OLCA

Standing Rules, Policies and Procedures Manual

Adopted by the 2003-2004 Board of Directors March 26, 2004

Most recent update: September 2026

Incorporated July 29, 1993

Standing Rules, Policies and Procedures Manual

This manual, along with the Ohio Lactation Consultant Association Code of Regulations (Bylaws), is intended to assist members of the Board of Directors and its Committee on Operations in interpreting and carrying out their official duties. It also expands on information that is contained in the Code of Regulations.

Included in this manual are policies and procedures as well as operational guidelines for each officer, committee and volunteer position.

It is strongly recommended that each officer and chairperson review this manual & update with each successor during and at the end of their term of office.

This manual has been adopted by the Ohio Lactation Consultant Association on March 26, 2004.

Additions to and revisions of this manual should be determined by subsequent Boards of Directors. The manual will be officially reviewed for revision at the Annual Board of Directors meeting and presented to the membership

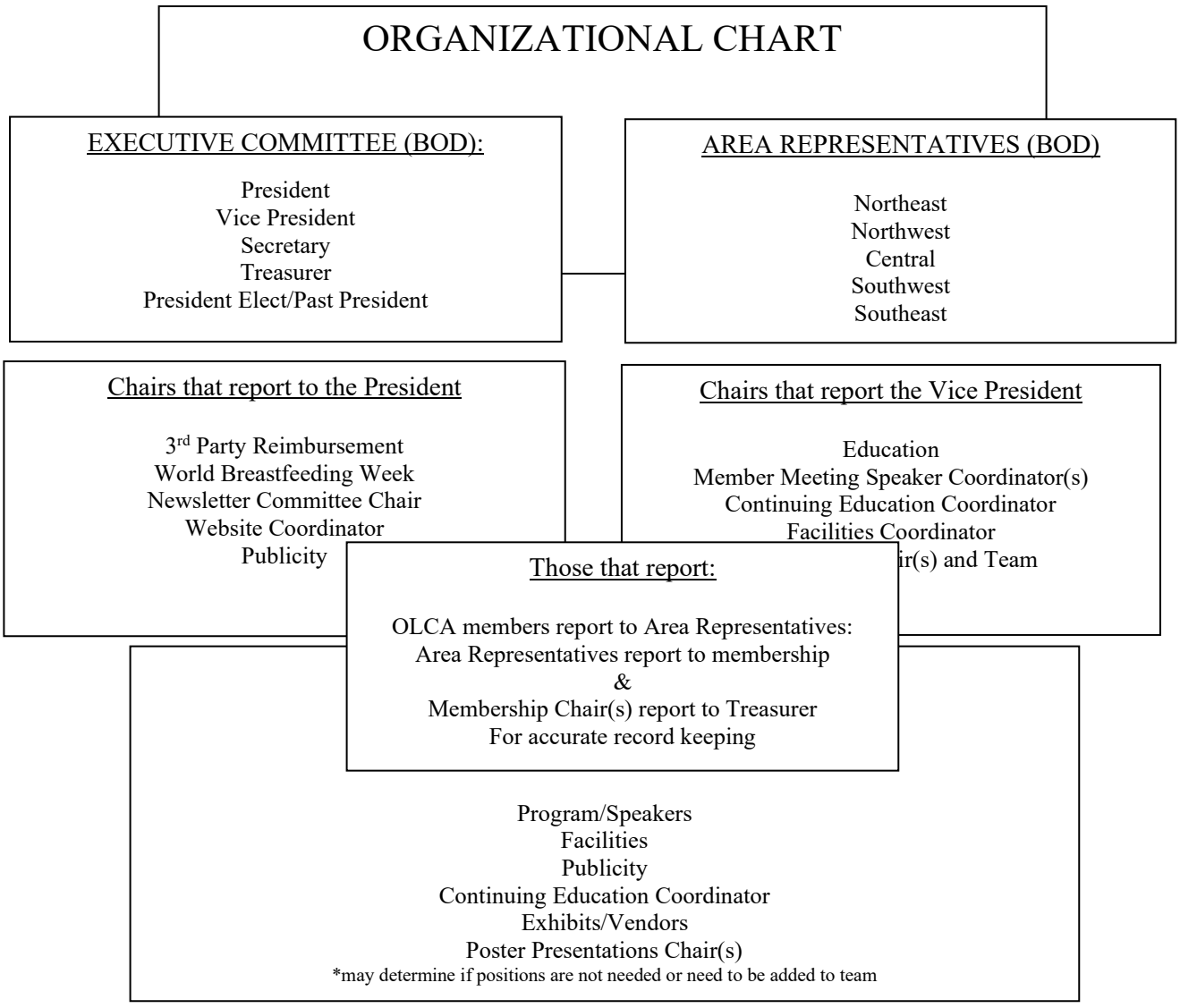
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OLCA 2001-2003 President

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ORGANIZATIONAL CHART



Standing Rules, Policy and Procedure Manual

Policy: There will be a Standing Rules, Policy and Procedure Manual that will be reviewed and updated regularly by the President with approval of the Board of Directors.

Procedure:

I. Content

A. Organizational Chart
B. Current OLCA Policies and Procedures
C. Position Descriptions for Officers and Chairpersons
D. OLCA Mission Statement and Goals
E. OLCA Vision Statement and Strategic Plan

II. Distribution

A. Board of Directors (including Area Representatives)
B. Standing Committee Chairs
C. Volunteer Individual Contributors
D. Available to members on the website

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Policies and Procedures

Policy: OLCA shall have updated Policies and Procedures

Procedures:

I. General Information: All new or revised policies/procedures must have approval by the Board of Directors, prior to distribution.

II. Format

A. The following information must be included on all Policies and Procedures:
   1. Title of Policy/Procedure
   2. Policy statement, Procedure
   3. Date; revision date (NOTE: The Revision Date is date of approval by the Board of Directors).
B. This manual shall also be kept electronically to ease transition between Presidents.

III. Review

A. Each Policy and/or Procedure must be reviewed prior to and approved by the Board at the beginning of each new Presidential term.

IV. Formulation

A. The need for a policy or procedure will be communicated to the President or member of the Board of Directors.
B. Generally, policies and procedures will be written in instances where actions need to be consistent over time, repeated decision making in the same area is expected or when OLCA needs to take a standardized "stand" in an area.
C. New policies and procedures will be written and approved by the Board of Directors prior to presentation to the general membership. Unless expeditious action is required, new policies and procedures will be presented to the membership prior to implementation.

Ohio Lactation Consultant Association Mission Statement

To be the voice of Ohio Lactation Consultants in their efforts to transform society into a breastfeeding culture. To empower, support, and educate our membership enabling them to be articulate agents for change.

OLCA Code of Conduct

OLCA is committed to creating a safe, productive, and welcoming environment that is inclusive and free from discrimination, regardless of race, religion, color, national origin, sexual orientation, gender expression or identity, age, disability, veteran or marital status, or any other protected categories under applicable law. All members and participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, and service providers must abide by the following policy:

Expected Behavior

- Be considerate of those around you and respectfully uphold the reputation of OLCA and its members in public and/or on social media
- Be respectful and considerate of others, including speakers, and viewpoints that may be different from your own.
- Treat other members and speakers with dignity, respect and kindness.
- Maintain professional relationships among OLCA members and participants.

Unacceptable behaviors may include, but are not limited to:

- Offensive or unwanted behavior or language related to the protected categories outlined above
- Sexual harassment of any kind.
- Wearing attire that includes harmful or offensive language or imagery that is not appropriate for a professional setting.
- Disruption during meetings or events organized by OLCA
- Copying or taking screenshots of any parts of presentations unless permission is granted
- Abusive action directed at an individual or OLCA, such as threats, intimidation, bullying, or stalking, both online and/or in-person
- Sharing your OLCA Conference registration access with any other person(s).
- Brandishing a weapon, or any item that could reasonably be perceived as a weapon, at any online or in-person OLCA event.
- Any other illegal activity not already covered above.

Unacceptable behavior will not be tolerated. If a participant is found or reasonably believed to be engaging in unacceptable behavior, they may be removed from the event without warning or refund. If appropriate, local law enforcement may be contacted.

Members found to be in violation of this Code of Conduct will no longer be considered in good standing. This is at the discretion of the OLCA Board of Directors who will notify the involved parties in writing. This Code of Conduct will be acknowledged by membership applicants, grant and scholarship applicants, posted to the website, be part of policy and procedure, acknowledged during event registrations, and speaker and exhibitor contracts.

Diversity, Equity and Inclusion Policy

Policy: Diversity, equity and inclusion (DEI) policy is essential to the Ohio Lactation Consultant Association's mission to be the voice of Ohio Lactation Consultants in their efforts to transform society into a breastfeeding culture and to empower, support, and educate our membership enabling them to be articulate agents for change. As such, OLCA will abide by the following procedural statements:

OLCA Statement of Inclusivity

OLCA supports our ongoing commitment to diversity, equality, and inclusion in our support of individuals, families, and communities and within our organization. We are committed to serving all families and will not tolerate discrimination based on race, ethnicity, social class, age, size, gender identity and expression, sexual orientation, disability, family type, religion, national origin, military status, or culture. We encourage all members to ask families on first consultation what language they use when referring to pregnancy, parenting and infant feeding as well as their preferred pronouns. Any use of the term 'mother/maternal' or 'breastfeeding' is not meant to exclude the transgender or non-binary gender-neutral parents. For simplicity, the term breastfeeding includes the practice of chestfeeding as well.

Procedure:

I. **Diversity:** OLCA strives to improve the diversity among the population of lactation care providers as well as the lactating populations that we serve.

   a. 1 year of membership fees will be waived for any prospective member who identifies as a member of a historically underrepresented racial group of lactation care providers (Black/African American, Latinx, Asian, Native American/Alaskan Native, Native Hawaiian/Pacific Islander)
   b. Up to five Diversity Scholarships per year (amount to be determined by board and per annual budget approval) will be offered to aspiring lactation consultants who identify as a member of a historically underrepresented racial group in the lactation field (Black/African American, Latinx, Asian, Native American/Alaskan Native, Native Hawaiian/Pacific Islander).

II. **Equity:** OLCA strives to ensure professional development opportunities are available and attainable to all, regardless of their individual professional aspirations or cultural background, and strives to elevate opportunities for those in underrepresented communities.

III. **Inclusion:** OLCA strives to create an inclusive culture for all lactation care providers – peer supporters, counselor/educators, and consultants, and those in underrepresented and historically marginalized communities such as communities of color, low-income communities, the LGBTQIA+ community, and the disabilities community.

