

# 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.mdathcon.org](http://www.mdathcon.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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