

## **SNA Officer Responsibilities**

### SNA President

- Preside over SNA board meetings.
- Plan agendas for SNA board meetings and e-mail it to the board for approval.
- Obtain verbal report of assignments from SNA members.
- Approve all SNA activities.
- Encourage officers in their duties.
- Meet with the Dean of the College of Nursing on regular basis
- Act as liaison for nursing students.
- Represent SNA in all matters.
- Be a current member of the SNA Board.

### 1<sup>st</sup> Vice President

- Attend and participate in all SNA board meetings.
- Assume duties of the president in his/her absence.
- Organize and manage the Adopt-A-Student (Mentor) program.
- Communicates with the president concerning any issues or concerns with the SNA board of activities.
- Be an ex-officio member of various committees.
- Coordinate class pictures for students in the College of Nursing.
- Organize the Choose to Give Program for the CON

### 2<sup>nd</sup> Vice President

- Attend and participate in all SNA board meetings
- Assume duties of the president when the president and 1st VP are absent
- Coordinate class representatives and relay information to the representatives to announce in their classes
- Act as the Chair of the Bylaws Committee
- Chair of the College of Nursing Student Body elections \*The BYU SNA President Candidates will come from the current SNA board, unless there are no current board members who would want to run for SNA President
- Assist and act as an Advisor for the Membership Director 1(membership)
- Facilities management (remind members to keep the SNA office clean and keep the refrigerator clean)
- Be an ex-officio member of various committees

### Secretary

- Attend and participate in all SNA board meetings
- Take minutes of all SNA meetings and email them to the all SNA members/faculty advisors (including SNA Web Support director to post them on the SNA website and Rose Ann Jarrett)
- Type up any additional documents needed for SNA
- Take attendance of all SNA meetings
- Schedule rooms for any SNA activities/meetings
- Keep and maintain SNA calendar
- Assist with any committee needs for activities
- Maintain fourth floor bulletin board in SWKT (student lounge) and board outside the NLC

### Treasurer

- Attend and participate in all SNA board meetings
- Determine annual budget and maintain balance and record of all SNA incomes and expenses
- Assist in approval of SNA financial activities
- Be in charge of all deposits for SNA (all monetary income)
- Schedule and reserve credit/debit card reader from BYU Treasury Department for activities
- Participate in annual club audit
- Communicate with Kathrine Whitenight regarding financial rules
- Help with other activities as needed
- Provide monthly financial reports and present to SNA board

### BYU/USNA Representative

- Act as liaison between USNA and BYU SNA and the students
- Attend and participate in all SNA board meetings
- Attend USNA meetings once a month
- Become an expert on programs and scholarships run by NSNA/USNA so the students will have a greater chance of becoming involved with NSNA/USNA. Keep the BYU students informed.
- Communicate with each committee chair on the board of USNA and gather information about upcoming events. Relay that information back to BYU board and students.
- Inform the students that they can participate in USNA and NSNA board elections and help them get the information on what the duties consist of.

### Membership Director 1 (Membership)

- Attend and participate in all SNA board meetings
- Keep and updated list of all SNA and NSNA members by having their names, the membership they purchase, and the card given marked on the list.
- Director of BYU SNA and NSNA membership recruiting (1st semester packet, benefits, orientation, etc.).
- Distribute SNA cards to members during orientation and upon request.
- Be in charge of all membership applications and turn money in to financial director and SNA board.
- Have on file SNA and NSNA forms and cards.
- Keep write-ups on the effectiveness of the activities carried out by Membership Director and SNA board.
- Organize membership drive.
- Help with other activities as needed.

### Membership Director 2 (Sales)

- Attend and participate in all SNA board meetings.
- Coordinate supply discounts with local medical supply companies and orders.
- Help with other activities as needed.
- Organize the sale of nursing sweatshirts/ t-shirts.
- Design merchandise for sales

### Publicity Director

- Attend and participate in all SNA board meetings
- Create SNA flyers and posters announcing activities (post in NLC, 4th floor lounge, NLC board, outside of elevators on floors 4 and 5)
- Maintain SNA board located outside the NLC (updates on SNA events, Mission Statement, list of SNA board members)
- Inform SNA members and all nursing students about activities through e-mail (Gmail account) and SNA Facebook page
- Take pictures at all SNA activities (or arrange to have someone else take them), develop them to post some on SNA board outside NLC and post some on SNA social media sites and in e-mails.
- Update SNA webpage through Cy Anderson
- Post board members' bios and pictures

Help with other activities as needed

### Activities Director

- Attend and participate in all SNA board meetings
- Plan and oversee the organization of the following activities:
  - One SNA social per semester for all SNA members (generally and opening and closing social)
  - Homecoming
  - Any other activities desired (firesides, Thanksgiving dinner, intramurals, etc.)
- Organize a committee to help with activities and preside as chair over this committee
- Assist and support other SNA board members with projects

### Service Coordinator

- Attend and participate in all SNA board meetings
- Organize and provide service activities for the nursing students once a month
- Write up success of each service activity
- Help with any other committee needs

### Newsletter Editor

- Attend and participate in all SNA board meetings
- Create a newsletter for the College of Nursing once every block
  - Take pictures to be included in the newsletter
  - Find relevant topics to cover in the newsletter that will appeal to students and faculty
  - Establish a committee to help with writing articles
  - Organize and print the newsletter
  - Distribute the newsletter to all students and faculty
  - Give a CD with a copy of each newsletter on it to Web Support Director to post online
- Attend all SNA activities and help with planning, set up, and tear down