

All board members shall:

- Understand and abide by the bylaws
- Commit the necessary time to meet the goals of the organization and fulfill the responsibilities of the role
- Adhere to board established, agreed upon communication expectations and deadlines
- Serve as an ambassador and champion for CNSA, Fresno State Chapter constituents at events and professional functions
- Participate in the activities of the organization including board meetings, conference calls and membership meetings
- Provide a report at each of the regularly scheduled Board of Director meetings
- Review all board meeting minutes dispersed by the Secretary and acknowledge the accuracy or inaccuracies thereof
- Advertise all CNSA, Fresno State Chapter events and deadlines to the membership
- Represent CNSA, Fresno State Chapter and be a resource to school chapters within a reasonable distance of residence
- Perform other duties as assigned by the president
- Provide a formal handoff to the incoming board upon election and end of term
- Serve in an advisory capacity for three months to the newly elected board following the end of the term

The President shall:

- Represent CNSA, Fresno State in matters relating to CNSA, and NSNA.
- Represent CNSA, Fresno State Chapter at California State University, Fresno (CSUF) in all matters relating to the association
- Serve as a chapter delegate to CNSA and NSNA annual conferences
- Serve as chair of the Board of Directors and Executive BOD
- Delegate presidential authority to the vice-president, when needed, in writing to the Secretary
- Process official organization, or “club,” recognition status with Student Involvement
- Oversee the preparation of agendas and notices for meetings of the board, executive committee, and the annual convention
- Chair bi-monthly executive board meetings
- Collaborate with the Secretary/Treasurer to sign and approve all meeting minutes
- Write an article for every RN Formation issue during the term
- Attend the NSNA midyear program and the NSNA annual convention if feasible
- Attend the state CNSA annual convention if feasible and act as a registered delegate
- Attend the ACNL Annual Conference if feasible
- Provide input to upcoming year’s budget with the president-elect and secretary/treasurer making recommendations to the Executive Committee and the board as needed
- Appoint committees with the approval of the BOD and serve as an exofficio non-voting member of the all committees
- In collaboration with the president-elect plan for a smooth transition of all offices
- Upload all documentation pertaining to presidential duties in the CNSA, Fresno State Chapter shared Google Drive
- Serve as a member of the RN Boot Camp Committee

- Serve as a member of the Legislative Committee
- Serve as a member of the Fundraising Committee

The Vice President shall:

- Serve as a member of the Executive Board
- Participate in bi-monthly executive board meetings
- Assemble and manage the bylaws committee
- Organize review of the CNSA, Fresno State Chapter bylaws and revision proposals
- In collaboration with the Membership Director, manage the nominations and elections deadlines and criteria, packet and review process.
- Provide direction on all matters regarding nominations and elections
- Understand and implement Robert's Rules of Order at each meeting
- Serve as chair of the the Welcome Lunch and RN Boot Camp committee at the beginning of each semester
- Facilitate the election of the new cohorts class representative within the first 2 weeks of their first semester
- Write an article for every RN Formation issue during the term
- Perform all duties as assigned by the President
- Upload all documentation pertaining to bylaws, elections, and RN Boot Camp in the CNSA, Fresno State Chapter shared Google Drive
- Serve as a member of the Legislative Committee
- Serve as a member of the Fundraising Committee

The Secretary shall:

- Keep files and record minutes of all chapter meetings.
- Distribute the agenda to all board members prior to the selected meeting date at least one week before said meeting.
- Recording minutes of all association meetings and managing the approval, finalization and filing of said minutes.
- Share the agenda and meeting minutes publicly onto OrgSync website provided by Fresno State Student Involvement and the shared Google Drive
- Review and organization submissions into a meeting agenda with input from the President
- Create a calendar of all upcoming events for the semester and share this with both the Social Media Director and Publications and Apparel Director
- Will hold responsibility for completing thank you letters to all applicable donors and guests to local chapter events.
- Keep record and documentation regarding all nursing students' volunteer hours throughout the term so awards can be presented at an event coordinated by the Events Director
- Upload all documentation pertaining to secretarial duties in the CNSA, Fresno State Chapter shared Google Drive
- Be responsible for filing and correspondence with CNSA and NSNA.
- Conduct the general correspondence of the chapter as directed by the President.
- Perform all duties as assigned by the President.

- Serve as a member of the Executive Board.
- Serve as a member of the RN Boot Camp Committee.