IV. A DEI committee will be maintained for continual evaluation, development, and enhancement of these policies with input and feedback from a wide representation of individuals.

Revised 7/15/2021, revised 9/23/2023

Continuing Education Policy

Policy: Continuing education will be provided to members and others for the purpose of ensuring that practice reflects current breastfeeding knowledge.

Procedure:

I. Speakers shall be well-qualified and appropriately credentialed in their subject area. Documentation in the form of a CV is obtained prior to the presentation for Continuing Education purposes.

II. A wide range of topics in both basic management and advanced subjects will be provided.

III. Topics and speakers are solicited from members at every educational event and can be submitted to the Speaker Coordinator at any time.

IV. In areas of lactation management where current research-based knowledge is unavailable or insufficient, theory-driven (yet to be researched) generally regarded to be safe practices with beneficial results will be considered appropriate topics. Every effort will be made to differentiate to the members the basis for the presentation (theory-driven versus research-based).

V. OLCA will provide IBLCE CERPs for educational presentations. Efforts will be made to provide presentations that qualify for "L" CERPs (those needed in greatest quantity to recertify for IBCLCs), although R and E CERPs may be presented as well as nursing contact hours. Non-members will be charged a nominal fee.

VI. OLCA will ask the permission of speakers to record presentations for member use through the OLCA library. Appropriate release forms will be signed prior to recording.

VII. "Sole responsibility for the content of speaker presentations rests with the speaker. OLCA is not responsible for the content of speaker presentations or for the future actions of participants at educational events." This statement will appear on education and conference brochures.

VIII. OLCA maintains current Preferred Provider status

IX. Presentation meets the criteria, as set forth in the current IBLCE Preferred Provider Guide

X. OLCA will retain the following:
   A. Program brochure
   B. Program objectives and outline
   C. Speaker curriculum vitae (CV)
   D. Attendance roster
   E. Evaluation data
   F. Speaker disclosure statement(s)

XI. Replacements requests for Continuing Education Certificate(s)

   A. Attendee should allow at least 10 business days for OLCA to process the request. Requests will be made through the OLCA website.

B. Payment for each request must be made prior to the search and verification for the certificate. Each educational/event date is a separate request and fee. For example, In-Person Breastfest is one fee and On-Demand Breastfest is another fee. No refunds.
C. OLCA will verify attendance and completion of evaluation prior to re-issuing certificate.
D. The OLCA Board will determine the fee to replace a continuing education certificate and will post it on the OLCA website.

Revised/approved on 11-8-24.

Membership and Address Changes

Policy: It is the policy of the Ohio Lactation Consultant Association to maintain current addresses (email and regular mailing) of its officers, membership and Committee on Operations.

Procedure:

I. Membership in OLCA is for a period of 12-months from receipt of dues payment.

II. It is the individual member's responsibility to report any changes to the Membership Chair. An online change form will be on the website.

III. Complimentary members may be entered for 12 months with the approval of the Board of Directors

IV. Membership Dues will be waived according to the current Reimbursement Grid (see attached appendix).

V. When elections are held, only members will receive ballots.

VII. Renewal notices are sent by email annually.

VIII. The list of members, including all appropriate credentials is sent to USLCA as required for chapter membership consideration.

IX. When the results of the IBLCE examination are announced, newly-certified members need to notify membership chair. New IBCLCs will receive a free 12-month membership.

X. The list of currently active members is inspected record-by-record at least once per year by the secretary.

XI. The treasurer is provided access to the member list to assist in keeping up to date.

XII. Standard commercially-accepted data security procedures are followed. Membership records will be stored in restricted access cloud storage files and other secure back up locations.

Revised January 2022, November 2022

Membership Information

Policy: Membership information will not be shared with outside organizations/individuals without board approval and notification of the members.

Meetings

Policy: Regularly scheduled member meetings will be held throughout the year.

Procedure:

I. Meeting dates will be decided at the Annual Meeting and publicized on the Website.

II. Special educational events can replace no more than 2 member meetings each year.

III. At least 4 member meetings (can be in conjunction with continuing education events) will be held each year.

IV. The Annual Meeting is held in the Spring with the change in officers taking place at that meeting.

OLCA Disturbance Policy

OLCA has adopted the following policies for meetings and educational programs to minimize disturbances that are incompatible with the learning environment.

1. Breastfeeding babies and quiet children are welcome.
2. Mothers are requested to take their babies and children out of the room if they become noisy or restless.
3. Adults are requested to refrain from side conversations.
4. There will be sufficient breaks to allow for personal comfort.
5. Cell phone conversations should be conducted outside the meeting room.
6. Cell phones should be put on silent notification mode.
7. A moderator will monitor questions for speakers and any disruptions will be addressed immediately.

Special Continuing Education Meetings (Annual Conference or other Conferences)

Policy: Continuing education meetings should be planned to meet identified needs of membership and should be financially self-sufficient.

Procedure:

I. The decision to conduct a special continuing education meeting should be based on an identified need.
   A. Continuing education for members
   B. Cooperation with Allied Professional Organizations
   C. Cooperation with volunteer Breastfeeding Organizations
   D. Special grant opportunity

II. Inform the Board of Directors of proposed plan at a Board or Membership Meeting.

III. Submit a proposed plan including:
   A. Title and objectives and identification of need to be met by meeting.
   B. Date(s), time(s)
   C. Possible location(s)
   D. Tentative budget, including registration fee (should be self-supporting)
   E. Committee members
   F. Speakers, if known
   G. Funding sources, sponsors, if appropriate
   H. Board of Director approval required to cancel the conference or increase the budget

IV. Application for Continuing Education
   A. Contact CERP Coordinator to determine what is needed and timetable.
   B. Apply for Continuing Education from ONA, IBLCE, et cetera as appropriate to target audience.
   C. Contact speakers to obtain needed information (verbally if necessary).

V. Finances
   A. Accurate detailed records are essential
   B. Registration fee should be set to meet expenses

1. If advance money is needed until Registration Fees are paid, request from the Board of Directors.
2. Any profit is to be returned to the Treasury.
3. Request reimbursement/check issuance from the Treasurer.

C. Expenses which must be considered in planning a budget.
1. Cost of facility
2. Determine number of participants to break even.
3. Printing of materials (pre-mailing, registration forms, programs, evaluation sheets).
4. Audiovisual equipment and operators.
5. Paper supplies and secretarial expenses
6. Honoraria, travel, meals, hotels, et cetera for speakers
7. Food (Coffee breaks and meals)

VI. Selection of Time and Date
A. Allot adequate time for planning and contacting of speakers (at least 6 months in advance).
B. Check calendars for other related meetings.
C. Length of workshop: To be determined by planning committee.

VII. Publicity
A. Provide information to Website Editor.
B. Provide announcement to Conference Publicity Chair for information dissemination.

VIII. Speakers
A. Well-qualified speakers should be chosen by the committee.
B. Fees: Check to see if the speaker has a set fee.
C. If no set fee, consult Board of Directors for suggested honoraria, fees, et cetera.
D Travel, hotel and meal expenses for all speakers should be provided.
E. Obtains CVs and outlines from each speaker in a timely manner for Continuing Education requirements.
F. Send a letter of thanks to each speaker.
G. Provide Speaker handouts to conference team, at least one week prior to conference.

IX. Exhibitors and Sponsors
A. The Board of Directors or its designee will make the decision regarding exhibitors and sponsors according to OLCA Exhibitor Policy.
B. Under no circumstances will money be taken from any organization that is not in full compliance with the International Code of Marketing of Breastmilk Substitutes and subsequent, relevant World Health Assembly resolutions. Choice of exhibitors is decided at the discretion of the Board of Directors.
C. Discounted exhibit tables may be offered to select statewide breastfeeding related organizations that have made a significant contribution to protecting, promoting, and/or supporting breastfeeding in Ohio in the past 12 months.
D. Discounted exhibitor tables may be offered to home based or “cottage” businesses.
E. Conference Planning Committee has the final decision over who will be offered a discounted exhibit table in any given year.
F. All exhibits must adhere to the OLCA Exhibitors Policy.

X. Registration
A. Registration, prior to the conference, is strongly encouraged.
B. Onsite registration will be accepted

XI. Evaluation and Report of Meeting

A. Evaluations and other documentations will be collected, reported on and stored according to IBLCE guidelines
B. Summarize the evaluations and send to the CERP coordinator
C. A report, including financials, will be presented to the Board at the next scheduled board meeting. Retain a copy of the program, financial records and other pertinent information in a conference file.

XII. Record Retention
A. Follow Auditor's guidelines for financial records
B. Follow Accrediting body regulations for each health specialty.

XIII. Board Members will be reimbursed for travel, and hotel expenses will be paid according to the Reimbursement Grid.

XIV. Conference expenses
A. As finances allow; OLCA will follow the Reimbursement Grid in regards to waiving registrations. No other expenses will be reimbursed (without receipt related to conference and reimbursement request filled out and given to treasurer). Any questionable receipt will be discussed with President. All receipts from events need to be submitted to treasurer within one month of event (for budget purposes)
B. Follow the Reimbursement Grid for specifics and allocation

Exhibitor Policy for Meetings and Educational Events

Policy: The intention of the OLCA Board of Directors is to permit the wide dissemination of information for use to OLCA members and their clients while avoiding any expressed or implied endorsement of advertised products or services (including but not limited to exhibits, displays, inserts, conference packets, program ads, all promotional activities for commercial purposes by any person or entity in any way related to any OLCA conference, workshop or meeting.)

Procedure:

I. OLCA will allow exhibitors at meetings and educational events with prior approval of the Board of Directors.
II. Advertising of breastmilk substitutes, bottles, pacifiers (dummies), and/or teats (bottle nipples) will not be accepted.
III. Advertising of any product will not be accepted from any person or entity, or relative or affiliate of same which the OLCA Board of Directors, in its sole discretion, determines to be strongly associated in the public awareness with artificial feeding or detrimental to the course of lactation.
IV. Only firms and organizations whose services and products are appropriately related to OLCAs purposes shall be permitted to advertise. OLCA reserves the right to decline or prohibit any advertising which in its judgment is inappropriate or contrary to its policies. This reservation is all-inclusive as to persons, things, printed matter, products and conduct.
V. OLCA reserves the right to print and/or state to attendees:
A. In the course of normal breastfeeding, most breastfeeding products are unnecessary.
B. Products which could be misused to interfere with direct breastfeeding require careful use under expert guidance.
VI. Advertising will not be accepted which is determined to violate any provisions of the International Code of Marketing of Breastmilk Substitutes and subsequent, relevant, World Health Organization resolutions.
VII. Any person or entity wishing to appeal any decision arising from this policy is welcome to supply appropriate documentation to the OLCA Board of Directors.
VIII. All advertising is accepted by OLCA upon the representation that the agency and/or advertiser:
A. Has obtained and will maintain adequate product liability insurance coverage relative to all products advertised; and,
B. Is authorized to publish the entire contents. In consideration of this acceptance the

agency and/or advertiser agrees to indemnify and hold the publisher harmless from any loss or expense resulting from claims or suits based upon the contents or subject matter of such advertisements, without limitation.

