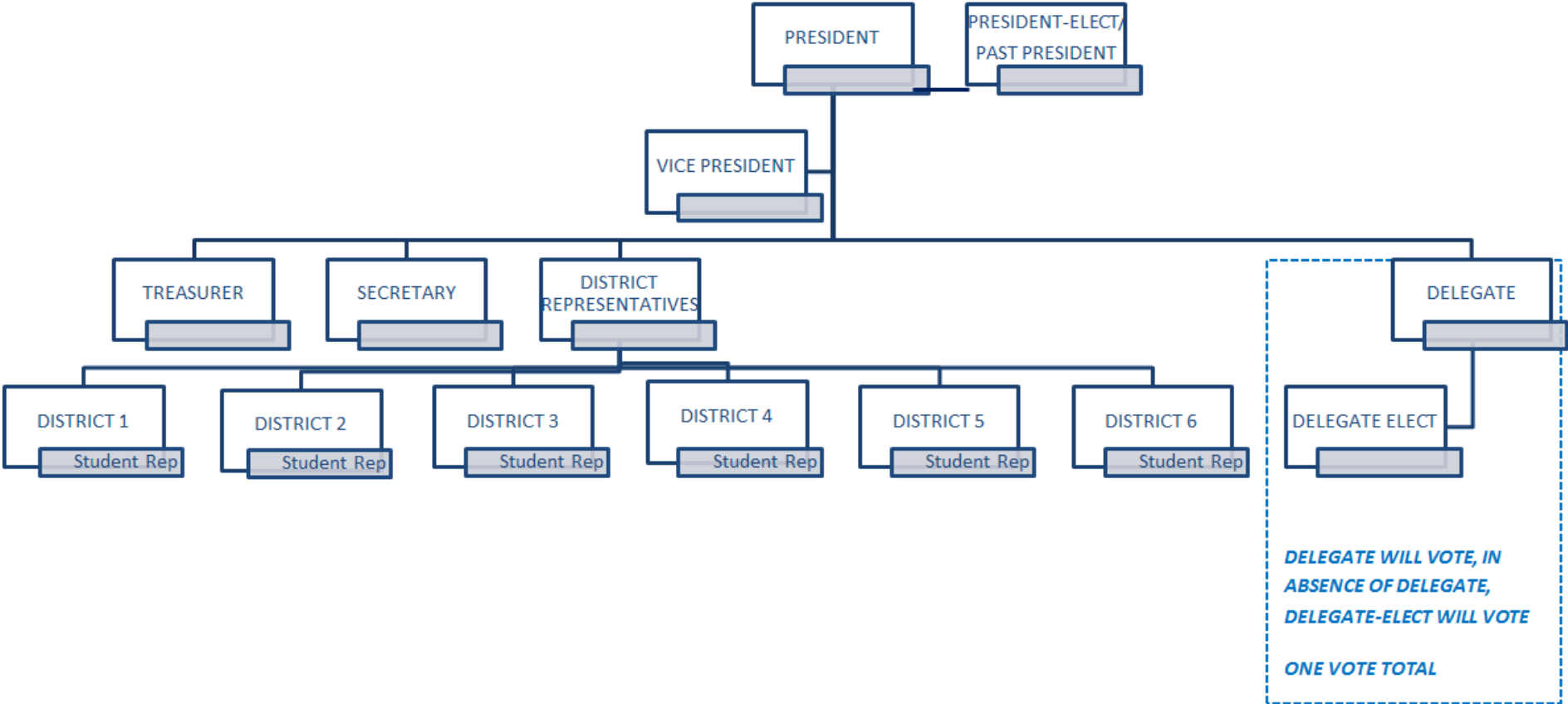
[American Association for Respiratory Care Conflict of Interest Questionnaire.](#)

