

National Student Nurses' Association, Inc.

NSNA Board of Directors* **Roles and Responsibilities**

*** Please note that the Nominating and Elections Committee is Separate from the Board of Directors. For NEC Roles and Responsibilities, visit www.nсна.org**

Note: The roles of the President, Secretary/Treasurer, *Imprint* Editor and Breakthrough to Nursing Director are determined by the Bylaws.

The roles of the four Directors and the Vice President are determined by the President after election.

The Directors and the Vice President roles are based on the committees they are appointed to by the president to chair. The committees include:

- Convention and Program Planning
 - Global Initiatives in Nursing
 - Legislation/Education
- Community Health/Disaster Preparedness
 - Bylaws and Policies
 - Membership

The previous experience of each elected director and V. P. are taken under consideration when the President makes the appropriate appointments.

Be sure to check out the [Guidelines for Planning booklets](#) for the various program areas on www.nсна.org

(Click on Publications and then on Chapter Resources)

Revised 2/2015

Roles and Responsibilities of Members of the NSNA Board of Directors

All board members serve on board committees. Assignments are made at the post-convention board meeting. The vice president is appointed to chair two committees and the directors are appointed to chair one of the following committees:

Membership Committee Chairperson

1. Select theme for membership and Project InTouch.
2. Set 2 – 3 goals for the year.
3. Review policies pertinent to membership and recommend changes to Board of Directors.
4. Review benefits - make recommendations to Board of Directors for new benefits.
5. Review dues structure, discount program, and recommend changes to Board of Directors.
6. Address issues related to membership (i.e., from House of Delegates, Council of State Presidents, Round Table Discussions, Association Activity Seminars).
7. Utilize results of membership needs assessment and faculty survey, and strategic plan.
8. Evaluate effectiveness of the membership campaign.
9. Present Membership Recruitment Seminar at both MidYear Conference and Annual Convention.
10. Review Contests (see next section). **Note that contests are Board policy and that any recommended changes in contests must be approved by the Board.**
 - Precious Metal Awards Program
 - Winners' Way
 - Project InTouch
 - State Excellence Award
 - Leader of Leaders Award

Legislation/Education Committee Chairperson

1. Evaluate effectiveness of legislation/education activities of recent past, e.g., voter registration drives, the importance of political involvement for nurses.
2. Identify a theme for the year and 2 or 3 areas of legislature/educational importance. Resolutions passed at the Annual Convention and the NSNA Strategic Plan are reference sources.
3. Review Contests. **Note that contests are Board policy and that any recommended changes in contests must be approved by the Board.**
4. Review policies pertinent to legislation/education and recommend changes, as needed, to the Board of Directors.
5. Publicize legislation/education activities by providing news items for *Imprint*, www.nсна.org, and *NSNA News*.
6. Plan educational activities related to legislation/education, e.g., Roundtable discussion at MidYear Conference, Association Activity Seminar at Convention.
7. Communicate with state and school legislation/education chairs via scheduled memoranda.
8. Provide assistance to state and school legislation/education chairs to plan and implement activities.

Community Health / Disaster Preparedness Committee Chairperson

1. Evaluate effectiveness of community health (CH) and disaster preparedness (DP) activities of recent past, e.g., *Calendar of National Health Observances*, *FEMA Ready Campaign* and *NIMS Certification*, *Red Cross Student Nurse Certification*, Fact Sheets.
2. Review resolutions passed at Annual Convention pertaining to CH and DP and develop action plan to implement policy.
3. Identify a theme for the year.

4. Identify two or three goals related to the theme that can be accomplished in one year for community health and two or three goals for disaster preparedness.
5. Review Contests (see next section). **Note that contests are Board policy and that any recommended changes in contests must be approved by the Board.**
6. Review policies pertinent to community health and disaster preparedness, and recommend changes, as needed, to the Board.
7. Review and revise the *Guidelines for Planning* booklets for community health and disaster preparedness.
8. Publicize community health and disaster preparedness activities by providing news items for *Imprint*, www.nсна.org, and *COSP Connection* online .
9. Review CH and DP information on www.nсна.leadshipu.org and recommend changes.
10. Plan educational activities related to community health and disaster preparedness, e.g., Roundtable discussion at MidYear, Association Activity Seminar at Convention.
11. Communicate with state and school community health and disaster preparedness chairs via scheduled e-blast memos (summer, fall, winter, and spring).
12. Provide assistance to state and school community health and disaster preparedness chairs to plan and implement activities.
13. In time of disaster, takes leadership role in coordinating NSNA’s activities related to the needs of nursing students during the disaster.

