

Laidback Leadership: Technologies to Make Your Life Easier

Julie Jones

Faculty Disclosure

- Faculty Name: Julie Jones, RNBC, MS
- Conflicts of Interest: None
- Employer: University of Vermont-Medical Center
- Sponsorship/Commercial Support: None

This session is not eligible for
continuing nursing education credits

SIGMA THETA TAU INTERNATIONAL

**LEADERSHIP
CONNECTION**

Influencing Change
Through Leadership

Objectives

- Discover the free tools offered by STTI to help you in your chapter leader role
- Discuss additional tools and ideas to save you time and energy



A NEWSLETTER FOR CHAPTER LEADERS

LEADER/LINES

Emily, thank you for serving as a chapter leader for the Honor Society of Nursing, Sigma Theta Tau International (STTI). Read *Leader Lines* each month to find information specific to your role(s).

To ensure that your chapter's leaders receive their issue, please update leaders and terms in the Officer and Committee Chair Report in the [Management System](#).

CHAPTER LEADER NEWS

Chapter Leader News

The STTI office is closed on Monday, 4 July.

Email and voicemail messages will be returned as soon as possible after the office opens on 5 July.

Leadership Connection early registration deadline is next week!

[Register early](#) for this professional event for chapter leaders (17-18 September) and nursing leaders (19-20 September), with a focus on influencing change through leadership.

Myth busters: Eligibility and Exception Criteria

Understanding membership eligibility is **everyone's job!** [Please attend at](#)

- Read your monthly issue to learn about resources, deadlines, and information important to YOUR role
- Segmented by your chapter leader position.

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STTI Discussions



RE: Walden
Commencement --Phi Nu
Meet & Greet

By: [Celia Okenla-Ojeaga](#), 2 hours ago

Posted in: [Phi Nu Chapter](#)

Hello Cheryl, I have a 6pm flight arrival on Friday, can I meet you for an honor cord after 6pm?...

Announcements [Add](#)

In the Loop: STTI Members
Connect in The Circle  

By: [Michelle Coburn](#), one month ago

Read this article from Reflections on Nursing Leadership, to see how STTI members are using this site to create connections!

[Read the article](#)

STTI Events

Webcast Tour of "My Membership"

Jul 18 - 20, (ET)

27th International Nursing
Research Congress

Jul 21 - 25, (SAT)

Within The Circle

- Regional Officer Connect group
- Your Chapter website
- All Chapter Officers workgroup
 - Discussions with ALL leaders
 - Resource library
 - Event calendar
 - Management System and Consultation Request Form links



The Circle

The professional networking site of Sigma Theta Tau International

Home

Groups ▾

Chapter Sites

Directory

Participate ▾

Events ▾

Browse ▾

FAQs

search

All Groups

My Groups

Group Home

Discussion

Library

Discussions

My

Subscriptions

JULY 2016

WEBSITE OF THE MONTH

CONGRATULATIONS



Alpha Phi Chapter

Hunter College of the City University of New York

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Regional Officer Connect

Connect with your Regional Coordinator and the other leaders in your region

Region 11 Chapter Officer Connect

 Settings

Group Home

Discussion **68**

Library **29**

Events **2**

Members **268**

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Your chapter website



Sigma Theta Tau International
Honor Society of Nursing®

Delta Xi Chapter

Home

About Us ▾

Chapter Members ▾

Resources ▾

Discussions ▾

Events ▾

search



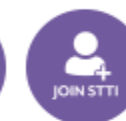
Welcome to the Delta Xi Chapter of Sigma Theta Tau International

Kent State University - College of Nursing

Kent, OH

2016 Induction

On April 21, 2016 141 candidates were inducted into Delta Xi Chapter. Dean Barbara Broome welcomed the candidates and families. Jeanne Bryner, a member of Delta Xi, an award winning poet, playwright and author spoke on "Nursing: A Journey to Become." Ann Jacobson, President of Delta XI presided over the induction proceedings. All candidates gave the membership pledge and received their honor cords and certificates of membership and signed the Delta Xi record of membership book. Following the induction inductees and their families and friends enjoyed light refreshments and met other members of Delta Xi and the board. Congratulations to all!



