



OHIO NURSING STUDENTS' ASSOCIATION

Make everyday count, choose nursing!

Responsible Communication Policy- approved 1-26-08

I. Responsible Communication Policy

All ONSA Board Members must respond to emails and/or phone calls within three days of receiving the email and/or phone calls unless there has been an emergency. An emergency is not considered school, work, other commitments and some illnesses. Any board members who do not follow this policy will be subject to corrective action by the board as they see fit.

Minutes

The Secretary must turn in the minutes from the previous meeting within two weeks after that meeting to the President. Following the approval of the minutes, the Secretary must submit the minutes to NSNA as per NSNA policy. When sending an electronic copy of the minutes to NSNA, the Secretary must carbon copy (Cc) the President.