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