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# Executive Board Handbook 2022

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# Part 1

## PRONA Executive Board

## Our Mission & Goals

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### Mission Statement

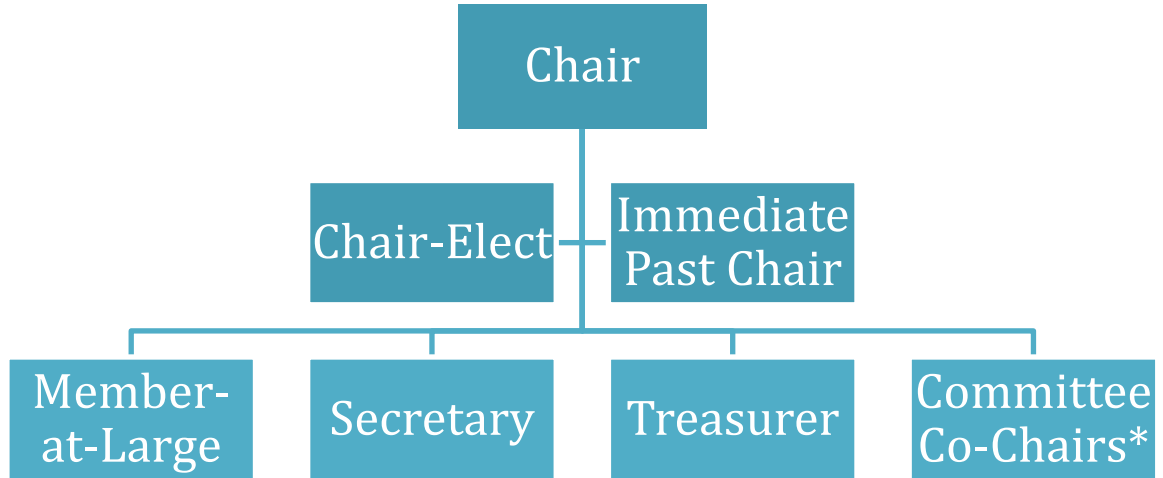
The mission of Pediatric Renal dietitians Of North America (PRONA) is to serve as the leading source of pediatric renal nutrition expertise, with the goal of improving patient outcomes, and to promote community and provide networking amongst pediatric renal dietitians.

### Goals

- Improve the nutrition care of pediatric renal patients in North America, and promote international collaboration
- Promote the pediatric renal dietitian as the expert in nutrition care of people with kidney disease or other renal conditions from infancy through young adulthood or until transitioned to adult-focused care
- Provide a platform for empowering clinicians through education, advancement, and networking in the field of pediatric renal care
- Create and share resources that will assist in providing optimal care for children with kidney disease or other kidney conditions
- Liaise with multidisciplinary professionals who provide support and/or care for children with kidney disease or other kidney conditions

## PRONA Organizational Chart

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\*Non-elected, non-voting members

## Annual Calendar

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### August

- Begin fiscal year (August 1<sup>st</sup> – July 31<sup>st</sup>)
- Schedule 1<sup>st</sup> Executive Board Call (Chair)
- Board members sign the annual Conflict of Interest form
- Present annual financial review (Past Treasurer)
- Promote Mentoring Program (Clinician Resource Committee Chairs)
- Send all financial details to accountant to complete tax filing, Form 990 due by December 15<sup>th</sup> each year (Treasurer)

### September

- Schedule 1<sup>st</sup> Membership Call (Chair)
- Promote Mentoring Program (Clinician Resource Committee Chairs)
- Mentoring Program applications due September 15<sup>th</sup> (Clinician Resource Committee Chairs)
- Prepare the Yearly Goals Worksheet (Chair)

### October

- Complete 1<sup>st</sup> quarter Newsletter (Communications committee)

### November

- Schedule 2<sup>nd</sup> Executive Board Call – Invite Committee Co-Chairs (Chair)
- Present quarterly financial review (Treasurer)
- Promote annual stipend – call for application submission (Member-at-large)

### December

- Schedule 2<sup>nd</sup> Membership Call (Chair)
- Stipend applications due December 15<sup>th</sup> (Member-at-large)

### January

- Complete 2<sup>nd</sup> quarter Newsletter (Communications committee)
- Promote Mentoring Program (Clinician Resource Committee Chairs)
- Complete the Biennial Corporate Report, due by April 1<sup>st</sup> of odd # years for \$20: <https://sos.nebraska.gov/business-services/annualbiennial-reporting> (Treasurer)

### February

- Schedule 3<sup>rd</sup> Executive Board Call (Chair)
- Present quarterly financial review (Treasurer)
- Promote annual award – call for application submission (Member-at-large)
- Promote Mentoring Program (Clinician Resource Committee Chairs)
- Mentoring Program applications due February 15<sup>th</sup> (Clinician Resource Committee Chairs)

## **March**

- Schedule 3<sup>rd</sup> Membership Call (Chair)
- Promote annual Board elections for June voting (Past Chair)
- Communicate officer description – call Board position interest (Past Chair)
- Annual award applications due March 31<sup>st</sup> (Member-at-large)

## **April**

- Complete 3<sup>rd</sup> quarter Newsletter (Communications committee)
- (As Needed) Additional call for stipend application submission, if none received prior December (Member-at-large)

## **May**

- Schedule 4<sup>th</sup> Executive Board Call – Invite Committee Co-Chairs (Chair)
- Present quarterly financial review (Treasurer)

## **June**

- Schedule 4<sup>th</sup> Membership Call (Chair)
- Execute annual Executive Board elections/voting (Chair & Past Chair)
- Send welcome letter to newly elected officers, along with Handbook and any other pertinent information (Chair)

## **July**

- Complete 4<sup>th</sup> quarter Newsletter (Communications committee)
- Begin Executive Board training for each position at least 30 days prior to transition for the upcoming fiscal year
- Complete Yearly Goals Worksheet (Chair)
- End fiscal year on the 31<sup>st</sup> of the month

## Chair

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The PRONA Chair is an elected, voting member of the PRONA Executive Board holding office in the second year of a three-year term.

### **Duties & Responsibilities**

- Voting member of the PRONA Executive Board
- Preside at all PRONA business meetings, including Board and member conference calls
- Plan and distribute meeting agendas ~7 days prior to meeting dates, requesting input from Board and Committee Chairs regarding topics in need of discussion and obtaining reports from those unable to attend the meeting
- Recommend a sub-committee for any issue unable to reach timely resolution during a business meeting, defining deadlines for task completion as needed
- Provide leadership
- Guide the PRONA Executive Board, Standing Committees, and members toward new and constructive goals
- Facilitate preparation of the Yearly Goals Worksheet
- Communicate with Board members and committee leads as needed
- Act as a liaison between the Board and the PRONA members with other networking bodies, such as the NKF CRN, ASPN, AND DPGs, etc.
- Delegate responsibilities
- Establish policies and governing documents as needed
- Review financial reports and minutes
- Develop and maintain relationships with stakeholders
- Maintain the PRONA image and integrity
- Tactfully handle political issues and internal situations
- Maximize productivity with advance planning and coordination with the Board and Committees
- Work closely with the Executive Board, seeking advice and feedback on a continual basis
- Work closely with the Chair-Elect, keeping him/her abreast of all communication and/or discussions taking place
- Provide procedural advice consistent with the PRONA bylaws
- Write Chair Messages for the PRONA Newsletter



- Elected office for 3-year-term, with the first year acting as Chair-Elect and the last as Immediate Past Chair
- Estimated time commitment ~4-6 hours per month, may vary

## Chair-Elect

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The PRONA Chair-Elect is an elected, voting member of the PRONA Executive Board holding office in the first year of a three-year term.

### **Duties & Responsibilities**

- Familiarize with the Chair duties by working and communicating closely with the current Chair in preparation to move into this role in the second year
- Support or perform the functions of the Chair in all activities listed in the Chair Duties & Responsibilities in the absence of the Chair
- Will assume the responsibilities of the Chair if the Chair cannot fulfill his/her responsibility, until the end of the Chair's term of office
- Accepts other responsibilities as assigned by the Chair
- Attend all PRONA business meetings, including Board and member conference calls
- Provide relief, especially in business meetings, in the absence of the Secretary
- Provide leadership and support for other Executive Board members
- Maintains communication between self, Chair, other Board members and PRONA membership
- Estimated time commitment ~3-4 hours per month, may vary

## Immediate Past Chair

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The PRONA Immediate Past Chair is an elected, voting member of the PRONA Executive Board holding office in the third year of a three-year term.

### **Duties & Responsibilities**

- Assist and guide the current PRONA Chair and/or Executive Board
- Continue to provide leadership in limited capacity
- Continue open communication within the Board
- Perform other duties and responsibilities as assigned by the Chair
- Lead nominations and annual Board election for open positions
- Attend all PRONA business meetings, including Board and supporting member conference calls
- Will abstain from voting if a tie is reached among the Board
- Facilitate the update of this Handbook every 5 years (\*years ending in -2 and -7)
- Estimated time commitment ~2-3 hours per month, may vary

## Member-At-Large

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The PRONA Member-At Large is an elected, voting member of the PRONA Executive Board holding office for a one-year term.

### Duties & Responsibilities

- Aid and assist any Board position as needed
- Support or perform the functions of another Board officer in all activities listed in the position Duties & Responsibilities in the absence of the officer
- Attend all PRONA business meetings, including Board and member conference calls
- Manage annual award responsibilities, including the Annual Pediatric Renal Dietitian of the Year award
- Collaborate with the communications committee in notifying members about the award process via the website, newsletter, Listserv, and social media to ensure timely award applications received
- Organize and facilitate the award committee to determine the annual winner
- Order the annual award(s) and ensure proper delivery to the recipient
- Manage annual stipend responsibilities
- Collaborate with the communications committee in notifying members about the stipend application process via the website, newsletter, Listserv, and social media to ensure timely stipend applications received
- Organize and facilitate the stipend committee to determine the annual winner(s); number of winners determined by the Board annually based on budget parameters, etc.
- Notify the stipend recipient(s) and collaborate with the Treasurer to ensure funds properly exchanged
- Follow up with the stipend recipient(s) on any article and/or presentation requirement. Collaborate with the communications committee to disseminate to members
- Participate in the Communications Committee as needed
- Estimated time commitment ~1-2 hours per month, may vary

## Secretary

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The PRONA Secretary is an elected, voting member of the PRONA Executive Board holding office for a one-year term.

### **Duties & Responsibilities**

- Document minutes at business meetings and distribute timely to the Board
- Organize and distribute communications to membership
- Organize membership data collection
- Maintain corporate records, such as the Board Governing Body documents, policies, minutes and written consents, updating the Google Drive account when needed
- Oversee membership lists
- Develop and distribute a Board calendar at the beginning of each year
- Assist the Treasurer as needed
- Participate in the Communications Committee as needed
- Attend all PRONA business meetings, including Board and member conference calls
- Manage the group e-mail ([prona.dietitians@gmail.com](mailto:prona.dietitians@gmail.com))
- Estimated time commitment ~1-3 hours per month, may vary

## Treasurer

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The PRONA Treasurer is an elected, voting member of the PRONA Executive Board holding office for a one-year term.

