



NOMINATIONS PACKET

2009

California Nursing Students' Association

3835 North Freeway Blvd, Ste 120
Sacramento, CA 95834



Summer 2009

Dear CNSA Member and Prospective Candidate:

Each year during the fall convention, CNSA delegates elect the board of directors for the upcoming year. Congratulations on your decision to run for a board position for the 2009-2010 term. Your desire to lead and participate in a celebrated pre-professional organization is commendable. Your efforts are a valuable contribution to our fellow students, your own future, and to the nursing profession.

The Nominations Packet contains information on the general responsibilities of all members of the CNSA Board of Directors, as well as descriptions of each of the ten available board positions. Please refer to the CNSA policies regarding Nominations, Candidacy, Elections, and Campaigns; all are enclosed.

When you are ready to declare your candidacy, please complete, sign, and submit both the (1) Application For State Board of Directors, and (2) Board of Directors' Willingness To Serve form, which are included in this packet. It is important that you read and understand the CNSA bylaws before submitting your Willingness To Serve form; the complete CNSA state bylaws are available on the website at www.cnsa.org/bylaws.html. In addition, please be prepared to attend a board meeting and photographing events on the day that you are elected.

During this last term, CNSA has provided me with remarkable opportunities for personal and professional growth as well as invaluable leadership experience. I sincerely hope you are able to participate and take advantage of all these great opportunities. If you have additional questions about running for the board or about specific responsibilities, please don't hesitate to contact me, or any other members of the 2008-2009 Board of Directors. A board roster is enclosed for your convenience.

Sincerely,

Briggs Latham

Briggs Latham
Vice President



Nominations Packet

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2008-2009 State Board of Directors Contact Information

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Fall 2009

CNSA Breakthrough to Nursing

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San Diego State University
Fall 2009

CNSA Vice President

Briggs Latham
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Maurine Church Coburn School of Nursing, Monterey
Peninsula College
Spring 2010

CNSA Legislative Director

Angela Schwab
legdirector@cnsa.org
California State University, San Marcos
Spring 2010

CNSA Secretary/ Treasurer

Nancy Chiang
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California State University, Sacramento
Spring 2009

CNSA Communications Director

Christopher Passanisi
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California State University, East Bay - Concord
Fall 2009

CNSA Convention Director

Sharon Robillos
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California State University, Sacramento
Spring 2009

CNSA Co-CR North

Fatima Arastu
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San Francisco State University
Fall 2009

CNSA Community Health Director

Elena Rilleau
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San Francisco State University
Fall 2009

CNSA Co-CR South

Molly Cocking
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San Diego State University
Fall 2009

II. Responsibilities of All Members of the CNSA Board of Directors

Each board member:

1. Must be a nursing student for at least majority of the term of office. The Nominations and Elections Chairperson will determine eligibility.
2. Must be a member in good standing of CNSA.
3. Must have a strong sense of responsibility and enthusiasm as indicated by signing the "Willingness to Serve" statement.
4. Must be able to fulfill all the requirements of office for board members, which may include:
 - a. Attending board meetings as called by the president during your term of office. Transportation and hotel costs may or may not be subsidized by CNSA in accordance with CNSA board decisions and CNSA policies. Meetings will usually alternate between northern and southern California
 - b. Attend the four full days of convention including board meetings and House of Delegates, and assisting with activities as needed.
 - c. Organize, lead, attend, and support local region/chapter meetings.
 - d. Attend special hearings, CNSA functions, CNSA special events, etc. in your area as requested by the board.
 - e. Act as a resource person in your area of expertise for local chapters and regions.
 - f. Promote membership recruitment through speaking engagements at local schools.
 - g. Devote a minimum of two hours weekly, or eight hours monthly, to CNSA correspondence/business (All correspondence to be answered within one week)
 - h. Prepare and present a written report to the board for each board meeting.
 - i. Maintain a file with all pertinent CNSA resources and information. An updated version of this file is passed down to your successor at the next convention.
 - j. Assume responsibility in implementing House of Delegates resolutions. This may include research, writing letters, meetings, etc.
 - k. Write and submit articles for *Range of Motion* in areas of expertise as designated by the *Range of Motion* editor. Solicit Range of Motion articles from other students.
 - l. Maintain contact with the president and other board members as required between board meetings.
 - m. Keep CNSA constituents informed through written materials, letters, *Range of Motion* articles and visits.
 - n. Keep receipts for expense vouchers to be given to treasurer at each board meeting.
 - o. Work on committees such as *Range of Motion*, bylaws, legislative, convention, finance, membership, Breakthrough to Nursing, Nominations and Elections.