Chapter News



Add

Newly Elected Chapter Officers

6 days ago



Our new chapter officers are:

President Elect: Lory Lewis

Vice President: Jamie Burchett

Secretary: Tracy Gidden

Counselor: Kim DePaul

Leadership Succession Committee Members:

Chapter website features

- A list of leaders and all the active members of your chapter (within the last 30 minutes)
- A library to save chapter resources
 - Bylaws and meeting minutes
 - Newsletters and journal articles
 - Poster presentations
 - Videos
- Discussion forum that emails all the active members
- Areas for chapter news and chapter events



The Circle

The professional networking site of Sigma Theta Tau International

Disaster Preparedness Community

[Post New Message](#)

[The Circle](#)

[Sigma Theta Tau International](#)

May 14, 2016

started 3 days ago, [Lindsay McLeod](#) (2 replies)

Hello [↗](#)

1. [Hi Lindsay, I am currently still in...](#) Kimberly Sorden
2. [Hi Lindsay, I am currently still in...](#) Kimberly Sorden

started 13 days ago, [Kimberly Sorden](#) (2 replies)

New to the Group [↗](#)

3. [Hi Gina, Nice to meet you! Thank you for...](#) Kimberly Sorden

started 14 days ago, [Jessica Trivett](#) (1 reply)

Introduction [↗](#)

4. [Hi Jessica, My name is Kimmie Sorden and I...](#) Kimberly Sorden

All Chapter Officers

[Settings](#)[Group Home](#)[Discussion](#) 1.9K[Library](#) 299[Events](#) 18[Members](#) 4.7K

Announcements [Add](#)

2016-2017 Certificate of Insurance

By: [Katherine Rogers](#) , 8 days ago

Certificates of Insurance for fiscal year 2016-2017 are now available. Each chapter can receive a copy of their certificate of liability insurance by emailing chapserv@stti.org.

[Request a copy of your chapter's insurance certificate](#)

Meet with staff on any chapter topic!

By: [Michelle Coburn](#) , one month ago

Do you need help with communications, strategic planning, recruitment, or some other chapter-related topic? Meet virtually with STTI staff!

[Submit a Consultation Request Form](#)

Chapter Annual Report and Bylaws due 3 August

By: [Katherine Rogers](#) , 7 months ago

Submit your chapter's Chapter Annual Report and 2015-2017 Chapter Bylaws in the Chapter Management System by 3 August.

[Chapter Management System](#)

Upcoming Events [Add an Event](#)

What's Next? A Virtual Tour of STTI

Jul 18 - 20, (ET)

Governance Committee's Webcast

Jul 19 - 21, (ET)

STTIconnect monthly news deadline

Jul 25

Library Files [Add](#)



Slides for 2016 Counselor's webcast

By: [Michelle Coburn](#) 14 hours ago

Download the slides from the 2016 Counselor's webcast. A video recording can be found in the related...

All Chapter Officers

Settings

Group Home

Discussion 1.9K

Library 299

Events 18

Members 4.7K

- Emailed to all STTI chapter leaders. Posts should be able:
 - Samples and templates
 - Ideas and lessons learned
 - Operations questions
 - Time-saving resources
- Chapter and regional events to be posted in the chapter or regional forum, or the Global Member Forum (if applicable to all STTI members)

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All Chapter Officers

⚙ Settings

Group Home

Discussion 1.9K

Library 299

Events 18

Members 4.7K

- The **ONLY** location of chapter leader resources, video tutorials, presentations, etc.
- Browse folders or use the search feature in the library itself

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Term / Keyword / Phrase



314 Entries



Create New Library Entry

Folders

New New Child Delete |

- Folder All Chapter Officers
 - Folder Bylaws
 - Folder By-Position Resources
 - Folder Chapter Anniversaries
 - Folder Chapter Annual Report
 - Folder Samples and Templates
 - Folder SPARK
 - Folder Sustainability Pyramid
 - Folder Showcase of Regional Excellence

Folder Contents

New View Delete

- 90 Minutes of Service flier
- Catalog of Chapter Products
- Flags of STTI Chapters

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September Chapter Checks Mailed to Treasurers

Sep 26 - 30, (ET)