### Duties & Responsibilities

- Maintain detailed financial records of all monies obtained and distributed out of accounts, including managing supporting member fees, money coming from endorsing agencies and money spent on projects
- Quarterly and annual budget reviews at Board meetings
- Assist secretary as needed
- Submit financial records, including any bank and PayPal statements to the accountant, Susan Tonniges ([susan@kearneycpa.com](mailto:susan@kearneycpa.com)), to complete annual tax filing keeping in line with all nonprofit requirements and deadlines following each fiscal year (after July 31<sup>st</sup>)
  - Susan will assist in filing Form 990, 990-EZ, or 990-N which is due by December 15<sup>th</sup> annually
- Complete Biennial Corporate Report, which may be completed online or via paper form, due by April 1<sup>st</sup> of odd # years for \$20 fee
  - <https://sos.nebraska.gov/business-services/annualbiennial-reporting>
- Attend all PRONA business meetings, including Board and member conference calls
- Estimated time commitment ~2-3 hours per month, may vary

# Part 2

## PRONA Standing Committees

## PRONA Standing Committees

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Committee chairs shall report to the PRONA Executive Committee and provide updates to supporting membership at PRONA membership meetings. It is suggested that committees have regular communication, either in person, through conference calls, etc. at least 4 times per year and then as needed, as directed by the committee chair(s). Committees will provide leadership to chosen initiatives, and any PRONA supporting member may assist with activities directed by the committees. Any PRONA supporting member may join committees of their choosing and hold a chair position. Committee members may hold their position if they remain in good standing and able to participate. Committees may choose to work together on a larger joint project in which both groups have vested interest. Committees may remain dormant if there is minimal interest or leadership until such time as there is more interest. Committees will be reevaluated regularly for interest and need, and new committees may be formed as supporting member interest dictates.

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### Clinician Resource Committee

- Current chairs: Christine Benedetti

### Guideline Development Committee

- Current chairs: Lesley Perez and Mary Ann McMaster

### Patient Resource Committee

- Current chairs: Esther Berenhaut and Isabel Reckson

### Research and Data Sharing Committee

- Current chairs: Dormant

### Public Policy Committee

- Current chairs: Christine Benedetti

### Promotion and Networking Committee

- Current chairs: Executive Board

### Communications Committee

- Current chairs: Lesley Perez and Mary Ann McMaster



## Clinician Resource Committee

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**Description:** The clinician resource committee will plan PRONA education activities and develop materials and resources to improve processes and clinical practice. The committee will focus on clinician access to resources and knowledge and skills improvement, such as written or online documents, mentoring programs, best practice guidelines, and other valuable tools.

### **Duties & Responsibilities**

- Identify best practice guidelines, documents and tools and compile them for member use on the website.
- Create clinically useful tools as needs determined
- Periodically survey members to determine clinical needs
- Develop, organize, and operate a groupwide Mentoring Program engaging experienced pediatric renal dietitians to support new pediatric renal dietitians
- Provide ongoing evaluation and lead process improvement of the Mentoring Program

## Guideline Development Committee

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**Description:** The Guideline development committee will create key resources, such as clinical practice guidelines, pertaining to the care of pediatric patients with kidney disease.

### **Duties & Responsibilities**

- Identify areas where there is a gap in clinical recommendations
- Formulate guidelines to fill these gaps based on current evidence
- Re-evaluate developed guidelines to maintain relevance

## Patient Resource Committee

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**Description:** The patient resource committee will promote collaboration in creating and organizing shared patient resources, education materials and events geared for patients and families. This may include digital or written resources, videos, links, etc. accessible to supporting members on the PRONA webpage. The committee may discuss and develop initiatives to benefit pediatric renal patients and their families in North America and possibly globally.

**Duties and responsibilities:**

- Collect a library of patient care resources and education material for pediatric patients with kidney disease
- Survey members regularly to determine groupwide patient and family needs
- Develop new resources where gaps are identified

## Research & Data Sharing Committee

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**Description:** The research and data sharing committee will promote and support research efforts by pediatric renal dietitians, with the goal of advancing dietitian contributions to the field of pediatric renal nutrition. The group will develop networks for dietitians to share data to strengthen and widen study results, collaborate with other researchers, such as physicians, and network with a variety of research opportunities such as publications, journals, and meetings.

### Duties & Responsibilities

- Provide activities or meetings that strengthen, promote and support research within the pediatric renal nutrition field
- Facilitate data sharing and research between centers to improve practice
- Provide training on gathering, analyzing, interpreting, and using data as needed
- Apply for grant research funds
- Develop sub-groups as may be required to narrow specific areas of expertise
- The chair(s) will liaise with chair(s) of other committees where overlap in responsibility or interest may occur

## Public Policy Committee

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**Description:** The public policy committee will seek to establish and advocate for public policy matters which impact or benefit pediatric renal patients and those which advance our pediatric renal nutrition field. Policy issues may relate to food insecurity, food additives, food labeling, food quality, healthcare and medication access, licensure, reimbursement, and other related topics. This committee may join the efforts of larger groups or networks for greater impact and effectiveness.

### Duties & Responsibilities

- Review and understand current policy around areas of interest
- Provide officials with patient-specific evidence and first-hand accounts which support policy change
- Liaise with larger groups, like the National Kidney Foundation and Council on Renal Nutrition, to develop initiatives and networks for greater reach and impact
- Communicate with government leaders and stakeholders to promote policy change
- Assist our supporting membership in understanding current pertinent policy matters
- Promote supporting membership involvement in direct communication with policy makers and stakeholders in matters which impact our patients or profession

## Promotion & Networking Committee

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**Description:** The promotion and networking committee will pursue initiatives that promote PRONA and/or pediatric renal dietitians. This may include direction for the PRONA website or other online/technical resources, promotion of member publications and speaking expertise, networking with other professionals or professional groups, industry or R & D connection, group history documentation, and general PRONA and pediatric renal dietitian promotion. This may include North American or global activities.

### Duties & Responsibilities

- Ensure our website is up to date with supporting member achievements
- Connect with industry and conference organizers to promote supporting members, the organization, groupwide research, program development, patient resource development, clinician resources, guideline development and policy initiatives
- Coordinate with the Member-At-Large in promoting, collecting, and awarding stipends for conference registration
- Coordinate with the Member-At-Large in promoting, collecting, and awarding the Annual Dietitian of the Year award
- Develop and distribute PRONA marketing and promotional materials as deemed appropriate

## Communications Committee

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**Description:** The communications committee will work to ensure the visibility of the organization to the public and supporting members in multiple formats. This may include operations of the website and the supporting member listserv, development and dissemination of the quarterly newsletter, and social networking exposure which serves PRONA supporting members and the Board.

### Duties & Responsibilities

- Update the organization's website as needed with events, news, links, and other useful data
- Disseminate pertinent communications on the listserv, our electronic discussion group
- Develop handout material for events, meetings, or special occasions in collaboration with the Promotion & Networking Committee
- Develop the quarterly newsletter, distribute to members via the listserv and post to the website and social media platforms
- Troubleshoot member issues navigating the website or listserv
- Maintain an active social media presence
- Secretary and Member-at-large will participate as Committee members

# Part 3

## Appendices



Appendix A

**BYLAWS**  
**OF**  
**PEDIATRIC RENAL DIETICIANS OF NORTH AMERICA**

**ARTICLE I.**  
**Name and Offices**

- 1.1 NAME. The name of the corporation is Pediatric Renal Dietitians of North America.
- 1.2 OFFICES. The principal office and headquarters of the corporation shall be at 7325 Larson Lane, Kearney, NE 68845\_\_\_\_\_. The corporation may also have offices at such other places as the Board of Directors may from time to time appoint or as the purposes of the corporation may require.

**ARTICLE II.**  
**Purpose and Exempt Activities**

- 2.1 PURPOSE. The corporation is formed:
- 2.1.1 To create community and networking amongst pediatric renal dietitians.
- 2.1.2 To improve patient outcomes by increasing resources for pediatric renal dietitians.
- 2.2 EXEMPT ACTIVITIES. Notwithstanding any other provision of these Bylaws, no director, officer, employee or representative of the corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code (the "Code"), or by an organization, contributions to which are deductible under Section 170(c)(2) of the code.

**ARTICLE III.**  
**Members**

- 3.1 MEMBERSHIP. The corporation shall not have members.

**ARTICLE IV**

## Directors

- 4.1 GENERAL POWERS. The business and affairs of the corporation shall be managed by its Board of Directors. Except as otherwise provided in these Bylaws, all corporate powers as provided under the Nebraska Nonprofit Corporation Act (the "Act"), shall be and are hereby vested in and shall be exercised by the Board of Directors. The Board of Directors may by general resolution delegate to committees of its own number, or to officers of the corporation, such powers as it may see fit.
- 4.2 NUMBER AND TENURE. The Board of Directors shall be comprised of not less than 5 nor more than 7 members. The tenure of each Director shall be for a 1 year period and a Director may serve for unlimited successive terms. The Directors tenures shall be staggered as determined by the Board of Directors so as to assure an orderly turnover of Directors each year.
- 4.3 REMOVAL OF DIRECTOR. Any Director may be removed, with or without cause, by a vote of the Board of Directors.
- 4.4 REGULAR MEETINGS. The Board of Directors shall hold regular meetings no less frequently than quarterly. An annual meeting of the Board of Directors shall be held in August\_\_\_\_\_ of each year. The Board of Directors may provide by resolution the time and place, either within or without the State of Nebraska, for the holding of additional regular meetings without other notice than such resolution.
- 4.5 SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by or at the request of the Chair or any other two Directors of the corporation. The person or persons authorized to call special meetings of the Board of Directors may fix any place, either within or without the State of Nebraska, as the place for holding any special meeting of the Board of Directors called by them. Board action may be taken by telephone, as provided by law.
- 4.6 NOTICE. Notice of any special meeting shall be given at least five days previously thereto by written notice delivered personally or mailed by registered mail to each Director at his or her business or home address, by telephone, or electronic transmission (email), as provided by law. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor

the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.

- 4.7 QUORUM. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, and the act of a majority of the Directors at a meeting at which a quorum is present shall be the valid act of the corporation unless the Articles of Incorporation or these Bylaws shall provide otherwise.
- 4.8 VACANCIES. Any vacancy occurring in the Board of Directors or in a directorship to be filled by reason of an increase in the number of Directors may be filled by the Board of Directors of the corporation. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.
- 4.9 CONTRACTS AND SERVICES. The Directors and officers of the corporation may be interested directly or indirectly in any contract relating to, or incidental to, the operations conducted by the corporation, and may freely make contracts, enter into transactions or otherwise act for and on behalf of the corporation, notwithstanding that they may also be acting as individuals, or as trustees of trusts, or as agents for other persons or corporations, or may be interested in the same matters as Directors, or otherwise; provided, however, that the fact of such relationship or interest is disclosed or known to the Board of Directors or committee which authorizes, approves or ratifies the contract, transaction or act on behalf of the corporation in a matter in which the Directors or officers are personally interested as Directors or otherwise shall be at arm's length and not violative of the proscriptions in the Articles of Incorporation against the corporation's use or application of its funds for private benefit; and provided further, that no contract, transaction or act shall be taken on behalf of the corporation if such contract, transaction or act is a prohibited transaction or would result in the denial of the tax exemption under Section 501 (c)(3) of the Code. In no event, however, shall any person or other entity dealing with the Directors or officers be obligated to inquire into the authority of the Directors and officers to enter into and consummate any contract, transaction or other action.
- 4.10 COMPENSATION. Directors shall serve without compensation for their services to the corporation.
- 4.11 ACTION WITHOUT MEETING. Any action may be taken by the Board without a meeting if all Board members shall individually or collectively consent to such action by signing a written record or memorandum thereof. Such record or memorandum shall have the same effect as a unanimous vote of the Board of Directors and shall be filed with the Secretary of the corporation and made a part of the corporate records.

