

NSA Officer and Director Responsibilities

a. The President's responsibilities shall include:

- i. Coordinate, schedule, and preside at all meetings of the NSA
- ii. Appoint committees with the approval of the Board of Directors, and serve as an ex-officio member of the committees
- iii. Maintain an understanding of the Bylaws.
- iv. Renew the Nursing Student Association as a Student Organization through the school annually in order to maintain University recognition.
- v. Register NSA @ SFSU with the National Student Nurses Association (NSNA)
- vi. Attend mandatory "Student Leadership Orientation" held by the SAE office to gain the ability to reserve rooms with SFSU.
- vii. Reserve rooms for meetings and workshops in collaboration with SON office
- viii. Coordinate, schedule, and attend monthly meetings with NSA Faculty Advisor; maintain regular flow of communication regarding NSA activities
- ix. Attend monthly SON Faculty meetings (minimum 2 per semester)

b. The Vice President's responsibilities shall include:

- i. Serve as the Chairperson of the Bylaws Committee, maintain an understanding of the Bylaws, and responsible for review and recommended changes in the Bylaws
- ii. Preside at meetings in the absence of the President
- iii. Coordinate, plan, schedule, and supervise the annual election of the Board of Directors
- iv. Lead NSNA membership, including: enrollment, documentation, NSNA correspondence, payment and documentation submission
- v. Attend mandatory "Student Leadership Orientation" held by the SAE office to gain the ability to reserve rooms with SFSU
- vi. Assume the duties and responsibilities of the President in the event of a vacancy in that office

c. The Treasurer's responsibilities shall include:

- i. Act as custodian of NSA funds

- ii. Maintain accurate and current financial records; make regular reports of those records to the membership
- iii. Prepare and present the annual budget for board approval by December 1st of each year
- iv. Sign for fund disbursements in accordance with policy established by the Board of Directors
- v. Must attend the "Student Leadership Orientation" held by the SAE office to gain the ability to reserve rooms with SFSU
- vi. Preside at meetings in the absence of both the President and Vice President
- vii. Review fiscal policies and make recommendations for changes in policies as needed

d. The Secretary's responsibilities shall include:

- i. Maintain an electronic register of the names, email addresses, and NSNA membership cards of all NSA members
- ii. Facilitate collection of all officer and director agenda topics, organize agenda, and distribute to all members of the Board every week of an NSA meeting
- iii. Record the meeting minutes for all meetings and post publicly for review
- iv. Maintain all NSA files, including electronic records, in designated locations; make records accessible to NSA Board Members as appropriate per positions.

e. Breakthrough to Nursing Director's responsibilities shall include:

- i. Promote a positive image of nursing students; promote diversity in nursing; promote recruitment and retention of individuals from underrepresented groups in nursing
- ii. Coordinate and arrange a minimum of one outreach presentation per semester to local high schools, undeclared major college students or pre-nursing students.
- iii. Work with SFSU Director of Nursing Admissions in organizing undergraduate/graduate nursing information sessions on campus
- iv. Facilitate SFSU's Pre-Nursing Facebook page and email to answer any inquiries, questions, concerns about SFSU's nursing programs

- v. Serve as a Liaison between CNSA/NSNA Breakthrough to Nursing chairpersons;
- vi. Provide summary of activities and involvement for the year to the Faculty Advisor at the end of the term
- vii. Join the CNSA Breakthrough to Nursing Committee.

f. The Communications and Public Relations Director's responsibilities shall include:

- i. Maintain NSA website
- ii. Facilitate and lead general NSA communications via:
- iii. Maintain and update NSA website
- iv. Maintain NSA social media platforms (Facebook page)
- v. Maintain electronic platform for intra-NSA communications including (but not limited to):
- vi. NSA e-mail to be checked three times per week and replied to within 72 hours.
- vii. NSA calendar of events
- viii. Update and maintain NSA bulletin board
- ix. Update and publish monthly NSA newsletter
- x. Establish policies and procedures to sustain a communication infrastructure that includes liaisons with other groups
- xi. Coordinate activities for the cohesiveness of the Nursing student body

g. The Community Health Director's responsibilities shall include:

