

NSW Operating Theatre Association

Executive



New Executive Member Kit 2010

Contents of the Kit

Welcome	3
Mentor Details	4
Hand over from outgoing Executive	5
Executive Manual	
Constitution	
Calendar of Meetings	
Miller's Storage	
Responsibilities & resources of the role	6

Welcome from the President

Welcome to the Executive of the NSW Operating Theatre Association.

I would like to thank you for devoting your time and expertise to the Association. The NSW OTA has undergone many changes over the years and even though our Administrative Assistant helps with the day to day running of the Association, the commitment from 'volunteers' such as yourself remains a vital component in representing the interests of perioperative nurses in NSW.

I hope that you will find your term on the Executive stimulating and professionally satisfying.

The information which follows is designed to assist you settle into the Executive role and provide a smooth transition into your portfolio.

Once again many thanks for your commitment to the NSW OTA and I look forward to working with you.

*Kerry Rodgers
President, NSW OTA*

Mentor Details

All new members of the New South Wales Operating Theatre Association are assigned a Mentor from the current Executive Committee. This will be done at the first meeting during the hand over to the new Executive member, or at the first available opportunity.

Your Mentor will be responsible for the following –

- Introductions and networking at meetings
- Regular contact by telephone or email to assist with new responsibilities
- Explanation of processes and timelines relating to the work of the Executive
- Supply of additional information, documents and support as required

Use this form to record the details of your Executive Mentor.

Name _____

Position _____

Organisation _____

Telephone (work) _____

Fax (work) _____

Email _____

Best Times _____

Home _____

Telephone _____

Mobile _____

Email _____

Notes

Date of Handover _____

Hand over from outgoing Executive member

At the first meeting following the Annual Conference, the outgoing Executive member hands over their responsibilities to the incoming Executive member. This process is important and ensures that all documents and resources are transferred to the new member of the Executive. For this reason, the hand over process may require additional time or meetings. The following information provides a guide to the scope of the hand over.

Executive Manual

1. The outgoing member of the Executive shall provide an electronic +/- hard copy of the current Executive Manual for the incoming member of the Executive.
2. Hand over shall include a review of the Manual and explanation of relevant sections.

Constitution

1. The outgoing member of the Executive shall provide an electronic +/- hard copy of the current NSW OTA Constitution for the incoming member of the Executive.
2. Hand over shall include a review of the Constitution and explanation of relevant sections.

Calendar of Meetings

1. The outgoing member of the Executive shall provide an electronic +/- hard copy of the current NSW OTA Executive Calendar of Meetings for the incoming member of the Executive.
2. Any additional information regarding the location of meetings, transport and parking shall be provided.

Storage

1. Resources may be stored at Miller's Storage facility (space A28) located at 606 Parramatta Rd, Petersham, 2049. Telephone 9569 3722.
2. Not all members of the Executive require access to the storage facility.
3. For access details (Combination Lock) please refer to the President

Hand over notes - responsibilities & resources of the role

the below are hints for inclusion in the handover, but need not be restricted to:

Executive Manual & Meetings:

- Meeting Procedure
- Chairperson
- Dates & times
- Duration
- Location & access
- Previous minutes
- Food

Other discussed:

Representing NSW OTA: Exec Manual – Delegation Responsibilities at:

- Meetings
- Conferences
- Seminar days
- Committees & zone days
- Executive Badge

Other discussed:

Promotion of the NSW OTA:

- Signing up members
- Education/meetings & conference
- Education grants
- Affiliation with the College of Nursing
- Perioperative Nurses' Week
- Work notice boards
- Suite Talk

Other discussed:

Reimbursement of expenses:

- Procedure with reimbursement of expenses
- Receipts & boarding passes
- BAS due dates

Other discussed:

NSW OTA Secretariat :

- Contact names
- Numbers & days
- Exec contact list details
- Duties

Other discussed:

Communication:

- Laptop passwords
- Electronic files such as OTA Logo
- Contact details email
- Web site – contents & password sign in

Other discussed:

Assets:

- Laptop computers
- Thunb drives
- Asset Register

Other discussed:

Signature & Date _____