

**Northeast Pediatric Cardiology Nurses Association**  
**P.O. Box 261                      Brookline, MA 02446**

**Role and Responsibilities of the Hospital Liaison  
Committee Chairperson(s)**

**ROLE**

The Hospital Liaison Committee Chairperson is one of the most visible roles in the NPCNA. The Chairperson is responsible for maintaining a network of members that promote NPCNA within member hospitals. Maintaining communications with hospital liaisons is a vital part of the Chairperson's role. The Hospital Liaison Chairperson is an appointed position by the President.

**RESPONSIBILITIES:**

1. Maintain an accurate and updated file of committee members, their job titles, hospital affiliation and a brief description of the program where they are employed. This directory should include the following: (1) information about the size, and type of the cardiac program at their institution, (2) the names of the nurse manager and key physicians, (3) the number of cardiac surgeries, and cardiac catheterizations done annually, and (4) the number of outpatient visits per year. A list of potential speakers and writers available at their institution should be included.
2. Provide the hospital liaisons with Memberships Packets to post in visible nursing areas. The packet should include current membership application forms, the latest Newsletter, and program flyers.
3. Communicate via telephone or e-mail quarterly with committee members to update committee members and assess their membership packets requirements. Forward restock materials to the liaisons.
4. Work closely with the Editor of the Newsletter to identify potential authors.
5. Attend all program committee meetings to aid in speaker identification and to facilitate communication with liaisons regarding educational program(s).
6. Work with the NPCNA Secretary to identify and list all non-renewing members and forward the list to committee members for follow up at their hospitals.
7. Mail biannual editions of the Newsletter to committee members to place in membership packets within in one week of publication. (Mailing requires approval by the Treasurer).
8. Mail conference flyers to committee members for posting at their hospitals within five days of receiving from NPCNA Secretary.
9. In conjunction with Board of Directors, develop a recruitment strategy/ for new members and member hospitals. Update committee members and encourage their involvement in recruitment.