

## Siouxland AACN Board/Committee Roles and Responsibilities

### **Board Members**

#### President:

- One-year term; Previous year's President-Elect
- Facilitate and lead monthly meetings
- Facilitate and lead yearly workshop/conferences
- Oversee and manage all committees
- Facilitate summer planning meetings

#### President-Elect:

- One-year term; becomes president following year
- Fill in for current president if unable to attend event/meeting

#### Secretary:

- One-year term
- Records all meeting minutes and distributes to board monthly
- Upload meeting minutes to Siouxland Nursing network every month
- Assists with tracking and approving chapter members' merit point submissions
- Assists with advertising and updating merit points forms

#### Treasurer:

- Two-year term
- Handles all financials
- Submits financial reports to national office quarterly
- Maintains checking and savings accounts

#### Treasurer-Elect: (will be open in June 2027)

- One-year term; becomes Treasurer the following year
- Elected in current treasures second year

### **Committee Chairs:** All one-year commitments

#### Membership Chair:

- Assists with sign-in/registration at every meeting
- Maintains Siouxland membership list/contact information
- Maintain Siouxland members on the national AACN database
- Obtain and distribute membership vouchers

#### Program Development/Workshop Chair:

- Assists with securing speakers and vendors for special programs/conferences
- Assists with planning special events such as dinner meetings
- Submit CEU approval and collect evaluation forms for each education event
- Plan Fall or Spring Workshop with current president
- Organize and schedule speakers

#### Community Service Chair:

- Plan community service events throughout the year
- Coordinate volunteer opportunities with community service organizations
- Coordinate volunteers for each event, send out reminders for events to ensure attendance

#### Scholarship Chair:

- Plan yearly scholarship awards
- Set due dates and maintain scholarship applications
- Chair members may not apply for a scholarship if serve on this committee
- Choose yearly scholarship recipients

#### Webmaster:

- Maintain Siouxland Nursing Network website
- Upload Media, events, and announcements
- Maintain Siouxland Facebook page

\*Board/Chair members should attend monthly meetings to stay up to date on current chapter happenings\*

\*Board Members must be filled first before Committee chair members open\*