IX. If an advertiser is asked to leave the premises due to violation of this policy statement, said advertiser shall immediately leave the premises. In addition, said advertiser shall remain responsible for all unpaid fees, costs, or expenses incurred in connection with said advertisers OLCA-related promotional activities, and shall forfeit all claims to fees paid to any party in connection with all such promotional activities.

X. If an Index to Advertisers is included in a program insertion or handout, advertisers will be listed alphabetically by company name.

XI. Acceptance of an advertisement does not constitute OLCAs endorsement of the advertised product or service.

XII. A copy of this policy will be given to every potential exhibitor.

XIII. Exhibitor fees must be received before allowed to exhibit

Approved/revised November 2023

Budget

Policy: OLCA will have a budget annually that is prepared by the Treasurer with the assistance of the Finance Committee and input from the various officers, committee chairs and volunteer individual contributors.

Procedure:

I. The budget shall be presented at the Annual Meeting and voted on by the Board.

II. Reimbursement for projected expenses will be done when proper documentation is submitted to the Treasurer (reimbursement form, receipt, cancelled check, or other proof of expenditure). The Treasurer will keep records on expenditures to track adequacy of the budget. A Treasurer report will be prepared on a quarterly basis. All operating expenses will be submitted on a quarterly basis.

III. Unbudgeted expenses need to be checked with the Treasurer (and President) for prior approval. Officers may spend up to $100.00 for unbudgeted expenses; however, reimbursement may be delayed, and the officer is at risk of not being paid.

IV. Officers and committee chairs will be asked to work with the treasurer and will keep a running list of expenses to assist in preparation of future budgets.

V. A minimum balance of $1,000.00 will be held in either checking or savings, according to discretion of the Board of Directors. This will be set aside as a carryover/management reserve.

VI. As finances permit provisions for payment or reimbursement for these items will be included in the budget each year:
   a. Reimbursement for president's attending the ILCA convention to cover Early Bird Registration, Travel (reasonable) and hotel cost (minimum room).
   b. Registration and Membership Fees, rooms and travel expenses to Board Members/Volunteers in accordance with Benefits Grid. See appendix I

Review of Treasurer's Books

Policy: Financial records for OLCA will be maintained accurately and honestly.

Procedure:

I. The Treasurer will submit OLCA's financial records annually following the Annual Meeting for review.

II. Review will be determined by the Board of Directors as either of the following:
   A. Two OLCA members who are not Board or Committee on Operations members
   B. An independent bookkeeper or similarly trained financial technician

III. Compensation for outside review of books will be made at a reasonable rate.

IV. After review, the following will be submitted:
   A. A signed statement by the review(s) that the books are accurate and in order.
   B. Recommendations (if appropriate) for future bookkeeping.

Official OLCA Correspondence

Policy: All OLCA correspondence that is submitted to media, is controversial in nature, or is more than routine will be done only with Board of Directors approval.

Procedure:

I. The President will get approval of at least 2 Board of Directors members prior to sending correspondence of the nature defined above.

II. The President and other members may correspond in a routine, positive manner with other organizations and other individuals as defined by the Board of Directors without seeking Board approval (i.e., thank you notes, informational correspondence with speakers, et cetera.)

III. If there is any doubt regarding the potential controversial nature of correspondence, Board approval will be obtained prior to release.

IV. Copies of the controversial correspondence will be sent to all members of the Board of Directors as soon as possible.

V. Each person who does correspondence routinely should maintain a book of typical form letters.

VI. Original situation-specific correspondence requires Board approval as above.

VI. Official stationery will be on Cream colored paper and envelopes with Logo and OLCA address with website address. Font type is Arial. Size according to document. Color of font is Teal.
   a. The logo (used with permission) is on the website. Right click on the mouse and save to your stationary.

Approved/revised November 2023

OLCA Representation at ILCA

Policy:

I. The President is required to attend the annual ILCA meeting. While there, they will attend all official ILCA scheduled meetings. They or a designated representative, preferably an Executive Board member, should attend any other spontaneous or Ad Hoc meetings that would impact ILCA or Ohio affiliate, and to report on those meetings that would impact ILCA or OLCA.

II. OLCA will assist the President in attending ILCA by allocating funds for conference, travel, and lodging expenses incurred in attending the conference if the OLCA budget allows.

III. The Vice President is required to attend the annual USBC or USLCA meeting. OLCA will assist the Vice President in attending USBC by allocating funds for conference, travel, and lodging expenses incurred in attending the conference if the OLCA budget allows.

revised @ Board Meeting June 15, 2002, and June, 2008, reviewed May, 2011, November 2019

OLCA Website (www.ohio-olca.org)

Purpose: The OLCA website is a point of reference for the public and members to learn about the organization and upcoming meetings. Content subject to Executive Board approval and shall include but not be limited the following sections:

I. Home
   A. Purpose and upcoming current events
II. About
   A. Mission
   B. Officer Profiles
   C. Open Positions
III. Education
   A. Meetings
   B. Awards, Grants and Scholarships
   C. Annual Conference Information
IV. Membership Information
   A. Members Only Section
V. Resources
   A. How to become a lactation consultant
   B. Find an IBCLC
   C. Information for new IBCLCs
   ~~C.~~D. Mentorship Opportunities
VI. Advocacy

Posting of Educational and Employment Opportunities:

As part of OLCA's mission, and as a service to our members, OLCA may allow posts about educational opportunities or job opportunities on our website, newsletter, and social media platforms.

Guidelines for Posting Educational Opportunities

I. Nonprofit Organizations may request to post an educational offering that may be of interest to our members.
II. The event must comply with International Code of Marketing of Breast-Milk Substitutes, and relevant World Health Organization resolutions.
III. The following disclaimer will be included with the posting- "Sole responsibility for the content of speaker presentations rests with the speaker. OLCA is not responsible for the content of speaker presentations or for the future actions of participants at educational events. "
IV. Website editor will maintain a form to be completed by those who request to post an educational opportunity. OLCA President will approve the posting. The President will share the information with the Website Editor, Newsletter Editor, and Publicity Chair. Website editor will remove the post when the educational opportunity has concluded.

Guidelines for Posting Employment Opportunities

I. Lactation related employment opportunities may be shared with the OLCA members.

II. Website editor will maintain a form to be completed by those who request to post lactation related employment opportunities. OLCA President will approve the posting. The President will share the information with the Website Editor, Newsletter Editor, and Publicity Chair.

III. Employment opportunities, for lactation positions, may be posted on the website for 30 days.

Approved November 2022

Position Title: *President*

Term of Office: Two (2) years, elected by membership

Responsibilities:

I. Serve for two (2) years and is the Chief Executive Officer of the Association and Chairman of the Board of Directors.

II. Preside at all meetings of the Association and Board of Directors.

III. See that all recommendations submitted to the Board of Directors are duly considered and all actions carried out.

IV. Appoint the chairman and members of any special committees (including but not limited to Scholarship and Awards) as required; subject to approval of the Board of Directors.

V. Invites other members to Board of Directors meetings as necessary.

VI. Be a member ex-officio of standing and special committees.

VII. Be a member of the Finance Committee.

VIII. Appoint an OLCA member-at-large (not a member of the Board of Directors) to serve on the Finance Committee.

IX. Request and receive periodic reports from chairman and officers as needed.

X. Represent affiliate at meetings and activities planned for affiliate Presidents at conferences.

XI. Provide testimony on behalf of OLCA as appropriate in public hearings, forums, et cetera or designate appropriate others to do so.

XII. Nominate or seek nominations of a qualified member to fill the unexpired term of any elected officer, to be subsequently approved by the Board of Directors.

XIII. Represent or appoint official representative to allied groups when requested, subject to the approval of the Board of Directors.

XIV. Provide prompt feedback on State, National and International business to the Affiliate Board of Directors, and General Membership.

XV. Maintain communication with the ILCA/USLCA Regional Representative (if available) assigned to the Affiliate and with the US Delegate.

XVI. Have general powers of supervision and active management usually vested in the office of President.

XVII. Notify IRS of all changes in documents or By-laws in order to maintain non-profit corporation status

XVIII. Authorized to sign OLCA contracts

Meeting Attendance:
1. Membership meetings
2. Board of Directors meetings
3. Finance committee meetings
4. ILCA Annual Meeting
5. Standing and Special committee meetings as designated
6. Allied group meetings

Position Title: *Past-President*

Term of Office: One (1) year term following term as President

Responsibilities:

I. Serves as a Board of Directors member.

II. Advises President and Board of Directors as necessary.

III. Serves as Chair of the Nominations Committee.

IV. Performs duties as assigned by Board of Directors and President.

V. Represent OLCA at conference or meetings at the request of the Board of Directors.

Meeting Attendance:

1. Membership meetings
2. Board of Directors meeting

Revised November 2022

Position Title: *Vice President*

Term of Office: Two (2) year term elected by membership. (In the event that the Presidency is vacated, follow the bylaw policies #7 vacancies.)

Responsibilities:

I. Serves as chair of the Education committee + conference team (composed of CERPs secretary, Speaker Coordinator, Facilities Coordinator and volunteer OLCA members.)

II. Direct the activities of the Affiliate in the absence of the President.

III. May be assigned additional duties by the Board of Directors.

IV. Coordinates Grant and scholarship applications.

V. Represents the Board of Directors on the conference planning committee and keeps the President updated on progress.

VI. Assembles and approves conference planning team.

VII. Liaison to Ohio Department of Health. Delegate position to others as needed based on qualifications, preferably RN or RD with First Steps and hospital setting experience

Meeting Attendance:

1. Membership meetings
2. Board of Directors meetings
3. Finance Committee meetings
4. Education Committee meetings
5. USBC or USLCA annual meetings

Position Title: *President-Elect*

Term of Office: One (1) year as president-elect, prior to term as President.

Qualifications: In addition to the qualifications outlined in the bylaws, the President Elect must have served OLCA in good standing as either a member of the Board of Directors or as an appointed Committee Member.

