



NSSA Officer Application 2017-2018

Nursing Science Student Association (NSSA) at UC Irvine Board

President
Vice President
Secretary
Treasurer
Outreach Coordinator
Public Relations and Communications Manager
Faculty Liaison

Eligibility: Each Board Member must be a(n):

- I. Active member of the UC Irvine CNSA Chapter (NSSA)
- II. Current UC Irvine student with good academic standing
- III. Promote the ideas and values of NSSA through speech, action, etc.

I. President

Special Requirements

- I. Must be a current UC Irvine Nursing Science Major
- II. Must have prior experience as an NSSA Board Member
- III. Must be familiar with all roles and ready to serve in all positions in the case that a Board Member is no longer able to serve in their position

Duties of the President

- a. Preside at all meetings of this association, appoint special committees as needed, perform all other duties pertaining to the office and represent this association in all matters to the local state nurses association, the local league for nursing, state nursing student association, National Student Nurses' Association

- b. Delegate tasks to the board, and members who may lead relevant committees, as needed to ensure that all tasks needed to be complete for club meetings, projects, and events are completed appropriately
- c. Serve as a representative of NSSA and the UCI Sue and Bill Gross School of Nursing by networking with other professional and student organizations to promote nursing on and off campus and to foster relationships with other organizations
- d. Shall be held accountable for all events, projects, and actions of the Board released under the title of NSSA
- e. Must ensure that a minimum of 10 members exists in the UCI CNSA Chapter at all times to preserve NSSA at UCI's alliance with the National Student Nurses' Association
- f. Serve as chairperson of the Board of Directors: The Chairperson conveys unity among the Board of Directors and empowers the Board to spread awareness of nursing in the UCI campus and the community; the Chairperson also acts as a representative of NSSA and the UCI Sue and Bill Gross School of Nursing to promote nursing as a career and to act as a leader who evokes compassion, collaboration, and community service
- g. Must ensure that the Constitution is revised annually with the decision of the Board of Directors and NSSA general members
- h. Participate in and promote collaboration between NSSA and ASUCI

II. Vice President

Special Requirements

- IV. Must be a current UC Irvine Nursing Science Major
- V. Must have prior experience as an NSSA Board Member
- VI. Must be familiar with all roles and ready to serve in all positions in the case that a Board Member is no longer able to serve in their position

Duties of the Vice President

- a. Assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election
- b. Preside at meetings in the absence of the President
- c. Assist the President as delegated and act as advisor to the President
- d. Coordinate with the President to plan quarterly events/affairs, and oversee adequate facilities for these events/affairs.
- e. Collaborate with the Secretary to monitor, foster, and facilitate member activity
- f. Coordinate with both the President, Secretary, and Treasurer to monitor and maintain all financial records
- g. Participate in and promote collaboration between NSSA and ASUCI

III. Secretary

Special Requirements

- VII. Proficiency with Google Drive, Sheets, etc.
- VIII. Organizational skills

Duties of the Secretary

- a. Maintain a Directory of Membership and Attendance
- b. Record and distribute the minutes of all Board and General Meetings as directed by the President
- c. Keep on file as a permanent record all reports, papers and documents submitted to the Secretary
- d. Refer to duly appointed committees the necessary records for the completion of business
- e. Forward minutes to the state nursing student association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment
- f. Deliver to the newly elected Secretary all association papers once the term of service has ended
- g. Collaborate with the Vice President to monitor, foster, and facilitate member activity
- h. Coordinate with the President, Vice President, and Treasurer to monitor and maintain all financial records

IV. Treasurer

Special Requirements

- IX. Adequate knowledge of budgeting and finances
- X. Proficiency with procurement of funding and resources

