

Article III, Section 5 - **Duties of Officers and Directors**

- A. The officers shall perform the duties described by the Parliamentary Authority, and more specifically shall include:
1. The President shall:
 - a. Serve as the principal officer of the Association,
 - b. Preside at all meetings of the Association, the Board of Directors, and the Executive Committee,
 - c. Be responsible for seeing that lines of direction given by the House of Delegates and the actions of the Board are carried into effect,
 - d. Reporting to membership and Board of Directors on the conduct of the Association,
 - e. Appoint committees, committee chairpersons, consultants, and make additional appointments as necessary,
 - f. Serve as ex-officio member of all committees,
 - g. Represent NCANS in all matters related to the Association,
 - h. Approve expenditures as submitted by the Treasurer and authorized by the Board of Directors,
 - i. Have such other powers and perform such other duties as may be assigned by the Board of Directors,
 - j. Maintain open lines of communication,
 - k. Assist with any projects,
 - l. Function as a resource,
 - m. Submit the official application of constituency to NSNA by the deadline date,
 - n. Be authorized to co-sign checks with the Treasurer of monetary disbursement as the By-Laws provide,
 - o. Be bonded on behalf of NCANS,
 - p. Perform all other duties pertaining to the office, and
 - q. Adhere to all policies and procedures as outlined in the Policy Book.
 2. The Vice President shall:
 - a. Assume the duties of the President in the absence or disability of the President,
 - b. Accede to the office of the President in case of vacancy in the office,
 - c. Recommended to chair Membership Committee,
 - d. Serve as member of the By-Laws, Policies, and Resolutions Committee,
 - e. Over-see procedure and process of the exhibit hall and contact possible sponsors to attend exhibit hall or sponsor the Association,
 - f. Continue to update and expand existing exhibitor database in order to find new exhibitors for each conference,
 - g. Be authorized to co-sign checks with the Treasurer of monetary disbursement as the By-Laws provide,
 - h. Serve as a member of the Finance committee,
 - i. Be bonded on behalf of NCANS,
 - j. Be responsible for sustaining membership recruitment, retention, and information dissemination,
 - k. Perform all other duties as assigned by the President, and

1. Adhere to all policies and procedures as outlined in the Policy Book.

3. The Secretary shall:

- a. Prepare the minutes of all business meetings of the Association and the Board of Directors,
- b. Keep all records and conduct the general correspondence of the Association,
- c. Recommended to serve as Chairperson for the Convention Planning Committee,
- d. Notify the Secretary-Treasurer of NSNA of the newly elected board members,
- e. Keep a current listing of old and newly elected board members and send email addresses and phone numbers to all Board of Directors and NSNA,
- f. Maintain a file of NCANS minutes, send signed copies to NSNA, and ensure completeness of the file at the end of term.
- g. Secure and solicit guest speakers for each conference,
- h. Email NCANS board minutes to all board members,
- i. Keep a current list of accurate names and addresses, email, phone numbers, and faculty advisors of all schools of nursing within NC,
- j. Perform all other duties as assigned by the President, and
- k. Adhere to all policies and procedures as outlined in the Policy Book.

4. The Treasurer shall:

- a. Act as custodian of the organization's funds and sign all checks in conjunction with the President or Vice President as authorized by the Board of Directors,
- b. Draft a budget for the general funds to be presented the month before the fiscal year begins,
- c. Recommended to serve as chairperson of the Finance Committee,
- d. Submit all accounts to the organization's CPA to be reviewed at the end of the accounting year,
- e. Prepare and submit a written financial report of the Treasurer's office at the Annual meeting, at each monthly Board of Director meeting, and upon request by any member of the Board of Directors,
- f. Keep in good order all the essential financial records from the past seven (7) years,
- g. Make reservations for all Board of Director travel,
- h. Handle conference registrations via postal mail and be the direct contact for the online registrations with website provider,
- i. Be bonded on behalf of NCANS,
- j. Perform all other duties as assigned by the President, and
- k. Adhere to all policies and procedures as outlined in the Policy Book.