Responsibilities:

I. Serves as a Board of Directors member.

II. Reads all material published by OLCA.

III. Learns the role of the President of OLCA.

IV. Undertake and/or supervise projects or committees as assigned by the Board of Directors.

V. Draft any needed policy recommendations based on the President-Elects' activities in this position.

VI. Serve as the Chair of Nominations Committee in the absence of a Past-President.

VII. Represent OLCA at conference or meetings at the request of the Board of Directors.

Meeting Attendance:

1. Membership meetings
2. Board of Directors meetings
3. Standing and Special Committee Meetings as designated
4. Allied group meetings as designated

Revised November 2022, June 2023

Position Title: *Secretary*

Term of Office: Two (2) year term elected by the membership

Responsibilities:

I. Records minutes of: Board of Directors meetings
Membership Meetings

II. Provide copies of minutes for the Membership Committee and the Board of Director meetings will be forwarded to the President for review prior to approval of the aforementioned groups.

III. Shall preside at OLCA meetings in the absence of the President, Vice-President.

IV. Keep active file of all minutes for the past 5 years.

VI. Notifies promptly all candidates on the ballot of the outcome of the election and notify the President of election results along with board of directors and then send out to OLCA members.

VII. Maintain statement of continued existence with the State of Ohio.

Meeting Attendance:

1. Membership meetings
2. Board of Directors meetings
3. Finance Committee meetings
4. Tellers Committee (A teller's committee is a group of people appointed during a meeting, convention, or election to distribute, collect, and count ballots or votes.)

Position Title: *Treasurer*

Term of Office: Two (2) year term elected by the membership

Responsibilities:

I. Finalizes the upcoming fiscal year budget by June OLCA Board meeting.

II. Notify the chairman of each committee of the money budgeted for the use of that committee.

III. Manage financial activities of the Ohio Lactation Consultant Association:

A. ***Checking Account Receipts:*** Deposit all monies received into an OLCA bank account. All checks and money orders received for deposit are stamped or endorsed "For Deposit Only, Ohio Lactation Consultant Association (Account Number)."

B. ***Disbursements:*** Pay promptly all bills incurred for OLCA activities. Reimburse committee chairman and officers after obtaining an itemized expense record from the person being reimbursed. Mail checks or electronically send funds to ILCA, IBLCE, ONA and other vendors for Affiliate dues, Continuing Education applications and other services received.

C. ***OLCA Ledger Book***: Record all financial transactions in the OLCA Ledger Book or electronic media with a hard copy back up.

D. ***Track Expenditures***: Track all expenditures against budget.

IV. Present treasurers report at the Board meetings, and Membership meetings. Provide a written copy of the report to the Secretary and the President.

V. Record membership annual dues from members

VI. Coordinate membership information with membership chair.

VII. Maintain a current policy and procedure manual specific to the position of Treasurer and copy to the President.

VIII. Draft budget for the next year/incoming. Treasurer may call meeting of the Finance Committee OLCA Board of Directors (plus incoming Treasurer, if there is one) and one (two) member(s)-at-large who is knowledgeable regarding OLCA finances and assigned by the President for a one-year term to give input into the budget and review expenses.

IX. End of year budget to be completed in timely manner to be approved in June (Spring) OLCA membership meeting.

X. Submit financial records for external review at the end of each fiscal year.

XI. Will consult with accountant annually regarding organizations tax status; financial review annually; professional financial review every other year with office of treasurer; audit as recommended by the accountant.

XII. Maintain tax exempt status documentation with state of Ohio.

XIII. Outgoing Treasurer will facilitate bonding for both incoming Treasurer and President prior to bank account transfer.

XV. Authorized to sign OLCA contracts

Meeting Attendance:

1. Membership meetings
2. Board of Directors meetings
3. Finance Committee meetings

Revised June 2023

Position Title: *Regional Representatives*

Term of Office: Two (2) year term elected by geographic area by ballot. Terms of service are not counted toward the term limits of officers that are elected by the entire membership.

Ohio is divided into 5 Geographical regions as follows:

Northeast Northwest Central Southeast Southwest

A. Qualifications
    1. Live or work in region
    2. ILCA (suggested but not mandatory) and OLCA member (mandatory)
    3. Current OLCA member
    4. Not a member of the current executive committee
    5. Will attend all board meetings or send a report
    6. Available for conference calls
    7. Human lactation experience (personal and/or professional)
    8. IBCLC certification not required

B. Southwest and Southeast regional representatives will be elected in even numbered years.

C. Northwest, Northeast and Central regional representatives will be elected in odd numbered years.

Responsibilities:

I. Serve as communication link between Board of Directors and geographic area.
    a. Regional updates are to be submitted to the OLCA Newsletter Editor at least quarterly.

II. Are contact persons for OLCA members in their area and will bring concerns of their constituents to the Board Meetings.

III. Are asked to contact health departments, WIC clinics, related organizations/institutions, allied groups, and Coalition meetings in their region to ascertain the needs of members.

IV. Work closely with the President and may be asked to attend meetings, manage OLCA displays and represent OLCA in their regions.

~~V.~~ Uses publicity in region OLCA meetings and conferences.

~~VI.~~V. Serves as OLCA representative to allied meetings as necessary.

~~VII.~~VI. If unable to attend a meeting, arranges for substitute from OLCA membership in geographic area or send report.

~~VIII.~~VII. Regional reps are strongly encouraged to attend OCLA annual conference, support conference needs, and represent region.

~~IX.~~VIII. Assists Facility Coordinator for OLCA meetings held in the region.

~~X.~~IX. Regional reps to learn who received grants and scholarships in their region, to reach out for support and encourage completion of plans.

~~XI.~~X. Contacts and maintains communication with allied groups, including Breastfeeding Coalitions in region.

~~XII.~~XI. Participates as a member of the Nominating Committee for OLCA.
   a. Nominates successor.

Meeting Attendance:

1. Membership meetings
2. Board of Directors meetings
3. Nominating Committee Meetings

Revised June 2023, November 2025, September 2026

Position Title: *Finance Committee*

Term of Office: The Committee consists of the OLCA Board of Directors (plus incoming Treasurer, if there is one) and one or more member(s)-at-large who is knowledgeable regarding OLCA finances and assigned by the President for a one-year term.

Committee Functions: The Committee reviews and formulates the annual budget for final approval by the membership no later than the June meeting. The committee oversees the financial affairs of the Association.

Responsibilities:

I. The Treasurer may call a meeting of the Finance Committee to review and approve the budget.

II. Any Finance Committee member may call a meeting of the committee during the fiscal year.

III. At the close of the fiscal year (May 31st), the Treasurer arranges for a review of the OLCA ledger and bank statements in accordance with the audit provisions contained Review of Treasurers Book Policy.

IV. Yearly fiscal review, with books open at meetings, may be held in lieu of the Finance Committee meeting.

V. Professional financial review every year will be performed.

VI. The Treasurer will report results to the Board of Directors.

Meeting Attendance:

1. Finance Committee meeting to review and approve the budget.
2. Other meetings called by the Finance Committee

Position Title: *Continuing Education Coordinator*

Term of Office: Two (2) year term as appointed by President

Responsibilities:

I. Follows current IBLCE procedure for maintaining Preferred Provider status and records.

II. Follows current procedures to obtain RN/LPN Contact hours. Records are maintained by CE Coordinator

III. Submits applications, speaker qualifications, outlines, evaluations and attendance lists to
   a. Ensure compliance with record keeping requirements for continuing education by appropriate organizations.

IV. Provides summary of evaluations to Speaker Coordinator (to send with thank you note to the speaker) and to President.

V. Provides certificates, membership sign-in sheets and evaluations at meetings (or makes arrangements to be sure they are at the meeting and returned in timely manner).

Meeting Attendance:

1. Membership meetings

Position Title: *Board Meeting/Educational Facilities Coordinator (may be in combination with Breastfest Facilities Coordinator)*

Term of Office: Two (2) years, with an option for subsequent terms, as appointed by the President.

Responsibilities:

I. Makes arrangements and contracts with facilities used for OLCA Board Meetings and the Annual Breastfest Conference with the OLCA President's final approval.

II. Communicates with the OLCA President and/or Conference Coordinator/Committee during the facility search. For OLCA Board meetings can identify an OLCA member who works in the targeted facility to make arrangements.

III. Works with Speaker Coordinator to learn of the needs of speakers and coordinates the needs of OLCA speakers with the facilities available.

IV. Arranges accommodations and meeting rooms for board, membership, and any additional meetings called by the Board of Directors

V. Works as a member of the Annual Breastfest Conference Committee. Submits Annual Breastfest Conference Facility Report.

VI. Updates Breastfest Conference Facilities Procedures for Annual Breastfest Conference Committee

Meeting Attendance:

1. Membership meetings
2. Breastfest Conference Committee meetings.
3. OLCA Board meetings as requested

Position Title: *Breastfest Facilities Coordinator (may be in combination with Board Meeting/Educational Facilities Coordinator)*

Term of Office: Two (2) years, with an option for subsequent terms, as appointed by the President.

Responsibilities:

I. Makes arrangements and contracts with facilities used for the Annual Breastfest Conference with the OLCA President's final approval.

II. Communicates with the OLCA President and/or Conference Coordinator/Committee during the facility search.

III. Works with Conference Speaker Coordinator to learn of the needs of speakers and coordinates the needs of OLCA speakers with the facilities available.

IV. Arranges accommodations and meeting rooms for board, eligible conference committee members and speakers

V. Works as a member of the Annual Breastfest Conference Committee. Submits Annual Breastfest Conference Facility Report.

VI. Updates Breastfest Conference Facilities Procedures for Annual Breastfest Conference Committee

Meeting Attendance:

1. Membership meetings
2. Breastfest Conference Committee meetings.
3. OLCA Board meetings as requested

Position Title: *Speaker Coordinator(s) for Member Meetings*

Term of Office: Two (2) year term as appointed by President

Responsibilities:

I. Contact potential speakers for OLCA member meetings with input from membership.

II. Serve as contact person for OLCA with the speaker throughout the process.

III. Follow and communicate OLCA policy regarding reimbursement and honoraria

IV. Forward signed speaker contract to the OLCA Treasurer within the specified time.

V. Obtain and send the completed CE documents to the CE Coordinator within the specified time.

VI. Communicate with speakers giving specifics, including map to meeting site (or virtual meeting link), expense information, et cetera.