Duties of the Treasurer

- a. Serve as chairperson of the budget
- b. Submit financial reports to the membership as directed by President
- c. Must update the board on the current club budget at the biweekly Board of Directors Meetings
- d. Keep a permanent record of all dues received from members and any other income and disbursements
- e. Remit payment for approved debits
- f. Manage Disbursement of Funds
- g. Requests for disbursement of funds shall be made in writing to the Board of Director
- h. Upon approval the treasurer will issue checks for those requests approved.
- i. No funds will be disbursed without prior approval.
- j. All checks must have two signatures, that of the Treasurer and that of the President
- k. Coordinate with the President, Vice President, and Secretary to monitor and maintain all financial records

- I. Collaborate with the Outreach Coordinator to lead at least one fundraising event

V. Outreach Coordinator

Special Requirements

- I. Familiar with the Orange County, UC Irvine, and Nursing communities
- II. Proficiency with procurement of funding, resources, and organizing events

Duties of the Outreach Coordinator

- a. Organize and lead at least two community health or campus outreach projects per quarter
- b. Collaborate with the Treasurer to lead at least one fundraising event
- c. Collaborate with the Faculty Liaison and Public Relations and Communications Manager to coordinate guest speakers/presentations
- d. Shall appoint committees as needed for projects
- e. Be accountable to the membership for notification of pending student activities; must correspond with appropriate board member to fulfill specific duties for events (e.g. coordinate with Publicity Chairperson to publicize events)
- f. Participate in and promote collaboration between NSSA and ASUCI

VI. Public Relations and Communications Manager

Special Requirements

- I. Familiar with the Orange County, UC Irvine, and Nursing communities
- II. Able to communicate comfortably and effectively with students and peers, faculty, staff, and non-UCI personnel
- III. Proficient with technological devices and mediums, such as email and social media outlets

Duties of the Public Relations and Communications Manager

- a. Use advertising mechanisms and technology (social media) to publicize and promote NSSA events/affairs to students, faculty, and the surrounding community
- b. Utilize and maintain the NSSA website, Facebook group and pages, and NSSA email as a vector for communications
- c. Respond to e-mails sent to the Nursing Students Webmail account
- d. Collect and select photos capturing NSSA event/affairs to be used for publicity purposes (website, social media, etc.)
- e. Promote the ideas and values of NSSA through speech, action, etc.
- f. Collaborate with other Board Members to effectively promote and coordinate NSSA events/affairs

- g. Collaborate with the Faculty Liaison and Outreach Coordinator to coordinate guest speakers/presentations
- h. Appoint a committee, if necessary, that may include not only board members, but also any and all active members of NSSA
- i. Participate in and promote collaboration between NSSA and ASUCI

VII. Faculty Liaison

Special Requirements

- I. Must be a current UC Irvine Nursing Science Major
- II. Must have prior experience as an NSSA Board Member
- III. Must be familiar with all roles and ready to serve in all positions in the case that a Board Member is no longer able to serve in their position

Duties of the Faculty Liaison

- a. Serve as a student representative to the Faculty Board for the College of Health Sciences, UCI Sue and Bill Gross School of Nursing
- b. Serve as main correspondent to Faculty advisor
- c. Attend faculty meetings once per month or as often as needed. If unable to attend, he/she is responsible for finding another representative to attend
- d. Will report input from faculty meetings to board meetings as needed
- e. Collaborate with the Outreach Coordinator and Public Relations and Communications Manager to coordinate guest speakers/presentations



NSSA Officer Application 2017-2018

First and Last Name	Date	
Email address (UCI preferred)	Major	Year
Phone Number (cell / home / work)	Position of Interest	
Please indicate your general career goals and aspirations:		
Are you an active member of NSSA?	Y / N	Member since:
Have you previously served as a Board Member for NSSA?	Y / N	Position:

NEXT STEPS Please email your completed application to nssauci@gmail.com and wait for a Confirmation Email guaranteeing that your application has been received.

Once you've received the Confirmation Email, please prepare a brief 2-minute speech sharing your strengths, skills, and why you would like to serve in the position you have applied for. Applicants will deliver their brief speeches during the Week 4 Meeting (April 26), followed by a special Ice Cream Social event.

We look forward to your application!

Best,
Your NSSA Board 2016-2017