

NSNA[®] Finance Committee
SUMMER MEMO

To: State and Local Secretaries and Treasurers
From: [ASHLEE HALSTEAD](#), NSNA Secretary-Treasurer and Chair, Finance Committee
Re: Fiduciary Responsibility: Pull it Off, Don't Put it Off!
Date: July 2016

Greetings and congratulations on being elected or appointed to your positions of leadership! I am honored and excited to be serving as NSNA Secretary-Treasurer, and I look forward to working with all of you. I am the chairperson of the NSNA Finance Committee and I will be working with committee members [ADAM TEBBEN](#), President, and [COVENTRY JANKOWSKI](#), Vice President. The Finance Committee has been hard at work already at the Board of Directors meeting in New York City, in early June. It was a very productive meeting and it promises to be a wonderful year for NSNA. Our theme, "Fiduciary Responsibility: Pull it Off, Don't Put it Off!" is especially applicable at this time of year, as summer is the perfect time to start pulling your local or state chapter's finances and records together before the busy school year begins.

Here are the goals for the Finance Committee this year, as detailed below.

Goals set by the Finance Committee for the 2016-2017 year include:

1. Become and remain knowledgeable about the finances of NSNA and communicate them to the Finance Committee, the Board of Directors, and the membership
2. Increase revenues by working to increase membership
3. Support state and local secretaries and treasurers and provide opportunities for training
4. Revise criteria for the Robert V. Piemonte Financial Excellence Award to facilitate receiving more qualified applications

Goal # 1

The primary purpose of the Finance Committee is to be well-informed about the financial status and processes of NSNA so as to be able to advise the Board of Directors and the House of Delegates on financial matters. We invite you to participate by attending the Finance Roundtable Discussion at [MIDYEAR CAREER PLANNING CONFERENCE](#) and the Finance Forum at Annual Convention. Both of these discussions are great opportunities to learn about the financial condition of our organization and ask questions about the budget, NSNA reserve fund, and other financial matters.

Goal # 2

By increasing membership, we can increase our dues revenue without raising dues for each member. Especially this year, I urge each of you to support our goal of surpassing 60,000 members for our 65th Anniversary. Each of you can participate: both by encouraging your fellow students to become members, and by urging other schools in your area to form chapters. Utilize your local Project InTouch Recruiters and the many tools available on NSNA's [WEBSITE](#).

Goal # 3

One of my main goals is to be of assistance to other student nurse leaders. To that end, there are many resources available for state and local secretaries and treasurers on the NSNA website. Since summer is here and school is out of session, it is an opportune time to start planning for the coming year. Treasurers, you may find it helpful to familiarize yourself with the [TREASURER'S HANDBOOK](#) and [NON-PROFIT STATUS AND TAX INFORMATION](#) available on the website. It is also a good time to create your budget, so that when the school year activities start up, you will have an outline of funds to work with. Secretaries, it may help to review the [SECRETARY'S HANDBOOK](#) and [NSNA'S POLICIES FOR SUBMISSION OF MINUTES](#) in order to achieve [CONSTITUENCY STATUS](#).

I also invite all of you to participate in the Secretaries' and Treasurers' Workshops at [MIDYEAR CAREER PLANNING CONFERENCE](#) and Annual Convention, as well as the Leadership U Treasurers' Certificate Program. These programs are wonderful opportunities to learn more about your position, earn a certificate, as well as network and exchange ideas with other student nurse leaders from across the country.

Goal # 4

In light of the fact that the Robert V. Piemonte Financial Excellence Award receives very few submissions, the Finance Committee is reviewing the application criteria for this award to see how they may be made clearer or more achievable for school and state chapters. We would welcome any feedback that you all can provide! Please email any suggestions to me at SECRETARY-TREASURER@NSNA.ORG. Last year's award criteria may be found in the [AWARDS AND HONORS BOOKLET](#).

Again, congratulations on your new positions and best wishes for a successful school year. I look forward to seeing many of you at MidYear Career Planning Conference, November 10 -13, 2016 in Kansas City, Missouri. Please do not hesitate to contact me if you have any questions or suggestions!