APPENDIX B



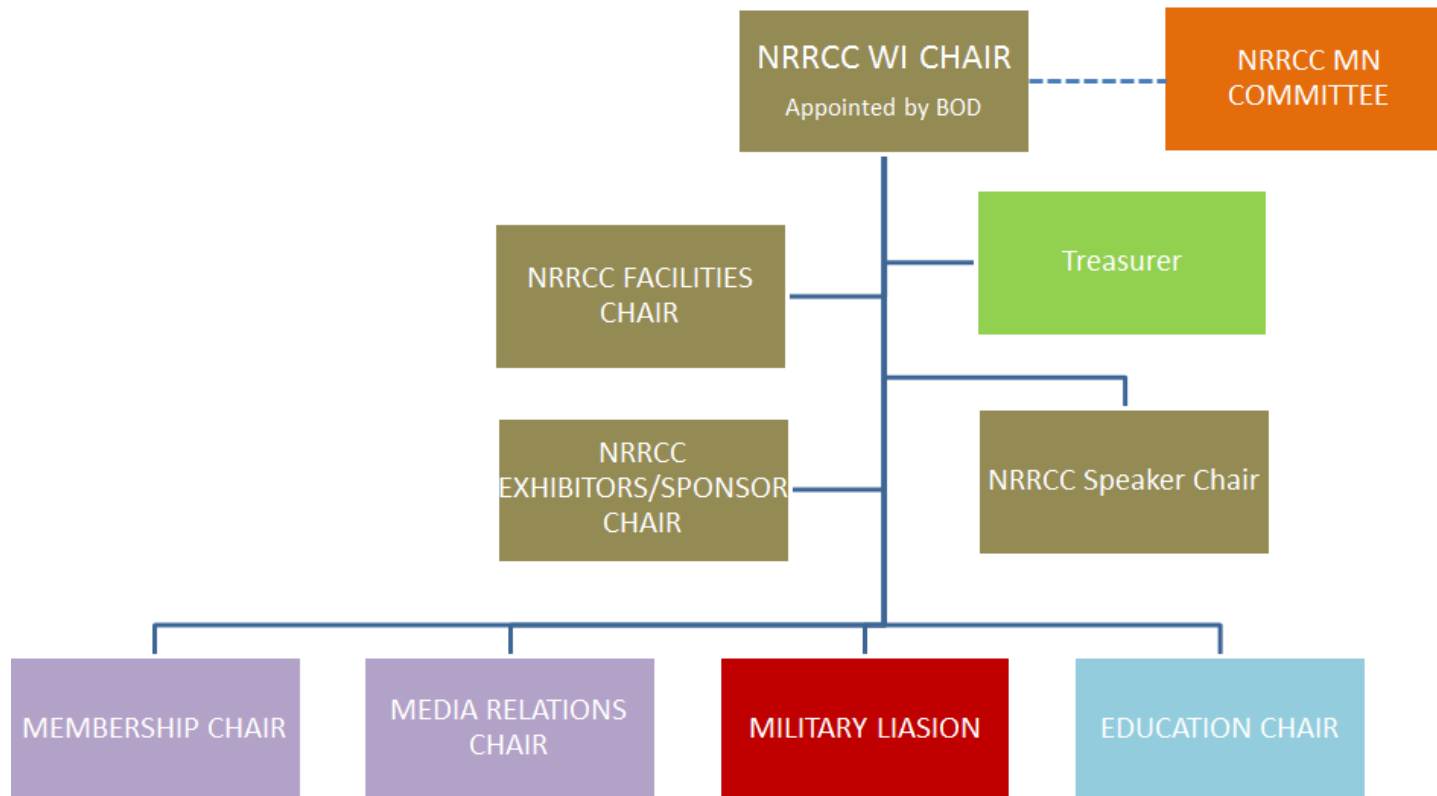
# WSRC BOARD OF DIRECTORS

## ELECTED OFFICERS





## ***NRRCC [WISCONSIN] COMMITTEE***



# MEMBERSHIP COMMITTEE

**CHAIR:** Appointed by BOD

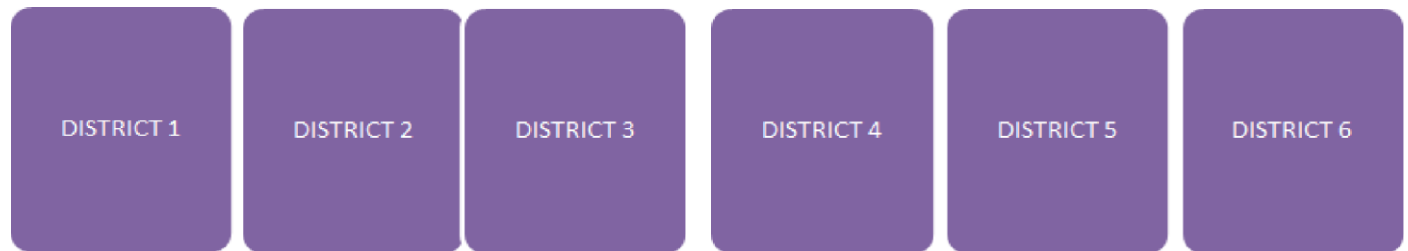
## MEDIA RELATIONS

**CHAIR:**  
Appointed by BOD

FACEBOOK,  
TWITTER,  
INSTAGRAM  
COORDINATOR:

WSRC WEBSITE  
COORDINATOR:

