



CASN PRESIDENT-ELECT

1. JOB DESCRIPTION

- A. Maintains active membership CASN/NASN unified
- B. Attends all Board Meetings
- C. Annual School Nurse Awards committee member
- D. Act as President in his/her absence
- E. Fall conference committee member
- F. Selects fall conference theme
- G. Co-Chair Fall Conference
- H. Co-Chair Spring Workshop – hosts Spring Workshop
- I. Supports social media presence

2. ROLES AND RESPONSIBILITIES

- A. Notify nominees
- B. Early October order fall conference awards: Busy Bee Engraving 2160 South Holly Street Denver, CO 80222. 303.759.5977. www.BusyBeeEngraving.com
 - i. Outgoing President: Large 9/12 plaque
 - ii. Board members: Small 5x7 plaque
 - iii. School Nurse, School Nurse Administrator, School nurse Advocate: Large 9x12 plaque
 - iv. Complete and print honoree certificates to all nurses of nomination

- v. Additional awards approved by Board (i.e. Bertie Ebie Educational Advancement Award) TBD
- vi. Awards to include: Name, Dates of Service, Title
- C. Presents awards at annual CASN Conference Banquet
- D. Provides agenda for the annual CASN Conference Banquet
- E. Member of the By-Laws Committee
- F. Attend NASN annual summer conference. All arrangements made with Treasurer and NASN Director
- G. Attend NASN Leadership Pre-Conference and Endowment dinner
- H. Part of a Three-Year Term (Year One – President-Elect, Year Two – President, Year Three – Past-President), June 1 – May 31