VII. Provide meeting notice in compliance with continuing education requirements. Provide the Publicity Team (Website Coordinator, Publicity, and Newsletter Editor) the following items within the specified time:
   a. Speaker name and credentials
   b. Speaker bio
   c. Speaker photo
   d. Title of presentation and a synopsis or abstract
   e. Electronic copy of handouts/outline/bibliography if available

VIII. Prepare and present introduction for speaker at the meeting.

IX. Ensure the speaker signs agreement to be recorded. (Record presentation and give to Web Editor to be available to members).

X. Communicate with Facilities Coordinator any AV needs of speakers

XI. Follow up with written thank you note that may include summary of evaluations

XII. Coordinate with Continuing Education Coordinator, Publicity Chair, Facilities Coordinator, Treasurer and others as needed

Meeting Attendance:

1. Membership meetings
2. Board of Directors meetings (as requested)

Revised 6/12/26

Position Title: World Breastfeeding Week/National Breastfeeding Month Coordinator

Term of Office: One (1) year, as appointed by the President.

Responsibilities:

I. Coordinates OLCA activities for World Breastfeeding Week/National Breastfeeding Month in collaboration with other state agencies.

II. Assembles and makes available information, handouts, media alerts, et cetera that can be used by members in their own institutions and localities.

III. Promotes through the membership local WBW/NBM activities.

IV. Collects ideas from other organizations that can be used in Ohio.

V. Other related activities to promote breastfeeding in Ohio throughout the year, especially as they relate to continued observance of the WBW theme.

Meeting Attendance:

1. Membership meetings

Position Title: *Third Party Reimbursement Officer*

Term of Office: Minimum one (1) year, as appointed by the President and Board of Directors.

Responsibilities:

I. Utilize resources including USBC and USLCA to research and advocate for third party reimbursement

II. Provide updates to membership on Health Care Reform information that may impact lactation care practice.

III. Represent OLCA at meetings related to third party reimbursement; travel expenses will be covered by OLCA.

Meeting Attendance:

1. Membership meetings
2. Board meetings as requested

Position Title: *Conference Chair*

Term of Office: One (1) year, with an option of subsequent terms as appointed by the President

Responsibilities:

I. Plan, organize, coordinate and implement all phases of conference planning as defined in special continuing education event policy.

II. Keep Board of Directors informed on conference progress.

III. Make and communicate a timeline that will ensure all aspects of the conference are completed in an adequate timeframe for successful completion of the conference.

IV. Involve OLCA members on committee, including Vice President as Board representative.

V. Work with Vice-President to appoint conference team.

VI. Provide Website Editor with all conference information necessary to post announcements, an agenda, registration links, hotel reservation links, and speaker handouts, in a timely manner.

Meeting Attendance:

1. Membership meetings
2. Conference Planning meetings
4. Board of Directors meetings as requested

Diversity, Equity and Inclusion Committee: *Members of the Board and At-large members with interest*

Purpose and Responsibilities:

I. Identify and implement strategies for improving diversity among the population of lactation care providers as well as the population served
II. Help ensure professional development opportunities are available to all and find ways to reach those in underserved communities
III. Pursue and maintain survey information on how to continue to grow multi-cultural awareness, and welcoming environment at OLCA

Communications Committee: Membership Chair(s), Newsletter Editor, Website Editor, Publicity Chair and Treasurer

Purpose and Responsibilities:

I. Reconcile annual membership purchase reports
II. Communicate to update and maintain accurate membership lists including regional lists from membership database for accurate delivery of membership communication, including ballots, newsletters and any other pertinent needs
III. Coordinate communication campaigns between online platforms including social media, website and newsletter hosts

Position Title: *Membership Chair(s)*

Term of Office: 2 years as appointed by President

Responsibilities:

I. Maintains member records, using standard commercially-accepted data security procedures

II. May coordinate with a Membership Committee, Conference Registrar, Web Editor and/or check membership lists with Treasurer and Secretary.

III. Maintains backup copies of the list.

IV. Publishes membership roster (with addresses and phone numbers) for the President, Board of Directors and membership annually (or more often as directed by the Board of Directors). Provides rosters to members for special projects as needed (i.e., register for conferences).

V. Communicates regularly with membership to obtain updates and to correct incorrect information.

VI. Supplies correct membership list with full credentials when requested from ILCA/USLCA.

VII. Obtains correct credential information from members, to maintain up-to-date list of IBCLCs

VIII. Provides up-to-date region membership lists for area representatives.

Meeting Attendance:

1. Membership meetings
2. Board of Directors Meetings

Revised November 2022

Position Title: *Newsletter Committee Chair*

Term of Office: Minimum one (1) year term with option for subsequent terms, as appointed by the President.

Responsibilities:

I. Coordinates with President, Membership Chair, CERP Secretary, Publicity Chair, and other contributors to collect content and create OLCA newsletter by deadline at least 4 times per calendar year.

II. Sends the Newsletter via email to President and designated editor if applicable, for editorial review. Makes any requested changes and publishes to OLCA members upon notification of final approval.

III. Submits approved newsletter to Website Editor for posting to website within one month of the designated meetings.

IV. Accepts advertisements as space allows (1/8 of page, maximum 6 lines for $25.00 per ad. Payment to OLCA must accompany the ad. Ad and advertiser must comply with WHO Code.)

V. Selects members to assist with newsletter as needed

Meeting Attendance:

1. Membership meetings
2. Board Meetings as requested

Position Title: *Website Coordinator/ Editor*

Term of Office: Minimum one (1) year term, as appointed by the President. May be appointed to additional terms.

Responsibilities:

I. Coordinates and manages website providing timely updates as requested to maintain accurate and up to date information for initial and ongoing visitors to the website Delegates to Executive Board members with access as needed for assistance to update in a timely manner. Paid technical consultation as needed
   a. Maintain log for requests and completions

II. Provides education and support to Executive Board members having access to website including updating members only access code annually, new board member profiles and photos annually in June and ongoing as needed, and updates to email forwarding for each officer annually and accordingly as any changes occur

III. Coordinates with communication committee as needed (membership chair, publicity chair, newsletter chair, treasurer) to ensure reports from sales on website, including conference registration and memberships, are accurately categorized and recorded
   a. Ensure welcome letter and receipts are accurate and up to date with current annual members only access code to website

Position Title: *Public Relations Representative (Publicity)*

Term of Office: Minimum one (1) year term, with option of subsequent terms, as appointed by the President.

Responsibilities

I. Create appropriate press releases or multi-media and social media materials as directed by the Board of Directors.

II. Encourage OLCA members to publicize breastfeeding related events or news.

III. Work to increase the visibility of OLCA statewide. Promote breastfeeding by increasing awareness of breastfeeding issues around the state.

IV. Post link to the newsletter when notified by Website Editor of its availability.

V. Disseminate information to membership as directed by the President.

VI. Facilitate access to group discussion platforms (Facebook groups, Yahoo alternative)

Meeting Attendance:

1. Membership meetings
2. Board meetings as requested

Position Title: *Historian*

Term of Office: Minimum one (1) year term, as appointed by the President. May be appointed to additional terms.

Responsibilities:

I. Prepare a summary of the OLCA activities for the year and add it to the history of the association.

II. Clip articles and pictures concerning the association and its members and keep the scrapbook and social media pages up to date. Organize yearly minutes and membership directory into a historical file.

III. Solicit input from members.

IV. Interview founding members to get an oral/written history for OLCA from its inception.

V. Maintain a list of OLCA officers.

VI. Organize and keep all OLCA publications and ballots.

Meeting Attendance:

1. Membership meetings
2. Board meetings as requested

Position Title: *Nominations Committee*

Term of Office: The Committee consists of the Past-President or President-Elect (Chair), Secretary, Membership Chair, any other interested OLCA members or those appointed by the President, Regional reps

Committee Functions: The Committee shall report to the Secretary. The Committee shall announce a call for nominations per schedule of terms at the November meeting. Call for nominations shall be posted via newsletter, social media, at annual conference and any future platform utilized to reach qualified membership interested in nominating or seeking nomination. The Committee will create secure, electronic ballots listing the candidates selected by the Nominating Committee. Ballots shall be sent electronically to the membership for election by a majority vote. Space shall be provided on the ballot for write-in candidates. Only ballots received by the specified deadline shall be counted.

Timeline:

I. Announce a call for nominations per schedule of terms at the November member meeting

II. Nominations Chair shall ensure Website Editor updates and activates nomination forms on website to reflect schedule of terms as follows along with links to responsibilities of each office:

A. Vice-President, President-Elect, Southwest, and Southeast Regional Representatives shall be elected in even-numbered years.
B. Secretary, Treasurer, Central, Northeast, and Northwest Regional Representatives shall be elected in odd-numbered years.

III. Nominations shall be shared with the Board in April

IV. Membership Chair shall provide Secretary with updated membership contact list in April

V. Secretary shall run election via secure platform and send ballot in April to membership per updated contact list provided by Membership Chair

VI. Secretary shall record all votes received by May 1st

A. Early May – a board meeting shall be held to record ballot results in minutes

B. Secretary shall notify candidates

C. Early June – a board meeting shall be held to approve the minutes and transition officers

VII. First week of June – bank account shall be transitioned to new Treasurer and President

VIII. New officers assume their responsibilities by the General Meeting of the membership after the ballots have been counted and approved

Meeting Attendance:

1. Nominations Committee meeting to review and approve the ballot
2. Other meetings called by the Nominations Committee
3. Board and Member Meetings

Approved January 29, 2022

Position Title: *Ohio First Steps for Healthy Babies Review Committee OLCA Representative*

Term of Office: Minimum one year term with the option for subsequent terms as appointed by the President

Responsibilities:

I. Comply with the Review Committee Structure & Expectations as outlined by the Ohio First Steps for Healthy Babies Charter (Appendix J)

II. Report back to OLCA Board and Membership and serve as a liaison between OLCA and Ohio First Steps for Healthy Babies

Approved February 11, 2023

Communicable Respiratory Illness Policy

Policy: Communicable Respiratory Illness Policy is in effect to reduce the risk to attendees and volunteers at OLCA in person events during increased incidence of COVID-19 and other respiratory illnesses.

Procedure:

I. If you are experiencing symptoms of COVID-19 (or other communicable respiratory diseases), or have recently been exposed to COVID-19, please do not attend the event, and contact OLCA at breastfestregistrar2020@gmail.com for options.

II. Children in attendance must be asymptomatic of any communicable illness.

III. We encourage all attendees to be fully vaccinated and boosted per CDC recommendations.

IV. We encourage attendees to wear an optimal mask such as a surgical mask, KN95, or N95.

V. Attendees should respect the decision of fellow attendees regarding masks.

VI. Attendees should be aware that this policy may change if the incidence of COVID 19, or other communicable respiratory illnesses, increases.

