



MOUNT CARMEL
College of Nursing

Student Nurses Association at Mount Carmel

Board of Directors Application

2020-2021



Dear Prospective Candidate,

Thank you for expressing interest in wanting to run for a Board of Directors position for the Student Nurses Association of Mount Carmel (SNAM). SNAM gives you a unique opportunity to grow as students, and advocates, and it's a lot of fun along the way. Please read the following pages to obtain information on available positions and duties of office.

Thank you,

SNAM Board of Directors



Office of the President shall:

1. Schedule and chair local constituent meetings.
2. Prepare agenda of meetings and arrange for the next meeting before adjournment
3. Serve as liaison between the local constituent and state and national levels
4. Keep officers and members informed of important dates and activities
5. Assure that officers are in compliance with their designated roles and responsibilities
6. Appoints ad hoc committees as needed
7. Update SNAM Notebook
8. Consult with advisor to arrange periodic officer meetings
9. Serve as representative of SNAM at Freshman Orientation
10. Maintain communication with the student organization representative

Office of the Vice President shall:

1. Assume the responsibility of the presidential role as necessary
2. Serve as the liaison between SNAM and the Carmel Rapper and other newsletters and publications at Mount Carmel
3. Reserve room for local constituent meetings as needed
4. Record and maintain a point system as needed
5. Assume other responsibilities as appointed by the President



Office of the Secretary shall:

1. Record minutes of local constituent meetings
2. Distribute minutes of each meeting to SNMA officers and advisors, and the student governing board
3. Send and post reminders publicizing meetings and upcoming events at least one week prior to activities
4. Maintain communication with the Carmel Rapper
5. Update the SNAM information board
6. Assume other responsibilities as appointed by the President

Office of the Treasurer shall:

1. Act as the custodian of the organizational funds
2. Prepare the annual budget and financial reports
3. Work with the Director of Student Life and the SNAM faculty advisor to manage the chapter's account
4. Submit an updated budget and financial report to the Director of Student Life and the SNAM faculty advisor every month
5. Serve as chairperson for the fundraising committee, when such a committee is established by the Board of Directors
6. Present a Treasurer's report at every regularly scheduled meeting
7. Assume other responsibilities as appointed by the President



Office of the Membership Director shall:

1. Serve as the liaison between the local constituent and state and national levels in regard to membership
2. Serve as Project-In-Touch representative
3. Update the official membership roster
4. Maintain the responsibility for all recruiting efforts for both SNAM and NSNA at the local chapter level
5. Develop necessary recruitment strategies including, but not limited to, advertisement of membership benefits, provision of membership materials, presentations on SNAM/NSNA to each class level, and incentives to attract/retain members
6. Assume other responsibilities as appointed by the President

Office of the Community Health Director shall:

1. Chair SNAM's Community Health and Services Committee
2. Plan and implement at least three community health projects for the year in conjunction with that committee
3. Report the results of the project at the next regularly scheduled SNAM meeting following completion of the project
4. Serve as SNAM's liaison with the OhSNA Community Health Director
5. Submit an annual report of all SNAM's community health projects to the OhSNA Community Health Director as requested in the spring prior to the NSNA Annual Convention



6. Maintain a list of participants from the school for each project implemented
7. Submit articles regarding community health activities through SNAM to the SNAM Vice President for the Carmel Rapper and other newsletters at Mount Carmel and to the OhSNA Community Health Director for inclusion in the OhSNA newsletter
8. Assume other responsibilities as appointed by the President

Office of the Breakthrough to Nursing Director shall:

1. Plan and implement at least two Breakthrough to Nursing Projects for the year
2. Report the results of the projects at the next regularly scheduled SNAM meeting following the completion of the project
3. Serve as SNAM's liaison with the OhSNA and NSNA BTN Directors
4. Submit an annual report of all SNAM's BTN projects to the OhSNA BTN Director as requested in the spring prior to the NSNA Annual Convention
5. Submit articles regarding BTN activities at SNAM to the SNAM Vice President for the Carmel Rapper and other newsletters at Mount Carmel and to the OhSNA BTN Director for inclusion in the OhSNA newsletter
6. Submit a BTN project when applicable for the NSNA annual convention
7. Assume other responsibilities as appointed by the President



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Candidate for the Office of: _____

Second Choice: _____

Biographical Information (Please Print):

Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (_____) _____ - _____

E-mail Address: _____

Year in Program: _____

Expected Graduation Date (month/year): _____

How much time are you prepared to dedicate to an officer position? _____ hrs. per week

What are your goals if elected to this position:



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Please describe student leadership activities:

Please tell us about yourself in up to 300 words. Please include your goals, interests, hobbies, and current leadership roles.



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