



CALIFORNIA SOCIETY FOR RESPIRATORY CARE

REGION OPERATION GUIDELINES



*Professionalism • Advocacy
Commitment • Excellence*

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CSRC MISSION STATEMENT

The California Society for Respiratory Care (CSRC), as an affiliate of the American Association of Respiratory Care (AARC), is a non-profit professional organization, whose mission is to represent and support our members through public and legislative advocacy, educational opportunities, and to continuously strive for excellence in the cardiopulmonary profession. By these means, the CSRC is committed to health, healing and disease prevention in the California community.

CSRC VISION STATEMENT

The California Society for Respiratory Care strives to be the elite provider of education, consumer information and the benchmark for professionalism.

CORE VALUES

These core values should guide each of us as we discharge our duties as an elected or appointed official of our State association and should also serve as a focus for the collective efforts and energy of the CSRC. This focused effort will help guide the CSRC in identifying and meeting its professional goals. The core values consistent with the CSRC mission statement as described above are as follows:

- **P**ROFESSIONALISM
- **A**DVOCACY
- **C**OMMITMENT
- **E**DUCATION



REGION BOUNDARIES BY COUNTIES

Northern California Region (NCR): Del Norte, Humboldt, Lake, Mendocino, Alpine, Butte, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Yuba, Siskiyou, Sutter, Tehama, Trinity and Yolo

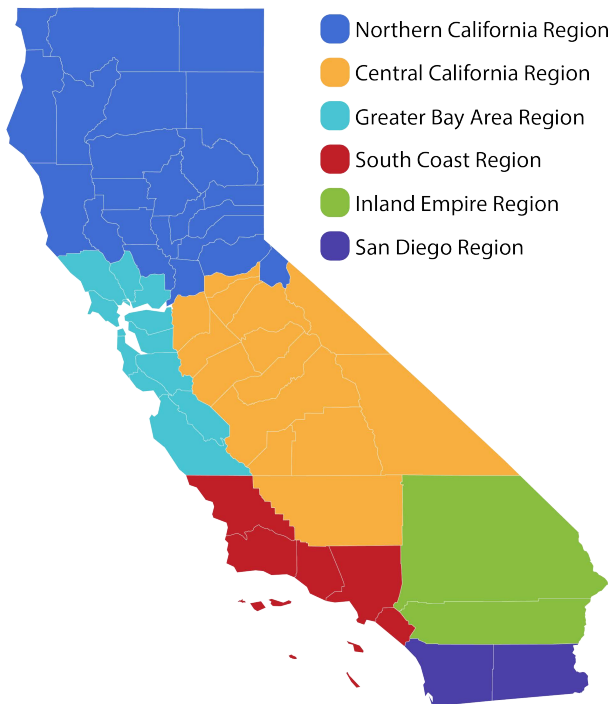
Greater Bay Area Region (GBAR): Alameda, Contra Costa, Solano, Sonoma, Marin, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Monterey and San Benito

Central California Region (CCR): Fresno, Kern, Kings, Madera, Tulare, Mono, Inyo, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, and Tuolumne

Southern California Region (SCR): Los Angeles, Orange, San Luis Obispo, Santa Barbara and Ventura

San Diego Region (SDR): Imperial and San Diego

Inland Empire Region (IER): San Bernardino, Riverside





REGION SECTIONS

Each region represents a large territory of land which can be divided into smaller sections within the region. Reason: outreach to smaller sections can provide more CSRC accessibility and bringing the CSRC closer to the California RCPs. The decision for sections is solely up to the current Region President.

Suggested Section Breakdowns:

NCR:

- Northeast – Modoc, Lassen
- North Central – Siskiyou, Shasta
- Northwest – Humboldt, Trinity, Del Norte
- Southeast – Plumas, Sierra, Nevada, Placer, El Dorado, Sacramento, Sutter, Yuba, Alpine
- South Central – Tehama, Glenn, Butte, Colusa, Yolo
- Southwest – Mendocino, Lake

GBAR:

- North: Sonoma, Napa, Solano, Marin,
- East: Contra Costa, Alameda,
- West: San Francisco, San Mateo, Santa Clara
- South: Santa Cruz, San Benito, Monterey

CCR:

- North: Amador, San Joaquin, Calaveras, Tuolumne, Stanislaus,
- West: Merced, Mariposa, Madera, Fresno
- East: Mono, Inyo
- South: Kings, Tulare, Kern

SCR:

- North: San Luis Obispo
- West: Santa Barbara
- Central: Ventura, Los Angeles
- South: Orange

SDR:

- North: North San Diego County
- South: El Cajon
- West: San Diego
- East: Imperial County

