

AREA REPRESENTATIVES

JOB DESCRIPTION

Role and Responsibilities

- *Assist with information dissemination from the CASN Board to area membership and with obtaining opinions, requests and information from the local membership to pass on to CASN Board*
- *Opportunity to present brief area report (activities/update) to AR Coordinator and other AR's at annual meeting or PRN*
- *Encourage school nurses in area to become members of CASN*
- *Promote CASN activities, educational, networking & outreach opportunities*
- *Encourage area attendance/participation at the annual statewide school nurse conference, CDE new school nurse orientation, regional state consultant meetings, assist State School Nurse Consultant with regional meetings as possible, etc.*
- *Attend (or send substitute to) annual AR meeting held during annual statewide school nurse conference*
- *After receiving CASN Board minutes or other pertinent communications:*
 - *Engage in efforts to identify issues/events that most impact area*
 - *Share CASN information and assist with gathering opinions, requests, etc. to and from local membership PRN*
 - *Forward feedback as necessary to AR Coordinator or other appropriate Board member*
- *Facilitate in organizing a CASN-supported area educational program, speaker, etc.*
 - *Assist with needs assessment, prioritizing and implementing PRN*
 - *Provide grant application(s) to requesting member(s) and submit to AR Coordinator after completed*
 - *Furnish brief summary of program/outcome to Board afterwards*

- *Coordinate/communicate duties with fellow AR if position shared by two members*

Qualifications

- *Maintain active membership in NASN/CASN unified*
- *Desire to promote and support CASN and its mission*
- *Email connected (Most of the above job description functions/communications will occur via email)*
- *Join and monitor CDE/School nurse and CASN Listserves*
- *Frequently monitor the above electronic communications*
- *AR positions filled on a voluntary basis; if more than CASN member in a given area is interested in serving as AR, the position can be held jointly, with duties shared*