VII. National, state, county, local, or venue regulations may exceed this policy and will be addressed as **appropriate.**

OLCA Child Attendance Policy

Quiet nursing babies in arms are welcome in the session rooms. As a courtesy, we request your immediate attention to any situation, including happy baby noises, which may interfere with the concentration of attendees.

There will be a lactation room available for nursing/pumping parents.

Children in attendance must be asymptomatic of any communicable illness (including coughing and runny noses).

Ticketing Policy

• In recognition of the continuing uncertainty created by the current public health situation, we have reviewed our policies to ensure we are as flexible and accommodating as possible if you cannot attend an event.

• If you are experiencing symptoms of COVID-19 (or other communicable respiratory illnesses), or have recently been exposed to COVID-19, please do not attend the event, and contact OLCA at breastfestregistrar2020@gmail.com for options.

• If you are not feeling well, or are not comfortable being in a group setting, please register for the on-demand portion of this event where you can earn many CERPS from any remote location.

Frequently Asked Questions

1. What is an optimal mask?

Optimal masks have 2 or more layers (not gaiters or bandanas), completely cover nose and mouth, fit snugly against the sides of your face with no gaps. Surgical masks, KN95, or N95 are optimal. Face coverings with valves or vents, face shields, and cloth masks are not optimal.

2. What if I forget my mask?

If you forget your mask, and want to wear one, there will be a limited supply available at the venue.

We truly appreciate your understanding as we try to make this event as safe as possible for all present.

Approved January 7, 2023

OLCA Website and Social Media Account Usage Policy

Policy: This policy provides guidance for member use of the Ohio Lactation Consultant Association (OLCA) Website, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

Procedure:

The following principles apply to professional use of the OLCA Website and social media accounts on behalf of OLCA as well as personal use of the OLCA Website and social media accounts when referencing OLCA.

- Members should be aware of the effect their actions may have on their images,
- as well as OLCA's image. The information that members post or publish may be public information for a long time.
- Members should be aware that OLCA may observe content and information made available by members through the OLCA Website and social media accounts. Members should use their best judgment in posting material that is neither inappropriate nor harmful to OLCA, its members, or other users.
- Although not an exclusive list, some specific examples of prohibited the OLCA Website and social media accounts conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Members are not to publish, post or release any information that is considered
- confidential or not public. If there are questions about what is considered confidential, members should check with a member of the OLCA Executive Board.
- The OLCA Website and social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Members should refer these inquiries to authorized OLCA spokespersons.
- If members find or encounter a situation while using the OLCA Website and social media accounts that threatens to become antagonistic, members should disengage from the dialogue in a polite manner and seek the advice of the OLCA Web Editor, Forum Moderator, or a member of the OLCA Executive Board.
- Members should get appropriate permission before referring to or posting images of current or former members, patients or clients. Additionally, members should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Members who violate this policy will receive a written (electronic) warning. A second violation will result in the loss of ability to post, comment, upload images, etc., for a period of 30 days. Further violations will be referred to the Executive Board for appropriate action.

See the Policy "Posting of Educational and Employment Opportunities"

Approved January 29, 2022

Appendices

A.
B. OLCA Vision Statement
C. OLCA Strategic Plan
D. Grant Application Form
E. Award Nomination Form
F. Scholarship Application Form
G. Map showing area divisions for area representatives
H. Graph of Board (Executive and Representatives) and Chairmen benefits.
I. Photo Release
J. Ohio First Steps for Healthy Babies Charter 12.2022

Appendix B

OLCA VISION STATEMENT

Consumer Education Action Target:

Link 1: Media and Communications Industry
Objective: Increase availability of accurate breastfeeding and human milk information to professionals and the public through expanded use of media by members of OLCA.
Link 2: Organizations impacting childbirth and mother-baby feeding (i.e. ICEA, ASPO, LLL)
Objective: Increase the visibility of breastfeeding as a vital perinatal decision and make available accurate breastfeeding management and human milk information by actively networking with state and local organization leaders.

Physicians Action Target:

Link 1: Physicians
Objective: increase the visibility and perceived worth of Lactation Consultant services through education and quality service that meets the needs of clients. Expand quality Lactation Consultant services for consumers through increased physician referrals to Lactation Consultants
Link 2: Health Care Payors (insurance, managed care companies, government)
Objective: Obtain information on payor criteria for reimbursement in Ohio toward a goal of client reimbursement for Lactation Consultant services.

Hospitals Action Target:

Link 1: Hospital Maternity Units
Objective: support and educate our membership enabling them to be articulate agents for change in institutions. Provide networking and assemble sample policies/protocols to assist members in their efforts to increase support and protection for breastfeeding in the immediate post-partum period.
Link 2: State Maternity Licensure Units
Objective: Press for changes to maternity licensure laws that will influence hospitals' acceptance of policies that will support and protect a mother's decision to breastfeed her baby. Educate those who are ultimately responsible for making maternity license rule changes on the necessity of mandating policies and protocols that allow breastfeeding to flourish.
Link 3: Health Professionals
Objective: Provide inexpensive continuing education on breastfeeding to nurses, dietitians and other interested health professionals (both members and non-members).

Public Health Prevention/Wellness Initiatives Action Target:

Link 1: Ohio Department of Health
Objective: Influence the MCH Block Grant to include breastfeeding as a priority and to ensure that breastfeeding objectives are realistic and receive funding.
Link 2: WIC
Objective: Cooperate with the individual agencies by providing access to current breastfeeding information, model policies and protocols, criteria for selecting qualified individuals to provide training, to conduct in-services and to network for job placement opportunities for Lactation Consultants.
Link 3: State legislature
Objective: Educate legislators on the health benefits of human milk feeding and the monetary savings that could be enjoyed by this state if breastfeeding rates were to increase. Individual members as well as organization level contact will be used.
Objective: Make legislators aware of the needs of breastfeeding mothers and babies in Ohio, to assure that legislation positively impacts a woman's desire and right to breastfeed her baby

Appendix C

OLCA STRATEGIC PLAN

Goal: The Members of the Ohio Lactation Consultant Association are recognized by the public, government, industry and allied professions as the experts in Human Milk and Breastfeeding Management.

Objective #1:

Education of our members and other health professionals is tantamount in ensuring that practice reflects current research-based knowledge.

Strategies:

1. OLCA will sponsor educational events on a variety of advanced and basic management issues.
2. Members will be made aware of and encouraged to attend continuing education in breastfeeding sponsored by others who share or can assist us in implementing our purposes and/or goals.
3. Publicity of our sponsored events will be shared with other professional organizations and lay-based breastfeeding support groups to publicize among their own members.

Objective #2:

Membership continues to grow through effective recruitment and retention.

Strategies:

1. Enhance member communication and networking.
2. Foster mentoring relationships.
3. Encourage minority recruitment and mentoring.
4. Identify employment opportunities.
5. Provide continuing education at a reasonable cost to members as well as non-members (future members).

Objective #3:

Advocate for the breastfeeding dyad with and to other related organizations.

Strategies:

1. Represent the interests and purposes of OLCA on interagency committees, advisory groups and other similar forums.
2. Sponsor and endorse with and to other related organizations activities that will further this objective and/or others in this plan.

Objective #4:

Advocate for cultural acceptance, social approval and nurturing support and protection of the breastfeeding dyad and process.

Strategies:

1. Utilize the media to keep breastfeeding “in the news” and, at the same time, educate the general public on the benefits and financial incentives associated with breastfeeding.
2. Actively work to educate the public so that “informed consent” will apply to the infant feeding decision.
3. Encourage members to observe World Breastfeeding Day and Week in their own institutions with information, displays. Etc.
4. Support individual dyads by making professional Lactation Consultant services available.
5. Seek recognition and payment for Lactation Consultant services by Third Party Payers.

Objective #5:

Human Milk feeding is recognized in the planning and provision of cost-effective healthcare services.

Strategies:

1. Involve members in Third party Reimbursement.
2. Form alliances with organizations that share a commitment for reaching Healthy People 2030 Goals
3. Increase public awareness of Human Milk and Breastfeeding.
4. Increase the visibility of OLCA.
5. Influence state maternity unit licensing laws.
6. Include breastfeeding priorities in all healthcare facilities both public and private.

Objective #6:

Legislation related to infant feeding and breastfeeding is monitored and influenced in accordance with the laws on Non-Profit corporations. OLCA is a 510C6 Corporation that allows us to legally spend a certain amount lobbying.

Strategies:

1. Include reimbursement for Lactation Consultant services in healthcare legislation.
2. Maintain visibility among legislators and state agency leaders.
3. Involve members in the legislative process.
4. Influence state maternity unit licensing laws.

Appendix D

Ohio Lactation Consultant Association

Mission Statement

To be the voice of Ohio lactation consultants in their efforts to transform society into a breastfeeding culture. To empower, support, and educate our membership enabling them to be articulate agents for change

Grant Application and Proposal

- Each year the Ohio Lactation Consultant Association awards grants to OLCA members for breastfeeding promotion.
- The amount of the grant depends upon the amount allotted for in the budget for that year.
- Grant money is to be used for breastfeeding promotion adhering to the WHO Code. (available at http://www.ohio-olca.org)
- Grant awards will be announced at the annual OLCA conference *Breastfest*
- Recipient agrees to submit quarterly Progress reports to the regional representative. (see below) A final report must be sent to the representative within 90 days of program completion and an article about the project must be submitted for the newsletter. Failure to submit these reports will render applicant ineligible for future grants.
- The check must be cashed within 90 days of issue date and will be made out to an organization, agency, business/institution, or their representative. Unused money will be returned to OLCA. Funds may only be used for the project stated on application. If the original project is not completed, unused funds must be returned to OLCA.
- Applications can be found on the OLCA website and if alternative arrangements are needed, OLCA president can be contacted

Eligibility:

- Applicants must be members of OLCA at the time of the application (an OLCA membership application with payment included with the grant application is acceptable)
- Applicants must currently reside or work in Ohio.
- Priority will be given to new projects. In order to develop more projects in Ohio, OLCA discourages the use of grant funds for the same project for more than 2 years in a row. If the project is planned as an ongoing project, we encourage applicants to plan and develop other funding resources.
- Applicants may apply for both a grant and a scholarship but may only be awarded one or the other each year.

Collection of applications:

- **No late entries will be considered.**
- **Incomplete applications will not be considered.**
- Receipt of application will be acknowledged with an email to applicant. Acknowledgement of receipt does not indicate application is complete. It is the applicant's responsibility to be sure application is complete.