IER:

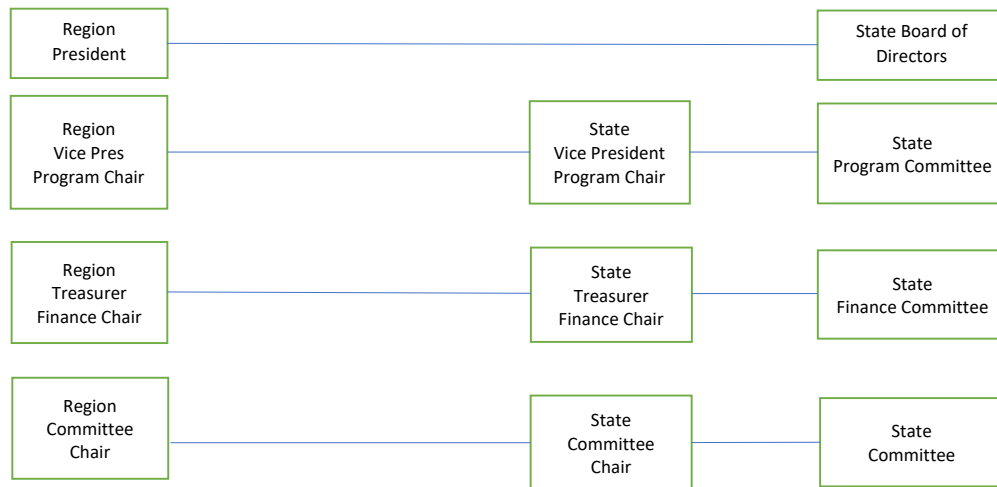
- North: Victorville
- South: Murrieta
- Central: Redlands/Riverside
- West: Ontario/Corona
- East: San Bernardino/Palm Springs



ORGANIZATIONAL STRUCTURE

CALIFORNIA SOCIETY FOR RESPIRATORY CARE ORGANIZATION CHART – REGION OFFICES & COMMITTEES RELATIONSHIP

Regions' organization ideally mirrors the state organization. Region Presidents appoint their VP, Secretary/Treasurer and other Committee Chairs from their members within their region. Region appointees would automatically sit on the related state committees. State committee members report to the state committee Chair.



Offices of the Regions

The President is elected by the CSRC region membership. Each Region shall submit to the CSRC Nominations Committee an approved slate of candidates for President every 2 years. Candidates will be vetted by the Nominations and Elections Committee to assure the individuals meet all of the current qualifications for the office. Approved candidates' names will be included with the CSRC ballot election of Officers. The Region President is automatically a voting member of the CSRC State Board of Directors (BOD) and is expected to represent the region by participating in all CSRC BOD meetings and activities.

All other Region positions (Vice President, Secretary and Treasurer, Committee Chairs and Region Representatives) are appointed by the Region President. All serve at the will of the Region President, assisting with events for location, speakers, food/beverage, etc. in conjunction with the Executive Office and the State Program Chair.



REGION PRESIDENT

Overall Goal

The Region President is the lead steward and is responsible for bringing the CSRC's Mission, Vision and Core Values closer to the Respiratory Community within their region. This is accomplished by coordinating efforts in the areas of P.A.C.E., particularly Advocacy and Education. This is done by holding business meetings, CEU events and social activities which brings RCPs and other stakeholders together. This will facilitate networking where sharing of ideas, thoughts and practices can be exchanged. In turn, the areas of Professionalism and Commitment can be demonstrated to the Respiratory Community as well.

Term Of Office

2 Years

Selection Process

Elected by the Region's CSRC Active Membership.

Accountability

The Region President is Chair and facilitator of all functions which include but not limited to business meetings, advocacy activities, educational activities, and social activities.

Responsibilities

- Preside or appoint a representative to preside at all business meetings, advocacy, educational and social events.
- Submit quarterly and annual reports of the Region to the Board of Directors.
- Communicate on a regular/monthly basis with the CSRC President and Executive Office.
- Responsive to communications.
- Conduct region organization board meetings in compliance with Robert's Rules of Order.
- Will immediately notify the CSRC President Executive Director of any inability to fulfill their duties.
- In the occurrence of a conflict that cannot be resolved at the Region level, the Region President will immediately notify the CSRC President and/or the Executive Director.
- Present to the Region membership the agenda for each regular or special meeting at least 2 weeks prior to such meeting.

Estimated Time Commitment

Attendance at regional board meetings and other region events as scheduled.

Attendance at scheduled state board meetings, conference calls and other meetings as required.

