Dear \_\_\_\_\_\_\_\_\_\_ Members:

On behalf of myself and our current and newly elected Board members, I would like to welcome you to the 2016-2017 year for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Honor Society, at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College of Nursing. I am excited to take over the reins as President and look forward to working with all of you in the coming two years. As we begin the new year, I wanted to introduce myself and the Board and give you enough information to get us all started on making 2016-2017 another great year for us!

While this email is a bit “long”, we hope that you will take the time to review it carefully, as there is some important information to help get you be involved in our honor society! The email will cover: (1) thanks to our outgoing officers; (2) election results and complete list of board members; (3) committees and committee chairs; (4) organizational structure of \_\_\_\_\_\_\_\_\_\_\_\_\_\_Honor Society; and (5) how to get involved – call for open positions and committee membership.

**Outgoing Officers**

I would first like to thank **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, who is completing her 2 years as President of \_\_\_\_\_\_\_\_Honor Society, as well as those who have participated in board leadership positions with her. Under \_\_\_\_\_\_\_’s guidance, her and her board has done a tremendous job in providing excellent educational activities, a robust mentorship program, collaborative events with other organizations, philanthropic endeavors benefiting local organizations, and wonderful induction ceremonies for our new members. I only hope that we can demonstrate as much success in the coming years! I have talked \_\_\_\_\_\_\_\_\_\_ into continuing her service with us as she helps out on our newly formed Events Committee.

**2016 \_\_\_\_\_\_\_\_ Elections**

\_\_\_\_\_\_\_\_\_\_\_Honor Society completed its election in May/June, with elections occurring for Vice President, a Faculty Counselor, three positions on the Governance Committee, and one position on the Leadership Succession Committee. Below is a list of the \_\_\_\_\_\_\_\_\_\_ Board of Directors, with those newly elected/appointed in bold.

**Executive Board**

* President, \_\_\_\_\_\_\_\_\_\_, 2016-2018
* **Vice President, \_\_\_\_\_\_\_\_\_\_, 2016-2018**
* Treasurer, \_\_\_\_\_\_\_\_\_, 2015-2017
* Secretary, \_\_\_\_\_\_\_\_\_\_, 2015-2017
* Faculty Counselor, \_\_\_\_\_\_\_\_\_\_, 2015-2017
* **Faculty Counselor, \_\_\_\_\_\_\_\_\_\_\_, 2016-2018**

**Standing Committees**

* Leadership Succession
	+ Chair, \_\_\_\_\_\_\_\_\_\_\_, 2015-2017
	+ \_\_\_\_\_\_\_\_\_\_\_\_, 2015-2017
* Governance
	+ **Chair, \_\_\_\_\_\_\_\_\_\_\_\_, 2016-2018**
	+ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2016-2018**
	+ **\_\_\_\_\_\_\_\_\_\_\_, 2016-2017**

I would like to thank everyone who ran for office and who also indicated interest in being appointed to open positions. We do have one vacant position remaining on the Leadership Succession Committee.

**Ad Hoc Committees**

For 2016-2017, \_\_\_\_\_\_\_\_\_\_\_Honor Society will have 5 Ad Hoc Committees to serve the chapter. Below is a description of each committee, including the committee chairs and/or other members.

1. Membership Engagement, **\_\_\_\_\_\_\_\_\_\_\_, Chair**. This committee promotes membership involvement through overseeing the chapter’s mentorship program, supporting global initiatives, and setting the chapter’s philanthropic goals and activities.
2. Education, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair**. This committee plans journal clubs and other continuing education presentations/activities, including selection of themes, topics, and speakers and preparation of CE applications.
3. Scholarships, Grants, and Awards, \_\_\_\_\_\_\_\_**, Chair**. This committee oversees the application process and selection of recipients for Upsilon’s scholarships (undergraduate and graduate), research grants, and other awards as determined by the Board of Directors.
4. Events, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair**. This committee is responsible for planning and implementation of chapter events, including the Founder’s Day Celebration in the fall and annual induction ceremony/annual meeting in the Spring.
5. This closed committee consists of the chapter’s publicity chair (**\_\_\_\_\_\_\_\_\_\_**), web master (**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**), archivist (**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**), and newsletter editor (***\_\_\_\_\_\_\_\_\_\_***).

**Organizational Structure**

Based on a great suggestion from our Secretary, \_\_\_\_\_\_\_\_\_\_\_, we have developed a pictorial representation of our organizational structure, which is attached to this email. With recent changes to our Chapter Bylaws for the 2015-2017 biennium that affect chapter governance, this visual hopefully makes it easier to understand how all the pieces fit together and where/how you can join in! It delineates our overall Board of Directors, consisting of the Executive Board and Standing Committees, the Ad Hoc Committees, and Board liaisons for Ad Hoc Committees.

**How to Get Involved**

We are excited about the upcoming year and would like you to get involved with \_\_\_\_\_\_\_Honor Society! We currently have a few vacant positions and are seeking interested parties:

* Member for the Leadership Succession Committee, 2016-2018
* Chair for the Scholarships, Grants, and Awards Committee, 2016-2018
* ***NEW*** – Newsletter Editor, 2016-2017 (4 seasonal newsletters throughout the year)

In addition, we need more members for all four of our open Ad Hoc Committees: Membership Engagement, Events, Education, and Scholarships, Grants, and Awards. If you are interested in one of the vacant positions and/or committee membership, please email me directly at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and include your name and the position or committee for which you are interested. If you are interested in more than one, that is fine!  Just please rank your preference and we will then slot you in where you are most needed.

Thank you for bearing through this long email.  We are looking forward to an exciting year with \_\_\_\_\_\_\_\_\_\_\_Honor Society and your involvement. Be on the lookout for an email regarding our August meeting of the Board of Directors.  All members are invited to attend. In the meantime, our committees will get started on their work and planning for our first activity at the beginning of the fall.

Stay in touch and stay with \_\_\_\_\_\_\_\_\_\_\_Honor Society!

Regards,