IRS Form 990 due for United States Chapters

Nov 15

November Chapter Checks Mailed to Treasurers

Nov 28 - Dec 2, (ET)

STTI journals moving to online-only

Jan 1

INTERNATIONAL
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All Chapter Officers

⚙ Settings

Group Home

Discussion 1.9K

Library 299

Events 18

Members 4.7K

First Name

Last Name

University

Email Address

Find Members

Clear All



Evalyn Abalos

evalyn_2004@yahoo.com
(61) 09176881877 home

Silliman University
Cpt Pablo Jimenez St
Dumaguete City
Philippines

Send Message

Add as Contact

Announcements [Add](#)

2016-2017 Certificate of Insurance

By: [Katherine Rogers](#) , 8 days ago

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Submit your chapter's Chapter Annual Report and 2015-2017 Chapter Bylaws in the Chapter Management System by 3 August.

[Chapter Management System](#)

- Contains important, timely announcements
- Will always contain links to:
 - Consultation Request Form
 - Management System

- One-on-one meeting with your chapter and STTI staff, on any chapter-related topic
 - Strategic planning
 - Recruitment/retention
 - Chapter website editing
- Can be one board member, the entire leadership team, or any mix of leaders

Chapter Consultation Request Form

Chapter Name *

Name of Individual Requesting Consultation *

First

Last

Please provide the best telephone number for us to reach you.

Area Chapter is requesting assistance in: *

- Board Operations
- Member Engagement/Retention
- Member Recruitment - students
- Member Recruitment - nurse leaders
- Program Planning
- Fundraising
- Budgeting
- Strategic Planning

Other

The Management System

- Access anytime you need to submit something to STTI headquarters, or pull a report:
 - STTIconnect news
 - Officer and Committee Chair Report
 - Chapter Bylaws
 - Chapter Annual Report
 - Verification of Fees Form
 - Membership Rosters
 - Online Induction System
 - Print-on-Demand System

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Welcome to the Chapter Management System!

For additional information about how to use the system, please review the [Quick Tips](#) document in the Links section below. If you need any assistance with any of these items, please contact Chapter Services at 888.634.7575 (US/Canada) or +1.317.634.8111 (International).

Please be aware that chapter reports may take longer to generate if the report must sort through all STTI membership records.



Announcements

Upcoming Deadlines & Events

2016 Chapter Annual Report & Bylaws due August 3

The 2015-2016 Chapter Annual Report and Chapter Bylaws submission forms are now open. Before starting these submissions, please ensure that your web browser is up to date and

STTIconnect Chapter Newsletter Editor

Share important chapter news through *STTIconnect*. The monthly e-newsletter is delivered to all active STTI members. Announce chapter meetings, activities, awards, and solicit feedback! Enter your chapter news below.

In the loop: STTI members connect in The Circle

"Networking allows us as nurses to do our jobs better," says Karin Lightfoot, PhD, RN-BC, PHN. "We can't do it all by ourselves."

STTIconnect

- Monthly e-newsletter to all members
- Chapters submit blurbs of the chapter news they would like included in the next issue
- Reminder sent to the secretary, newsletter editor, publicity chair, and webmaster each month

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STTIconnect Chapter Newsletter Editor

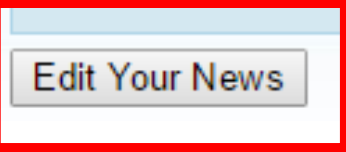
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Looking forward to the Leadership Connection

The Leadership Connection is a two-part conference focused on developing STTI chapter management and nursing leadership skills.

The chapter leaders track (17-18 September) will provide intensive training for chapter leaders. The nursing leaders track (19-20 September) will provide inspirational plenaries and workshops focused on leadership development skills which can affect nursing in a global way.

[Register for one or both tracks online.](#)



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Step 1: Select article month

July 2016

Step 2: Enter the title of the article (80 character limit)

Step 3: Enter the article in the text area



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p

Step 4: Review article and submit



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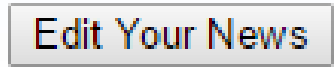
Your news was saved successfully

Looking forward to the Leadership Connection in Indianapolis!

