

Indication of Willingness to Serve the Rochester AACN Chapter

*Please check the position for which you are willing to serve.*

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* am willing to serve in the following position for June 2014- July 2015:

*□* Secretary

Secretary shall keep or cause to be kept at the principal office of the Chapter a book of the minutes of the meetings of the Chapter and of the Board of Directors and shall give or cause to be given notice of all meetings of the Board of Directors and members in accordance with these Bylaws. The Secretary shall also keep or cause to be kept at the principal office of the Chapter the Chapter Charter Agreement, the Chapter Bylaws, and chapter membership roster, and shall in general perform all duties incident to the office of Secretary and such other duties as the Board of Directors may prescribe.

Rochester Secretary Duties:

* As secretary, you are responsible for reaching out and obtaining a sponsor for each monthly meeting. This often requires you to meet with the vendors prior to the meeting. Additionally, you are the person of communication between Saints on Second and the sponsor.
* During each meeting, you must have all of the members sign an attendance sheet. After the meeting you are to send a thank you to the vendor along with the attendance sheet. Because this position is part of the board of directors you are expected to attend each monthly meeting.
* You are also required to take minutes at the meeting and send them to the president and webmaster to post on the website

\* Please answer the following six questions and be prepared to present at the next AACN meeting on Monday April 21, 2014

1. Why would you like to become an officer for the Rochester AACN Chapter?
2. How are you currently involved in our chapter?
3. List your nursing and/or community leadership experiences.
4. What strengths will you bring to the Rochester AACN Board of Officers?
5. What is your vision for the Rochester AACN Chapter?
6. As an AACN Officer, it is an expectation to attend every meeting (Meetings are the third Monday of the month from 1800-2000) and any additional officer/committee meetings. Are you able to commit to this?

SUBMISSION DIRECTIONS

We appreciate your interest in becoming more involved in the local AACN chapter and look forward to receiving your application!

APPLICATOIN DEADLINE:

Please note that your completed application must be submitted by Friday April 18, 2014 11:59pm

Where to submit your application:

Please email your completed application to [RochesterMnAACN@gmail.com](mailto:RochesterMnAACN@gmail.com)

E-mail Confirmation:

You will receive confirmation e-mail that your application has been received.

If you do not receive confirmation e-mail within 24 hours of submission, please contact Eden Sonn at [sonnx001@umn.edu](mailto:sonnx001@umn.edu)

Thank you for your willingness to serve the Rochester AACN Chapter!