



## CASN PRESIDENT-ELECT

### JOB DESCRIPTION

#### Role and Responsibilities

- Maintain active membership in NASN/CASN unified
- Attend all Board meetings
- Serve on School Nurse of the Year Committee
- Acts for the President in his/her absence
- Serve on Fall Annual Conference committee- Begin Co Chair after Fall Conference
- Co-Chair Spring Conference committee with Education Chair
- Responsible for ordering (early October) and presenting awards at the annual conference Banquet
  - Outgoing President receives large (9 by 12 plaque)
  - Other Board members receive small (5 by 7 plaque)
  - School Nurse, School Nurse Administrator, and School Nurse Advocate (Legislator) and receive large (9 by 12) plaque
  - Other awards approved by the Board (i.e. Bertie Ebie Educational Advancement Award) to be announced
  - Awards should be ordered at Busy Bee Engraving 2160 South Holly Street, Denver, Colorado 80222, phone: 303-759-5977, fax: 303-759-9711, web site: [www.BusyBeeEngraving.com](http://www.BusyBeeEngraving.com)
  - Obtain tax exempt information from Treasurers
- Provide agenda for the annual State School Nurse Conference Banquet
- Review By-Laws with President and Past President in January
- Make arrangements with the Treasurer and CASN Director to attend NASN Conference summer she/he transitions into CASN Presidency; plan to attend NASN Leadership Pre-Conference and Endowment dinner. Plane ticket was arranged by Frosch ([Dianne.hatfield@frosch.com](mailto:Dianne.hatfield@frosch.com)) through Treasurer.
- Assists the President in duties assigned