



CASN PRESIDENT

1. JOB DESCRIPTION

- A. Maintains active membership in NASN/CASN unified
- B. Preside at all meetings of the Full Board of Directors, Executive Board, and all membership meetings
- C. Establish organizational goals and objectives for the year
- D. Co-Chair Fall Conference
- E. CASN Website Liaison
- F. Supports Social Media Presence

2. ROLES AND RESPONSIBILITIES

- A. Prepare agenda prior to each board meeting
- B. Plans for Board meeting site and schedule
- C. Prepare yearly calendar by September Board meeting
- D. Appoint annual CASN Conference and Committee
- E. Appoint committee Chairs and members, subject to approval of the Executive Board
- F. Responsible for oversight and supervision of the Officer's activities
- G. Ex-officio of all committees, except the Nominations Committee
- H. Maintain President message on web-site
- I. Member of the By-Laws Committee

- J. Run Membership Meeting at Fall Conference – present end of year reports and vote on bylaws (if needed)
- K. Part of a Three-Year Term (Year One – President-Elect, Year Two – President, Year Three – Past-President), June 1 – May 31
- L. Any other necessary duties