## DISTRICT REPRESENTATIVES:



MEMBERSHIP  
COMMITTEE  
MEMBER  
DISTRICT 1

MEMBERSHIP  
COMMITTEE  
MEMBER  
DISTRICT 2

MEMBERSHIP  
COMMITTEE  
MEMBER  
DISTRICT 3

MEMBERSHIP  
COMMITTEE  
MEMBER  
DISTRICT 4

MEMBERSHIP  
COMMITTEE  
MEMBER  
DISTRICT 5

MEMBERSHIP  
COMMITTEE  
MEMBER  
DISTRICT 6

DISTRICT 1  
STUDENT REP

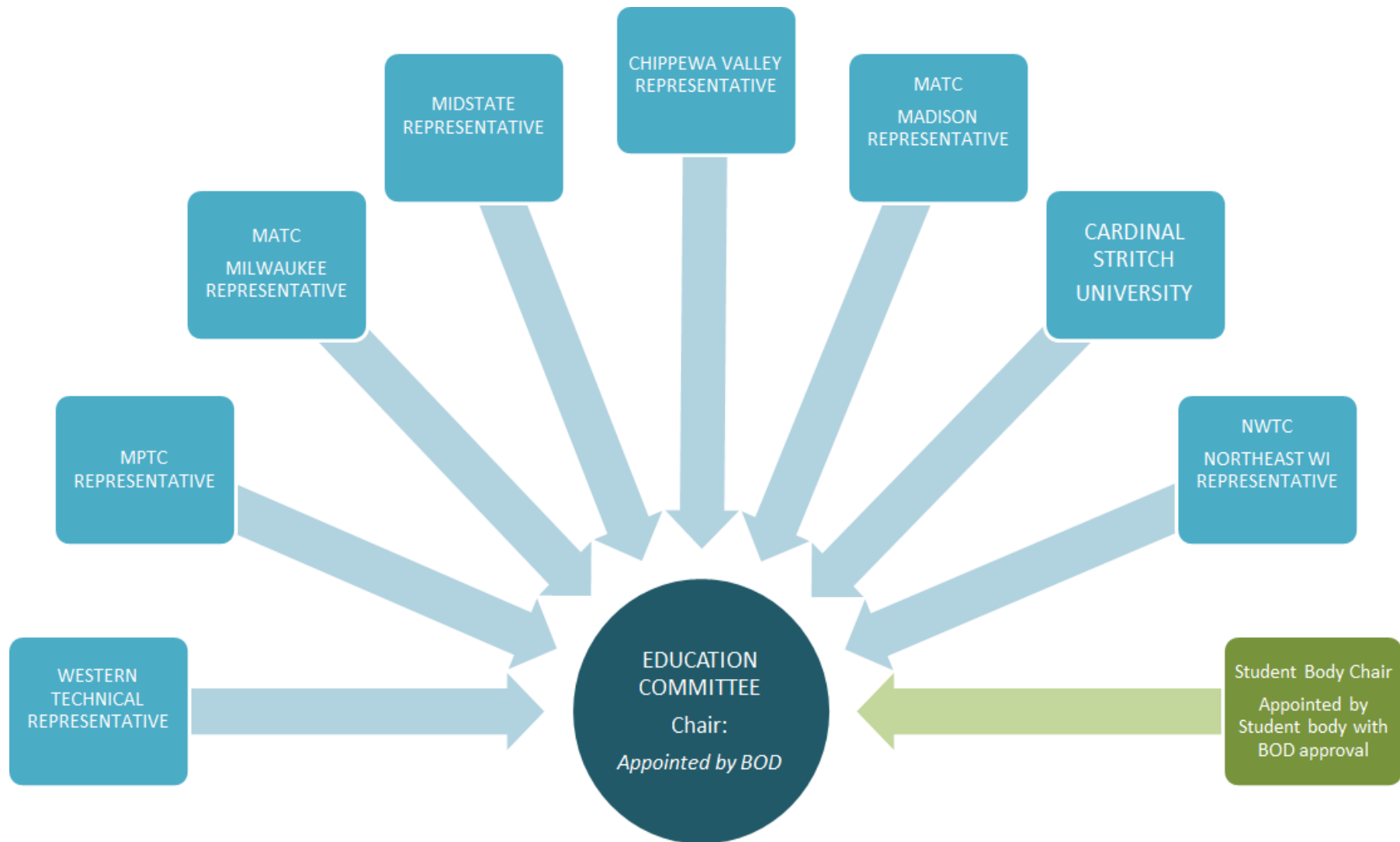
DISTRICT 2  
STUDENT REP

DISTRICT 3  
