

MIDDLESEX COUNTY SCHOOL NURSE ASSOCIATION PRESIDENT

Duties and Responsibilities:

The President shall be the official representative of the Association, preside at all meetings, countersign all checks and contracts, appoint chairpersons of committees and serve as ex-officio member of all committees.

- Officially represents the Association.
- Presides at all Executive Board and General Membership meetings.
- Countersigns all checks and contracts.
- Appoints committee chairpersons.
- Serves as ex-officio member of all committees.
- Formulates agenda for all Executive Board and General Membership meetings.
- Produces phone, email, and address list of Executive Board members and emails that list to all board members early in the school year.
- Attends the monthly New Jersey State School Nurses' Association meetings as able.
- Submits a President's message for the newsletter and website.
- Provides officers with their job descriptions and encourages officers to update the job descriptions as necessary.
- At completion of term, becomes the liaison to NJSSNA for two years.
- Regular member of NJSSNA during term.
- May submit for reimbursement to the Association of the NJSSNA portion of dues during the MCSNA fiscal year.