

JUNE 2012

The following are job descriptions for the Executive Board of the Florida Chapter of NAPNAP. The Board consist of the following positions; President, Vice-President, Treasurer, Secretary, Scholarship Chair, Legislative Chair and Membership Chair. All Board positions will have a two-year term in office. A member may only serve on the Board for 6 years in total. All members of the Executive Board have voting privileges. President, Vice- President, Secretary and Treasurer will be elected by the membership of the Florida Chapter of NAPNAP. The other positions will be appointed by the President.

Job Descriptions:

President:

- Conduct all business of the Florida Chapter of NAPNAP
- Coordinate/ direct quarterly Board meetings
- Coordinate Pharmacological and CEU dinner events
- Liaise with National regarding activities of the Chapter
- Liaise with the Gulf Coast Chapter of NAPNAP to coordinate the Annual joint conference
- Coordinate and direct the Annual conference in Even years
- Liaise with other state groups including but not limited to Florida Nurse Practitioner Network, Florida Coalition of Nurse Practitioners, and the Florida Nurses Association
- Represent NAPNAP at state and local events when invited by the group or asked by National to attend.
- Liaise with ENP Network programmers to maintain website
- Post announcements and events in a timely manner on ENP Network
- Maintain GoDaddy account for website
- Maintain bank account with Treasurer
- Coordinate with Board regarding donations and membership with other nursing organizations
- Take over for any member of Executive Board unable to attend Board meetings or dinner meetings
- Complete Chapter 10 report to National yearly

Vice-President:

- Maintain CEU records, compose certificates and distribute at CEU events, maintain sign-in sheet at CEU event and liaise with National when CEU application is due
- Assist President with running of Board meetings
- Represent Florida Chapter of NAPNAP in all professional events

- Assume position of President after 2 years of Vice-President

Treasurer:

- Maintain financial records, checkbook and statements
- Give treasurer report at each Board meeting
- Coordinate monies received for Annual conference with Gulf Coast Chapter
- File Chapter 11 and 12 reports with National quarterly and yearly as required
- Liaise with President regarding financial concerns and payments
- Represent Florida Chapter of NAPNAP at all professional events

Secretary:

- Keep minutes for all Board meetings and CEU/ pharmaceutical dinner meetings
- Liaise with ENP network to post minutes on website
- Represent Florida Chapter of NAPNAP at all professional events

Scholarship Chair:

- Post application to ENP Network in August of the year and make Florida Nursing Schools aware of scholarship application opening and deadline
- Close applications on September 30 of year through ENP Network
- Evaluate and decide which applicants will receive the two \$500 scholarships
- If difficulty in decision arises, Executive Board will be asked for assistance in decision
- Notify recipients by phone or email of scholarship being awarded
- Notify Treasurer of recipients and how they will be awarded
- Award scholarships at Annual conference in January unless student is unable to attend, then announcement will be made and recipient(s) will receive check in the mail
- Represent Florida Chapter of NAPNAP at all professional events

Legislative Chair:

- Liaise with local, state and National to make members aware of legislative issues
- Attend Quarterly Florida Coalition of Nurse Practitioner meetings with President
- Post legislative activities to website
- Represent Florida Chapter of NAPNAP at all professional events

Membership Chair:

- Receive membership list monthly from National
- Email returning and new members from monthly list to inform them of upcoming events and how to register on ENP Network, website
- Maintain membership standing of those members registered on the website
- Represent Florida Chapter of NAPNAP at all professional events