- i. Plan, develop, coordinate, and participate in community health related service projects
- ii. Promoting community health and service activities
- iii. Coordinate activities with the CNSA and NSNA Community Health projects
- iv. Create and maintain the Calendar of National Health Observances
- v. Coordinate volunteer activities through electronic scheduling platform (SignUp Genius)

h. The Cultural Humility Director's responsibilities shall include:

- i. Plan, develop, coordinate, and participate in workshops, seminars, and in-service trainings that promote greater understanding and practice of cultural humility

- ii. Collaborate with SFSU faculty, related SFSU student groups, CNSA, and NSNA to coordinate activities and share information focused on utilizing cultural humility in nursing practice

i. The Fundraising Director's responsibilities shall include:

- i. Lead, plan, develop, and coordinate all NSA fundraising activities, including but not limited to:
 - a. Coordinate sales, ordering, tracking, receiving, transportation, and distribution of merchandise to new students (ID badges, patches, equipment, clothing, and other items) during New Student Orientation and NPREP
 - b. Track and report income from new student orientation events and sales
 - c. Survey, order, purchase, and distribute merchandise through coordination with vendors, Board officers, NSA banking organization, and students
 - d. Apply for scholarships and awards from entities including, but not limited to:
 - i. Associated Students Inc. (ASI), Office of Student Programs and Leadership Development (OSPLD), California Nursing Students' Association (CNSA), and National Student Nurses' Association (NSNA)
 - e. Coordinate with outside organizations and local business to develop and implement fundraising opportunities

j. Hep B Community Ambassador's responsibilities shall include:

- i. Collaborate with SF Hep B Free Executive Director and faculty advisor to maintain infrastructure of SFSU-SF Hep B Free program and ensure program sustainability and longevity
- ii. Recruit and select students as volunteer leads and general volunteers in collaboration with faculty advisor
- iii. Collaborate with Community Health Director, lead volunteers, and general volunteers to plan and execute community-based hepatitis B outreach, screening, and vaccination events

- iv. Attend monthly SF Hep B Free Advisory Board meetings to represent SFSU School of Nursing

k. Holistic Health Director's responsibilities shall include:

- i. Plan, develop, coordinate, and participate in workshops, seminars, and in-service trainings that promote greater understanding and practice of holistic health
- ii. Maintain records of all events, including student and teacher participation, speakers and their contact information, dates/times/locations, a summary of the topics presented, and related resources
- iii. Collaborate with SFSU faculty, related SFSU student groups, the CNSA, and the NSNA to coordinate activities and share information focused on utilizing holistic health in nursing practice
- iv. Update online forums regularly with information including but not limited to: holistic health community education events, holistic health in nursing, and community related news, and employment/volunteer opportunities

l. Legislation Director's responsibilities shall include:

- i. Curate and regularly share knowledge on current State legislation regarding student nurses and registered nurses
- ii. Submit resolutions to the membership for voting on adoption by the NSA
- iii. Submit NSA resolutions to the CNSA and or NSNA for consideration of adoption
- iv. Chair Legislation Committee which will draft resolutions on healthcare policy positions
- v. Act as the primary Delegate for NSA at SFSU
- vi. Chair the committee that organizes the NSNA and CNSA meeting trips
- vii. Optional drafting of Resolution to be presented at the CNSA conference

m. Mentoring Director's responsibilities shall include:

- i. Lead, develop, and coordinate NSA Mentor Program
- ii. Survey SON students, collect information, and match mentors and mentees to facilitate initial contact and effectiveness of the relationship (each semester)
- iii. Coordinate, schedule, and implement Mentor/Mentee mixer events (one per semester)

- iv. Communicate and collaborate with professional mentorship organization(s) to connect SON students to mentorship opportunities with professional nurses

n. Orientation Director's responsibilities shall include:

- i. Develop, plan, schedule, and implement new student orientation and NPREP (Nursing Student Preparation workshop) for incoming nursing students (Summer/Fall), including but not limited to:
 - a. directly coordinate with SON Director of Nursing Admissions, NSA President and Vice-President, and SON faculty for new student events
 - b. create, update, and deliver presentations to incoming students
 - c. lead and coordinate NSA member volunteers and presenters for events, including:
 - NSA information and membership presentation
 - Student to student presentations
 - NSA merchandise and sales
 - NSA membership recruitment
 - Welcome, check-in, and attendee tracking
 - Food / refreshments
- ii. Track and report expenses and income from new student orientation events
- iii. Track and report event attendance
- iv. Coordinate election of new cohort Level 1 Representatives during the 1st month of each new semester

o. Pinning Ceremony Director's responsibilities shall include:

- i. Coordinate with the Pinning Ceremony Committee in planning and implementing Fall and Spring semester Pinning Ceremony events
- ii. Act as primary liaisons between Pinning Ceremony Committee, NSA Board of Directors, nursing students, and relevant School of Nursing faculty with all communications regarding Pinning Ceremony events
- iii. Coordinate, schedule, budget, fundraise and implement bi-annual Pinning Ceremony events in conjunction with Pinning Ceremony Committee members

- iv. Introduce and announce Pinning Ceremony to the newly enrolled cohort during their first semester

p. Skills Lab Director's responsibilities shall include:

- i. Collaborating with instructors and SoN administrator to set up Open Lab schedule and to determine when Level Check Offs will take place
- ii. Setting up and maintaining an online volunteer sign-up document/calendar for Open Lab and Level Check Offs
- iii. Recruiting volunteers to staff Open Lab hours and to assist with Level Check Offs
- iv. Sending reminders to volunteers of the date they are due to volunteer and to make sure that they show up prepared

q. Student Faculty Liaison Director's responsibilities shall include:

- i. Act as primary liaison between SON Faculty, NSA Board of Directors, and all nursing students with all communications regarding nursing student success and wellness. Faculty Liaison will relay communications to the focused party (i.e. if the issue should be known by staff, the Faculty Liaison will help student have their issue heard through email to the designated staff member or at the staff meeting if appropriate).
- ii. Coordinate, distribute, and analyze student stress surveys each semester; report on survey outcomes to SON faculty, NSA, and students
- iii. Attend faculty, Student Success and Wellness Committee, and NSA Meetings; provide summary report of faculty and Student Success and Wellness meetings
 - a. Faculty meetings: first Wednesday of each month
 - b. Student Success and Wellness Committee meetings: last Wednesday of each month
 - c. Meet with lead faculty for Student Success and Wellness Committee agenda development
- iv. Coordinate, schedule, and support events and activities that support student success and wellness, as determined by SON nursing student interest levels

- v. Create reports regarding each encounter and meeting in the NSA Faculty Liaison folder in NSA shared electronic platforms

r. Women's Health Director's responsibilities shall include:

- i. Plan, develop, coordinate, and participate in student workshops on the subject of women's health and wellness
- ii. Collaborate with Legislation directors to curate and regularly share knowledge on legislation regarding women's health and reproductive rights

s. Alumni Association Liaison Director's responsibilities shall include:

- a. Attend quarterly School of Nursing Alumni Association board meetings
- b. Work with alumni and faculty to plan, develop, coordinate and participate in workshops connecting students and alumni on relevant topics
- c. Collaborate with Mentoring directors to coordinate mentoring opportunities with School of Nursing alumni members

t. Level Representative's responsibilities shall include:

- i. Act as liaison between respective cohorts and NSA, SON faculty, and other relevant sources
- ii. Act as primary communication link between cohort regarding nursing student opportunities, NSA news and meeting details, including but not limited to:
 - a. Maintain and update electronic group contact information
 - b. Maintain and update cohort specific social media platform
 - c. Connect to and share information from NSA Board specific social media platform

u. MSN Representative's responsibilities shall include:

- i. Act as liaison between respective MSN cohorts and NSA, SON faculty, and other relevant sources
- ii. Act as primary communication link between cohort regarding nursing student opportunities, NSA news and meeting details, including but not limited to:
 - a. Maintain and update electronic group contact information
 - b. Maintain and update cohort specific social media platform

- c. Connect to and share information from NSA Board specific social media platform
- iii. Encourage collaboration and meetings with all MSN levels and cohorts (ELM, ELMA, RN-FNP, and RN-MSN); facilitates MSN cohorts event (once per semester)