



# CASN EDUCATION CHAIR

## 1. JOB DESCRIPTION

- A. Maintain active membership in CASN/NASN unified
- B. Attend all Board Meetings or provide a written report to the President prior to the meeting
- C. Advance the practice of school nursing as delineated in the CASN strategic plan

## 2. ROLES AND RESPONSIBILITIES

Assess the educational needs of the school nurses in the state of Colorado in collaboration with CDE and other stakeholders

- A. Provide for two CASN educational opportunities per year:
  - i. One day spring workshop
  - ii. Overnight fall conference
- B. Provide co-leadership to the conference committee with the CASN President and President Elect. Oversee the committee to complete the following:
  - i. Schedule Conference Committee Meetings
  - ii. Follow conference timeline
  - iii. Coordinate phone/video connections for meetings
  - iv. Maintain conference committee meeting minutes and timelines, ongoing communication, and delegation to the committee members
  - v. Support President-Elect with establishing theme of the conference
  - vi. Communicate with Administrative Assistant in collecting Presenter Forms

- vii. Submit proposed cost (or budget) to the Board
  - viii. Create Conference Brochure
  - ix. Submit all special contracts for speakers to President for signature (i.e. Keynotes)
  - x. Provide membership with information via website/list serve in a timely manner
  - xi. Submit report to the Board at the next Board Meeting
  - xii. Collaborate with President and President-Elect to create other opportunities for Professional Growth
- C. Other duties as assigned by the President
- D. Two members will share this position

