



## **Responsibilities and Expectations of Elected Board Members**

2025

Thank you for your willingness to serve, lead and contribute to the California Nursing Students' Association and the nursing profession. If you are considering running for an elected position, we encourage you to review the following Board Responsibilities and Expectations:

### **Each board member must:**

1. Must hold a current membership as defined in Article IV of the CNSA Bylaws and be enrolled as a nursing student at the time of election. 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 to serve.
4. Must be able to meet the responsibilities for all board members as written in the CNSA Bylaws and Board Manual.

### **The Following are the expectations of a Board Member:**

- A. Attend monthly and Special Board meetings as called by the President.
- B. Attend the Board Orientation on Sunday afternoon after the annual Convention
- C. Attend the Board retreat, if organized.
- D. Attend the Midyear membership Meetings.
- E. Attend the pre-meeting and all three days of the annual convention including board meetings and House of Delegates, assisting with activities as needed.
- F. Chair, organize, attend meetings, and support assigned Committee(s).
- G. Attend special hearings, CNSA functions, CNSA special events, etc. in your area as requested by the board.
- H. Act as a resource person in your area of expertise for local chapters and regions.
- I. Promote membership recruitment at local schools.
- J. Devote a minimum of two hours weekly, or eight hours monthly, to CNSA correspondence/business (All correspondence to be answered within one week).
- K. Prepare and present a written report for each board meeting as needed.
- L. Maintain a file with all pertinent CNSA resources and information.
- M. Maintain contact with the president, other board members, staff and advisors as required between board meetings.
- N. Keep CNSA constituents informed through content in the monthly Shift Report as well as any updates to information on the CNSA website as needed.