

North Carolina Association of Nursing Students

Board Positions



PRESIDENT:

- a. Serve as the principal officer of the Association and preside at all meetings of the association and Board of Directors
- b. Be responsible for seeing that lines of direction and the actions of the Board are carried into effect and reporting to membership and Board of Directors on the conduct of the Association
- c. Represent NCANS in all matters related to the Association and perform all other duties as pertaining to the office
- d. Approve expenditures as submitted by the Treasurer and authorized by the Board of Directors
- e. Have such other powers and perform such other duties as may be assigned by the Board of Directors
- f. Maintain open lines of communication
- g. Assist with any projects
- h. Function as a resource
- i. Submit the official application of constituency to NSNA by the deadline date,
- j. Be bonded on behalf of NCANS
- k. Adhere to all policies and procedures as outlined in the Policy Book

VICE PRESIDENT:

- 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. Be bonded on behalf of NCANS
- d. Perform all other duties as assigned by the President
- e. Adhere to all policies and procedures as outlined in the Policy Book

SECRETARY:

- a. Review the minutes of all business meetings of the association and the Board of Directors and insure accuracy prior to distribution to the Board of Directors for action
- b. Keep all records and conduct the general correspondence of the Association
- c. Notify the Secretary-Treasurer of NSNA of the newly elected board members
- d. 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
- e. Maintain a file of NCANS minutes, send signed copies to NSNA, and ensure completeness of the file at the end of term
- f. Email NCANS board minutes to all board members
- g. Be bonded on behalf of NCANS
- h. Perform all other duties as assigned by the President
- i. Adhere to all policies and procedures as outlined in the Policy Book

TREASURER:

- a. Act as custodian of the organization's funds
- b. Draft a budget for the general funds to be presented the month before the fiscal year begins
- c. Prepare and submit a written financial report of the Treasurer's office at the annual meeting/conference, at each monthly Board of Director meeting, and upon request by any member of the Board of Directors
- d. Keep in good order all the essential financial records from the past seven (7) years
- e. Be bonded on behalf of NCANS
- f. Perform all other duties as assigned by the President
- g. Adhere to all policies and procedures as outlined in the Policy Book

BREAKTHROUGH TO NURSING:

- a. Promote diversity in nursing
- b. Serve as a liaison between NSNA, NCANS, and the local school chapters
- c. Coordinate activities with the NSNA Breakthrough to Nursing Project
- d. Be responsible for developing and promoting a statewide BTN project to be implemented by each local chapter
- e. Be responsible for keeping the BTN link on the webpage up to date
- f. Write news related to BTN for each *Hypodermic*
- g. Register with NSNA as a Project-In-Touch recruiter
- h. Provide information to the district directors concerning information and opportunities provided by the BTN project to be dispersed to the local associations
- i. Perform all other duties as assigned by the President
- j. Adhere to all policies and procedures as outlined in the Policy Book

LEGISLATIVE DIRECTOR:

- a. Be the official legislative liaison for NCANS during the term of office
- b. Be 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. Revise and update By-Laws as needed and present said changes
- d. Write legislative alerts and articles for the *Hypodermic*
- e. Perform all other duties as assigned by the President
- f. Adhere to all policies and procedures as outlined in the Policy Book

PUBLICATIONS DIRECTOR:

- 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 to cover all workshops and the annual meeting/conference of this association, for the purpose of including reports of these functions in the official publication of this organization
- c. Notify all local associations of nursing students of the time and place of all meetings of the association via website and publications
- d. Be responsible for sending state news to the *Imprint* editor of NSNA
- e. Maintain a historical archive of all past *Hypodermics*
- f. Be responsible for planning and setting the focus of quarterly publications
- g. 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)
- h. Perform all other duties as assigned by the President
- i. Adhere to all policies and procedures as outlined in the Policy Book

DIRECTORS AT-LARGE:

- a. Promote the BTN Project
- b. Serve as a liaison between NCANS and the local school chapters
- c. Coordinate membership recruitment efforts to each district and assist school chapter to become NCANS and NSNA constituents
- d. Maintain contact with all Schools of Nursing within district by which ever means is most effective for director and schools throughout term of office
- e. Register with NSNA as a Project-In-Touch recruiter
- f. Attempt to hold one district meeting a year for all district members and advisors
- g. Promote attendance by both members and advisors at NCANS functions
- h. Perform all other duties assigned by the President
- i. Adhere to all policies and procedures as outlined in the Policy Book