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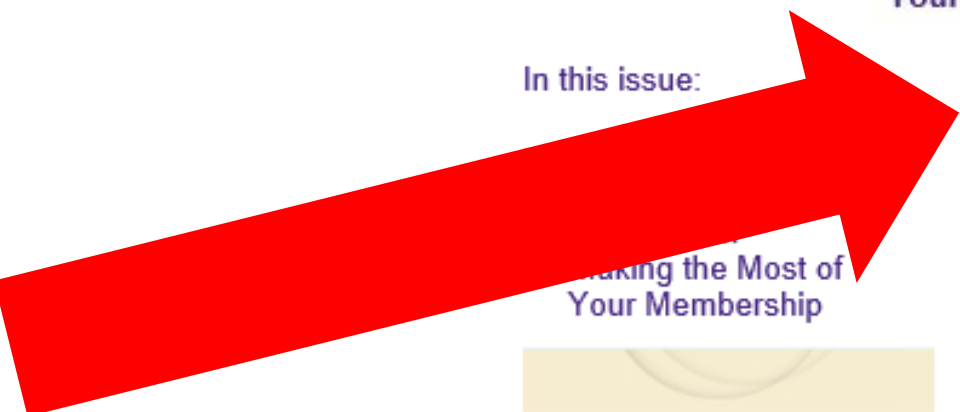




Emily Reeser, thanks for being a member.
Please enjoy your March 2016 issue of *STTIconnect*.

Your member number is 1143575.
Your membership expiration date is 01/01/0001.

In this issue:



Making the Most of
Your Membership



Check out this recent article in
[*Reflections on Nursing Leadership*](#):

How do you solve a problem like millennials?

Begin by recognizing the strengths they bring to the workplace.

By Carrie Sue Halsey

"The number of millennials in the workforce is quickly increasing. In just five years, employees born after 1980 will comprise 50 percent of the

CHAPTER news



News for Gamma Tau at-Large members!

Welcome to our newest CSUN and UCLA inductees! 16 CSUN and 100 UCLA individuals are now part of the Gamma Tau at-Large Chapter. 3 nurse leaders were also inducted. We welcome you all and look forward to your active participation!

Congratulations to our own Nancy Loos, MSN, RN, NE-BC, winner of the ACNL Best Practice Award in Administration! Well deserved!

Kudos to Dr. Susan Opas who suggested the winning name of our new newsletter, Gamma Taulk.

Upcoming events:

Ethics of Caring Conference Narratives from Practice: Exploring the Heart of Ethics March 15, 2016. Registration is open @ <http://ethicsofcaring.org>

The box to the left contains news from your chapter.

Please read and follow up with your chapter if you have any questions.

Officer and Committee Chair Report

- Gives leaders access to Circle groups for chapter leaders
- Used by STTI to send chapter leader communications
- Will tell you if any required positions are missing
 - Click “Add Individual”
 - Type Last name and a list will appear to choose from



The screenshot shows a web interface for managing chapter leaders. At the top, there is a green header with the title "Officer and Committee Chair Report" and a small icon of three people. Below the header, a light blue box contains instructions: "Update your chapter leader roster using the add, edit, or remove buttons below. Please have a list of these individuals before starting this process. Chapters should submit changes as soon as officer changes or elections occur." A large red-bordered box in the center lists missing positions: "Your Chapter is missing the following required positions: Governance Chair, Leadership Succession Chair, President, Secretary, Governance Committee Member, Leadership Succession Committee Member." Below this list, a message states: "If your chapter is experiencing difficulty recruiting officers, please contact a chapter specialist at Sigma Theta Tau International Headquarters." At the bottom left, the text "Chapter Leaders" is visible. At the bottom right, there is a button labeled "Add individual" with a small person icon and a plus sign.

Officer and Committee Chair Report

Update your chapter leader roster using the add, edit, or remove buttons below. Please have a list of these individuals before starting this process. Chapters should submit changes as soon as officer changes or elections occur.

Your Chapter is missing the following required positions:

- Governance Chair
- Leadership Succession Chair
- President
- Secretary
- Governance Committee Member
- Leadership Succession Committee Member

If your chapter is experiencing difficulty recruiting officers, please contact a chapter specialist at Sigma Theta Tau International Headquarters.