III. Nominations and Candidacy Policies

A. Nominations

Nominations may be made from the floor, but no member may nominate more than one candidate for each office except by unanimous consent of the House of Delegates.

1. Nominations from the floor will be recognized at specified meetings of the House of Delegates through Saturday.
 - a) Applications for nomination must be submitted to the Nominations Chair prior to nominations from the floor.
 - b) Nominations from the floor may be made by any CNSA member, who is not currently a member of the CNSA Board of Directors. No campaigning may precede an individual's nomination.
 - c) There may be "write in" candidates and upon winning, the nominations packet is due no later than seven days after taking office.
2. Eligible candidates who have submitted applications for nomination to the Nominations Chair prior to the convention, upon reading of their name and position sought, will be considered nominated. These candidates do not need to be nominated from the floor.
3. To place a name in nomination, a member should approach the microphone and, after being recognized, should say: "Madam/Mister president, I nominate _____ from _____ for the office of _____. She/he had consented to serve". Nominations do not require a second.
4. The motion to close nominations is not in order until there are no further nominations from the floor. If the motion is made prematurely, the chair is obliged to ignore such a motion until all nominations have been made.
5. All candidates' applications for nomination shall be posted for inspection.

B. Candidacy

1. Qualifications for Candidacy:
 - a.) Must be a member in good standing of CNSA;
 - b.) Must be a nursing student for at least a majority of the term of office;
 - c.) Must submit a letter of reference from the Dean/Advisor stating candidate's ability to serve;
 - d.) Must agree to sign the "Willingness to Serve" form—a written commitment; e.) Must have read the CNSA Bylaws; f.) Must have a strong sense of responsibility and directed enthusiasm.
2. Elected officers who were nominated from the floor are required to submit the current letter of reference from nursing faculty by the first post-convention board meeting or after the state convention.
3. Offices open for election: President, Vice President, Secretary/Treasurer, Breakthrough to Nursing Director, Communications Director, Community Health Director, Convention Director, Legislative Director, and two Co-Chairpersons of the Council of Chapter Representatives. Please consult the CNSA Bylaws for a description of the duties of each of these offices, or speak with the person currently holding the position. For further information, contact the Nominations Chair (listed in the front of this packet).

4. Also indicate on the Nominations Application a second office for which you would be willing to run. In case of a vacancy in that office, you will be notified.
5. All candidates are responsible for knowing and following all rules.

C. Campaign Policy

1. Integrity and standards will be used to maintain absence of false, derogatory, and libelous statements.
2. One copy of each item of campaign literature must be submitted to the Nominations Chair for approval before convention - or at convention if a floor nominee, prior to posting or distribution.
 - a) There shall be no mention of any opponent for office in any candidate's campaign literature.
 - b) Elected or appointed members of the CNSA Board of Directors shall not wear any campaign material or actively support any candidate.
Exceptions will be made for board members running for office, who may wear their candidate ribbon at all times.
3. Campaign materials should not exceed the value of twenty dollars for each candidate. Candidates may be asked to submit an accurate account to the Nominations Chair before posting and/or distributing material.
4. There shall be no electioneering before the convention. Nominees from the floor: see the above policy.
 - a) No material is to be nailed, tacked, taped or stapled to the walls or placed on glass. Painting or other permanent marking or defacing of property is not permitted.
 - b) No campaign material of any type may be within 50 feet of polls on election day.
 - c) Each candidate is responsible for the removal of her/his campaign materials.

D. Violation of Campaign Regulations

1. All campaign regulation violations must be reported to the chair of the Nominations Committee who shall be responsible for investigating all violations.
2. The CNSA Board of Directors shall take the necessary action against violators.
3. Those who violate campaign regulations more than once shall be removed from the ballot by the House of Delegates upon the recommendation of the Board of Directors.

E. Elections

1. Elections shall be held in accordance with Article X (Elections) of the CNSA Bylaws.
2. Ballots cast for a candidate who has been disqualified for any reason are void.
3. Elections will be held on Sunday, October 18, 2009. Candidates will be presented to the House of Delegates-the voting body-on Saturday, October 17, 2009.
4. Anyone campaigning for board office must be able to remain at the convention site until 4:00 pm on Sunday, October 18, 2009, in the event she/he is elected.

