



NEBRASKA STATE STUDENT NURSES ASSOCIATION

**ARE YOU INTERESTED IN RUNNING FOR STATE OFFICE?
BECOME PART OF A PROUD TEAM!**

Now is the time to start the process of running for NSSNA office. If elected, you will be part of next year's NSSNA board. Listed below is a description of each office and the eligibility requirements.

OFFICERS AND DIRECTORS

The officers of NSSNA shall consist of the President, First Vice President, Second Vice President, Secretary, and Treasurer. These officers shall comprise the Executive Board.

The directors of NSSNA are the Nominations Director, Legislative Director, Communications Director, Breakthrough to Nursing Director, Image of Nursing Director, and Community Service Director.

These elected directors, along with the executive board, shall be voting members of the NSSNA Board.

Eligibility

1. Candidates shall be chosen from among those members who have been nominated by a school of nursing and who are active members in a constituent association of NSSNA.
2. Only members who shall be nursing students throughout at least three-quarters of a term of office shall be eligible.
3. No member shall hold more than one elected state position at any one time
4. Those members holding a local office whose local terms extend for more than seven months from the day of election to a state position must resign from one of these offices at least three weeks prior to the second NSSNA Board meeting or a vacancy will be declared in the state position.

Term of Office

Individuals elected to office at the annual meeting of the NSSNA shall serve as officers elect until officially taking office one week prior to the NSNA annual meeting. The term of office for the NSSNA officers shall be from one week prior to the NSNA annual meeting to one week prior to the NSNA annual meeting of the following year.

Duties of Officers and Directors:

President:

1. The President oversees all NSSNA activities.
2. He/she plans and presides at board meetings.

3. The President serves as a Nebraska delegate in the NSNA House of Delegates at the NSNA annual convention, which includes attending business meetings and voting for the State of Nebraska.
4. The President is a resource person for the NSSNA officers and NSNA members across the state.

First Vice President:

1. The 1st Vice President assumes the duties of the President in his/her absence.
2. He/she plans and oversees arrangements for the NSSNA's annual convention, which includes setting up committees, overseeing committee activities, and is instrumental in contacting speakers and exhibitors.

Second Vice President;

1. The 2nd Vice President is the chairman for the Bylaws Committee, which includes checking with local chapters to see that their bylaws are current and in accordance with the state and national bylaws.
2. He/she assists local chapters to bring their bylaws up to current status.
3. The 2nd Vice President implements new resolutions passed at the NSNA annual Convention.

Secretary:

1. The Secretary records all minutes of the board meetings and at the State Convention business meetings.
2. He/she types and submits minutes to the state office for distribution of officers and local chapters.
3. Minutes are also sent to NSNA for monitoring state activities and are archived.

Treasurer:

1. The Treasurer plans and presents a yearly budget, oversees dues (through reports from NSNA), but is not responsible for recruitment at this time.
2. The Treasurer is in charge of the Fundraising Committee for NSSNA.
3. The Treasurer is responsible for managing expenses and completing taxes annually.

Nominations Director:

1. The Nominations Director 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 chairman enforces policies regarding candidates and campaigns.
5. He/she oversees the nomination, election, and induction of officers at the state convention.

Legislative Director:

1. The Legislative Director 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 Director is responsible for dissemination of information to Nebraska schools chapters in the event of an NSNA "Legislative Alert."

Breakthrough to Nursing Director:

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

Community Service Director:

1. The Community Service Director 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.

Image of Nursing Director:

1. The Image Director's duties involve educating the public on the changing roles of a nurse.
2. He/she encourages patients and others to speak with managers and administration when they have a negative or positive experience.
3. 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.
4. 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.
5. He/she will oversee all social media platforms for NSSNA.

Communications Director

1. The Communications Director serves as the statewide communication chairman.

2. He/she is responsible for updating the NSSNA website and the NSSNA newsletter, which is published on the website.

Student Advisor

1. The Student Advisor is someone who has been an active member of the previous NSSNA board.
2. He/she consults with the current NSSNA Board, the Consultants, and nursing students as requested, serving as a resource person.

Officers and Directors:

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.

Section 6. Vacancies A vacancy on the NSSNA Board other than the President, shall be filled by appointment by a $\frac{3}{4}$ (three-fourths) majority vote of the NSSNA Board. The appointed individual must meet eligibility requirements and shall serve to complete the term, until the next regular election of officers and chairpersons.

Resignation

1. Any resignation from a position on the NSSNA Board shall be in writing, submitted to any NSSNA Board member of the State NSSNA office, and shall be effective immediately upon receipt of the same by the NSSNA.
2. In the event that a verbal resignation is tendered without the written confirmation as stated above, the NSSNA Board shall consider the removal of the individual by declaring the office vacant by a $\frac{3}{4}$ (three-fourths) majority vote.
3. This vacancy shall then be filled by appointment by the NSSNA Board.

Dismissals

Officers and Chairpersons missing two NSSNA Board meetings without sufficient reason as decided by the NSSNA Board, or officers not performing the duties of their office as specified in these bylaws, shall be subject to dismissal upon request of the NSSNA Board. The dismissal will require a $\frac{3}{4}$ (three-fourths) majority vote of the NSSNA Board. This vacancy shall then be filled by appointment by the NSSNA Board.