

## **President**

- Serve as ex-officio member of all committees of the MSNA
- Establish and distribute meeting agendas to the Board and establish meeting times
- Serve as the liaison to the MNA (Minnesota Nurse's Association)
- Serve as the Bylaws Chair; update and review MSNA State bylaws
- Assist school chapters, as needed, with updating and revising school bylaws
- Required to attend COSP (Council of State Presidents) at the NSNA National Convention

## **Secretary/Treasurer**

- Serve as custodian of MSNA funds and assets, depositing funds and ensuring that MSNA dues are received from the NSNA.
- Design and coordinate fundraising strategies for MSNA
- Record accurate minutes of all MSNA meetings
- Required to attain Treasurer certification by NSNA at the National Convention

## **Director of Communications**

- Serve as the newsletter editor; responsible for coordinating, editing, printing, proofing, and distributing the official MSNA newsletter
- Responsible for maintaining the MSNA website
- Communicate with the media, membership, and community regarding MSNA activities

## **Convention Chair**

- Plan and coordinate the annual MSNA state convention and chair the Convention Committee
- Plan and coordinate soliciting income-generating advertisement/funds for the annual MSNA Convention
- Prepare and submit a convention budget to the Board

## **Regional Director North and South (2 Regional Directors)**

- Serve as resource persons to all nursing schools in their region regarding chapter development
- Work directly with local school Chapters to promote the development and implementation of Community Health projects for Minnesota which can involve the direct participation of nursing students
- Coordinate regional activities
- Serve as the Membership Recruitment Co-Chairs