CNSA Board of Directors

President

Major Responsibilities: Prepare the agenda (in consultation with staff) for, and preside over each board meeting; preside over the House of Delegates at the annual convention; serve as an ex officio member of all board committees; guide the board in setting and fulfilling goals and priorities for the year; oversee all board functions; attend the NSNA convention and the Council of State Presidents; attend local and regional activities; facilitate the development of leadership potential in board members; maintain philosophies, functions and policies of CNSA.

Desirable Qualifications: Knowledgeable about CNSA organization; aware of current issues in nursing and health care; organized but open and flexible as well; able to lead but not stifle; able to delegate responsibilities; able to speak before large groups; previous experience on CNSA board and knowledge of parliamentary procedure.

Time Commitment: There is the potential for spending many hours in meetings and other CNSA activities. The workload is fairly consistent year round, with the greatest amount of work occurring prior to and after each board meeting. Consideration should also be given to travel time for convention. The time commitment also varies with the issues in nursing and health care during the term of office.

Vice-President

Major Responsibilities: Review and recommend bylaws changes; serve as a resource person regarding parliamentary procedure; assume the duties of the president in the event the president is not able to serve; serve as chair of the Nominations and Elections committee and prepare the NEC packet for distribution; instruct and supervise runners & timers at the annual convention; compile the delegate handbook for convention.

Desirable Qualifications: Exhibit leadership abilities; willing to chair meetings; capacity to take over the presidency of the association if required; ability to function as a mediator and counselor for the board regarding both parliamentary procedure and bylaws.

Time Commitment: averages 3-4 hours per week, and at busy periods, 6-8 hours per week. The greatest amount of work occurs at the time of convention (CNSA in February and NSNA in April). Additional time should be allocated during the summer when the CNSA bylaws are re-typed and submitted and in November/December when the Delegates' Handbook is compiled and school bylaws are reviewed for consistency.

Secretary/Treasurer

Major Responsibilities: Record the minutes of all board meetings; organize and file the association's correspondence; keep officers, board, and delegates roll call sheets; and record the minutes of the CNSA Foundation board meeting. Chair the Finance Committee made up of the Executive Board members; in conjunction with staff, monitor all CNSA accounts; approve expenditures; make sure CNSA money is spent appropriately; work with staff and board committees to obtain income; in collaboration with staff submit a working budget for each year; review financial statements and variances from current budget

and previous year; submit an annual report at the end of the fiscal year; review requests for unbudgeted expenses and income.

Desirable Qualifications: Able to record appropriate notes relative to what is being said in a concise format; able to organize association-related priorities; able to write letters in the proper business format with correct grammar. Knowledgeable about basic accounting and bookkeeping concepts; able to work with a budget and financial statements; able to communicate with staff

Time Commitment: Will vary from 7 hours per month upward. The heaviest workload is just prior to and following the board meetings and convention.

Breakthrough to Nursing Director

Major Responsibilities: Chair Breakthrough to Nursing Committee; promote opportunities for underrepresented students in nursing and CNSA; speak to students at local and regional meetings about recruitment of traditional and nontraditional persons into nursing; promote and encourage a positive image of nursing; support state, local and chapter activities that encourage the educational system to be more responsive to needs of underrepresented students; attend all board meetings.

Desirable Qualifications: Knowledgeable about minority issues in nursing and diversity amongst the State of California's nursing population; able to speak before large groups; organized, assertive and enthusiastic; able to follow through on projects; strongly committed to nursing.

Time Commitment: Approximately 3-4 hours per week. Greatest amount of time spent working with elementary, junior high and high school students.

Communications Director

Major Responsibilities: Establish and chair the communications committee; be involved in or delegate duties associated with editing, story development, submissions for publication of the association official newsletter publication, *Range of Motion*. Oversee that *Range of Motion* is distributed to members as a benefit of membership; review school chapter newsletters and assist school chapters with newsletter publications. Be involved in or delegate duties associated with maintenance and development of CNSA website; keep website current; communicate with Board of Directors regarding deadlines and publication dates of *Range of Motion*, updates to the website, and upcoming events. Respond to emails and general questions concerning the CNSA website; write articles/editorials for each issue of *Range of Motion*; provide a report at each of the regularly scheduled Board of Director meetings; report to the House of Delegates at the annual convention; perform other duties as assigned by the president.

Desirable Qualifications: Able to organize and edit articles submitted by CNSA members; skilled in negotiating business contracts and evaluating contract work done involving publication of the newsletter and maintenance of the website. Be skilled in writing articles about healthcare and the current topics within the profession to be submitted to *Range of Motion*.

Time Commitment: Approximately 10-15 hours per month, work is heaviest prior to, during and after convention.

