

AREA REPRESENTATIVE COORDINATOR

JOB DESCRIPTION

Role and Responsibilities

- *Serve as liaison between AR's & CASN Board, including distributing Board minutes and obtaining/presenting area reports to Board*
- *Assist with administering grant applications*
 - *Support AR's with application process*
 - *Submit area grant applications at regularly scheduled Board meetings*
 - *Report back to AR's regarding status of grants*
- *Assist areas with filling and maintaining AR position*
- *With membership Chair assistance, supply AR's with annual member roster for their areas, updating as needed*
- *Conduct annual meeting for AR's during statewide school nurse conference*
- *Coordinate with State Nurse Consultant to distribute list of all school nurses in each area to that respective AR*
- *Support AR functions*

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 Coordinator position appointed by CASN Executive Board*