

CASN EDUCATION CHAIR

JOB DESCRIPTION

Role and Responsibilities

- *Maintain active membership in NASN/CASN unified*
- *Advance the practice of school nursing as delineated in the CASN Strategic Plan*
- *Attend all Board meetings or provide a written report to the President prior to the meeting*
- *Provide for two CASN educational opportunities per year. One day workshop in the spring and an overnight conference in the fall.*
- *Provide co-leadership to the Conference Committee with the CASN president/ president-elect. Oversee the committee to complete the following:*
 - *Maintain Conference Committee meeting minutes and timelines, ongoing communication and delegation to the committee members*
 - *Determine topic*
 - *Make arrangements for speakers*
 - *Complete Registration forms and other necessary paperwork*
 - *Arrange for site and food*
 - *Submit proposed cost (or budget) to the Board*
 - *Work with treasurer to get costs/contract approved and bills paid*
 - *Provide membership with information via website/listserve in a timely manner*
 - *Submit report to the Board at the next Board meeting*
- *Other duties as delegated by the President*