Community Health Director

Major Responsibilities: To promote a positive image of nursing students; promote community health and service activities; serve as a chair of the Community Health committee; serve as a liaison between NSNA, CNSA, and the chapter Community Health chairpersons. Coordinate activities with the NSNA Community Health Award; assist local chapters in participating, developing, coordinating, planning, and/or in implementing statewide, national, and/or international community service projects; create and maintain calendar of national health observances. Write articles related to community health and service for each

issue of *Range of Motion*. Provide a report at each of the regularly scheduled Board of Director Meetings; report to the House of Delegates at the annual convention; perform other duties as assigned by the president.

Desirable Qualifications: Able to organize and delegate duties that of community health projects; knowledgeable about community health topics at the local, state, national, and international levels.

Time Commitment: Approximately 4-5 hours per week.

Convention Director

Major Responsibilities: Serve as chair of the Convention Committee-responsible for the program and arrangements for the CNSA annual convention; work with staff to recommend sites and identify speakers, exhibitors, entertainment, etc.; work with staff in keeping records of convention expenses; compile layout of the convention program book.

Desirable Qualifications: Able to organize and delegate; skilled in negotiating with business people; knowledgeable about business and marketing practices; accounting background needed.

Time Commitment: Approximately 4-5 hours per week.

Legislative Director

Major Responsibilities: Chair the Legislative Committee; monitor legislative and political actions that affect nursing and nursing students on the local, state, and national levels; act as a liaison among state legislators and other politically active groups; promote CNSA political involvement and keep members informed of current issues; coordinate the resolutions process from development through submission and presentation to the House of Delegates at the annual convention; coordinating the Nursing Student in Sacramento Internship (NSSI) in coordination with ANA\C and ACNL; provides Communications Director with updated information regarding legislation and resolutions for website

Desirable Qualifications: Desire to be politically active; astute, with good "people skills"; willing to interact and correspond with well-known people in government and various associations; concerned about nursing and health care issues; interest in becoming more informed about current issues and events in nursing.

Time Commitment: Approximately 5-10 hours per week; will need to attend political functions.

Co-Chairpersons of the Council of Chapter Representatives

Major Responsibilities: Establish and maintain contact with each school in their respective region and serve as liaisons between the Council of Chapter Representatives and the Board of Directors at any one time; reach out to nursing schools in the state that do not have chapters and serve as resource persons for starting new chapters. Be members of the Nominations and Elections Committee; preside at meetings of the Council of Chapter Representatives; write articles for *Range of Motion* related to the Council of Chapter Representatives for each issue. Provide a report at each of the regularly scheduled Board of Director meetings. Report to the House of Delegates at the annual convention and perform other duties as assigned by the president.

Desirable Qualifications: Able to organize and chair the Council of Chapter Representatives meeting. As liaison to all local chapters designated in your region, you must be in good communication and willing to travel to local chapters or schools that do not have chapters to help with anything needed. Need to be able to prepare a meeting schedule and agenda for the scheduled Council of Chapter Representatives meeting.

Time Commitment: Approximately 4-5 hours per week.

California Nursing Students' Association

APPLICATION FOR STATE BOARD OF DIRECTORS

Desired Office: _____

Second Choice: _____

Name: _____

Address: _____

Phone: _____

School: _____

Expected Date of
Graduation: _____

1. List and explain any positions held or activities participated in on each of the following levels:

LOCAL:

STATE:

NATIONAL:

2. List additional experience outside of CNSA, which may add to your qualifications:

3. How would you use your office to the benefit of CNSA and its members?

4. State your goals for the desired office and means of implementation.

I realize the responsibilities of this office and of my position on the CNSA Board of Directors. I willfully consent to run for this office and if elected, will try my best to do my job efficiently.

I also confirm that I have read the “Nominations Packet 2009”.

Signature of Applicant

Deadline for applicants who wish to be listed in the convention program book is Friday, September 11, 2009.

Please mail your application to:

CNSA Nominations and Elections
3835 North Freeway Blvd, Ste 120
Sacramento, CA 95834



BOARD OF DIRECTORS

WILLINGNESS TO SERVE

If elected, I promise to serve CNSA to the best of my ability, and I am aware of the time and effort demanded by the responsibilities outlined for the office to which I am nominated. This includes required attendance at CNSA Board meetings and conference calls.

I also have read the **Bylaws** of this organization.

Signature of Candidate: _____

Date: _____

PLEASE WRITE A SHORT AUTOBIOGRAPHY BELOW— If elected, this will be included in the next issue of *Range of Motion* and posted on the CNSA website.