

Dear State Presidents and State Consultants:

On March 25th, 2008 various state and national leaders and consultants met to collaborate on the creation of a document that details the [rights and responsibilities of state consultants](#). While most state consultants understand their relationship with the state boards that they serve, many admit that they could benefit from a document that more clearly defines expectations.

Participants at the meeting worked together to outline both the [rights and responsibilities of state association consultants](#). While those in attendance felt that the final document can be used by any state in the present form, the intent is to leave the document as a template only. This allows state associations to modify the document to suit their own needs.

On behalf of NSNA and the Board of Directors, thank you to those who participated. This [document](#) is an historic step in helping state associations to continue to develop positive and productive relationships with their consultants. Participation by the individuals listed below was vital to achieving this intended outcome. Thank you!

Best Wishes,
Jenna Sanders, President
National Student Nurses' Association
nsnapresident@gmail.com
www.nsna.org

Participant List

Jennifer Davis, President, National Student Nurses' Association
Jimmie Kilpatrick, NSNA Ex-Officio, COSP Chair and President,
Maryland Association of Nursing Students
Jim Edmunds, President, California Nursing Students' Association,
COSP Planning Committee
Grant Tyler, President, Indiana Association of Nursing Students,
COSP Planning Committee
Jenna Sanders, Vice President, National Student Nurses' Association
Allison Moon, Vice President, Montana Student Nurses' Association
Joshua Gregoire, President Student Nurses' Association of Maine
Lynne Bowden, President-Elect, Student Nurses' Association of Maine
Hawley K. Lister, President, Nebraska State Student Nurses Association
David Geller, President, Student Nurses Association of Pennsylvania
Chris Grossman, President, Kansas Association of Nursing Students
Kenneth Winch, President, Student Nurses Association of Arizona
David Ranck, Consultant, Student Nurses Association of Pennsylvania
Dr. Anne Manton, ANA Appointed Consultant to the NSNA Board of Directors
Dr. Carol Toussie Weingarten, NLN Appointed Consultant to the NSNA Board of Directors

Cc: State Association Board of Directors

Rights and Responsibilities for State Association Consultants

Consultants have a right to:

- Be heard by the Board when offering information, advice or an historical perspective.
- Function as an advisor and not be utilized as support staff, performing duties that can and should be performed by members of the board or association employees.
- An annual evaluation by the board.
- Expect reimbursement for any board approved travel expenses associated with their work on behalf of the association.
- Review all financial documents.
- Be provided with necessary resources and information in order to adequately perform their role.
- Regularly communicate with the NSNA consultants and/or staff to seek clarification and support in their role as consultant.
- Attend all board and other meetings of the association such as state and national conventions whenever possible.
- Their own accommodations and not share a room with other student members.
- Be informed of all communication that takes place between the state and national association.

Consultants have a responsibility to:

- Acknowledge and respect the student led governance structure of the organization.
- Facilitate discussions leading to decision making by the board while refraining from directing the outcomes.
- To maintain continuity where student leadership is short-term and changes composition year to year.
- Act as a professional role model and mentor.
- Attend all board and other meetings of the association such as state and national conventions whenever possible.
- Refer to members of the board by their title and not as “students” or “kids” or any other term that diminishes the importance of their role.
- Provide guidance to the President and other board members about their leadership roles and responsibilities; for example; how to conduct effective meetings and conflict prevention and resolution.
- Adhere to ethical principles on all matters including that of confidentiality.
- Be an NSNA sustaining member and be a member of their own professional nursing organization.
- Ensure that board members understand and advise them to follow all national and state bylaws and policies.
- Keep the board informed of all communications with the national office.
- Maintain an informal collegial peer review process with other consultants within their state association.

I have read and understand the rights and responsibilities as listed above and agree to follow them to the best of my ability.

Consultant: _____
Name Date

Witness: _____
State Association President Date

Witness: _____
Vice President Date

Witness: _____
Secretary Date

Witness: _____
Treasurer Date

Witness: _____
Director Date

(Signature lines for all other Board Members should be added here)