- Keep a copy of each grant application for yourself

Selection:

- The Grant Selection Committee will be comprised of: Executive board: President, Vice President (yourself), Secretary, Treasurer, and Past President or President Elect and Regional Representatives
    - The OLCA board makes a collective decision on each grant. All Board decisions are final.
    - Review committee members who apply for a grant will recuse themselves from the committee.
- Grants will be divided among Ohio regions if possible.
- Recipients will receive an award letter at the annual conference
- Recipients will receive a copy of the progress report
- Recipients will receive a check at the annual conference
- A brief summary of the winners and their grant proposals may be read at the annual conference, printed in the newsletter, and/or posted on the OLCA website

INFORMATION REQUIRED FOR PROPOSAL FOR OLCA GRANT

1. Vision, Purpose, Goals and Objectives; (including, how the money is to be used.)
2. Expected Time frame
3. Amount requested
4. Detailed Budget
5. Outside resources
6. Responsible parties
7. Who should check be made out to and where should it be sent?
8. Location of program/event
9. How the OLCA Grant will be acknowledged.
10. Target audience (including number expected to reach)

Completed application and proposal must be received by date indicated on website each year

Progress Report for OLCA Grant Monies

A progress report is due quarterly, until project is completed.
Progress reports are due on the first of March, June, September, and December.

Please briefly address the following areas in your quarterly reports:

1. What project were funds requested to support?
2. Were problems encountered in the process of completing the project? If so, briefly explain what problems were encountered.
3. If problems were encountered, what has been done to modify the original vision for your project?
   Will changes to original vision delay completion of the project?
   If so, when do you anticipate completion of your project?
4. Please attach an itemization of how monies were spent. If this was an educational offering, please attach a brochure advertising the offering. If a survey was conducted, please attach a copy of the survey used as well as a mailing list of persons/providers who were contacted for information in the course of the survey. If materials were purchased for use in some venue, please provide a picture of items purchased as well as informing us how they are stored when not in use.
5. How is OLCA being recognized as a financial contributor of this project?
6. How has this project strengthened support for the breastfeeding mother-baby dyad?
7. Is this a final report? If this is a final report, submit an article about the breastfeeding promotion of this project that is in a format which can be submitted for publication in our Newsletter and on our OLCA website, as specified on the Grant Application and Proposal. (Article for publication should be on a separate document.)

11/01 (Revised 1/02, 12/02 10/07, 11/10, 11/11, 7/12, 11/19) Revised on the web site: 07/07/2007, 11/10, 11/11,7/12, 10/14, 11/19

Appendix E

Ohio Lactation Consultant Association

Mission Statement

To be the voice of Ohio Lactation Consultants in their efforts to transform society into a breastfeeding culture. To empower, support, and educate our membership enabling them to be articulate agents for change.

Award Nomination Categories

Each year the Ohio Lactation Consultant Association presents awards to those individuals and institutions that have done an outstanding job promoting and supporting breastfeeding. Please complete this form, with typewritten answers to questions regarding nominee on a separate piece of paper. This form may be reproduced.

Check the category for nomination:

_____ Outstanding OLCA Member for the Year
_____ Outstanding Breastfeeding Peer Helper (Counselor)
_____ Most Breastfeeding Supportive Hospital
_____ Most Breastfeeding Supportive WIC Project
_____ Most Breastfeeding Supportive Health Care Professional
_____ Most Breastfeeding Supportive Ohio Media Outlet (TV, radio, newspaper, magazine)
_____ Most Breastfeeding Supportive Business
_____ Most Breastfeeding Supportive Ohio Legislator
_____ Most Breastfeeding Supportive Non-Governmental Institution
_____Other Category_____

Forms must be submitted to the current OLCA President. Information available on our website:

www.OHIO-OLCA.org

Revised 6/00, 6/01,11/30/02,12/02, 11/19

Appendix F

Ohio Lactation Consultant Association

Mission Statement: To be the voice of Ohio Lactation Consultants in their efforts to transform society into a breastfeeding culture. To empower, support, and educate our membership enabling them to be articulate agents for change.

Scholarship Information, Rules and Requirements

Scholarship Deadline: December 31

OLCA provides scholarships for professional development in the area of lactation.

The number of scholarships offered each year depends on the annual budget. Scholarships for up to $700 are awarded.

Award may be used for conference registration, professional development, or any related expenses. Priority will be given to those seeking certification through IBCLE.

Questions regarding application details or submission may be directed to applicant's regional representative or OLCA Vice President.

Reimbursement

Scholarships are a reimbursement award. The funds are reimbursed to recipient once the course has been attended and the receipt and certificate of completion is submitted to the treasurer of OLCA. If scholarship funds are being used for the IBCLE exam, reimbursement will be considered upon proof of payment. Scholarship for OLCA annual conference (aka. Breastfest) registration may be granted in the form of a discount code to be used during registration, and recipient will be notified sufficiently in advance of the conference so that registration can happen in a timely manner. The receipt of payment must be within one year of award or award will be forfeited. Scholarship funds may only be used for the exam fees once per person (lifetime). Hardship situations will be taken into consideration and funding may be provided in advance when necessary. Applicant should submit a letter of hardship to the Vice President of OLCA. Checks must be cashed within 90 days of receipt; unused funds will be returned to OLCA. Funds must be used within one year of award.

Eligibility

Applicants must be OLCA members at the time of application (OLCA membership applications with payment included is acceptable) as well as a member during the time in which the scholarship is used.

Applicants must currently work or reside in Ohio Priority will be given to first time applicants / recipients.

Applicants may apply for both a grant and a scholarship but may only be awarded one or the other each year.

Letters of Reference

When asking people to write a letter of reference for a scholarship application, please provide a link to the Reference Letter submission form on the OLCA website. The link for submission of a Letter of Reference can be found at ohio-olca.org/awards#scholarship-references. It will be your responsibility to ensure that letters are submitted prior to the deadline.

OLCA Scholarship Selection

A committee will determine who will be awarded a scholarship. Committee may be comprised of the Vice President, a LLL leader, 1-2 OLCA members (non-board), peer helper, or a community member not affiliated with OLCA, with basic breastfeeding knowledge. The committee may also be the OLCA board.

Committee members who apply for a scholarship will recuse themselves from the committee. Scholarship Committee members may not write a letter of reference for applicants.

Awardees will be notified at the annual conference (with the exception of annual conference (Breastfest) registration awards).

A brief summary of the winners and their scholarship application may be announced at the annual conference, printed in the OLCA newsletter, or posted on the OLCA website.

All Scholarship Committee decisions are final.

IMPORTANT

Incomplete or late applications will not be considered.

Acknowledgment of receipt of application does not indicate completeness of application. It is the applicant's responsibility to be sure the application is complete. Applicants should provide individuals who will be writing letters of recommendation the links to the grants page so they can fill out the reference letter form. It will be the responsibility of the applicant to ensure that reference letters are submitted prior to the deadline. Please notify the OLCA vice president of any problems accessing the necessary forms or if any other issues arise (unforeseen circumstances requiring substitution of a reference or other complications).

Please give **specifics** about what you are requesting funds for --- course, conference, exam fees, etc. If for related expenses – please list those – with at least estimates of amount (hotel room, mileage, and other items). **Use budget spreadsheet found on the OLCA website with the scholarship information to itemize expenses**. Download the spreadsheet - save it with your name on it - then upload into the application. If there are additional expenses that will not be covered by the scholarship, please indicate how those will be addressed.

Ohio Lactation Consultant Association

Mission Statement: To be the voice of Ohio Lactation Consultants in their efforts to transform society into a breastfeeding culture. To empower, support, and educate our membership enabling them to be articulate agents for change.

Diversity Scholarship Information, Rules and Requirements

Scholarship Deadline: September 30th

In Ohio, breastfeeding rates are greatly affected by racial and socioeconomic health disparities. Well established breastfeeding helps to reduce infant mortality. Lactation consultants play a key role in successful breastfeeding. However, there is disparity in access to culturally matched lactation consultants across diverse communities. Equitable representation among health care professionals is needed to reduce disparities. There are times when financial barriers can interfere with those aspiring to become lactation consultants. Diverse and active representation in state associations is imperative in helping to overcome healthcare racial injustice and disparities among diverse groups in the field of lactation. Yet financial and cultural misperceptions may inadvertently discourage participation.

As OLCA strives to improve access to the lactation consultant profession and welcome diverse voices within the association through advocacy work across the state, the Diversity, Equity and Inclusion committee offers diversity scholarships to coincide with National Breastfeeding Month and Black Breastfeeding Week in August of each year.

OLCA provides scholarships for professional development in the area of lactation. Award may be used for OLCA conference registration, professional development courses, webinars, materials, or any related expenses. Priority will be given to those seeking certification through IBLCE and taking courses approved through the Lactation Education Accreditation Approval Review Committee (LEAARC)..
Information on the certification process to become an IBCLC can be found here:

- https://iblce.org/
- https://uslca.org/aspiring-providers/getting-started/

An extensive list of educational offerings that have been approved for meeting standards and guidance in lactation education through LEAARC can be found here:

- https://www.leaarc.org/endorse.html

The number of Diversity scholarships offered each year depends on the annual budget. Five scholarships up to $700 may be offered.

Questions regarding application details or submission may be directed to the applicant's regional representative or OLCA Vice President: vicepresident@ohio-olca.org.

Reimbursement:

Scholarships are a reimbursement award. The funds are reimbursed to recipients once the course has been attended and the receipt and certificate of completion is submitted to the treasurer of OLCA. If scholarship funds are being used for the IBCLC exam, reimbursement will be considered upon proof of payment. Scholarship for OLCA annual conference registration may be granted in the form of a discount code to be used during registration, and recipients will be notified sufficiently in advance of the conference so that registration can happen in a timely manner. The receipt of payment must be within one year of award or award will be forfeited. Scholarship funds may only be used for the exam fees once per person (lifetime). Hardship situations will be taken into consideration and funding may be provided in advance when necessary. Applicants should submit a letter of hardship to the Vice President of OLCA. Checks must be cashed within 90 days of receipt; unused funds will be returned to OLCA. Funds must be used within one year of award.

Eligibility:

Applicants must identify as a member of a historically underrepresented racial group of lactation care providers (Black/African American, Latinx, Asian, Native American/Alaskan Native, Native Hawaiian/Pacific Islander)

Membership is not required for this scholarship application. Note that one year of membership fees can be waived for any prospective member who identifies as a member of a historically underrepresented racial group of lactation care providers (Black/African American, Latinx, Asian, Native American/Alaskan Native, Native Hawaiian/Pacific Islander).

One year of complimentary membership will be included with this scholarship and activated upon receipt of the scholarship.

