Checklist for Local Councils in Action

☐ Plan and conduct an interest meeting
   This can be done prior to receiving official council approval.
   Your Regional Director can advertise to potential local council members amongst NACN-USA members via MailChimp
Sample agenda:
1. Priest welcomes group and opens with formal prayer
2. Acquaint nurses with NACN-USA and the local council in formation, importance and benefits
3. Gather contact information of those present
4. Discussion and/or questionnaires asking what issues/concerns/ideas they would like to see addressed.
5. Seek volunteers
6. Provide opportunity to donate seed money

☐ Provide NACN-USA Treasurer a list of Constituent members (see NACN-USA bylaws for description of levels of membership) The treasurer will verify membership and return to the local council $10.00 for each constituent member of NACN-USA who has paid the $50.00 dues.

☐ As membership grows, determine if you need additional officers or committees

☐ Advertise your existence through diocesan newsletters, parish bulletins, appropriate diocesan events, hospitals, etc. (Mid-South Area Association of Catholic Nurses Council in the Dioceses of Memphis requested the names of nurses registered in the diocese and sent them a personal invitation).

☐ Consider establishing a Facebook page or website for your local council

☐ Hold a planning meeting to establish a calendar for the year with meeting dates and any events. (Formats and timing of meetings should reflect the needs and desires of the membership)

☐ Join with other catholic medical associations such as the Catholic Medical Association, diocesan health events, the Catholic Conference Advocacy Network for your state (i.e., www.mdcathcon.org), for events as appropriate for your councils' needs and desires.

☐ Keep in contact with your NACN-USA Regional Representative informing them of your activities and initiatives. Do not hesitate to ask for help and support when needed. Continue to pray always!
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