

CASN EDUCATION CHAIR

JOB DESCRIPTION

Role and Responsibilities

- *Advance the practice of school nursing as delineated in the CASN Strategic Plan*
- *Provide for one educational workshop per year*
 - *Determine topic*
 - *Make arrangements for speaker*
 - *Arrange for site and food*
 - *Submit proposed cost to the Board*
 - *Work with treasurer to get costs/contract approved and bills paid*
 - *Provide membership with information via website/listserve in a timely manner*
 - *Submit report to the Board at the next Board meeting*
- *Serve as member of the annual School Nurse Conference Committee*
 - *Tasks as assigned by committee leader*
- *Attend all Board meetings or provide a written report to the President prior to the meeting*
- *Other duties as delegated by the President*
- *Maintain active membership in NASN/CASN unified*