

CASN NASN DIRECTOR

JOB DESCRIPTION

Role and Responsibilities

- Serve as liaison of CASN Board and NASN Board
- Other duties as delegated by the President
- Maintain active membership in CASN and NASN

CASN Responsibilities

- Attend all CASN Board meetings or provide a written report to the President prior to the meeting
- Relay NASN news and information to affiliate members
- Work with CASN membership chair for membership recruitment
- Member of Conference Committee: Assist with Poster Presentations, Scholarships, NASN speakers
- Submit annual budget and annual report at summer meeting
- Keep Legislative Chair informed regarding issues at the National level, assist with legislative concerns and witness as necessary for legislative bills
- Assists with the development of CASN position statements
- Present NASN Presentation at Colorado School Nurse Orientation
- Present at CASN Annual Meeting – NASN Annual presentation
- Manage Educational Scholarships

NASN Responsibilities

- Attend all National Board of Director's meetings and the Annual Meeting of NASN. Will designate alternate if unable to attend
- Attend Leadership Academy with President at NASN Annual Conference
- Submit State information to the NASN office
- Review all correspondence and requests for information from NASN and respond as indicated
- Serve on all NASN committees as appointed
- Orient incoming director and forward all NASN material at or prior to the time of installation (whenever a new State Director is elected)

Revised 11/7/2012