**ARTICLE V.**  
**Officers**

- 5.1 OFFICERS. The officers of the corporation shall consist of a Chair, Chair Elect, Secretary Treasurer and Member at Large, each of which shall be members of the Board of Directors of the corporation.
- 5.2 PRESIDENT. The Chair shall preside at all meetings of the board of Directors. The Chair shall be the Chief Executive Officer of the corporation and shall perform the duties customary to that office. The Chair shall be chairperson of the Executive Committee and shall appoint the chairpersons and members of all standing and ad hoc committees of the board except the Executive Committee. The Chair shall be responsible for, but not limited to, the following matters:
- (a) The execution, with the Secretary or any other proper officer of the Corporation thereunto authorized by the board, of any deeds, mortgages, bonds, contracts or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws to some other officer or agent of the corporation or shall be required by law to be otherwise signed or executed; and
  - (b) The suspension of any action taken by any such office or committee which the Chair believes to be in conflict with general or specific policies of the corporation.
  - (c) The prompt and effective execution of all resolutions, policies, rules and regulations adopted by the Board and performance of all duties prescribed by the Board;
  - (d) The formulation and recommendation to the Board of policies, programs and plans for services, physical facilities, financial affairs, affiliated arrangements and government relations of the corporation;
  - (e) Serving as the chief spokesperson for, and interpreter of, the corporation to its constituencies; and
  - (f) Performing such other duties as shall be designated by the Board.
- 5.3 Chair elect. The Chair Elect shall act in the absence or disability of the President.
- 5.4 SECRETARY. The Secretary shall:
- (a) Keep the minutes of the Board of Directors' meetings

- (b) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
- (c) Be custodian of the corporate records and of the seal of the corporation; and
- (d) In general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chair or by the Board of Directors.

5.5 THE TREASURER. The Treasurer shall:

- (a) Have charge and custody of, and be responsible for, all funds of the corporation from any source whatsoever, and deposit or cause to be deposited all such monies in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VI of these Bylaws;
- (b) Cause to be prepared an annual audit of the corporation's financial records and submit to the Board a certified annual report prepared by an independent public accountant approved by the Board; and
- (c) In general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board of Directors. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine.

5.7 ELECTION AND TERM OF OFFICE. The officers of the corporation shall be elected annually by the Board of Directors at each annual meeting. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Each officer shall hold office until his or her death or until he or she shall resign or shall have been removed in the manner hereinafter provided.

5.8 REMOVAL. Any officer or agent elected or appointed by the Board of Directors may be removed at any time, with or without cause, by the Board of Directors.

5.9 VACANCIES. A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

- 5.10 OTHER OFFICERS. The Board of Directors is authorized to create such other offices and appoint persons to such offices as the Board deems necessary to effectively conduct the operations of the corporation.
- 5.11 COMPENSATION. The officers of the corporation shall serve without compensation for their services rendered to the corporation.

**ARTICLE VI**  
**Contracts, Loans, Checks and Deposits**

- 6.1 CONTRACTS. The Board of Directors may authorize any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.
- 6.2 LOANS AND LEASES OF EQUIPMENT. Unless authorized by the Board of Directors, generally or for specific instances, no loans or leases of equipment shall be contracted on behalf of the corporation.
- 6.3 CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.
- 6.4 DEPOSITS. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

**ARTICLE VII.**  
**Committees**

- 7.1 EXECUTIVE COMMITTEE
- (a) Number, Election and Tenure. The Executive Committee shall be composed of the Chair, Chair Elect, Secretary and Treasurer, Member at Large of the corporation and such other members of the Board as may be appointed from time to time by the Board of Directors. Except as otherwise provided therein, each member of the Executive Committee shall hold office until the next annual meeting of the Directors and until his or her successor is elected and qualified. The Chair of the corporation shall be Chairperson of the Executive Committee.
- (b) Powers. The Executive Committee shall have the power and authority of the Board to transact all regular business of the corporation in the

intervals between meetings of the Board, subject to any prior limitations imposed by the Board, the Articles of Incorporation, the Bylaws or by statute. The Executive Committee shall have such power as may be delegated to it from time to time by the board of Directors.

- (c) Meetings. Meetings of the Executive Committee may be called by the Chair or a majority of the Executive Committee members. The Executive Committee shall report to the Board at all regular meetings of the Board. A quorum shall consist of a majority of the Executive Committee members.
- (d) Manner of Acting. Action may be taken without a meeting by unanimous consent, in writing, setting forth the action so taken signed by each voting member of the Executive Committee entitled to vote thereat.

7.2 Finance decisions will be made by the board.

- (a) Number and Tenure. The Finance and Budget Committee shall be composed of the Treasurer, at least two other Directors and one or more other non-Board community members with finance and investment qualifications. Except as otherwise provided herein, each member of the Finance and Budget Committee shall hold office until the next annual meeting and until a successor is appointed and qualified. The Treasurer shall be the Chairperson of the Finance and Budget Committee.
- (b) Functions. The Finance and Budget Committee shall review the annual operational, cash flow and capital expenditure budgets of the corporation and its subsidiaries as prepared by the Treasurer, and present same with its recommendations to the Board. The Finance and Budget Committee shall recommend to the Board such action as it may deem advisable to improve the financial condition of the corporation, including recommendations as to the annual corporate audit, insurance coverage and retention of fiscal consultants. The Finance and Budget Committee shall make such recommendations to the Board for the appropriate fidelity bonding of corporate and administrative officers and employees as it deems advisable, and recommend to the Board such policies and procedures with respect to investment and reinvestment of all corporate funds as it deems advisable.

7.3 COMMITTEES. In addition to the Finance and Executive Committee, establishment of the ad hoc committees is permissive at the discretion of the Board:

- 7.4 COMPENSATION. The members of any committee shall receive no salary for their services.

**ARTICLE VIII.**  
**Staffing**

- 8.1 Executive Director (Duties). The Board of Directors shall hire an Executive Director. He/she shall be responsible for operations including, but not limited to, staffing, regulatory compliance, safety and quality. The Executive Director shall attend all meetings of the board of directors. The Executive Director shall act in accordance with policies and directives set forth by the Board of Directors. The Executive Director shall serve as a liaison between clinical staff and volunteers and the Board of Directors.
- 8.2 Other staff will be hired or secured in a volunteer role per approval of the Board of Directors.

**ARTICLE IX.**  
**Fiscal Year**

Unless otherwise determined by the Board of Directors, the fiscal year of the corporation shall commence on \_August\_\_\_\_\_ 1 through \_July\_\_\_\_\_ 31. An annual audit will be conducted.

**ARTICLE X.**  
**Prohibition Against Sharing in Corporate Earnings**

No Director, officer, employee, committee member or person connected with the corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporation, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the corporation in effecting any of its purposes as shall be fixed by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the corporation. Any and all members of the corporation shall be deemed to have expressly consented and agreed that, upon such dissolution or winding up of the affairs of the corporation, whether voluntary or involuntary, the assets of the corporation, after all debts have been satisfied, then remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered and paid over in accordance with the Articles of Incorporation of the corporation.

**ARTICLE XI.**



## **Waiver of Notice**

Whenever any notice whatever is required to be given under the provisions of these Bylaws or under the provisions of the Articles of Incorporation or under the provisions of the law under which this corporation is organized, waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE XII. Amendments**

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted at any regular or special meeting of the Board of Directors by the affirmative vote of a majority of Directors then in office.

## **ARTICLE XIII Indemnification of Directors and Officers**

Any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the corporation, by reason of the fact that he/she is or was a Director, officer, employee, committee member or agent of the corporation, or is or was serving at the corporation's request as Director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, shall be and hereby is indemnified, without need of affirmative act on his/her part or on the part of the corporation's Directors, against all expenses, including attorneys' fees, judgments, fines and amounts paid in settlement, actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if he/she acted in good faith, and in a manner he/she reasonably believes to be in, or not opposed to, the corporation's best interests and, with respect to any criminal action or proceedings, had no reasonable cause to believe his/her conduct was unlawful. The corporation shall have the power to make other additional indemnifications that may be authorized by the Articles of Incorporation, Directors' resolutions, or duly enacted Bylaws. The termination of any action, suit or proceeding by judgment, order, settlement, conviction or a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in, or not opposed to, the corporation's best interests and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his/her conduct was unlawful.

However, no indemnification shall be made in respect to any claim, issue or matter wherein such person shall have been adjudged to have been liable for neglect or misconduct in the performance of his/her corporate duty, unless and only to the

extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court deems proper.

To the extent that a Director, officer, employee or agent of the corporation has been successful on the merits or otherwise, in defense of any action, suit or proceeding referred to in the first two paragraphs of this Article or in defense or any claim, issue or matter therein, he/she shall be indemnified against all expenses, including attorneys' fees, actually and reasonably incurred by him/her in connection therewith.

The indemnifications provided in these Bylaws for Directors, officers, employees and agents are directly created and accorded without the need of any affirmative act on the part of the Directors, officers, employees or agents and subject to the conditions and limitations of the first two paragraphs of this Article, such indemnification rights may be asserted and proceeded upon by any Director, officer, employee or agent whenever the need arises.

The Corporation may pay expenses incurred in defending a civil or criminal action, suit or proceeding in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or in behalf of the Director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he/she is entitled to be indemnified by the corporation as provided in these Bylaws.

Indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any bylaw, agreement, vote of disinterested Directors or otherwise, both as to action in his/her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Director, officer, employee or agent, and shall inure to the benefit of the heirs, executors and administrators of such person.

**ARTICLE XIV.**  
**Conflict of Interest**

All Directors shall annually prepare a written conflicts of interest form and, from time to time, advise the corporation of any potential conflicts of interest. Directors should abstain from participation and voting in the event of such conflict.

Adopted by the Board of Directors of \_\_\_\_\_ this \_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_

\_\_\_\_\_  
Director

\_\_\_\_\_

\_\_\_\_\_  
Director

\_\_\_\_\_

\_\_\_\_\_  
Director

\_\_\_\_\_

\_\_\_\_\_  
Director

## Appendix B

### PRONA History

In 2018, Christina Nelms contacted other pediatric renal dietitians via the pedsrenalrd listserv to see if there might be interest in starting a professional practice group. Early in her career, she had felt very “alone” when learning the job of the pediatric renal dietitian and often wished she had others to consult with. When connecting with others in the field, they expressed the same opinion. There were many resources and networking opportunities for adult-focused renal dietitians, but few for pediatric renal dietitians.

Meeting peers at professional meetings and then soon learning about the pediatric renal nutrition listserv were all great assets in making connections and learning from others, but Chris felt that something was missing. She wanted to have the connection and networking of professional conferences and learning from others in a more hands-on way, and even colleagues from other facilities that could be called friends. While the pediatric renal nutrition listserv was great for asking questions, sometimes it could be intimidating for newcomers. Also, there was minimal chance to really connect with persons posting or answering questions - to discuss further or learn more. Many pediatric renal dietitians never met any others because they didn't have the funding to attend conferences. Chris attended a pediatric renal meeting in the United Kingdom and was very impressed by their long-standing pediatric renal nutrition practice group - Pediatric Renal Interest Nutrition Group or PRING. This group had collaborated on many resources and standards of care and were a very tight group of professionals. There was little turnover in the UK for pediatric renal dietitians – a fact that was likely so because of their professional connections, networking and friendships.

