

CASN PAST PRESIDENT

JOB DESCRIPTION

Role and Responsibilities

- *Serve as Chair for the Awards Committee*
- *Serve as Chair for the Nomination Committee*
- *Maintain active membership in NASN/CASN unified*
- *Attends all Board meetings*
- *Serve as member of the annual State School Nurse Conference Committee*
- *Serve as member of the Bylaws committee*
- *Other duties as assigned by the President*
- *Review Board Handbook annually and submit recommendations to the Board (**this should be done by June to allow updated handbooks to be available for the Board members at the summer meeting**)*
- *Provide current award dates to CASN website*
- *Responsible for Spring Conference awards, i.e. School Nurse of the Year, School Nurse Advocate of the Year, School Nurse Legislator of the Year, and School Nurse Supervisor of the Year*
- *Awards should be ordered from the Awards Shoppe in Aurora 720-870-3199. Order in January. Awards take about 2 weeks*
- *Submit an annual report at transition meeting on each person's job description under duties*
- *Attend transition meeting and submit annual report*
- *Review handbook for updates for transition meeting*