Application:
▪ 2 Letters references should be submitted using the reference letter form:

https://forms.wix.com/r/6994058585160286227

Incomplete or late applications will not be considered.
▪ Keep a copy of the application for your records.
▪ Scholarship applications will be acknowledged by email.
▪ Both the applicant and the person giving the reference will be notified of receipt of reference letters by email.

Applicants must currently work or reside in Ohio

Priority will be given to first time applicants/recipients and with completion of the following questions/comments:

1. What type of involvement have you had within the lactation community to advance the cause of normalizing breastfeeding in Ohio?
2. What skills do you have that positively impact the families you serve?
3. What are your plans for this scholarship, and how do you anticipate that this scholarship will enhance or help you continue the work in the community that you serve?
4. Please describe any financial hardship, need for this scholarship, how much are you seeking, and any other options for funding.
5. Do you anticipate any barriers in accomplishing your goals or mission? If so, please describe.
6. Would you be willing to later share with OLCA how this scholarship has benefited you or the community that you serve?

OLCA Scholarship Selection:

- A committee will determine who will be awarded a scholarship. Committee may be composed of the DEI committee, VP, a LLL leader, 1- 2 OLCA members (non-board), peer helper, or a community member not affiliated with OLCA with basic breastfeeding knowledge
    - The committee may also be the OLCA Board.
    - Committee members who apply for a scholarship will recuse themselves from the committee.
    - Scholarship Committee members may not write a letter of reference for applicants.
- Scholarship recipients will receive an email or letter with reimbursement instructions
- Awardees will be announced at the November OLCA Member Meeting
- A brief summary of the winners and their scholarship application may be highlighted at the annual conference, printed in the newsletter, and/or posted on the OLCA website
- All Scholarship Committee decisions are final

IMPORTANT

- Incomplete or late applications will not be considered
- Acknowledgment of receipt of application does not indicate completeness of application
- It is the applicant's responsibility to be sure the application is complete

Additional OLCA Grant and Scholarship Opportunities

OLCA offers additional grants and scholarships each year to support breastfeeding projects and those pursuing work in the field of lactation. Applications typically open late in the fall, and scholarships are awarded at our annual conference. Please see our website to apply for one of those scholarships if you do not feel like you are eligible for this opportunity, or are not selected for this scholarship

Appendix G


Northwest Region
Northeast Region
Southeast Region
Southwest Region
Central
WILLIAMS
FULTON
LUCAS
OTTAWA
DEFIANCE
HENRY
WOOD
SANDUSKY
ERIE
LORAIN
CUYAHOGA
LAKE
ASHTABULA
GEAUGA
TRUMBULL
PAULDING
PUTNAM
HANCOCK
SENECA
HURON
MEDINA
SUMMIT
PORTAGE
MAHONING
VAN WERT
ALLEN
WYANDOT
CRAWFORD
RICHLAND
ASHLAND
WAYNE
STARK
COLUMBIANA
MERCER
AUGLAIZE
HARDIN
MARION
MORROW
HOLMES
CARROLL
SHELBY
LOGAN
UNION
DELAWARE
KNOX
TUSCARAWAS
HARRISON
JEFFERSON
DARKE
MIAMI
CHAMPAIGN
LICKING
COSHOCTON
GUERNSEY
BELMONT
CLARK
MADISON
FRANKLIN
MUSKINGUM
PREBLE
MONT-GOMERY
GREENE
PICKAWAY
FAIRFIELD
NOBLE
MONROE
PERRY
MORGAN
BUTLER
WARREN
CLINTON
FAYETTE
HOCKING
ATHENS
WASHINGTON
ROSS
VINTON
HAMILTON
CLERMONT
HIGHLAND
PIKE
JACKSON
MEIGS
BROWN
ADAMS
SCIOTO
GALLIA
LAWRENCE

Appendix H

OLCA Volunteer Discount & Reimbursement Grid

POSITION	FREE CONF	1/2 CONF***	1/2 ROOM CONF 1 night**	1/2 ROOM MTG	FREE MEMB	ILCA	Mileage 1-way - Board/Member mtg
President	X		X	X	X	X*	X
Vice President	X		X	X	X	USBC* or USLCA*	X
President Elect/Past President		X	X	X	X		X
Secretary		X	X	X	X		X
Treasurer	X		X	X	X		X
Rep NE		X	X	X	X		X
Rep NW		X	X	X	X		X
Rep Central		X	X	X	X		X
Rep SE		X	X	X	X		X
Rep SW		X	X	X	X		X
OLCA Rep to OBA					X		X
Conference Coord.	X		X		X		X
Registrar	X		X		X		X
Conference Team		X	X		X		
Publicity	X		X	X	X		X
Facilities Coordinator	X		X	X	X		X
3rd Party Reimbursement Officer				X	X		X
Vendor (exhibitor?) Chairman		X	X		X		
Membership	X		X	X	X		X
Speaker coord for mem/mtg					X		X
CE Coordinator	X		X	X	X		X
Newsletter Chairman				X	X		X
Web Editor	X		X		X		X

* Early bird registration, reasonable travel, and lodging
** Conference/Meeting room rate
*** No less than meals cost

Note:
1. Above discounts are as OLCA Budget allows
2. If you are requested to attend a Board Meeting your half room and mileage will be covered.
3. For those holding multiple positions, discounts for only one position may be applied.
4. Speakers for member meetings: currently $150 per CEU credit hour and business mileage rate

Revised November 2025, September 2026

Appendix I

PHOTO RELEASE FORM

I, _____, ("Releasor") with a mailing address of _____, grant permission and consent to: Ohio Lactation Consultant Association, ("Releasee") for the use of the following photograph(s) as identified below for presentation under any legal condition, including but not limited to publicity, copyright purposes, illustration, advertising, and web content:

_____
Describe Photo(s)

I. Payment (check one)

☐ - $_____ is accepted as payment for this release.

☒ - I understand that there shall be no payment for this release.

II. Royalties (check one)

☐ - I understand that there shall be royalties for the photographs used in the amount of _____.

☒ - I understand that no royalty, fee, or other compensation shall become payable to me by reason of such use.

III. Revocation (check one)

☐ - I understand that with my authorization below the photograph(s) may never be revoked.

☐ - I understand that I may revoke this authorization at any time by notifying the Releasee in writing. The revocation will not affect any actions taken before the receipt of this written notification. Images will be stored in a secure location and only authorized staff will have access to them. They will be kept as long as they are relevant and after that time destroyed or archived.

We, the Releasor and Releasee, have understand and agree to the aforementioned terms and conditions.

Releasor's Signature/Guardian: _____Date _____

Print Name: _____

Releasee's Signature: _____ Date _____
Print Name: _____

Approved 11/6/21
Appendix J

Ohio First Steps for Healthy Babies Charter
Review Committee Structure & Expectations

Purpose

The purpose of the Ohio First Steps for Healthy Babies Review Committee is to ensure timely, fair and accurate review of hospital applications for Ohio First Steps for Healthy Babies (Ohio First Steps) designation.
The following document outlines the expectations and responsibilities of the Review Committee.
Committee Structure
The Review Committee shall consist of between 6-10 members and include at least the following:

- One co-lead representative from the Ohio Department of Health (ODH).
- One co-lead representative from the Ohio Hospital Association (OHA).
- One representative from the Ohio Lactation Consultants Association (OLCA).
- One representative from the Ohio Breastfeeding Alliance (OBA).
- One representative from a BFUSA-designated hospital.
- One representative from the American Academy of Pediatrics (AAP) Ohio Chapter and/or the American Congress of Obstetricians and Gynecologists (ACOG).

Individual committee members will serve voluntarily and may remain on the committee indefinitely. Committee members may resign at any time by providing written notice to the state-level co-leads. Resigning committee members may be asked to aid in recruiting a replacement, especially if committee member is the only representative of one of the organizations listed above. Individuals may join the Review Committee by nomination by a current committee member or by self-nomination, and subsequently receiving a majority affirmative vote by the current Review Committee.
The Review Committee will be co-led by a representative of the Ohio Department of Health and a representative of the Ohio Hospital Association, who will share the responsibilities of maintaining Review Committee roster, scheduling quarterly review sessions, distributing applications to reviewers, recordkeeping and notifying applicants of designation status.

Expectations & Code of Conduct

Committee members will be expected to provide a fair and complete review of Ohio First Steps for Healthy Babies applications on a quarterly basis as outlined below and participate in a Review Committee meeting to discuss application reviews. Committee members are expected to participate in each review session. The time commitment will vary based on number of applications received.

If a committee member is unavailable for a specific quarterly application review, they may designate a substitute reviewer from their organization, so long as designee completes the mandatory conflict of interest form and is approved by the committee. If a committee member is unable to perform more than two reviews in a calendar year, they will be asked to recommend a replacement member from their organization to serve on the Review Committee.
Committee members will be expected to evaluate hospital applications using a prescribed Application Review Form. Committee members are expected to evaluate all applications fairly and consistently, regardless of the applicant hospital. Committee members will be asked to sign a Conflict of Interest agreement to acknowledge the absence of conflict with assigned applications for review.
Committee members will also be expected to treat all application information with confidentiality and discretion and return all Application Review Forms to the Ohio Department of Health for retention. Application Review Forms will be kept on file with the Ohio Department of Health and available for review by the applicant hospital upon request.

Responsibilities

The Review Committee will receive applications for review quarterly (see schedule below), and given a period of 2 weeks to perform the review. Extensions may be granted upon request.
Each application will be randomly assigned to two reviewers. The full Committee will convene to make a final determination if discrepancies exist. Members with a stated conflict of interest will abstain from voting. This voting and discussion may take place via ad hoc meeting or over email.
In addition, the Review Committee Co-Leads will ensure the following responsibilities are met:

- Download applications from Survey Monkey for specified application quarter.

- Distribute applications to Review Committee members for review by date listed below.
- Schedule and conduct application review meeting.
- Provide applicant notification of application receipt and result of application review (certificate and notification letter).
- Update website to reflect current designation status.

Application Deadline (must be received by midnight)	**Applications to Reviewers**	**Award Review Deadline** (by Review Committee)	**Award Notification** (to hospitals)
Quarter 1: January 1	January 15	January 31	February 15
Quarter 2: April 1	April 15	April 30	May 15
Quarter 3: July 1	July 15	July 31	August 15
Quarter 4: October 1	October 15	October 31	November 15

Recognition will be valid for three years. However, recognized hospitals will be required to submit a renewal report annually to maintain recognition. The Review Committee will review the application submission form annually to determine if updates are necessary.

Last Review Date: 12/22/22