Thus, she contacted Vitaflo North America to see if they might be interested in sponsoring this group. Vitaflo provided the initial technology and set up for meetings. There was great initial interest in starting a professional group from the initial listserv query. In an early meeting, the group chose a name - Pediatric Renal dietitians Of North America or PRONA. A mission statement was formed. The group soon decided it was in their best interest to become a legal organization and a non-profit. A handful of interested members, Marisa Juarez, Mary Ann McMaster, Rayna Levitt, and Christine Benedetti agreed to join Chris to create an informal board for making decisions.

Once PRONA became a non-profit corporation, these individuals were elected as the first PRONA Board or Directors holding office.

To promote connection, communication and networking, the group created a website. Next, committee options were brainstormed, and the most relevant ones to meet these initial needs were formed. The purpose of these committees was to connect members in small groups and access their specific talents and interests to create resources that everyone in the group could benefit from. The group agreed on six committees that members felt were most beneficial – clinician resources, patient resources, research and data sharing, guideline development, public policy and promotion and networking. The group agreed that development of these committees was the “goal” but if there was not leadership available, committees would be “dormant” until someone expressed interest in leading them. Communications later developed into another committee as the importance of these functions continued to grow, requiring additional person resources. PRONA agreed to be a “sister” organization to the UK’s PRING to further network.

Because of the size of North America and members located throughout, most meetings are virtual. However, PRONA attempts to have get togethers at in-person professional meetings to further promote networking.

Since this time, PRONA has endeavored to work together to create professional resources, including a pocket guide, clinical pathway guidelines, growth chart resources, mentorship programming, annual member awards, including an educational stipend and pediatric renal dietitian of the year, and more to aid pediatric renal dietitians. The goal is to provide optimal patient care across North America through member collaboration for the benefit of the group and support those new to the field utilizing best practice care for this patient population.

Appendix C - Samples



**Yearly Goals Worksheet**

Goal / Vision	How – Steps to Achieve	Responsible	Timeline
1.			
2.			
3.			
4.			
5.			



## Sample Minutes

**MEETING:** Executive Board Quarterly Meeting

**DATE:** May 13, 2021

**TIME:** 3:00 pm Eastern Standard Time

### MINUTES

**Board Members Present:** Christine Benedetti, Chris Nelms, Mary Ann McMaster, Rayna Levitt, Dana Liebstein, Morgan Bily

**Excused:**

**Absent:** Marisa Juarez-Calderon

**Guest:** Tim Nelms, Jessica Tower, Lesley Perez, Esther Berenhaut, Isabelle Reckson, Maggie Murphy

TOPIC	MEMBER	DISCUSSION	ACTION/CONCLUSION
<b>Call to order</b> 3:04pm	Christine Benedetti	Call to order by Christine	
<b>1. Website Update</b>	Tim Nelms Guest	<p>Current website status (<a href="https://prona.online/">https://prona.online/</a>)</p> <ul style="list-style-type: none"> <li> <b>Membership Registration / Logins</b>            -Tim cross referencing with master spreadsheet            -All membership forms completed (Dana); latest Christina (Finotti) Halligan         </li> <li> <b>Home</b> – Need to update “Upcoming Pediatric Renal Nutrition Meetings”            -Delete all completed meetings; add July PRNA         </li> <li> <b>Find an Expert page</b> – Dana cross-referenced website; member spreadsheet &amp; reached out to Tim with updates.         </li> </ul>	<p>-Tim has made logins for all members unless there are new members; 1 new member noted per Dana.            -Christine Finotti paid and completed membership form.            -Tim confirmed that in order to appear on the master member spreadsheet the individual would have completed a membership form; therefore, all membership forms have been completed.            -Communicate all current website updates to Christine. Christine will then compile 1 email with a summary of all website updates and send this to Tim, so he has 1 place to look for what to do &amp; not dig through old emails.            -Dana forwarded the find an expert spreadsheet previously sent to Tim to Christine to include in her email summary of website updates.            -Tim will adjust “officers” page so the individual’s name will directly link the user to their bio.            -Will create “Board” file for member document access            -Morgan’s account is connected to her old email not current email. Morgan will contact Christine about</p>

		<ul style="list-style-type: none"> <li>• <b>Officers</b> – Needed updates to reflect our current Board members: <ul style="list-style-type: none"> <li>-Christine (Chair): incorrect credentials</li> <li>-Chris (Past-Chair): Add</li> <li>-Mary Ann (Chair-elect): Add</li> <li>-Rayna (MAL): move from Secretary</li> <li>-Dana (Sect): move from Sect-at-large</li> <li>-Marisa (Treasurer): good, no pic</li> <li>-Morgan (T-at-large): good</li> </ul> </li> <li>*Can our names become link, instead of “Bio”?</li> <li>*Please send Tim updated Bio, Current position &amp; Pic</li> <li>• <b>Newsletters:</b> <ul style="list-style-type: none"> <li>-Need to add to “Resources” page (Current + Archive), blog format?</li> </ul> </li> <li>• <b>Members Only page (in progress):</b> <ul style="list-style-type: none"> <li>-Member Information – Need to add</li> <li>-Pocket Guide (digital access)</li> <li>-PRONA Listserv information</li> <li>-Resources from our Clinician &amp; Patient Resource Committees: Formula Calculator info, Patient Education (sent to Tim), Etc.</li> </ul> </li> </ul>	<p>email change and bio update. Tim to change her login to her new email.</p>
<p><b>2. Pocket Guide Update</b></p>	<p>Chris Nelms</p>	<p>-Content &amp; grammar editing complete. Final editing + formatting now.</p> <p><b>Next steps:</b></p> <ul style="list-style-type: none"> <li>• CRN &amp; ASPN reviewed &amp; provided feedback – incorporating edits</li> <li>• Post current digital copy on the Members Only page of our website</li> <li>• Final formatting for publishing</li> <li>• Apply for Vitaflo &amp; possibly other grants to cover printing / member shipping costs</li> <li>• Distribution: <ul style="list-style-type: none"> <li>-<b>Round 1:</b> Contributing authors, ~50 copies; review for additional edits</li> <li>-<b>Round 2:</b> Large batch printing</li> </ul> </li> </ul>	<p>-Chris Nelms to review CRN &amp; ASPN edits and determine whether or not she will incorporate them into draft of the pocket guide before posting the draft on the PRONA site.</p> <p>-Chris is working to submit the grant application for print copies through Vitaflo.</p> <p>-Pending grant approval, the Board voted “Yes” to offer a print copy of the pocket guide to members as a membership benefit.</p> <p>-The e-version of the pocket guide posted on the member’s only page will contain a disclaimer- Contact us (Will post Chris Nelms email for contact) if you see anything that requires edits.</p> <p>-Christine is in touch with Kiley at NKF to move forward with pocket guide sales on the NKF website. NKF uses inventory on consignment; we would provide a bulk batch and NKF reimburses upon sale. Unclear whether NKF will provide a check after individual, bulk sale or sales per specific time period.</p>



<p><b>PRONA Poster</b></p>		<ul style="list-style-type: none"> <li>• Offer as a 1-time member benefit to members in good standing – Vote?</li> <li>• Available for purchase from PRONA and/or NKF Kidney Store (member/non-member price [\$60/\$75 for NKF pocket guide]) -NKF to send contract from finance for potential sale on the kidney store; inventory on consignment (payment s/p sale)</li> </ul> <p>Future Project: Educate other groups on how we uniquely formed our non-profit. Submit Poster to professional meeting. Plan for next year at in-person meeting.</p>	<p>-Will determine pricing when closer to distribution.</p>
<p><b>3. Financial Updates</b></p>	<p>Marisa Juarez-Calderon Treasurer  Morgan Bily Treasurer-Elect</p>	<p>Current balance = \$2,031.31?</p> <ul style="list-style-type: none"> <li>• Chris reimbursed (~\$700)?</li> <li>• File taxes 2021</li> <li>• Nebraska non-profit form/fee (q 2 years) - Completed</li> </ul>	<p>-Chris Nelms has not yet been reimbursed. Chris to contact Marisa to verify she received Tim’s PayPal information. -Will f/u with Marisa as to when taxes are due; potentially by ~5 months after fiscal year end. -Updated Balance (per Marisa) = \$2,219.87 -PayPal charging \$1.46/transaction. Will look into if this can be improved.</p>
<p><b>4. Secretarial Updates</b></p>	<p>Dana Liebstein Secretary</p>	<p>Currently ~82 members.  Other membership business. Membership form completed. Working with Tim on registration information/expert page on website.</p>	
<p><b>5. Chair-elect Updates</b></p>	<p>Mary Ann McMaster Chair-elect</p>	<p>Summer Newsletter – Late May?</p> <ul style="list-style-type: none"> <li>• Recipe from membership</li> <li>• Promote upcoming elections / Call for candidates with descriptions (Chair-elect, secretary, member-at-large)</li> </ul>	<p>-Next newsletter to be out by 6/1. Chris Nelms to send recipe for fried chicken wontons. -Christine previously sent an email to members on the listserv calling for candidates for upcoming elections. No responses at this time, so Christine will resend. Mary Ann will add information on upcoming elections in newsletter. -Next member meeting will be in the first couple weeks of June.</p>
<p><b>6. Member-at-large Updates</b></p>	<p>Rayna Levitt Member-at-large</p>	<p>Updates  Completed Stipend materials/process – Board Vote.</p>	<p>Award: -Board voted “Yes” to adopt materials &amp; process -Chris Nelms unclear as to whether people could nominate themselves and/or others could nominate</p>

		<p>Completed Award materials/process – Board Vote.</p> <p>*If adopted, Christine will add documents to the PRONA Handbook.</p>	<p>them. Individuals may nominate themselves or another can nominate them.</p> <p>-Plan to promote the award in the newsletter (Winter), during meetings, on the website, and via email to encourage participation of nominating members for the award.</p> <p>-Awards will be due 3/31 of every year. The member-at-large will own the process and communicate to members timely.</p> <p>-The award committee and board members can nominate deserving members.</p> <p>-Board members can be nominated as long as they are not on the award committee.</p> <p>Stipend:</p> <p>-Board voted “Yes” to adopt materials &amp; process, pending verbiage indicating the program chosen is related to pediatric “CKD” adjusted to pediatric “kidney disease or kidney related”. Goal of this adjustment is to encompass niche specialties within the realm of pediatric renal nutrition.</p> <p>-Stipend due 1/31. Member-at-large will own this process and communicate to members timely for adequate submission. Plan to promote in the newsletter (Fall), during meetings, on the website, and via email.</p> <p>Rayna will make a timeline to pass on to new member-at-large with all documents so they know when to communicate with members. All this information will be part of the PRONA Handbook. Also, the “Board” file of the PRONA website will house the files. All members will be able to access these.</p>
<p><b>7. Other Business:</b></p> <p><b>Future Meetings</b></p>	<p>Christine</p>	<p>Upcoming Membership meeting:</p> <ul style="list-style-type: none"> <li>• <b>Early-June 2021</b> (potentially June 7-18<sup>th</sup>?) <ul style="list-style-type: none"> <li>▪ Will send Doodle poll to Board for scheduling</li> <li>▪ Vitaflo assistance to coordinate</li> <li>▪ Elections for Chair-elect, Secretary &amp; Member-at-large</li> </ul> </li> </ul> <p><b>Board Turnover – August 1, 2021</b></p> <p>*If your position is handing off, please reach out &amp; work with the incoming Board member beginning in early July for a smooth transition.</p> <p><b>Next Board Meeting – August 2021</b></p>	<p>If the Board does not receive nominations for the open Board positions, current Board members verbalized agreement to continue Board participation in some way.</p>

