ASNA President’s Job Description

Title: President

Purpose: To be a leader for the association and conduct all business meetings in an orderly fashion

Responsibilities

As stated in the ASNA Bylaws – The President shall:

1. Preside at all meetings of the Executive Board, the annual meeting and at all membership meetings.

2. Appoint such special committees as deemed necessary.

3. Be an ex-officio member of all committees, except the Membership/Nomination committee.

4. Perform such other duties as may be required.

Other Duties

- Plan agenda for the ASNA meetings and send out to board members prior to the meeting.

- Collaborate with the board to find district reps for each district and explain to them their role.

- Assign three members to review the treasurer’s books annually. The members need to be from two different districts.

- Work with the board to find someone to be in charge of the ASNA newsletter.

- Work with the board to find someone to manage the ASNA website.

- Participate in the NASN President discussion lists, serve on committees within ASNA or other organizations, and stay current on issues related to school nursing and/or student health as needed.

- Encourage membership.

- Find conference planners for the annual ASNA conference and give them the tools they need, including the Conference Planning Guide. Collaborate with the board to provide close supervision and guidance of the conference planners.
ASNA President’s Job Description – Continued

• Send out the application and instructions for SNEA and set a deadline for when the applications are due.

• Assign members to review the SNEA applications and to pick the new SNEA prior to the annual meeting.

• Organize a nomination committee every year for new board members.

• Plan time for the board to review the ASNA Bylaws bi-annually to see if changes need to be made. This needs to be done and ready to present prior to the annual meeting.

• Prepare for School Nurses Day and obtain the Governor’s proclamation to distribute to school nurses throughout the state.

• Prepare for the annual meeting. Make sure the Bylaws, agenda and prior year’s Meeting Minutes are available. Review the Conference Planning Guide to see what the ASNA board needs to do for the meeting.

• Encourage members to run for office and have the person in charge of the website prepare the electronic ballot.

• Provide guidance and leadership to ASNA board members.

• Work in collaboration with the NASN Director.

• Member of SHNAC Committee.

• Notify AaNA Office of new board officers.

• Notify membership of election results.

• Forward list of lapsed members to membership chairman.