Chapter Leaders Add individual



Roster Report Tool

Select a Report

Please Select a Report ▼

Please Select a Report

Officers

Active Only

All Activity - Last 90 Days

Bad Addresses

Chapter Directory

Inactive Only

Induction Date

Member Type

Missing Emails

Missing Officers

Specialty Report

VIPProfile

Chapter News

- **Active only**
 - Sort by name, location, induction date, etc.
- **All Activity – Last 90 days**
 - Tells you who recently renewed after lapsing, who transferred into your chapter, who transferred out of your chapter, and whose membership has lapsed
 - Pull every 90 days so you can welcome new members, send renewal notes, and thank those who renewed.
- **VIPProfile**
 - Tells you members who have indicated their interests so they can be matched with volunteer opportunities in those interest areas.
- **Chapter News**
 - A historical look at the news entries your chapter has submitted for *STTlconnect*.

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For information and tutorials on submitting both the Chapter Annual Report and the Chapter Bylaws, please visit the [All Chapter Officers Workgroup](#).

The annual report and bylaws should be submitted in the **Management System** by 3 August. The on-time submission of these reports is a bylaws requirement. Chapters that miss this deadline will be ineligible for the 2017 Chapter Key Award.

If you have questions or need help, email chapserv@stti.org.

2016-2017 Certificate of Insurance

Certificates of Insurance for fiscal year 2016-2017 are now available. Each chapter can receive a copy of their certificate of liability insurance by emailing chapserv@stti.org. Learn more about your insurance coverage [here](#).

Schedule a One-on-One Meeting with STTI Staff

What would you like to learn more about? Do you need to brainstorm any ideas for your chapter? Request a chapter consultation!



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How can you network in The Circle? [Read this article](#) from [Reflections on Nursing Leadership!](#)

[Edit Your News](#)



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Leadership Succession Chair
President
Secretary
Governance Committee Member
Leadership Succession Committee Member

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Chapter Leaders

[Add individual](#)

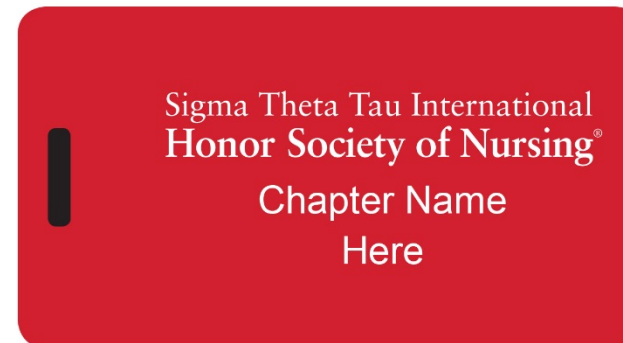


Important Links

- [Online Induction System](#)
- [Print On-Demand](#)
- [All Chapter Officers Workgroup](#)
- [Update Your Chapter's Directory Information](#)
- [Update the dean\(s\)/department chair\(s\) for your chapter](#)
- [Request a copy of your Chapter's Certificate of Insurance](#)
- [The Circle](#)
- [Sigma Theta Tau International Homepage](#)

Important Links

Print-on-Demand System



Additional Resources

Screensharing/Virtual Meetings

- **GoToMeeting**- Hold unlimited online meetings with up to 25 attendees. Allows for a free trial
- **GoToWebinar**- Conduct do-it-yourself webinars with up to 1,000 people for one flat rate.
- **FreeScreenSharing.Com** - Hold unlimited free meetings anytime and anywhere with up to 96 participants and free audio conferencing.
- **Anymeeting.com** - Full packages for small-business operations include meeting scheduling, planning, surveys, and meeting events.
- **Google Hangout** - Hangouts bring conversations to life with photos and even group video calls for free.
- **Skype** - Make free video and voice calls to anyone on Skype with a free account, including camera if both parties have one. Paid accounts can include more camera support.

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Additional Resources

Surveys

- **SurveyMonkey** – Free version allows for 10 questions to 100 respondents
- **Typeform** – Free version allows for unlimited, basic questions (no skip logic) to unlimited number of people
- **Google Forms** – Free, allows for unlimited surveys (with skip logic) to unlimited respondents

Questions?

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