

# CASN NASN DIRECTOR

## JOB DESCRIPTION

### Role and Responsibilities

- *Serve as liaison of CASN Board and NASN Board*
- *Other duties as delegated by the President*
- *Maintain active membership in NASN/CASN unified*

### CASN Responsibilities

- *Attend all CASN Board meetings or provide a written report to the President prior to the meeting*
- *Relay NASN news and information to affiliate members*
- *Work with CASN membership chair for membership recruitment*
- *Submit annual budget and annual report at summer meeting*
- *Keep Legislative Chair informed regarding issues at the National level*
- *Assists with the development of CASN position statements*

### NASN Responsibilities

- *Attend all National Board of Director's meetings and the Annual Meeting of NASA. Will designate alternate if unable to attend*
- *Submit State information to the NASN office*
- *Review all correspondence and requests for information from NASN and respond as indicated*
- *Serve on all NASN committees as appointed*
- *Orient incoming director and forward all NASN material at or prior to the time of installation (whenever a new State Director is elected)*