Bylaws and Policies Committee Chairperson

1. Review NSNA Bylaws and Code of Ethics. Recommend changes to the Board of Directors, only as necessary.
2. Continue development of the interpretative statements for the Code of Professional Conduct.
3. Act on directives from the House of Delegates and report/recommend to the Board of Directors.
4. Review and revise the *Guidelines for Planning* booklet for *Shared Governance: Bylaws, Policies and Procedures Handbook*.
5. Report proposed amendments of bylaws to members and the House of Delegates.
6. Address questions and issues related to bylaws; Code of Professional Conduct; Code for Academic and Clinical Professional Conduct and Interpretive Statements, NSNA policies; Rights and Responsibilities of Students of Nursing and Grievance Procedures.
7. Continue development of the Shared Governance Tool Kit
8. Communicate with state and school leaders about bylaws; Code of Professional Conduct; Code for Academic and Clinical Professional Conduct and Interpretive Statements; Rights and Responsibilities of Students of Nursing and Grievance Procedures; NSNA Bylaws and policies, parliamentary procedure; and constituency process via:
 - Educational activities, e.g., Roundtable Discussion at MidYear, Participatory Forum at MidYear; Bylaws Association Activity Seminar (Bylaws Clinic) at Convention; Bylaws Forum at Convention if any proposed bylaw amendments received by the deadline, are scheduled to be presented in the House of Delegates.
 - News items in *Imprint*, www.nсна.org, and *COSP Connection* online.
 - Scheduled e-blast memos to state and school bylaws and policies committee chairs (summer, fall, winter, spring).

Convention and Program Planning Chairperson*

1. Identify theme for Annual Convention.
2. Evaluate the Annual Convention and MidYear Conference and make recommendations, as needed, to the Board of Directors.
3. Recommend Keynote speaker for Convention (need at least three names—NSNA staff and the ANA and NLN consultants can assist the chairperson to identify national/international leaders who are potential Keynote speakers).
4. Suggest activities to help promote the MidYear Conference and Annual Convention.

5. Suggest program topics using resolutions passed at the House of Delegates as possible topics.*
6. Keep Board of Directors up-to-date on convention and MidYear conference plans.
7. Assist state association convention chairpersons to learn about their role in planning and implementing state conventions and state meetings (may use educational opportunities such as MidYear Roundtable Discussions, Convention Association Activity Seminar, scheduled memoranda to state vice presidents who serve as state convention chairpersons).

*Important Note: Please keep in mind that all of NSNA's MidYear Conference and Convention Programs are sponsored. Sponsorship includes payment of sponsorship fees to NSNA. The Convention and Program Planning Committee recommends program topics and speakers, and NSNA staff work closely with sponsors to provide programs and speakers.

Global Initiatives in Nursing Committee

The Global Initiatives in Nursing Committee was created by the 2010-2011 NSNA Board of Directors in response to the increasing interest in global health issues, and opportunities for nursing abroad. As we are becoming an ever increasing global society health issues and disparities no longer affect a single community but reach across international borders more than ever before.

Projects carried out at the local level by nursing students provide an increased awareness of global health issues to students and the community, while those abroad allow students to gain a deeper appreciation of global health concerns, in addition to utilizing their knowledge and skills. This booklet is designed to outline activities, projects ideas, and resources available to help plan successful projects.

Role.

1. Identify theme for the committee
2. Promote the International Council of Nurses.
3. Engage nursing students with diverse experiences to share their special knowledge.
4. Educate on global opportunities in nursing.
5. Address resolutions passed by the NSNA House of Delegates that relate to Global Health.
6. Review Guidelines for Planning Global Initiatives in Nursing.
7. Evaluate and promote the Global Initiatives in Nursing Awards Program.
8. Review and provide revisions for the Global Initiatives in Nursing web page on the NSNA web site.

The following Board position job descriptions are inherent in the elected position.

President

1. Presides at meetings of the Board of Directors, Executive Committee, and House of Delegates.
2. Responsible for seeing that the actions of the House of Delegates and Board of Directors are carried out.
3. Appoints committees and their chairpersons with approval of the Board of Directors.
4. Serves as ex-officio member of board committees (except the Nominating and Elections Committee), and the Council of State Presidents Planning Committee.
5. Represents the NSNA at meetings of the National League for Nursing, the American Nurses Association, the National Federation for Specialty Nursing Organizations, the International Council of Nurses Congress, and other meetings deemed appropriate.
6. Communicates with state presidents on routine basis.
7. Communicates with members of the Board of Directors on a routine basis.
8. Serves as the spokesperson for the NSNA.

9. Conducts School President's Forum at MidYear Conference and School Presidents Forum at the Annual Convention.
10. Other duties as assigned by the Board of Directors.
11. The NSNA President also serves as an ex-officio member of the Foundation of the National Student Nurses' Association Board of Trustees.

Secretary /Treasurer

Serves as a member of the Executive Committee (President, Vice President, Secretary/Treasurer).

