

Member-Led Groups (MLG) Requirements and Expectations

Requirements

MLG Name	Annual Conference Planning Committee
Term	1 Year
Meeting Frequency	Monthly May – April
Meeting Format	Videoconference by Teams
Experience Required	Knowledge of Nursing Leadership; Abstract review experience preferred
General Member Duties	• Serve as an advisor in developing the content for the Annual Conference • Serve as an abstract reviewer and a presentation advisor
Estimated Time Required	• 1 hour per month for videoconferences prep and attendance • 6 hours outside of meetings for abstract review (August-September) • 1 hour per week for presentation advisor communications (Nov-April)

AONL acknowledges the tremendous commitment of individuals who serve as members of the various member led groups in developing the valuable resources and products provided to AONL membership. This summary provides information to assist with the decision-making process of application to an MLG.

General Membership Expectations

1. Members must sign the **AONL Volunteer Agreement**. This includes disclosing potential conflicts of interest, the intent to abide by noted AONL policies, and to perform the responsibilities of promoting AONL and the field of nursing leadership.
2. Members must be familiar with the member-led group charge and existing work products.
3. Members are expected to represent the perspective of nursing leadership and must be willing to contribute to the discussions and work of the committee.
4. Before meetings, members are expected to review and be familiar with the agenda and all accompanying materials sent by AONL staff liaisons or the MLG chair(s).
5. Members are expected to consistently attend regularly scheduled meetings for the entire duration of the meeting. Exceptions may occur and should be reported to the AONL staff liaison and the MLG chair(s). A member who misses two consecutive meetings may be removed.
6. Members are expected to maintain confidentiality of the agenda, agenda materials, discussions, work product and work plans of the MLG.
7. Members are expected to demonstrate flexibility in consensus building discussions and consider the viewpoint of differing roles across the continuum and regions.
8. Where required, members are expected to volunteer for their fair share of work assignments between meetings and to meet deadlines.
9. Depending on the assigned member-led group, members are expected to volunteer to serve as authors or reviewers in the development of new documents/documents undergoing revision. Authors are to assist AONL staff in addressing and resolving comments from document review(s) and during the document production process. Members may serve as a spokesperson on the MLG publication(s) to the media/others as facilitated by AONL Communications staff, requiring an additional investment of time. See “What Can Committee Members Anticipate?” section.

10. AONL member-led groups have timetables for their products, warranting expectations that all members will be prompt in completing assigned work in a timely manner.

What Can MLG Members Anticipate?

Participation in meetings, videoconferences and any necessary work in between requires a commitment of time and effort. While it is not possible to provide the exact time commitment expected for the various MLG activities, general considerations can be offered.

Meetings: Many MLGs meet at least once a month virtually, depending on the committee.

Virtual or Live Meetings: Most MLGs are convened by Teams or Zoom, with some requiring live meetings. (see chart above)

Additional Calls or E-Mail Exchanges: A specific issue may require attention from some or all members to address a question or resolve an issue that is time sensitive.

Work Output: The amount of time required between meetings or videoconferences will be highly variable depending on the MLG and the activity required. However, document authors and primary/secondary reviewers of documents are likely to invest approximately 30 hours or more per document in performing these activities. This is in addition to the reviews of other MLG documents and participation in meetings. (see committee charter on website)

AONL acknowledges the tremendous commitment of its members of MLGs in developing the numerous activities and products that AONL provides for its members and for the continued improvement of patient health. This summary will hopefully provide additional information as members contemplate committee involvement in AONL.