<p><b>PRONA Handbook</b></p>		<p>Following Membership meeting - September 2021</p> <p>Christine, Mary Ann &amp; Chris began developing a Handbook to provide a detailed description for Board and Committee operations. The Handbook will act as the framework to ensure the group continues to run how we originally intended in our formation, with updates as needed every ~5 years. Contains our mission statement, goals, organizational chart, position/committee duties &amp; responsibilities, requirements for a specific office &amp; length of appointment, annual calendar, our election process, meetings (Board/Committee/Membership) and helpful forms.</p> <ul style="list-style-type: none"> <li>• Plan to distribute to the Board for further group review</li> </ul>	
<p><b>8. Clinician Resource Development Committee</b></p>	<p>Jessica Tower Christine Benedetti Co-Chairs</p>	<p>Committee call completed March 18<sup>th</sup>. Next Committee Call for late May.</p> <p>(1) Formula Calculator –</p> <ul style="list-style-type: none"> <li>• Offer US/Canadian product versions</li> <li>• Offer displacement &amp; fill volume options -Nonnie/team adjusting US displacement calculator to match their updated fill volume calculator; finalizing functionality. -Next step, update product info &amp; confirm spreadsheet accuracy/functions.</li> <li>• Nonnie/team request maintaining the Canadian version with current process (fill volume only).</li> <li>• Dissemination: Discussion to provide education on use prior to distribution -Recorded webinar with attestation vs. live chat</li> <li>• Plan to update annually, using 1-point person for all adjustments</li> </ul>	<p>Formula Calculator: -Idea to notify members (On website /email/ meetings /newsletters) when updates are made to the calculator; they can then request the updated version. -Idea to provide calculator access only to members, to have more control over access OR post directly on the website for use only when logged on the members only part of the website (which is password protected) OR view only mode? – Will discuss ideas with Nonnie &amp; the committee</p> <p>-Next meeting to discuss (2) &amp; (3).</p>

		<p>(2) Create Growth Chart Overview handout</p> <ul style="list-style-type: none"> <li>• Review of current growth charts available</li> <li>• Discussion of when to use each, validated, etc.</li> </ul> <p>(3) Mentorship Program</p> <ul style="list-style-type: none"> <li>• Provide resources &amp; information for RDs new to pediatric renal with the goal of improving quality care delivery</li> <li>• Link a new pediatric renal RD with an expert peds renal RD</li> <li>• Mentor will connect as a resource/advisor via phone, email, live visit from mentee for hands-on experience (post-COVID, possibly paid by PRONA)</li> <li>• Application process for both mentor/mentee.</li> </ul>	
<p><b>9. Guideline Development Committee</b></p>	<p>Mary Ann McMaster Lesley Perez Co-Chairs</p>	<p>Vitamin D Guidelines</p> <ul style="list-style-type: none"> <li>• Population-specific with target serum levels &amp; supplementation/repletion recommendations</li> <li>• Call completed in Jan, Feb, March &amp; April with next call May 26<sup>th</sup> to review updates for the rough drafts of Discussion sections. Beginning Intro/Summary sections</li> <li>• Will need feedback/reviewers once Guidelines formulated</li> </ul>	<p>-This committee is in the draft writing process. Committee members are writing their own section and will be meeting in 1.5 weeks to review all members' parts. -After draft writing, the committee will send out for a review process &amp; feedback from members who would like to participate.</p>
<p><b>10. Patient Resource Committee</b></p>	<p>Esther Berenhaut Isabelle Reckson Co-Chairs</p>	<p><b>Education materials/resources:</b></p> <ul style="list-style-type: none"> <li>• List compiled of existing patient education from PRONA members <ul style="list-style-type: none"> <li>▪ Goal to add education to Members Only Education/Resources web page</li> <li>▪ Sorting into sections &amp; sharing with Tim to add to website</li> </ul> </li> </ul>	<p>-No updates -Scheduling committee meeting soon</p>

		<ul style="list-style-type: none"> <li>Plan to assess what materials need new development. Low literacy needed. <ul style="list-style-type: none"> <li>Will use a standardized template with PRONA logo</li> </ul> </li> <li>Potential Topics: CKD, NS, Kidney Stones, Barter’s, Dialysis, Transplant</li> <li>Potential Types: Handouts, Cookbooks, Coloring books, Low literacy materials, Restaurant guides</li> <li>Multi-language: Spanish, Arabic, Chinese, Punjabi &amp; Tagalog</li> </ul> <p><b>Pediatric Cookbook</b></p> <ul style="list-style-type: none"> <li>Emailed listserv call for kid-friendly &amp; culturally diverse recipes</li> </ul>	
<b>11. Research &amp; Data Sharing Committee</b>	Marisa Juarez-Calderon Maggie Murphy Co-Chairs	<ol style="list-style-type: none"> <li>Researching nPCR usefulness/validity in younger patients.</li> <li>Plan to use CKiD data to promote PRONA research</li> <li>Multi-center fleet enema use for hypophosphatemia. Christine, Marisa, Mary Ann &amp; Lesley to work on, with Chris Nelms assisting with paper/feedback. May start working on this in Summer 2021.</li> </ol>	
<b>12. Public Policy Committee</b>	Morgan Bily	<p>Morgan to Chair this Committee &amp; bring out of dormant status!</p> <ul style="list-style-type: none"> <li>Initial step to review NKF advocacy webpages. Find a starting point.</li> </ul>	Reviewing NKF advocacy website for nutrition-related policies. Christine will assist with NKF Collaboration.
<b>13. Promotion &amp; Networking Committee</b>	Esther Berenhaut	<p><b>“PRONA Pride” Apparel for sale:</b></p> <ul style="list-style-type: none"> <li>(1) Lanyards, (2) Pins, (3) T-shirts/Hoodies, (4) Baseball caps</li> <li>Formed a small committee to finish information gathering &amp; brainstorming about how to best approach the logistics involved for moving forward with offering apparel</li> </ul>	-Still in information gathering phase.

	Board	<ul style="list-style-type: none"> <li>• Committee: Esther, Lisa Wilson, Christine, &amp; Chris</li> </ul> <p>Improve Networking:</p> <ul style="list-style-type: none"> <li>• ASPN <ul style="list-style-type: none"> <li>-Contacts: Michael Summers [Harvard], Larry Greenbaum [CHOA], Connie [admin])</li> <li>-Endorsed PRONA</li> <li>-Reviewed Pocket Guide</li> </ul> </li> <li>• NKF CRN (<a href="https://www.kidney.org/professionals/CRN/aboutcrn">https://www.kidney.org/professionals/CRN/aboutcrn</a>) <ul style="list-style-type: none"> <li>-Endorsed PRONA</li> <li>-Reviewed Pocket Guide</li> <li>-Sending contract for Guide on Kidney Store (Contact: Kiley Thornton)</li> </ul> </li> <li>• The Academy's Peds/Renal PGs <ul style="list-style-type: none"> <li>-Do not provide endorsements &amp; not interested in formal alliance at this time</li> <li>-Potential to collaborate on webinars and/or our members are able to submit articles for their newsletters</li> </ul> </li> </ul>	
<b>14. Other Updates Adjourned 4:10pm</b>			

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Respectfully submitted by:  
NAME: Dana Liebstein  
DATE: May 13, 2021

# Sample Quarterly Finance Report

	A	B	C	D	E	F
1	<b>Detailed Monthly PRONA Balance Sheet</b>					
2	Starting balance from BoA and PayPal June 2021			\$	2,242.41	
3	Source	Date	Deposits	Fee/Withdraws	Balance	Notes
4	July BoA service fee			\$ (16.00)	\$ 2,226.41	
5	PayPal payment (LL)	7/9/21	\$ 38.54		\$ 2,264.95	*\$1.46 fee
6	PayPal payment (AB)	8/2/21	\$ 38.54		\$ 2,303.49	*\$1.46 fee
7	Paypal payment (KS)	8/3/21	\$ 38.11		\$ 2,341.60	*\$1.89 fee
8	Paypal payment (MaM)	8/31/21	\$ 37.51		\$ 2,379.11	*\$2.49 fee
9	August BoA service fee			\$ (16.00)	\$ 2,363.11	
10	September BoA service fee			\$ (16.00)	\$ 2,347.11	
11	BoA Mobile Deposit	9/21/21	\$ 40.00		\$ 2,387.11	
12	BoA Mobile Deposit	9/27/21	\$ 40.00		\$ 2,427.11	
13	BoA Zelle (MB)	9/27/21 & 9/30/21	\$ 40.00		\$ 2,467.11	
14	BoA Zelle (CB)	9/28/21	\$ 40.00		\$ 2,507.11	
15	PayPal (VV)	9/2/21	\$ 38.31		\$ 2,545.42	*\$1.69 fee
16	PayPal (AZ)	9/3/21	\$ 38.31		\$ 2,583.73	*\$1.69 fee
17	PayPal (LK)	9/5/21	\$ 38.11		\$ 2,621.84	*\$1.89 fee
18	PayPal (IR)	9/12/21	\$ 38.11		\$ 2,659.95	*\$1.89 fee
19	PayPal (KB)	9/13/21	\$ 38.31		\$ 2,698.26	*\$1.69 fee
20	PayPal (JC)	9/28/21	\$ 38.11		\$ 2,736.37	*\$1.89 fee
21	PayPal (KK)	9/30/21	\$ 38.31		\$ 2,774.68	*\$1.69 fee
22	PayPal (LA)	10/2/21	\$ 38.11		\$ 2,812.79	*\$1.89 fee
23	PayPal (PN)	10/4/21	\$ 38.31		\$ 2,851.10	*\$1.69 fee
24	PayPal (CR)	10/5/21	\$ 38.31		\$ 2,889.41	*\$1.69 fee
25	PayPal (JG)	10/5/21	\$ 38.11		\$ 2,927.52	*\$1.89 fee
26	PayPal (KH)	6-Oct	\$ 38.31		\$ 2,965.83	*\$1.69 fee
27	PayPal (AR)	10/8/21	\$ 38.11		\$ 3,003.94	*\$1.89 fee
28	PayPal (JL)	10/8/21	\$ 38.11		\$ 3,042.05	*\$1.89 fee
29	PayPal (HD)	10/15/21	\$ 38.11		\$ 3,080.16	*\$1.89 fee
30	BoA Zelle (JT)	10/4/21	\$ 40.00		\$ 3,120.16	
31	October BoA service fee			\$ (16.00)	\$ 3,104.16	
32	BoA Mobile Deposit	11/3/21	\$ 40.00		\$ 3,144.16	
33	November BoA service fee			\$ (16.00)	\$ 3,128.16	
34	PayPal (CK)	11/12/21	\$ 38.31		\$ 3,166.47	\$1.69 fee
35	BoA Mobile Deposit	12/2/21	\$ 40.00		\$ 3,206.47	
36	BoA Canadian Check Counter Credit	12/10/21	\$ 37.67		\$ 3,244.14	*canadian check
37	December BoA service fee			\$ (16.00)	\$ 3,228.14	
38	PayPal (NN)	12/8/21	\$ 37.71		\$ 3,265.85	
39	PayPal (LSG)	12/8/21	\$ 38.11		\$ 3,303.96	*\$1.89 fee
40	PayPal (AB)	12/14/21	\$ 38.31		\$ 3,342.27	*\$1.69 fee
41	PayPal(AB)	12/15/21	\$ 38.11		\$ 3,380.38	\$1.89 fee; this person also paid in August...
42	Reimbursement for PRONA website	12/15/21		\$ (169.13)	\$ 3,211.25	*\$5 fee to send
43	PayPal (ET)	1/5/22	\$ 38.11		\$ 3,249.36	*\$1.89 fee
44	January BoA Service Fee	1/3/22		\$ (16.00)	\$ 3,233.36	
45						
46						
47						

July 2021- Pesent

Feb 2020-June 2021

+

# Sample Quarterly Newsletter



## Newsletter

October 2021

August marked the start of our new fiscal year, with some members stepping into their new roles on the Board. We had our first Member Meeting on September 30, attached are the meeting minutes with a link to the recording in case you missed it.



