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Policy for Guest Participation in PONL Board & Committee Meetings

PONL is committed to fostering nursing leadership development in others and recognize the value that can be gained from participating in board and committee meetings and discussions. Due to the occasional sensitive and strategic content discuss at these meetings, the following guidelines have been established:

Any PONL board or committee members who wishes a guest (e.g., graduate student, prospective committee member, etc.) to participate in a PONL meeting, or call, needs to:

1. Contact the [PONL Executive Director](#) and make the request. The name of the potential guest and their reason for wanting to participate should be included (e.g., on a leadership student practicum).
2. If the request is deemed to be appropriate by the Executive Director, permission will be granted to the PONL member. Otherwise, the Executive Director will confer with the appropriate chairperson. If both consent, the Executive Director will relay permission back to the PONL member making the request.
3. The Board/Committee Chair will introduce the guest to the group or ask the sponsoring member to introduce the guest. The name and role of the guest will be documented in the committee minutes.
4. Any PONL member who sponsors a guest is responsible for informing them that all content is to be kept confidential and not to be shared with others.
5. The Chairperson may ask the visitor to excuse themselves for the remainder of the discussion should a sensitive/confidential topic be introduced during a meeting.

Approved by the PONL Board: Oct. 27, 2021