Estimated time commitment: 8-12 hours/month.

Minimum Position Requirements

- **License/Credential:** CA Respiratory Care Practitioner, Member in good standing of CSRC & AARC
- **Qualifications:** Well versed in CSRC Operations, Robert's Rules of Order, Professionalism & Professional Communication, Etiquette, Professional Ethics.
- **Experience:** Professional Enthusiasm.



PLANNING REQUIREMENTS FOR ALL MEETINGS & ACTIVITIES

- Primary Goal: all meetings and activities shall meet the CSRC’s Mission Statement, Vision, and Core Values.
- Regions are an extension of the CSRC and do not operate independent of CSRC Bylaws, Policy & Procedure, or suggested guidelines.
- Region committee members report to the Region President, who reports to the CSRC Board of Directors.
- **Alcohol will not be sponsored by the CSRC or its Regions at any event or activity.**
- Educational events need to be planned minimally 6 months in advance. The State Program Chair must be informed and approve the date who will add the event to the Master Planning Calendar.
- Official contact information for all events is:
 - CSRC
 - 3868 Howe St.
 - Suite #1
 - Oakland, CA 94611
 - Email: office@csrc.org
 - Toll Free: (888) 730-CSRC (2772)
- Do not include “Attention XXXX” on anything that is mailed to the CSRC Office.
- All checks are to be made payable to CSRC, not CSRC – Region or to someone’s personal name.
- All events shall have CSRC marketing information available to include membership information, pens, pads, shirts, displays, etc.
- Education events shall not be scheduled <30 days prior or post the CSRC Annual Convention.
- All contracts must be negotiated with assistance from the CSRC Executive Office.
- All program budgets should include dialogue with the CSRC Executive Office.
- Expenses for onsite CSRC staff and or CSRC President or Board appointee services to include travel and lodging will provided by the Region as per current CSRC P&P.
- For more details of event planning, please refer to resources on the CSRC website under the BOD section;
 - Master Planning Calendar
 - Regional Planning Guidelines



Planning and Conducting Region Business Meetings

- Organization Meetings Goal – to conduct the Region business
- Set meeting dates well in advance and send reminder notices 1 week in advance.
- Be sure to invite the committee chair whose activities need Board attention and action.
- Appoint a parliamentarian at the beginning to follow Roberts Rules of Order.
- Start on time. Be a good host. Make sure everyone is introduced and acquainted.
- Stick to planned agenda.
- Encourage participation.
- Keep the meeting moving by keeping the discussion on agenda topic.
- Summarize major points during discussion and at the end of the meeting.
- Be sensitive to factors which may be affecting relations between members.
- Talk to the group as a whole. Use “I” language instead of “YOU” language.
- People are allowed to speak when recognized by the chair so that only one person speaks at a time.
- If there is a lack of interest, table the matter.
- If conflict arises or an argument ensues, the chair will intervene to regain control of the meeting.
- Encourage all at the table to join the discussion.
- Keep the meeting on track to adjourn on time.

Sample agenda meeting

REGION NAME
REGION BOARD MEETING
Date/Time
Location

AGENDA

1. Call to order
2. Roll Call/Conflicts of Interest/Introductions
3. Approval of Minutes from previous meeting
4. Report of the president
6. Report of the area representatives
7. Old business (Review previously held events)
8. New business (Review current calendar of events and future event planning)
9. Plans for the next meeting, date time and place.



Planning and Conducting Educational Meetings

Global Requirements:

- Educational events need to be planned minimally 6 months in advance. The State Program Chair must be informed and approve the date who will add the event to the Master Planning Calendar.
- **Securing/offering of CEUs requires submission of paperwork to the Executive Office and Education Committee for approval no less than 60 days prior to the event.**
- Presenters/Speakers should come from within (i.e. local physicians, RCPs, community leaders)
- Regions are not to secure any speaker whose speaking fee is greater than \$250 without the approval of the Executive Board. Regions must provide written agreements for any speaker that will be sponsored prior to speaker confirmation and program announcement.
- Professional transportation must be provided for all speakers unless the speaker has waived in writing this liability.
- The most successful Region meetings are ½ day to full day events.
- Region are encouraged to provide educational awards to students enrolled in a Respiratory School within their region. Region Student Awards should be pre-determined amounts and funded from the proceeds of the event(s) and will be paid out via the Foundation. 30 days advanced selection and notification to the foundation is required in order for the check to be available at the time of presentation.
- All meeting registration services and fees shall be provided/processed by the CSRC Office. Members shall NOT handle any moneys at the registration table. Telephone calls regarding event registration shall be directed to the CSRC Office.