3) September 2021  
PRONA membership

The PRONA website is currently receiving an update. Please check us out at <https://prona.online/>. Our much anticipated renal dietitian pocket guide will be available online to members very soon.

Reminder that annual membership fees are due. They can be paid by Venmo (email [prona.dietitians@gmail.com](mailto:prona.dietitians@gmail.com)), physical cheque, or Paypal. Check out the "registration" tab on the PRONA website for more details.

Please ensure that you submit a new registration form via the PRONA website, or email a copy to Morgan & Lesley at [mxbily@texaschildrens.org](mailto:mxbily@texaschildrens.org) and [Lesley.perez@ahs.ca](mailto:Lesley.perez@ahs.ca).



PRONA  
Membership Registr

Committees continue to work on several projects and are happy to welcome new members interested in current and future endeavors.

## Upcoming Events

None

## Important Announcement

Members looking to join one of our committees can contact chairs as listed.

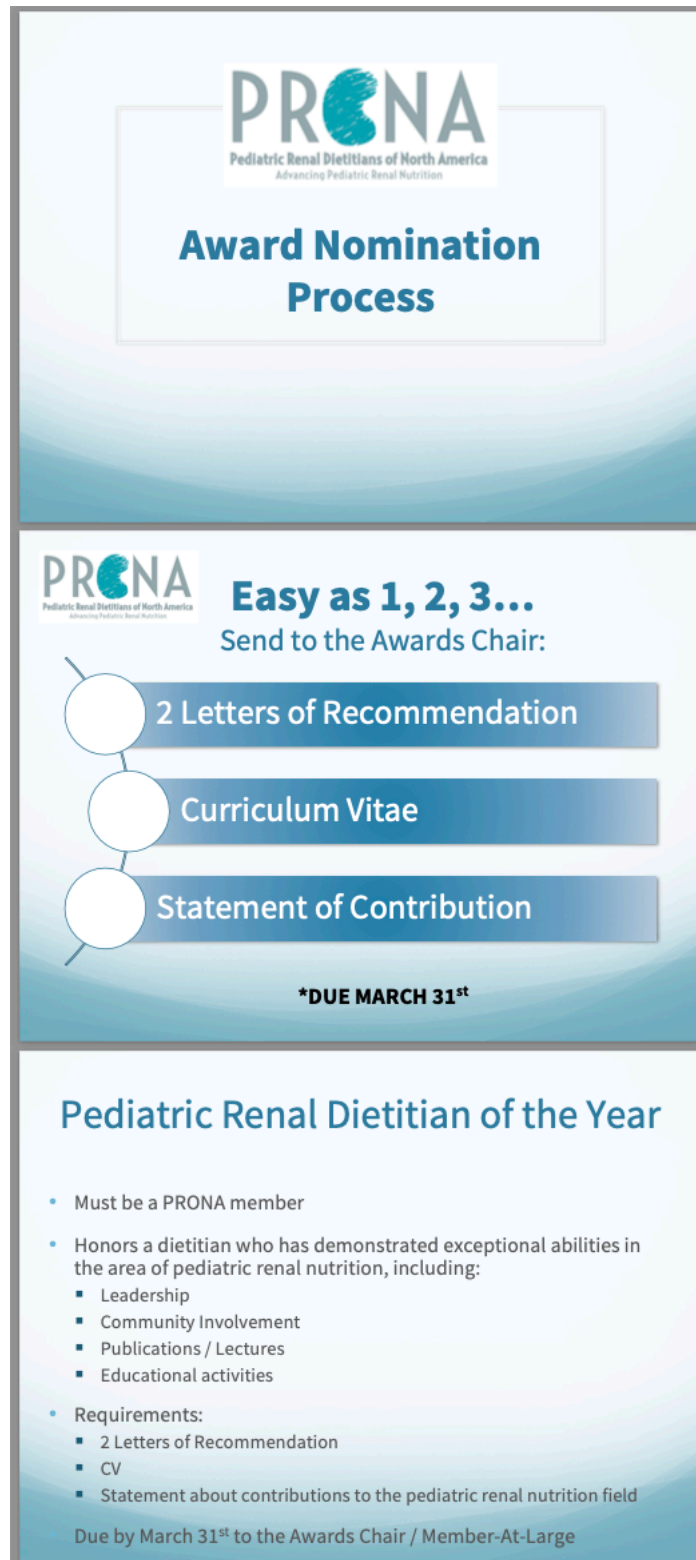
- Clinician Resource Committee:  
[jdtower@cmh.edu](mailto:jdtower@cmh.edu),  
[cns211@gmail.com](mailto:cns211@gmail.com)
- Patient Resource Committee:  
[ireckson@gmail.com](mailto:ireckson@gmail.com),  
[estherbq1@yahoo.com](mailto:estherbq1@yahoo.com)
- Guideline Development Committee:  
[maryann.mcmaster@ahs.ca](mailto:maryann.mcmaster@ahs.ca),  
[Lesley.perez@ahs.ca](mailto:Lesley.perez@ahs.ca)
- Research/Data Sharing Committee:  
[maggie.murphy@uky.edu](mailto:maggie.murphy@uky.edu),  
[mdjuarez@texaschildrens.org](mailto:mdjuarez@texaschildrens.org)
- Promotion and Networking Activities Committee:  
[clnelms@gmail.com](mailto:clnelms@gmail.com)
- Public Policy Committee:  
[cns211@gmail.com](mailto:cns211@gmail.com),  
[mxbily@texaschildrens.org](mailto:mxbily@texaschildrens.org)

Page 1 of 1



## Sample PRONA Award Forms

\*Application available via Google Forms



The graphic is a vertical banner with a light blue background and a darker blue gradient at the bottom. It is divided into three horizontal sections. The top section features the PRONA logo (Pediatric Renal Dietitians of North America) and the text 'Award Nomination Process'. The middle section features the PRONA logo, the text 'Easy as 1, 2, 3...' and 'Send to the Awards Chair:', followed by three numbered items: 1. 2 Letters of Recommendation, 2. Curriculum Vitae, and 3. Statement of Contribution. Below these items is the text '\*DUE MARCH 31<sup>st</sup>'. The bottom section features the title 'Pediatric Renal Dietitian of the Year' and a bulleted list of requirements and criteria. The list includes: Must be a PRONA member; Honors a dietitian who has demonstrated exceptional abilities in the area of pediatric renal nutrition, including Leadership, Community Involvement, Publications / Lectures, and Educational activities; and Requirements: 2 Letters of Recommendation, CV, and Statement about contributions to the pediatric renal nutrition field. The bottom of this section states 'Due by March 31<sup>st</sup> to the Awards Chair / Member-At-Large'.

**PRONA**  
Pediatric Renal Dietitians of North America  
Advancing Pediatric Renal Nutrition

### Award Nomination Process

**PRONA**  
Pediatric Renal Dietitians of North America  
Advancing Pediatric Renal Nutrition

### Easy as 1, 2, 3...

Send to the Awards Chair:

- 1 2 Letters of Recommendation
- 2 Curriculum Vitae
- 3 Statement of Contribution

**\*DUE MARCH 31<sup>st</sup>**

### Pediatric Renal Dietitian of the Year

- Must be a PRONA member
- Honors a dietitian who has demonstrated exceptional abilities in the area of pediatric renal nutrition, including:
  - Leadership
  - Community Involvement
  - Publications / Lectures
  - Educational activities
- Requirements:
  - 2 Letters of Recommendation
  - CV
  - Statement about contributions to the pediatric renal nutrition field

Due by March 31<sup>st</sup> to the Awards Chair / Member-At-Large



### Pediatric Renal Dietitian of the Year Award Rating Form

Year: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Criteria	Possible Total Points	Score	Suggested Points Assigned
A. PRONA Activities OR other renal-related organizational activities	10		5 pts. per PRONA office held – 2-3 pts. per PRONA activity
B. Community Involvement, related to kidney care	25		5 pts. per activity (i.e., health fair, walk, other fundraiser activity, etc)
C. Publications	15		5 pts. per book (writing or editing) 3 pts. for a book chapter/journal article 2 pts. per newsletter article
D. Educational Activities: Academic/Professor, Dietetic Intern Coordinator/Preceptor, Corporate/Institution training for healthcare professionals, develop new education materials	20		5 pts. per academic/coordinator position 1-3 pts. per material developed
E. Invited Lectures (staff in-services excluded)	20		2 pts. per lecture
F. Other Professional Renal/Nutritional Activities	5		1-2 pts. per activity
G. Special Awards	5		2 pts. per national award/1 pt. per local award
<b>TOTAL</b>	<b>100</b>		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Award Chair Position Description**

- The PRONA Member-At-Large will take on the role of Award Chair.
- Facilitate award nomination and selection process. Award includes the Pediatric Renal Dietitian of the Year.
- Solicit award nominations from PRONA membership via the listserv, newsletter, and website, and collect nomination information.
- Instruct membership on the award nomination process, updating the PowerPoint slide as needed.
- Discuss the need for the addition or revision of awards and award nomination criteria with the PRONA Executive Board and facilitate changes.
- Select 1-3 PRONA members to serve on the Awards Committee.
- Send award nomination materials to the Awards Committee members for candidate evaluation.
- Gather award-rating forms from the Award Committee members and calculate results.
- Notify the PRONA Executive Board of the Award Winner. Notify the winner using the PRONA letterhead and award recipient template.
- Collect brief professional biographical information and a headshot of all award winners for our website and newsletter.
- Coordinate ordering the award, and mail or present the award to the annual recipient. Monies spent will be reimbursed by the PRONA Treasurer.
- Collect award recipient data on the PRONA Award Spreadsheet to maintain historical records.
- Approaching Board turnover (June/July), provide position details and documents to the incoming Award Chair for a smooth transition.