The Treasurer shall:

- Serve as a member of the Executive Board
- Generate and distribute reporting forms to all board members prior to all meetings
- Be responsible for collection and disbursement of mail, as well as maintenance of student activities box in the University Student Union.
- Provide updated account information at each meeting.
- Keep a detailed record of all money entering and leaving the bank account.
- Record monthly bank statements along with both monthly and yearly gross income, gross expense, and net income/expense.
- Maintain records of reimbursements and other purchases of CNSA, Fresno State Chapter.
- Responsible for transactions and records of transactions performed at or for CNSA events.
- Develop a budget for all events held by CNSA, Fresno State Chapter as well as provide a final profit or loss report after each event.
- Work with a CPA if necessary to file CNSA, Fresno Chapter's tax information and maintain the organization's status as a non-profit organization.
- Ensure maintenance and upkeep of all our financial online tools. Such as square readers, bank website (EECU), and Braintree.
- Maintain and keep the cash box along with startup cash reserve.
- Upload all documentation pertaining to treasurer duties in the CNSA, Fresno State Chapter shared Google Drive
- Serve as a member of the RN Boot Camp Committee.
- Serve as a member of the Fundraising Committee

The Breakthrough to Nursing (BTN) Director shall:

- Assemble and manage the Breakthrough to Nursing Committee
- Coordinate outreach to underrepresented populations in nursing
- Developing and implementing projects to promote retention of underrepresented populations in nursing schools and in the profession.
- Coordinating efforts to identify barriers to practice within underrepresented populations in nursing
- Coordinate activities with Fresno State's Pre-Nursing Club
- Coordinate activities with the NSNA BTN Director and other State BTN Directors.
- Update the BTN Success Stories feature on the CNSA, Fresno State Chapter webpage and bulletin board
- Write an article related to BTN activities for the RN formation
- Upload all documentation pertaining to BTN in the CNSA, Fresno State Chapter shared Google Drive
- Serve as a member of the RN Boot Camp Committee.

The Social Media Director shall:

- Maintain and update the CNSA Fresno State Facebook page.
- Maintain and update the CNSA Fresno State Instagram page.

- Maintain and update the OrgSync website.
- Share photos, upcoming events, announcements and all other information pertinent to members through multiple platforms
- Acquire photos/videos from every event CNSA, Fresno State Chapter hosts and share them through all social media avenues
- Maintain external communications on all social media platforms by responding to messages in a respectful and appropriate way, whether that be answering membership questions, referring to the appropriate board member, responding to invitations, promoting our organization, etc.
- Assist the Publication/Apparel Director in updating the bulletin board with current information
- Assist each BOD with making flyers for events hosted by CNSA, Fresno State Chapter
- Upload all documentation pertaining to social media duties in the CNSA, Fresno State Chapter shared Google Drive
- Perform other duties as assigned by the President
- Serve on the Board of Directors
- Write an article for the RN Formation
- Serve as a member of the RN Boot Camp Committee
- Provide report at each regularly scheduled Board of Directors meeting
- Serve as a member of the Fundraising Committee

The Events Director shall:

- Coordinate (at minimum) one event each semester to include all Fresno State School of Nursing Students
- Each Fall semester, hold a winter event for all Fresno State School of Nursing Students
- Coordinate a Spring Banquet to recognize BOD of CNSA and welcome the new BOD of CNSA
- Coordinate Kid's Day with ASI and promote participation by all students
- Collaborate with the Fundraising Director to raise money for each event hosted
- Upload all documentation pertaining to events in the CNSA, Fresno State Chapter shared Google Drive
- Serve as a member of the Vintage Days Committee
- Serve as a member of the RN Boot Camp Committee
- Serve as a member of the Fundraising Committee

The Legislative Director shall:

- Assemble and manage the Legislative/Resolutions committee.
- Monitor legislative and political actions affecting the profession and clients
- Disseminate information about current political and policy issues affecting nursing and healthcare to the constituency
- Oversee the Resolutions review process
- Oversee preparation and submission of the CNSA, Fresno State Chapter resolution for national consideration.
- Attend the Resolution hearings in the House of Delegates during CNSA and/or NSNA Convention.
- Serve as chair of the Convention Committee and in coordination with President to make all necessary plans for the CNSA and NSNA annual conferences

- Act as liaison between the CNSA, Fresno State Chapter, state legislators and other politically active groups and organizations; with special attention to the ANA/C
- Coordinate CNSA, Fresno State Chapter involvement in RN day at the Capital
- Be familiar with the Resolution format, the latest edition of the APA style, and the Robert's Rules of Order.
- Collaborate with the Fundraising Director to raise money for any trips and events necessary for legislation
- Ensure that delegation from the local chapter attends RN Lobby Days
- Write an article related to legislation/resolutions for each issue of the RN Formation
- Upload all documentation pertaining to legislation in the CNSA, Fresno State Chapter shared Google Drive

