

**2009-2010 Constituent Organization Award of Achievement
(Specialty Organization Category)**

Attachment 1.

Project 1, SPAO-HNS Leadership Continuity Web Site

Project: 1. This project significantly improved internal functioning of organization and provided continuity by creating a “*SPAO-HNS Leadership Continuity Web Site*”. Continuity manuals are not new to volunteer organizations. However, providing an on-line medium that allows ALL its members access to important documents, reduces costs, ensures accuracy, provides financial transparency and promotes use is innovative.

Introduction: It is often overwhelming for first time volunteers that are not familiar with a leadership position to start from scratch. If we see how others before us have done things then it is easier to find ways to implement and even improve existing policies and programs.

The website provides a basic job description along with a repository of important documents so that incoming board members, and committee chairs will better understand their duties and responsibilities.

This is intended to be an evolving project that will require continuous feedback and regular additions of new documents if it is to remain useful.

Timeline: This addition to the existing SPAO-HNS web site was created June 2009 by Jose Mercado as a direct response to new board member questions regarding job description and the need for previous documents like timelines, budgets, memos, etc.

Description/Instructions: Members login in to SPAO-HNS website, www.entpa.org and select a secure website under *Members Only* with a login and password. They then select from the various leadership positions to view a brief job description and relevant documents.

Most documents necessary for routine functioning of organization were already on file with Jessica Cosgriff, COMS representative and just had to be added to our secure website. Additional documents were scanned and converted to PDF format to allow ease of sharing/viewing. New documents will be added periodically as needed.

Pearls/Challenges: The greatest challenge was developing the job descriptions. Jessica Cosgriff, helped provided the basis for the various job descriptions as well as the majority of documents such as non-profit charter, tax returns, etc. Once each board member reviewed their respective job description, they provided specific feedback as far as changes to duties and what additional documents were needed before they were finalized. In several cases, additional documents were scanned and added.

Along the way, we unearthed several historical documents like our first newsletter that were also added to our site. These documents will help in the preservation of our Society's history.

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Jason Fowler, Scholarship Chair and first time Board Member stated the following regarding the new website; *"As a newly appointed board member of [SPAO-HNS], I have relied heavily on the leadership continuity web-site to provide me with the answers to the myriad of questions a novice member can come up with. This portion of the society web-site has allowed me to have access to a wealth of information that is easy to navigate and locate".* He further commented, *"Without this portion of the web-site the past 6 months would have been full of frustration for me personally."* Justine Robinson, CME Committee Member and first time Board Member said, *"The Leadership Continuity Website is an excellent source for obtaining pertinent committee information for new and continuing board members. The website is user friendly and easily accessible when needed".*

Reproducibility: The SPAO-HNS Leadership Continuity Web Site is easily reproducible. Many organizations already have some type of leadership or continuity "book" for new board members. Almost every SO already has a website. It is just a matter of adding a link to their website with the necessary pages and posting their information. These pages should be password protected to ensure security. Most documents may already be archived with AAPA (COMS) or with previous members. The advantage of the on-line format is that it allows all members instant access.

Cost: There were no additional costs to adding additional website pages to our existing SPAO website. SPAO webmaster volunteers webhosting services.