# Sample Stipend Forms

\*Application & contract available via Google Forms



## PRONA Stipend Application

PRONA financially supports continuing education in the area of pediatric renal nutrition for PRONA members as a member benefit. Prior to submitting this application, please read the policy and procedures that are attached. Applicants must meet the following criteria:

- PRONA member in good standing for  $\geq 1$  year
- Obtain approval from the presenter to write a summary article or present on a presentation attended
- Provide presenter's contact information (valid email address and/or phone number) to verify any information prior to publication.

**Please print clearly.**

Applicant's Name: \_\_\_\_\_

PRONA Member Since: \_\_\_\_\_ Pediatric Renal RD Since: \_\_\_\_\_

PRONA Committee member? (circle) yes / no If so, which committee(s)? \_\_\_\_\_

Phone Number: \_\_\_\_\_  
DAYTIME EVENING

Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Program Title: \_\_\_\_\_

Program Date(s): \_\_\_\_\_

Is the program approved for CPEU? (circle) yes / no If so, how many? \_\_\_\_\_

First Time Attendee to this Program? (circle) yes / no

Registration Fee for program: \_\_\_\_\_ Amount of stipend requested \_\_\_\_\_

Will you receive any financial support from your place of employment or any other organization? Y N

Have you applied for or accepted stipend funds from any other professional group for this same meeting? Y N  
If so, which group? \_\_\_\_\_

Briefly describe your objectives for attending the meeting \_\_\_\_\_  
\_\_\_\_\_

Will you be presenting a lecture, paper/poster or participating as a panelist? (circle) yes / no  
If so, what is the topic? \_\_\_\_\_

Will you receive an award at the Program and/or from the Program Organization this year? (circle) yes / no

**\*Send completed application to: PRONA Member-At-Large**



## **Pediatric Renal Dietitians Of North America (PRONA) Stipend for Professional Education**

### **Policy**

The Pediatric Renal Dietitians of North America support continuing education in the area of renal nutrition. PRONA will allocate funds on a yearly basis as a member benefit to assist members wishing to attend conferences of professional interest related to pediatric renal nutrition. The Executive Board will determine the amount of available funds and number of recipients annually. Additional copies may be obtained on our members Only webpage.

1. The applicant **MUST** be a MEMBER of PRONA for at least one year prior to applying for a stipend.  
\*Please note that current PRONA elected and appointed Board Members are not eligible to apply for stipends
2. A copy of the conference/meeting program must accompany the application.
3. The program must deal primarily with issues concerning the pediatric patient with kidney disease or kidney-related treatment.
4. Only one stipend per person per three-year cycle is allowed.
5. National Academy, NKF, Annual Dialysis Conference, and PRONA meetings will qualify. International meetings will be considered.
6. Applications may be made retrospectively if applicants desire, as long as submitted in the same calendar year (January - December) as the conference and by the PRONA application deadline of January 31st.
7. Individuals presenting original research or review papers may receive priority consideration.
8. The signed stipend contract must be returned to the Member-At-Large .
9. To allow equitable access to stipend funds for all PRONA members, applications will only be accepted exclusively to this group. PRONA reserves the right to deny stipend funds to members who have accepted stipends from other professional groups (i.e. NKF-CRN) for the same professional meeting. PRONA also reserves the right to deny stipend funds.
10. Applicants that have been approved for a stipend and then are not able to attend the conference will be required to reimburse PRONA for the amount of stipend dispersed. Failure to comply with this will result in suspension of further PRONA membership.
11. Applicants will be required to obtain approval from the presenter to write a summary article about the presentation, which will be published in the quarterly PRONA Newsletter, or present on the topic themselves to our membership. Article should be 350-500 words and should be an original and concise summary with no plagiarism of the speaker's direct words.

### **Procedure**

1. Applicants will be awarded on a first come, first served basis and PRONA will review all applications.
2. The deadline for applications for the year is January 31<sup>st</sup>. PRONA will reserve the right to extend the deadline based on available funds. Applications may be received earlier and funds will be allocated on a first come, first serve basis, as outlined above.
3. PRONA will award stipends with a maximum amount of \$500.00 per stipend per budget year.
4. Funds will be provided retrospectively.
5. Applicants will send completed applications and a copy of the program to the Member-At-Large.
6. PRONA will notify the applicant of approval and provide the stipend contract for signature.
7. The applicant will return the signed contract to the Member-At-Large.
8. The applicant will summarize the assigned presentation(s) from the meeting and send the summary or

presentation slides to the Member-At-Large and PRONA Newsletter Editor no later than one month after the meeting. See general style guidelines for writing summary and presenting. Article summary should be 350-500 words, should be original, and should contain no plagiarism of the speaker's direct words. Please provide speaker's information with the summary. ALL REPORTS MUST BE SAVED AS A WORD OR PPT FILE AND SENT VIA EMAIL.

9. The applicant will also send verification of meeting attendance with original receipts to the Member-At-Large. We are unable to reimburse expenditures without original proof of payment.
10. The Member-At-Large will forward the approved application and stipend award amount to the PRONA Treasurer after the presentation(s) summary/slides and verification receipts are received.
11. The PRONA Treasurer will submit reimbursement via check or PayPal. **May take 6-8 weeks for check processing.**



## PRONA Program Stipend Contract

I, \_\_\_\_\_, agree to:

1. Send verification of meeting attendance to the PRONA Member-At-Large no later than one month after attending the approved conference (subject to change if applied retrospectively).
2. Email an article summarizing what was learned/gained from a presentation at the program for the *PRONA Newsletter* using the attached general style guideline to the PRONA Member-At-Large no later than one-month after the meeting. The article is not to exceed 500 words and should be a summary with no plagiarism of the speaker's direct words. Please email the report to: current PRONA Member-At-Large in MS Word format, which will then be forwarded to the PRONA Newsletter Editor.
3. Send original receipts for all requested monies to PRONA Member-At-Large. The PRONA Treasurer will process reimbursement for the agreed upon amount and payment will be sent via check or PayPal. **Please allow a minimum of 6-8 weeks if requesting payment in the form of a check.**
4. Obtain approval from the presenter to write an article on their presentation and obtain an email address to verify any information prior to publication. The Speaker's information must be included in the summary article.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Social Security Number (needed for accounting purposes)**

**Check one:**

**Newsletter article**

**Presentation**

\_\_\_\_\_  
**Daytime Phone Number**

\_\_\_\_\_  
**PRONA Member-At-Large Signature**

\_\_\_\_\_  
**Date**

Payment in the amount of \$\_\_\_\_\_ will be submitted to you after the above items are successfully completed.

Please print name and address to have check sent to OR PayPal email:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

PayPal email: \_\_\_\_\_



## PRONA Newsletter: Guidelines for Authors

Article length: Member highlights and reports are approximately 500 words. These will be printed in the *PRONA Newsletter*, so should be professional, accurate, and quotations used when directly citing a speaker's words.

Text format: Times New Roman font, 12 point, double space.

Tables/illustrations: Each should be accompanied by a title and brief caption that clearly explains the table, chart, diagram, figure, illustration, etc.

Program Presenter/Author information: List author with first name, middle initial (if any), last name, credentials, employer, and email address (all in italics) below the title of the article.

All submissions for publication should be submitted to the Member-At-Large as an email attachment (MS Word file). The Member-At-Large will forward to the Newsletter Editor.

\*Applications from anyone presenting original research or review papers will receive priority award consideration.

## PRONA Meeting: Guidelines for Presenters

Presentation length: Dietitian presentations may be 30-60 minutes in length. These will be featured webinar presentations through PRONA. PRONA may apply for CEUs (if applicable), so should be professional, accurate, and appropriate references used.

A Power Point Presentation to accompany the speaker is required.

Tables/illustrations: Tables should be self-explanatory or discussed during the presentation. Each should be accompanied by a title and brief caption that clearly explains the table, chart, diagram, figure, illustration, etc. References should be included.

Program Presenter/Author information: List author with first name, middle initial (if any), last name, credentials, employer, and email address (all in italics) in the beginning slides.

All presentation titles, objectives and content should be submitted to the Member-At-Large as an email attachment (MS Word/PPT file) for Board approval prior to scheduling the presentation.





### Continuing Education Stipend Rating Form

Year: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Program Title: \_\_\_\_\_ Program Date: \_\_\_\_\_

Criteria	Possible Total Points	Score	Suggested Points Assigned
A. PRONA Member	10		5 pts. for 1 year Membership 10 pts. for ≥2 years Membership
B. PRONA Committee Member	30		10 pts. per Committee participation
C. Meeting Award Recipient	20		20 pts. for Awardee
D. Meeting Panelist, Lecturer, or Poster/Abstract Presenter	20		20 pts. for Participation in Meeting 10 pts. if additional funding provided 0 pts. if funding provided and criteria not met
E. Meeting 1 <sup>st</sup> Time Attendee	5		5 pts. for 1 <sup>st</sup> Time Attendee
F. Years as a Pediatric Renal RD	5		5 pts. if <5 years experience 3 pts. if >5 years experience
G. Potential CPEU for attendance	10		10 pts. for 10+ CPEU 5 pts. for 4-9 CPEU 2 pts. for ≤3 CPEU
<b>TOTAL</b>	<b>100</b>		

Rater Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Sample Mentoring Program Forms

\*Application, agreement & evaluations available via Google Forms



## Mentor Roles & Responsibilities

- A mentor is someone who oversees the career and development of another person, through teaching, counseling, providing psychological support, protecting, and at times promoting or sponsoring.
- **Qualifications:**
  - Must be a current PRONA member
  - Advocate of career development
  - Willing to share experiences as a role model in the development of others
  - Availability to attend appropriate training sessions
  - Ability to communicate ideas and demonstrate skills and training techniques
  - Ability to create a mature atmosphere of mutual respect between mentor/mentee
  - Evidence of interdisciplinary planning and problem solving
  - Past exposure to a variety of experience in the pediatric renal field
  - Available technology and administrative support to enable active communication
- **Time Commitment:**
  - 1-year commitment with monthly meetings
  - May vary depending on individual needs
- **Core skills:**
  - Active listening
  - Identify goals and assess current reality
  - Building trust
  - Be patient and encouraging
  - Inspiring
  - Provide corrective feedback
  - Open doors
  - Instruct and develop capabilities
- **Responsibility to:**
  - Assist mentees in developing their potential on a personal and professional level.
  - Act as a model, counselor, confidante, teacher, advocate and advisor
  - Work with Mentee to identify and develop goals with reasonable timelines for meeting them.
  - Complete mentor self-assessment
  - Assist the mentee with a self-evaluation and discuss strategies with the mentee
  - Meet regularly with the mentee to share activities, report on progress and respond to questions.
  - Share your background and experiences with mentee
  - Arrange for further contacts through telephone, professional or social activities as appropriate



- Coordinate follow-up meeting dates with mentee
- Identify and share resources that will enable the mentee to achieve goals
- Maintain an activity log for each mentee
- Complete reports in a timely manner
- Evaluate progress of mentee
- Complete forms evaluating the mentoring program. Make constructive suggestions for change
- Attend training sessions, as indicated by the program.

### **How Do I Begin?**

Mentees may be prepared with questions and concerns, but the suggestions below will help you in your preparation.

1. Provide your mentee with information about your educational background, professional experiences, interest, and professional satisfactions.
2. Provide your mentee with information about your mentoring experiences as a student, new professional, and established professional.
3. Discuss the benefits of organizations and professional development opportunities, and make recommendations, if appropriate.
4. What "one piece of advice" would you give to a Mentee?
5. Share resources, as appropriate.
6. Invite the mentee to meetings or activities, as appropriate.
7. Arrange further contacts through telephone, lunch, or social occasions, as appropriate.
8. Facilitate linkages with other professionals.