The Fundraising Director shall:

- Assemble and manage fundraising committees
- Coordinate fundraising events for CNSA, Fresno State Chapter
- Coordinate and collaborate with the graduating cohort's pinning committee regarding fundraising and use of Tax ID
- Coordinate and collaborate with the graduating cohort's pinning committee regarding the sale of See's Candies for the pinning ceremony
- Coordinate and lead the Fresno Grizzlies Fundraiser for National Nurses Week
- Collaborate with all BOD for every CNSA, Fresno State Chapter fundraising event
- Upload all documentation pertaining to fundraising into the CNSA, Fresno State Chapter shared Google Drive
- Serve as Chair for the Vintage Days Committee
- Serve as a member of the RN Boot Camp Committee

The Membership Director shall:

- Assemble and manage a membership committee
- Keep a register of the names and email addresses of members of CNSA, Fresno State Chapter
- Establish a line of communication with all chapters in the region
- Coordinate outreach to nursing schools in the state that do not have chapters
- Develop and implement a sustainable method of chapter contact information collection and inventory
- Disperse information and reminders regarding annual NSNA/CNSA chapter constituency requirements and the Convention Committee
- Ensure delegation and representation is present at Membership Meetings, and State and National conventions, if feasible
- Write articles related to membership of NSNA, CNSA, and CNSA, Fresno State Chapter for selected issues of RN Formation
- In collaboration with the Vice President, manage the nominations and elections deadlines and criteria, packet, review process and advertisement
- Coordinate (at minimum) two free events for all CNSA, Fresno State Chapter members each semester
- Collaborate with the Fundraising Director to raise money for each event hosted

- Upload all documentation pertaining to membership into the CNSA, Fresno State Chapter shared Google Drive
- Serve as a member of the RN Boot Camp Committee

The Publications and Apparel Director shall:

- Provide flyers for Welcome Brunch and RN Boot Camp.
- Prepare and disburse the RN Formation every semester
- Provide copies of the newsletter to the Dean of Health & Human Sciences, Division Chair, Faculty Advisor, Board, Class Representatives, constituents, and public
- Coordinate updating the bulletin board outside of the NRC with current events, news, and the RN formation.
- Provide apparel sales once a semester to all Fresno State School of Nursing students and faculty
- Obtain licensing approval through Fresno State for each item sold
- Provide apparel sales at every RN Boot Camp event
- Serve as a member of the RN Boot Camp Committee

The Community Health Director shall:

- Communicate with School of Nursing faculty and staff to coordinate volunteer opportunities
- Connect with outside organizations (example: American Heart Association) to enroll student nurse volunteers in community events that benefit public health
- Contact vendors in medically underserved areas (example: Fresno Fairgrounds) to secure locations for community health events
- Each semester create a Google Sheet to be used to recruit and coordinate student volunteers for community health events.
- Form a rapport with various health discipline departments/student organizations and invite them to participate in our volunteer events in order to achieve a holistic approach to meeting community health needs
- Touch base with enrolled volunteers on a consistent basis in order to provide them with information about the community event they will be volunteering for and remind them of important dates/times
- Disseminate information about CNSA community health events to the community (example: articles for RN Formation, providing information/flyers to Social Media Director)
- Upload all documentation pertaining to Community Health in the CNSA, Fresno State Chapter shared Google Drive
- Assess and reassess community health needs/deficits and seek the resources at our disposal to improve community health outcomes
- Assemble and manage a community health committee
- Prepare and disseminate information about global improvement of health, reduction of disparities and disaster preparedness
- Contribute to CNSA Fresno State operations by serving in committees as needed
- Serve as a member of the RN Boot Camp Committee
- Serve as a member of the Legislative Committee

The Class Representative(s)

- Shall be elected by the majority of their class at beginning of their first semester or elections
- Maintain membership with NSNA and CNSA, Fresno Chapter
- Act as a liaison between CNSA, Fresno State Chapter and their respective cohort
- Attend the bi-monthly meetings to ensure communication between CNSA, FSC and their cohort.
- Coordinate the Facebook page and Google Drive for their cohort during their term
- Throughout the semester students will have simple questions for the professors that will need to be answered via email. It is the class reps responsibility to email the professor and report back the information to the cohort. This process will eliminate the professors receiving the same question multiple times. Example: The quiz isn't posted on blackboard.
- Coordinate Halfway Day. Halfway day is a potluck thrown by the new 1st semester cohort for all of the upper cohorts.
- Mentor the next incoming 1st Semester Class Representative on preparation of Halfway Day.