

Thinking about running for MASN State Board?

**Here are job descriptions for MASN state offices.
For more information, please contact the current
officer!**

President

The President shall:

- Preside at all meetings of the association and the Board of Directors.
- Serve as ex-officio member of all committees except the nominating committee.
- Represent MASN in all matters relating to the association and perform all other duties pertaining to the office.

1st Vice President

The First Vice President's job is to ensure that MASN state convention is fun, informative, and an all round success. This includes:

- creating a schedule for the convention
- compiling a list of sponsors from several states to send donor packets to help aid in the funding of convention
- working along with the MASN State Board to develop a theme for the convention
- working closely with MNA to make sure convention is a cohesive and organized event for both associations

2nd Vice President

The Second Vice-President shall:

- Assume the duties of the President in the absence or disability of the President and First Vice-President.
- Assume the duties of the First Vice-President in the event of a vacancy occurring in the office of First Vice-President.
- Be responsible for review and recommendations for changes in the bylaws and policies of the association.
- Be responsible for seeking resolutions from chapters and presenting them at the annual meeting.
- Be responsible for maintaining and updating the MASN Board of Directors Policy and Procedure Manual.

Secretary

The Secretary shall:

- Prepare the minutes of all business meetings of the association and Board of Directors including all meetings of the House of Delegates.
- Conduct the general correspondence of the association as requested by the President or the Board of Directors.
- Keep on file as a permanent record all correspondence, reports, and documents submitted to the Secretary.
- Be responsible for delegate credentialing for the annual meeting.

Treasurer

Duties of MASN Treasurer include:

- writing checks, paying bills, making account deposits
- keeping up with petty cash
- balancing the checkbook
- creating a monthly financial report for records
- giving a financial report at each meeting
- balancing and filing monthly bank statements
- have each Board member create an Officer Annual Budget to keep on file
- create an Annual Budget for MASN (to give everyone an idea of the total expenses)
- collect expense reports for records and write reimbursement checks
- book flights and hotel rooms for National Convention
- keep detailed records of expenses, credits, donations, and bills for tax purposes
- maintain contact with the CPA that does MASN taxes

Director of Legislation

Director of Legislation duties include:

- learning about Robert's rules of order and parliamentary procedure
- writing or assisting with bylaw additions and amendments (assist 2nd VP)
- being responsible for explaining rules and procedures at first House of Delegates meeting
- organizing and completing a legislative project (ex. make a proposition to Governor and get it passed or organize day at the Capitol for student nurses)
- attending at least 2 meetings of the MS legislature while in session
- keeping contact with MNA and MS Legislative proceedings
- performing convention and mid-year meeting duties
- assisting other MASN positions as needed with projects

Director at Large

Director at Large duties include:

- developing a state wide community project and following up with nursing schools to ensure the project is implemented
- developing award guidelines and descriptions for MASN Convention and sending out to nursing schools
- obtaining plaques for award winners to present at convention
- serving on assigned committees for other various MASN projects throughout the year

Chairperson of School Presidents

Duties of the Chairperson of School Presidents (COSP) includes:

- communicating regularly with all the SNO/SNA Presidents, including keeping an updated database of the Presidents' names, phone numbers, addresses, and the advisors' names, phone numbers, and addresses
- planning and conducting the annual COSP meeting at the annual Convention
- securing nominations for the next COSP for the MASN Board of Directors

Director of Internet Communications

The MASN Chairperson of Internet Communication shall:

- Be responsible for the monthly update and maintenance of the MASN web site.
- Communicate regularly with MASN Board members to obtain information for the web site.
- Develop methods to increase Association usage of the web site.

Director of Pulse Point

Duties of the Director of Pulse Point include;

- obtaining officer biographies, pictures, current events, and articles to publish in the *Pulse Point*
- designing and publishing 3 issues of the *Pulse Point* and sending (through electronic communication) to all MASN members and the editor of the *Imprint* (NSNA's national publication)
- compiling information and printing the convention booklet for state convention
- securing sponsors to pay for publications
- assisting other MASN officers with projects and serving on other MASN committees

Director of Breakthrough to Nursing

The Director of Breakthrough to Nursing shall:

- Responsible for developing a statewide Breakthrough to Nursing project to be implemented by each local chapter. The project must be presented in detail to the Board at the first Board meeting following the annual meeting and conveyed to each chapter or implementation by January 15th. The Baccalaureate Degree Representative, the Associate Degree Representative North, and Associate Degree Representative South must be utilized during the implementation phase to ensure participation by all schools. The Director of Breakthrough to Nursing must follow-up with each school chapter to ensure that the project is being implemented.

BSN Representative

Duties of the BSN Representative focus on communication and recruitment, concentrating on BSN Chapters. This includes:

- working with the COSP to obtain updated information from all of the BSN SNA chapters throughout the state and keeping them updated on what the Board of Directors and the rest of the SNA chapters are currently working on
- working with the ADN Representatives to create recruitment strategies for all SNA chapters in the state (If membership builds at each local chapter, then involvement at the State level will continue to develop.)
- working on various committees with other board members to help organize and plan events and fundraisers throughout the state (Each board member plays a huge part in the annual state convention, but the committees that the BSN Representative is a part of can vary each year based on the individual.)

ADN North Representative

The MASN Associate Degree Representative North shall:

- Serve as a liaison between the MASN Board of Directors and the school chapters as follows:
- ADN North:
 - Northwest Community College (Senatobia)
 - Northeast Community College (Booneville)
 - Itawamba Community College
 - Holmes Community College (Grenada)
 - Mississippi Delta Community College (Moorehead)
- Communicate regularly with associate degree chapters.
- Serve on the Pulse Point committee
- Assist the Director at Large with implementation of the service project
- Assist the Director of Breakthrough to Nursing with implementation of the statewide BTN project.
- Fulfill the responsibilities of the Fundraising Committee.

ADN South Representative

The MASN Associate Degree Representative North shall:

- Serve as a liaison between the MASN Board of Directors and the school chapters as follows:
- ADN South:
 - Jones County Junior College (Ellisville)
 - Hinds Community College (Jackson)
 - Meridian Community College (Meridian)
 - Copiah-Lincoln Community College (Wesson)
 - Pearl River Community College (Poplarville)
 - Southwest Community College (Summit)
 - East Central Community College (Decatur)
 - Mississippi Gulf Coast Community College (Gautier/ Gulfport)
- Communicate regularly with associate degree chapters.
- Serve on the Pulse Point committee
- Assist the Director at Large with implementation of the service project
- Assist the Director of Breakthrough to Nursing with implementation of the statewide BTN project.
- Fulfill the responsibilities of the Fundraising Committee.

Chairperson of Fundraising

The Chairperson of Fundraising is responsible for making sure MASN has sufficient money to hold its Annual Convention in October. The job responsibilities include:

- recruiting financial sponsors via donation request letters, emails, and face-to-face meetings
- organizing the collection of Door Prizes and Silent Auction items for Convention
- being in charge of making sure everyone who has donated to MASN gets proper credit in our Convention Program, which means selling ad space
- writing and mailing donation packets, and following up on any offers for monetary or in-kind donations.
- making sure our prominent sponsors are acknowledged on the appropriate signs and banners