**Officer Positions**

The 13 officers of the NSSNA shall include the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Communications Editor Chair, Nominations Director Chair, Legislative Chair, Breakthrough to Nursing Chair, Community Service Chair, Image to Nursing Chair, and Student Advisor.

**Duties of Officers**

 **A. The President shall:**

1. Serve as the principal officer of the association and preside at all meetings of the NSSNA and the Board of Directors.

2. Appoint committees and their chairpersons, subject to the approval of the NSSNA Board, and make other appointments as necessary.

3. Serve as ex-officio member of all committees except the Committee on Nominations.

4. Be responsible for seeing that lines of direction given by the voting body and the actions of the NSSNA Board are carried into effect and for reporting to the membership and the NSSNA Board on the conduct of the affairs of the association.

5. Perform all other duties pertaining to the office and represent NSSNA in all matters relating to the NSNA, the Nebraska Nurses Association, and the Nebraska League for Nursing.

6. Vote only in the event of a tie on a motion before the Board.

7. Appoint the Tellers Committee at the annual meeting to count ballots and report the results.

**B. The First Vice President shall:**

1. Assume the duties of the President in the absence of the President.

2. Coordinate the annual convention of this Association, in addition to proposing the meeting site for the succeeding year’s annual convention, with Board approval.

3. Be the chairperson of the Committee on Convention Planning.

4. Perform other duties as assigned by the President.

**C. The Second Vice President shall:**

1. Assume the duties of the President in the absence of both the President and First Vice President.

2. In the event of a vacancy occurring in the office of the First Vice President, assume the duties of the First Vice President.

3. Serve as chairperson of the Bylaws Committee.

4. Assume responsibility for reviewing the policies of NSSNA and initiate revision by the NSSNA Board.

5. Serve as the chairperson of the Resolutions Committee. 6. Perform other duties as assigned by the President.

**D. The Secretary shall:**

1. Record and review the minutes of all business meetings of the NSSNA Board and ensure accuracy prior to distribution.

2. Submit copies of the approved minutes of each meeting of the NSSNA Board to NSNA, either electronically or as hard copy.

3. Keep on file an accurate list of the names and addresses of all officers of the NSSNA Board and all constituent associations to be used for correspondence purposes.

4. Keep records of all organization correspondence.

5. Conduct the general correspondence of NSSNA as requested by the President or the NSSNA Board.

6. Send to the Headquarters of the NSNA, the names and addresses of all officers and committee chairpersons of NSSNA immediately after their election or appointment.

7. Act as chairperson of the Awards Committee for state convention if needed.

8. Keep on file as a permanent record, all reports, papers, and documents of the Association.

9. Refer to duly appointed Committees the necessary records for the proper performance of their duties.

10. Notify all schools of their state constituency status, the number of voting delegates, and the date, time, and place of the annual meeting at least 30 days prior to the meeting.

11. Perform other duties as assigned by the President

**E. The Treasurer shall:**

1. Act as custodian of organization funds and ensure that an annual financial report is prepared for the NSSNA Annual Convention.

2. Prepare an annual budget for approval by the NSSNA Board.

3. Present a report of the transactions of NSSNA at all business meetings.

4. Make monetary disbursements with the approval of the President and as authorized by the Board of Directors.

5. Serve as chairperson of the Committee on Fundraising.

6. Perform other duties as assigned by the President

**F. The Communications Editor shall:**

1. The communication editor serves as the statewide communication chair main.

2. He/She is responsible for updating the NSSNA website and the NSSNA newsletter.

3. Create the post and booklet for the state convention.

**G. The Directors shall:**

1. Perform such duties as assigned by the President in accordance with the priorities and needs of the association.

2. Submit regularly to the Treasurer a report of their expenses with receipts.

3. Deliver to their successors all records, papers, or other property belonging to NSSNA within two weeks following their cessation of the term of office.

**H. The Image of Nursing Director Shall:**

1. Serve as chairperson of the Image of Nursing Committee.

2. Maintain all social media accounts and ensure that they stay active throughout the term.

3. Collaborate with the Awards Committee to select the winner of the Image of Nursing Social Media Award.

4. Create and distribute social media advertisement for all NSSNA and Committee activities, including Annual Convention

5. Create NSSNA merchandise.

6. Collaborate all NSSNA Officers and Directors.

7. Perform tasks assigned by the President in accordance with the priorities and needs of the association.

8. Promote the profession of nursing positively and professionally.

9. The Image of Nursing Chair’s duties involve educating the public on the changing roles of a nurse.

10. He/she encourages patients and others to speak with managers and administration when they have a negative or positive experience.

11. He/she will educate nursing students on what professionalism and positive image are and their role in the development of nursing status as a profession.

12. The Image of Nursing Chair encourages students to participate more in positive promotions of nursing rather than reacting to events after the fact to work with other nursing association projects in a collaborative manner.

**I. Breakthrough to Nursing Director**

1. The Breakthrough Chair recruits high school students to schools of nursing in Nebraska.

2. The duties of this office include informing the high school and communications editor of the programs to be presented and the response.

3. Organize, represent, and mentor potential nursing school candidates.

4. Represent positive image of NSSNA and nursing with characteristics such as responsibility, accountability, and respect

5. Enhance recruitment and retention within the nursing profession through the support and encouragement of the pier support system of the Breakthrough to Nursing Committee

6. The Breakthrough Chair submits reports the progress and response to the state and national offices as needed.

**J. Community Service Director**

1. The Community Service Chair serves as a resource for local chapters.

2. This officer provides ideas for community service projects as well as records and sends in all statewide community service activities to the national office.

3. The Community Service Director will also be responsible for choosing and promoting the annual philanthropy.

4. This position is also responsible for maintaining and updating Community Service Award applications.

**K. Nominations Director**

1. The Nominations Chair encourages and recruits qualified candidates to run for state office.

2. He/she revises the candidate forms and sends them to local chapters in the winter so that members can run for office.

3. The duties include setting up a ballot for state officer elections and considering qualifications of candidates.

4. The Director enforces policies regarding candidates and campaigns.

5. He/she oversees the nomination, election, and induction of officers at the state convention.

**L. Legislative Director**

1. The Legislative Chair monitors major state and national legislation.

2. He/she coordinates state legislative programs and educational activities to prepare Nebraska students to participate in the legislative process.

3. He/she supports the NSNA positions on legislative issues.

4. He/she acts as a liaison with legislatures, legislative organizations, government agencies, and other organizations concerned with legislature.

5. The legislative chairman is responsible for dissemination of information to Nebraska schools chapters in the event of an NSNA “Legislative Alert.”