STUDENT REP

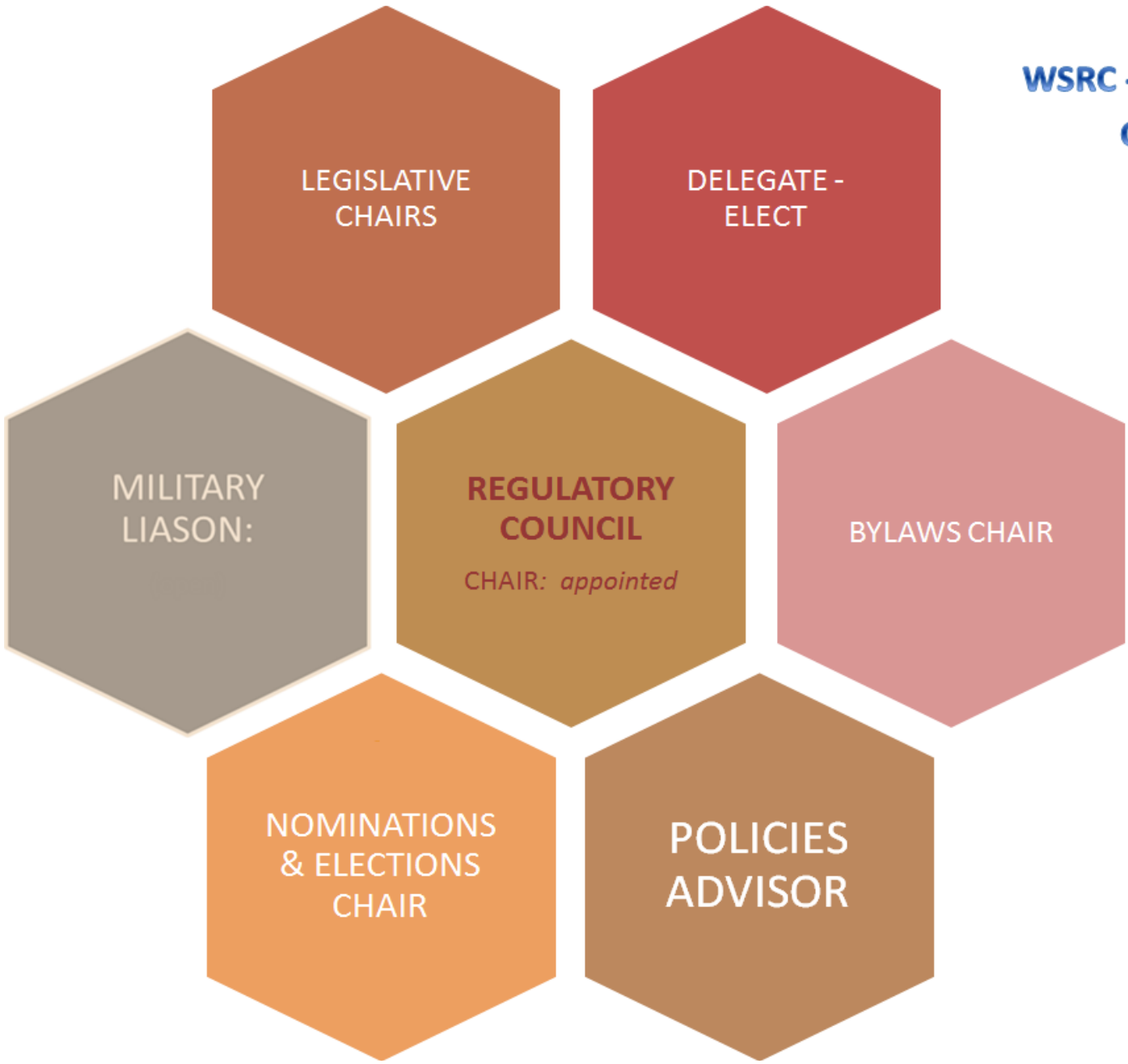
DISTRICT 4  
STUDENT REP

DISTRICTS  
STUDENT REP

DISTRICT 6  
STUDENT REP



**WSRC - REGULATORY  
COUNCIL**



- THE BUDGET AND AUDIT COMMITTEE WILL HAVE NO FEWER THAN 5 MEMBERS, AND NO EVEN AMOUNT OF MEMBERS.
- THE PRESIDENT-ELECT OR PAST PRESIDENT WILL CHAIR THIS COMMITTEE.
- THE TREASURER, PRESIDENT, SECRETARY, AND WSRC FACILITIES CHAIR ARE STANDING MEMBERS