Treasurer Responsibilities

1. Chairs the Finance Committee: The work of the finance committee includes reviewing and making recommendations to the Board on capital expenditures; the annual operating and capital budgets; investment guidelines of the association; judging the annual Financial Excellence Award; trends in NSNA's finances and proposals for new products and services for the association.
2. Responsible for working closely with staff to interpret the financial statements of NSNA to the Board of Directors.
3. Conducts a treasurer's workshop at the annual MidYear conference and Annual Convention to assist local and state treasurers with their duties.
4. Interprets NSNA's finances to the membership at the Finance Forum at Convention.
5. Writes articles to assist in the development school and state treasurers.
6. Review Financial Excellence contest criteria. Note that contests are Board policy and that any recommended changes in contests must be approved by the Board.

Secretary Responsibilities

1. Along with the President, reviews Board minutes and presents minutes to the Board of Directors for acceptance/approval.
2. Reviews all state minutes and provides feedback as needed.
3. Conducts a secretary's workshop at the annual MidYear conference and Annual Convention to assist school and state secretaries with their duties.
4. Writes articles to assist in the development of school and state corresponding and recording secretaries in *Imprint*, *COSP Leadership Forum*, *NSNA News* and direct mailings to state and school secretaries.

Imprint Editor

1. Review manuscripts, and determine final manuscript status of unsolicited articles. (i.e., accept/reject).
2. Offer ideas/suggestions for new columns, article topics, etc.
3. Propose magazine focuses for January, February/March, April/May, September/October, and November/December issues.
4. Communicate with state and school editors, and provide guidance for newsletter production as necessary.
5. Encourage general submissions and submissions for Up Close and Happenings.
6. Provide input for *Imprint* covers.
7. Write editorials for September/October, November/December, January,
8. February/March, and April/May issues.
9. Determine agenda and conduct the Editor's Workshop at MidYear Conference and Association Activity Seminar at Convention.
10. Determine criteria for and judges newsletter contest.
11. Participate as a voting member of the NSNA Board of Directors.
12. Serves as Chair of the Image of Nursing Committee.
13. Review Contests (see next section). **Note that contests are Board policy and that any recommended changes in contests must be approved by the Board.**

14. The *Imprint* editor communicates editorial comments and changes such as the need for rewrites/revisions in writing to the managing editor.
15. The *Imprint* editor refers potential writers to the managing editor.
16. It is NSNA's policy that the editor not communicate directly by phone or written correspondence to outside companies or advertising firms, etc. NSNA is under contract with an outside firm for this service.

Image Committee Chair (*Imprint* Editor serves as chair)

1. Decide on image project, i.e. project description, award, criteria, etc.
2. Encourage the establishment of image committees on the state and local level.
3. Review Contests (see next section). **Note that contests are Board policy and that any recommended changes in contests must be approved by the Board.**
4. Address any House of Delegates resolutions on image that resulted from convention.
5. Address areas of Strategic Plan that concern image.
6. Suggest article assignments for the Image column in *Imprint*.
7. Review *Guidelines for Planning* booklet on Image and make suggestions for revisions.
8. Encourage National Student Nurses' Day projects.

Breakthrough to Nursing Director

1. Evaluate Breakthrough to Nursing activities of recent past, e.g., BTN Projects submitted for the contests.
2. Define theme for Breakthrough to Nursing campaign (or reaffirm old one).
3. Review resolutions passed at convention that pertain to BTN.
4. Identify two or three goals for Breakthrough to Nursing - may be suggested by resolutions.
5. Review policies pertinent to Breakthrough to Nursing and recommend changes to board.
6. Review Contests (see next section). **Note that contests are Board policy and that any recommended changes in contests must be approved by the Board.**
7. Review statistical data relevant to minority populations (general population, nursing student, and registered nurse demographic data).
8. Publicize Breakthrough to Nursing activities by providing news items for *Imprint*, www.nсна.org, and *NSNA News*.
9. Communicate with state Breakthrough to Nursing chairs via scheduled memoranda.
10. Provide assistance to state and school Breakthrough to Nursing chairs to plan and implement activities.
11. Present BTN seminar at the MidYear Conference.
12. Present BTN Association Activity Seminar at Annual Convention.

Council of State Presidents Planning Committee Chairperson

1. Presides at the Council of State Presidents meeting.
 2. Establishes an agenda and presides during conference calls to plan COSP.
 3. Facilitates communication between state presidents via the informational mailings and online *COSP Leadership Forum*.
 4. Serves as a liaison between the state presidents and the NSNA Board.
 5. Serves on NSNA Board committees as appointed.
 6. Serves on the NSNA Board of Directors in an Ex-officio capacity **without a vote**.
 7. Reviews policies related to the COSP and the COSP Planning Committee and makes suggested changes to the NSNA Board of Directors for consideration.
 8. Works with NSNA staff to implement the COSP Planning Committee meetings and the COSP.
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