



CASN PRESIDENT JOB DESCRIPTION

Role and Responsibilities

- *Maintain active membership in NASN/CASN unified*
- *Prepare yearly calendar by September Board meeting*
- *Make arrangements for Board meeting site and schedule*
- *Prepare agenda prior to each Board meeting*
- *Establish organizational goals and objectives for the year*
- *Preside at all meetings of the Full Board of Directors, Executive Board,*
- *and at all membership meetings*
- *Co-chairs the annual Fall Conference*
- *Appoint annual School State Nurse Conference and Committee*
- *Appoint committee Chairs and members, subject to approval of the Executive Board*
- *Represent or delegate representation to committees which could have an*
- *impact on school nursing*
- *Responsible for oversight and supervision of the officer's activities*
- *An ex-officio of all committees except the Nominations Committee*
- *Maintain president message on web-site*
- *Provide historian with agendas and other materials as appropriate from the Statewide School Nurse Conference*
- *Any other duties necessary*