Hello Arizona NAPNAP members!

It’s the time of year again to consider nominating yourself or a colleague for a leadership position within our local chapter. The positions that we will have open and corresponding position descriptions are listed below. For those interested, please submit a short bio, individual photo, and a description of why you are interested in the position. These should be sent to [dani@kidnurse.org](mailto:dani@kidnurse.org) no later than 5/1/20.

**BOARD POSITIONS**

PRESIDENT ELECT- 3 year commitment *(First year apprenticing and assisting current president, second year as acting President, last year continue leadership on the board as past President).*

* Must be a current NAPNAP member.
* The President shall be the principal executive officer of AZNAPNAP and shall, in general, supervise and control all of the administrative matters and business affairs of the chapter.   The President shall implement policy established by the members of the Executive Board.  The President shall preside at all meetings; execute all conveyances, notes, contracts, or other instruments authorized by the members; appoint all committees and chairpersons as provided in the bylaws; serve as an ex‑officio member of all standing committees; and perform and discharge all duties incident to the office of the President and such other duties as may be assigned by the members of the Executive Board.
* The President‑elect shall become familiar with the duties of the President and shall automatically succeed to the presidency at the conclusion of the President's term of office.
* The President‑elect shall perform the duties of the office in the absence of the President or in the case of inability to act.  When so acting, the President-elect shall have all powers of, and be subject to all the restrictions, placed upon the President, and shall perform such other duties as the members of the Executive Board may specifically prescribe.
* During the spring of the president-elect year and the fall of the president year, this individual also serves as the chair of the conference planning committee.
* As a thank you for serving in this position, the chapter provides membership reimbursement for all years of service, a $500 stipend in the president-elect and president years to attend the national conference, and complimentary registration to the AZNAPNAP conference.

TREASURER-2 year commitment

* Must be a current NAPNAP member.
* The Treasurer is responsible for all funds and securities of the chapter; receive and give receipts for all monies due and payable to the chapter from any source whatsoever, deposit all monies in the name of the chapter in banks or other depositories as shall be decided by the Executive Board; account for and record all financial transactions by the chapter; reconcile the records with bank statements; prepare and render an annual report to the chapter and to the National Association at the last regular meeting of each fiscal year and whenever requested by the National Association or chapter membership; authorize an annual audit/review of financial records of the Chapter in such manner as directed by the Executive Board and perform such other duties as may be assigned by the members of the Executive Board. The Treasurer shall transfer all account signatures, documents, and bank statements within four weeks of leaving or attaining office.
* As a thank you for serving in this position, the chapter provides membership reimbursement, a $250 stipend to attend the national conference, and complimentary registration to the AZNAPNAP conference during both years of service.

LEGISLATIVE CHAIR – 2 year commitment

* Must be a current NAPNAP member.
* The legislative chair will serve as the liaison between the national NAPNAP advocacy board, the AZNAPNAP Board and the chapter membership. The chair will evaluate proposed federal, state and local legislation for its implications for nursing practice and child health care and advise the board and chapter membership of its findings.
* As a thank you for serving in this position, the chapter provides membership reimbursement, a $250 stipend to attend the national conference, and complimentary registration to the AZNAPNAP conference during both years of service.

MEMBERSHIP CHAIR-2 year commitment

* Must be a current NAPNAP member.
* The membership chair will serve as the liaison between the National office and the AZNAPNAP Board to keep an up-to-date record of our current members.
* The membership chairperson will work with the Treasurer to ensure membership dues are received from the National office.
* The membership chairperson will verify members and non-members for our continuing education events
* As a thank you for serving in this position, the chapter provides membership reimbursement, a $250 stipend to attend the national conference, and complimentary registration to the AZNAPNAP conference during both years of service.

**NON-BOARD POSITIONS**

CONFERENCE PLANNING COMMITTEE MEMBER- commitment until Fall 2020 conference

* Must be a current NAPNAP member or student member.
* Committee member responsibilities include attending conference planning video meetings, helping acquire sponsors and silent auction items, attending our conference, and volunteering for day-of responsibilities to help us run the conference.
* As a thank you for volunteering on the conference planning committee, members who have contributed consistently on the committee will receive complimentary registration.

WEBSITE AND SOCIAL MEDIA LIASON-no term limit

* Assist in updating ENP network website and post updates on events to social media

GRANT WRITER- no term limit

* Present potential opportunities for grant funding to board and assist in grant proposal creation and submission

EVENT PLANNER-no term limit

* Assist in locating venues to host annual social events or continuing education events
* Seek out opportunities for NAPNAP representation at local community events

FUNDRAISING COMMITTEE-no term limit

* Develop or sustain current fundraising efforts (role will overlap with conference planning committee silent auction).
* Assist in contacting local businesses on behalf of a 501c3/Non-profit organization to elicit donation items for fundraising events
* Assist website/social media chair with communication and advertising events

STUDENT INTERN-1 year commitment

* The AZ NAPNAP Chapter is now accepting applications for 2020-2021 student intern positions!

This is a new position for our chapter, but has been very successful at other NAPNAP chapters for engaging and training our students.

* Interns work closely with executive board members on various AZ NAPNAP projects and on meeting/event planning. It’s a great opportunity to engage with PNP leaders in Arizona while also learning the ins and outs of how a professional board works. As a thank you to our student interns, the AZ Chapter will pay your NAPNAP membership dues.

***Want to learn how to get involved outside of the board and committee positions? Email the current President Samantha Casselman (***[***scasselman@phoenixchildrens.com***](mailto:scasselman@phoenixchildrens.com)***) to learn about additional opportunities to help in a small or large capacity.***