

CASN Area Representatives and Area Coordinators

Area Representatives Job Description, Duties and Responsibilities

- + Assist with information dissemination from the CASN Board to area membership and with obtaining opinions, requests and information from the local membership to pass on to CASN Board when requested
- + Opportunity to present brief area report (networking, activities/update) to AR Coordinator and other AR's at annual meeting or PRN
- + Encourage school nurses in area to become members of CASN
- + Promote CASN activities, educational, networking & outreach opportunities
- + Encourage area attendance/participation at: annual statewide school nurse conference, CDE new school nurse orientation, CDE State School Nurse Consultant regional meetings, etc.
- + Attend (or send substitute to) annual AR meeting held during annual statewide school nurse conference
- + After receiving pertinent CASN communications:
 - Engage in efforts to identify issues/events that most impact area;
 - Share CASN information and assist with gathering opinions, requests, etc. to and from local membership PRN;
 - Forward area feedback as necessary to AR Coordinator or other appropriate CASN Board member
- + Facilitate organizing CASN-supported area educational program, speaker, etc.
 - Assist with needs assessment, prioritizing and implementing PRN'
 - Provide grant application(s) to requesting member(s) and submit to AR Coordinator after completed;
 - Furnish brief summary of program/outcome to CASN Board afterwards
- + Coordinate/communicate duties with fellow AR if position shared by two members

Qualifications for Area Representative

- Maintain current CASN/NASN unified membership
- Attend annual CASN Area Rep meeting at the annual fall conference
(Saturday morning)
- Desire to promote and support CASN and its mission
- Email connected (*Most of the above functions/ communications occur via email*)
- Participate in CDE/School nurse List Serve
- Frequently monitor the above electronic communications
- AR positions filled on a voluntary basis; if more than one CASN member in a given area is interested in serving as AR, the position can be held jointly, with duties shared

Area Representative Coordinator and Co-Coordinator Area Representatives Job Description, Duties and Responsibilities

- + AR Coordinator position(s) appointed/approved by CASN Executive Board
- + Attend Full Board Meetings
- + Serve as liaison between AR's & CASN Board, including distributing Board minutes and obtaining/presenting area reports to Board as necessary
- + Maintain Area Representative roster and work on keeping active members
- + Assist with administering grant applications
 - Support AR's with application process
 - Submit area grant applications to designate CASN Board member(s)
 - Report back to AR re: status of grant
- + Conduct annual meeting for AR's during statewide school nurse conference and online meetings as needed
- + Assist with finding nurses to introduce speakers/moderate workshops at the fall CASN conference.
- + Update CASN Area Representative job description and keep records of Area Representative Coordinators activity
- + Coordinate/communicate duties with fellow AR Coordinator if position shared by two members

Qualifications for Area Representative Coordinator(s)

- Maintain current CASN/NASN unified membership
- Desire to promote and support CASN and its mission
- Email connected (*Most of the above functions/ communications occur via email*)
- Participate in CDE/School nurse List Serve
- Frequently monitor the above electronic communications
- AR positions filled on a voluntary basis
- If more than one CASN member in a given area is interested in serving as Area Representative Coordinator, the position can be held jointly, with duties shared.