B. Directors shall perform such duties as assigned by the President in accordance with the priorities and needs of the Association and also:

1. Breakthrough to Nursing:
 - a. Promote diversity in nursing,
 - b. Serve as a liaison between NSNA, NCANS, and the local school BTN chairpersons,
 - c. Recommend to serve as chairperson of the Breakthrough to Nursing Committee,

- d. Coordinate activities with the NSNA Breakthrough to Nursing Project,
 - e. Be responsible for developing and promoting a statewide BTN project to be implemented by each local chapter,
 - f. Be responsible for keeping the BTN link on the webpage up to date,
 - g. Write news related to BTN for each *Hypodermic* and district newsletters,
 - h. Register with NSNA as a Project-In-Touch recruiter,
 - i. Provide information to the district directors concerning information and opportunities provided by the BTN project to be dispersed to the local associations
 - j. Keep a current list of accurate names and addresses, email, phone numbers, and faculty advisors of all Schools of Nursing within NC,
 - k. Perform all other duties as assigned by the President, and
 - l. Adhere to all policies and procedures as outlined in the Policy Book.
2. Legislative Director:
- a. The Legislative Director shall be the official legislative liaison for NCANS during the term of office and while attending Nurse in Washington Internship (NIWI). As the official legislative liaison, the Legislative Director shall be the visible legislative activist for NCANS at any public event.
 - b. The Legislative Director is responsible for facilitating dissemination of information pertaining to nursing legislation to constituents such as bills, before and after action is taken, on the state and national level.
 - c. Recommended serve as Chairperson of the By-Laws, Policies, and Resolutions Committee, which includes asking for, making changes to, and presenting said changes,
 - d. The Legislative Director will write legislative alerts and articles for the *Hypodermic*.
 - e. Responsible for lobbying on behalf of the adopted NCANS legislative platform.
 - f. Perform all other duties as assigned by the President, and
 - g. Adhere to all policies and procedures as outlined in the Policy Book.
3. Publication Director shall:
- a. Be responsible for publication and curriculum of the official quarterly publication of the Association subject to the approval of the Board of Directors,
 - b. Be responsible for recruiting financial support to subsidize cost of the official publication,
 - c. Recommended to serve as chairperson of Public Relations Committee,
 - d. Be responsible for appointing reporters to cover all workshops and the Annual meeting of this Association for the purpose of including reports of these functions in the official publication of this organization,
 - e. Notify all local associations of nursing students of the time and place of all meetings of the Association via website and publications,
 - f. Be responsible for sending state news to the *Imprint* editor of NSNA,
 - g. Maintain a historical archive of all past *Hypodermics*,
 - h. Be responsible for planning and setting the focus of quarterly publications,
 - i. Be responsible for internet exchange between the Board of Directors and the internet provider; update content of the official website of NCANS (www.ncans.org),

- j. Perform all other duties as assigned by the President, and
- k. Adhere to all policies and procedures as outlined in the Policy Book.

5. Directors At-Large:

- a. Promote the BTN Project
- b. Serve as a liaison between NCANS and the local school chapters,
- c. Assist local chapters in participating, developing, coordinating, planning, and/or implementing local, statewide, and national projects,
- d. Provide a list of all schools of nursing within their district along with the contact names, addresses, phone numbers, and email addresses to the Secretary,-
- e. Coordinate membership recruitment efforts to each district and assist school chapter to become NCANS and NSNA constituents,
- f. Maintain contact with all Schools of Nursing within district by which ever means is most effective for director and schools throughout term of office,
- g. Register with NSNA as a Project-In-Touch recruiter,
- h. Attempt to hold one district meeting a year for all district members and advisors,
- i. Promote attendance by both members and advisors at NCANS Functions
- j. Perform all other duties assigned by the President, and
- k. Adhere to all policies and procedures as outlined in the Policy Book.