## Mentee Roles & Responsibilities

- A mentee is advised, trained or counseling by a mentor.
- **Qualifications:**
  - Must be a current PRONA member
  - Ability to communicate verbally and in writing
- **Time Commitment:**
  - 1-year commitment with monthly meetings
  - May vary depending on individual needs
- **Core skills:**
  - Active listening
  - Identify goals and assess current reality
  - Building trust
  - Encouraging
  - Show initiative
  - Show openness, embrace change and consider new ideas
  - Find a mentor with whom she/he is comfortable with and feels confident
  - Learns quickly
    - Apply the knowledge and skills presented to you, and communicate with your mentor in how you succeeded in doing so.
    - Observe carefully and learn from the modeled actions of mentors and others.
    - Study materials related to your designated areas of development given to you by mentors and others.
    - Integrate new knowledge into a conceptual framework to ease problem solving.
    - Receive feedback non-defensively. If the mentee disagrees with the mentor, or feels that the mentor has a misperception, it needs to be discussed.
  - Follow through
  - Self-reflection
  - Prepare for the termination of the mentoring relationship
  - Leave the relationship on friendly terms
- **Responsibility to:**
  - Assume a proactive role.
  - Make the initial contact with the mentor and initiate the process for making appointments with the mentor.
  - Commit to being on time for appointments or for renegotiating days and times as needed.
  - Present professional behavior.



- Communicate his/her goals and aspirations to the mentor.
- Maintain a positive attitude.
- Respect the mentor and the mentor's time.
- Balance the personal and professional acquaintance with your mentor.
- Follow through on the suggestions and advice of the mentor.
- Complete program evaluation form and self-assessments.



## Mentoring Agreement

**Mentor**

**Mentee**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**Expectations:** Both mentor and mentee briefly describe their expectations from this program. (Use additional sheets as necessary)

**Objectives:** (To be developed jointly by mentor and mentee) Under each objective list the activities that will be used to meet these objectives and the anticipated completion date. Also, include evaluation strategies, if appropriate. (Use additional sheets as necessary)

**Responsibilities:** Define for mentor and mentee separately. This will include meeting or contact time.

**Signatures:**

\_\_\_\_\_  
Mentor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentee

\_\_\_\_\_  
Date



## **MENTOR SELF-ASSESSMENT**

Being a mentor can be a very rewarding experience. Starting with a self-assessment, can help you gain insights into your own behavior that, in turn, can result in greater understanding of the behavior of others.

### **These are some of the questions that you may be asked:**

Should I go back for an advanced degree?

Should I leave the field?

How can I manage my career and family without neglecting one or the other? What do I need to do to move up the ladder?

How do I overcome some of the "road-blocks" I have encountered?

How do I develop the skills I need to survive in the 21st century?

### **To help determine your readiness to be a mentor, please consider the following questions:**

1. Do you feel pleased with your competence level and are you eager to help others?
2. Can you empathize with the mentee?
3. Do you think that sharing information will decrease your power?
4. Do you believe people will benefit by doing things the hard way?
5. Do you have the time necessary to be a good mentor?
6. Do you know yourself and what aspect of mentoring you can and are willing to give?
7. Are you willing to share what you can with a potential mentee?
8. Do you find yourself prepared to make the opening move?
9. Do you expect the relationship to take considerable time and effort?
10. Do you let go when the time is right?
11. Do you enjoy mentoring?



## Mentee Self-Reflection

The following activities are meant to be used as a self-evaluation tool for determining your readiness for mentoring.

### DO I NEED A CHANGE?

YES NO

- I feel confused about where I am going career-wise.
- I feel that I am not being sufficiently challenged in my present career.
- The new competition coming along knows more than I do.
- I feel that I am slipping, that I am out of touch with the trends of the world.
- I lack commitment and do not have a feeling of belonging in my workplace.
- Pride in my work is declining. I seem to be working only for a paycheck.
- I avoid taking risks and will not take responsibility for new projects.

*\*If you answered yes to more than three of these, you may need to re-evaluate your sense of direction and commitment in your career.*

### AM I READY FOR A MENTOR?

YES NO DON'T KNOW

- I know the kind of career mentoring I want
- I'm willing to accept a mentor's help, if appropriate.
- I'm a good listener—I hear what the other person is saying.
- I'm a good follower.
- I can be counted on to carry out commitments.
- I'd be willing to let a mentor take much of the credit for our accomplishments at first while I learn as much as possible.
- I learn new things quickly.
- I'd be willing to speak up (diplomatically) if I disagreed with a mentor—I am not a "yes" person.
- I'm good about expressing appreciation to people who help me.
- I feel that my career potential is high-I'd be a good risk as a mentee.

### SCORING:

- If you answered yes to:
    - 7-10 You should be an excellent mentee
    - 4-6 You need some time to think about your needs, abilities, and the nature of your commitment.
    - 3 or less You appear to have no desire to find a mentor
- Adapted from Phillips-Jones, L. Mentors and proteges. New York: Arbor House.*

### IDENTIFYING CAREER VISION

OF ALL THE POSSIBLE DIRECTIONS I COULD TAKE IN THE NEXT FIVE TO SEVEN YEARS, WHICH ONES OFFER THE GREATEST PROMISE OF DRAMATICALLY IMPROVING MY POSITION AND ACHIEVING THE GREATEST SUCCESS OF ME?

Write a few sentences based on the question above. Then use the vision Checklist to evaluate your Career Vision.

### VISION CHECKLIST

- To what extent are you future oriented?
- To what extent is your vision likely to lead to a better future?
- To what extent is your vision appropriate? How does it fit your values and culture? To what extent does it clarify purpose and direction?
- Does it inspire enthusiasm and commitment?
- To what extent does it reflect your uniqueness?
- Is it ambitious enough?





## Mentoring Program – Goal Setting

The purpose of goal setting is to assist you in outlining your course of actions to reach your goals. This should be completed before you meet with a potential mentor. Goals are not necessarily etched in stone. They need to be revised constantly. This worksheet helps you to classify your Long-Range, Intermediate and Short-Range Goals. The Long-Range Goals may never be completed but they are aspirations and serve as a means of establishing direction. The Intermediate and Short-Range Goals are more immediate and reachable if you keep them realistic and re-evaluated periodically.

**STEP 1:** Take about 3 minutes to write, in the space below, the professional and personal values you hold. The following underlying beliefs / values will guide my future decisions:

**STEP 2:** Write 1 to 3 Long-Range Goals (what do I wish to achieve during my career as a dietitian 3-5 years from now)

**Long-Range Goal**

**Target Date**

**STEP 3:** Write 1 to 3 Intermediate Goals (goals you hope to accomplish by the end of your professional experience 1-2 years from now). The goals help you to accomplish the Long-Range Goals.

**Intermediate Goal**

**Target Date**

**STEP 4:** Write 1 to 3 Short-Range Goals (goals which can be achieved within the next 6 months).

**Short-Range Goal**

**Target Date**



## Mentoring Activity Log

Mentor \_\_\_\_\_

Mentee \_\_\_\_\_

Date	Activity (Include location & people involved)	Results / Future action to be taken



## Training & Resources

\*Preparing for your first mentoring meeting – a webinar with Dr. Amy Iversen

<https://www.youtube.com/watch?v=1CnRHZg6VWY>

\*How to Get a Mentor – Tedx Talk from Ellen Ensher

<https://www.youtube.com/watch?v=87qjlZRkkio>

Mentorship 101: 3 Types of Mentors and 5 Conversations with Mentors

<https://www.youtube.com/watch?v=WZkBGdloHUs>

\*Become a Great Mentee – Advice and Tips

[https://www.youtube.com/watch?v=273\\_TVnfLi0](https://www.youtube.com/watch?v=273_TVnfLi0)

\*Building Successful Mentoring Relationships as a Mentor – Webinar

<https://www.youtube.com/watch?v=tFT-F7fXa6g>

Ten Common Questions about Mentoring

<https://www.youtube.com/watch?v=z0DygmIpuZM>

Why the Power of Mentoring can Change the World – Tedx Talk with Shirley Liu

<https://www.youtube.com/watch?v=u4kTIK5mUHc>

\*How Not to Take Things Personally? – Tedx Mechelen

[https://www.youtube.com/watch?v=LnJwH\\_PZXnM](https://www.youtube.com/watch?v=LnJwH_PZXnM)

How to Set-Up and Run a Mentoring Program

<https://www.youtube.com/watch?v=JE1xeyUuwfA>

Mentoring in Medical Education - Webinar

[https://www.youtube.com/watch?v=Sr\\_NqnQJqck](https://www.youtube.com/watch?v=Sr_NqnQJqck)

The Art of Mentoring

<https://artofmentoring.net/online-training-for-mentors-and-mentees/>

Mentoring Central

<http://mentoringcentral.net/mentoring-training/>



**Things to do at the first meeting of Mentor/Mentee:**

1. Share information that was completed before meeting about background, employment, self-assessment.
2. Begin Goal Setting and consider activities which will enable mentee to fulfill goals.
3. Estimate the length of time that will be needed. It is suggested that all activities be completed within a one-year time frame.
4. Establish a meeting time or a mutually satisfactory method of communication such as e- mail, Fax, telephone, or written communication. Plan to make contact at least once a month.
5. Other?



## **EVALUATION OF EXPERIENCE - MENTOR**

*We appreciate you taking time to complete this valuable evaluation regarding PRONA's Professional Mentoring Program!*

**Name of Mentee:** \_\_\_\_\_

**Name of Mentor:** \_\_\_\_\_

**Timeline of Mentorship:** \_\_\_\_\_

**1. Overall, was the Professional Mentoring program beneficial for the mentee?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Why or why not?**

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**2. Overall, was the Professional Mentoring program beneficial and satisfying to you, the mentor? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Why or why not?**

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**3. In your opinion, which of the following were beneficial aspects of the program for the mentee? (Highlight all that apply)**

- a. Skills acquisition
- b. Knowledge acquisition
- c. Networking
- d. Professional activities
- e. Communication skills
- f. Employee interactions
- g. Job market
- h. Resources
- i. Other \_\_\_\_\_



**4. Did your Mentee possess adequate characteristics/skills for this to be a successful learning experience?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_

**5. Would you mentor another mentee in this program?** Yes \_\_\_\_\_ No \_\_\_\_\_

**6. How could this program be improved?**

\_\_\_\_\_  
\_\_\_\_\_

**7. Please provide any other thoughts/comments regarding the program.**

\_\_\_\_\_  
\_\_\_\_\_

# Sample Letterhead Template



Pediatric Renal Dietitians of North America

[www.prona.online](http://www.prona.online)

June 20, 2020

Dear \*\*\*,

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Sincerely,

Christine Benedetti, MS, RDN, CSR, LD, FNKF  
[Cns211@gmail.com](mailto:Cns211@gmail.com)  
PRONA Chair 2020-2021

Mary Ann McMaster, RD  
[MaryAnn.McMaster@albertahealthservices.ca](mailto:MaryAnn.McMaster@albertahealthservices.ca)  
PRONA Chair-Elect 2020-2021

2020-2021 PRONA  
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