MASN Operating Guidelines

Revised 07/2018

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President

Policy

The President is the chief elected officer, representative, and spokesperson of the Association. This position is elected by the general membership. The President shall serve one (1) term of two (2) years. The President must be an active member of MASN. Eligibility and terms of office shall be determined by the Bylaws.

Procedures

THE PRESIDENT SHALL:

- Promote the mission and goals of MASN
- Lead the board to develop and implement a Strategic Plan
- Preside at all meetings of the Board of Directors and at all membership meetings
- Provide agenda and meeting materials to the secretary 5-7 days prior to BOD meeting
- Appoint all standing committee chairpersons, except Nominating Committee, subject to the approval of the Board of Directors
- Appoint such special board positions/committees/task forces as deemed necessary
- Designate a temporary alternate Representative to NASN if necessary
- Be an ex-officio member of all committees except the Nominating Committee
- Attend the MASN and NASN Annual Conferences
- Establish the dates, times and agenda for Board of Directors meetings
- Communicate with general membership through President’s Message in the “Communicator” and electronic emails
- Lead Board members to collaborate with key stakeholders, the Michigan Department of Education and Department of Health and Human Services
- Submit a proposed budget to the Treasurer at the July board meeting
- Submit Strategic Plan, new chairperson’s names and President’s Report to the Communication Chair
- Submit an Annual Report, via the “Communicator”
- Perform such other duties as may be requested or assigned by the Board of Directors
President Elect

Policy

The President Elect shall, with the President, coordinate the work of the organization in order to assume leadership and in preparation for transition to the role of President. This position is elected by the general membership. The President Elect shall serve one (1) term of two (2) years, progressing to the office of President. The President Elect must be an active member of MASN. Eligibility and terms of office shall be determined by the Bylaws.

Procedures

THE PRESIDENT ELECT SHALL:

- Assume the duties of the President in the President’s absence
- Complete the term of the President in the event the President is unable to complete term
- Act as spokesperson for MASN at the request of the President
- Promote professional school nursing services to ensure a safe and healthy environment for students
- Assist members with professional school nurse concerns by providing advice and information (this may require consultation with the SSNC), and correspondence on their behalf and that of MASN
- Understand and become knowledgeable regarding MASN Bylaws
- Attend the MASN and NASN Annual Conferences
- Be responsible for the oversight of the Legislative Committee, chairing the Legislative Committee in the absence of a Chair
- Attend all Board of Directors meetings and prepare a summary of activities for each meeting
- Submit an Annual Report, via the “Communicator”
- Submit a proposed annual budget to the Treasurer at July Board meeting
- Submit articles to the “Communicator” as appropriate
Vice President

Policy

The Vice President is responsible for the planning and facilitating of the annual MASN conference. The Conference Vendor Coordinator functions under the Vice President in the MASN Organizational Chart. This position is elected by the general membership. The Vice president shall serve one (1) term of two (2) years. The Vice President must be an active member of MASN. Eligibility and terms of office shall be determined by the bylaws.

Procedures

THE VICE PRESIDENT SHALL:

- Review past conference surveys in order to choose speakers, topics, sites and themes for future conferences
- Confer with President on conference dates
- Secure contract with the host of the conference site
- Work with conference planning committee to obtain conference speakers, plan agenda and provide CEUs for participants
- Provide Treasurer and Communication Chair with registration information in a timely manner
- Obtain and work with the Conference Vendor Coordinator
- Attend all Board of Directors meetings to report on the status of conference plans
- Submit a proposed annual budget in July to the Treasurer
- Submit articles to the newsletter as appropriate
- Submit a summary report to the board following the conference
- Submit an Annual Report via the “Communicator”
- Submit appropriate information for the website to the Website Coordinator
- Perform such other duties as may be requested or assigned by the President and/or the Board of Directors
Secretary

Policy

The Secretary is the official recorder for all meetings of the Association. This position is elected by the general membership. The Bylaws Coordinator and Historian function under the Secretary in the MASN Organizational Chart. The Secretary shall serve one (1) term of two (2) years. The Secretary must be an active member of MASN. Eligibility and terms of office shall be determined by the Bylaws.

Procedures

THE SECRETARY SHALL:

- Record and maintain the minutes of the proceedings of all meetings/conference calls of the Board of Directors and the Annual Meeting
- Send minutes to MASN Board of Directors within 7-10 days of BOD meeting
- Maintain copies of amendments to the Bylaws and copies of official correspondence
- Correspond with the President to arrange Board of Directors meeting place and meals
- Send BOD meeting agenda, materials and directions if needed to board members 5-7 days prior to meeting.
- Notify board members of the Board of Directors meetings
- Provide board member handbook to new board members
- Notify the membership of general Association meetings
- Obtain and work with Bylaws Coordinator and Historian
- Submit highlights from the Board of Directors meetings for the “Communicator”
- Submit a proposed budget to the Treasurer at the July board meeting
- Submit the approved minutes of BOD/Annual meetings for the website to the Website Coordinator
- Submit minutes of the Annual Meeting to the Communication Chair for publication
- Perform such other duties as may be requested or assigned by the President and/or the Board of Directors
Treasurer

Policy

The Treasurer is responsible for monitoring all MASN expenditures and income. This position is elected by the general membership. The Publications Coordinator functions under the Treasurer in the MASN Organizational Chart. The Treasurer shall serve one (1) term of two (2) years. The Treasurer must be an active member of MASN. Eligibility and terms of office shall be determined by the Bylaws.

Procedures

THE TREASURER SHALL:

- Be a member of all official budget related committees
- Monitor MASN income and expenses monthly in relation to the approved budget
- Review all motions passed by the Board of Directors and Executive Committee for financial impact and feasibility
- Work with NASN to collect dues
- Work with MASN Conference Chair to collect monies and determine membership status for the MASN conference attendees
- Obtain and work with Publications Coordinator
- Receive, record and deposit in the name of MASN, all monies from dues and other sources
- Provide receipts for all monies received, as requested
- Pay all bills within 30 days of receipt
- Secure an annual review, by an outside agency, or appointed review committee, of the treasurer’s books and submit a financial statement at the Annual Meeting
- Provide records for an annual financial review
- Attend all Board of Directors meetings and prepare financial reports for each board meeting
- Prepare a complete financial report from July 1 to June 30 to be included in the Annual Report for the membership
- Prepare a proposed budget to be discussed by the Board of Directors at the May board meeting and to be finalized by July 1.
- Submit an Annual Report, via the “Communicator”
- Submit articles to the “Communicator” as appropriate
- Alert board members if/when spending nears or exceeds their budgeted amount
- Maintain 501(c)6 status and file any IRS requirements
NASN Director

Policy

The NASN Director is the official spokesperson for the Association at meetings of the NASN Board of Directors. This position is elected by the general membership. The NASN Director shall serve a four year term. The Bylaws of MASN shall determine eligibility and terms of office. The NASN Director shall assume duties following the first annual NASN meeting of the year elected.

Procedures

THE NASN DIRECTOR SHALL:

● Attend the NASN Board of Directors meetings and the annual meeting of NASN at the expense of MASN
● Serve as a member of the MASN Board of Directors
● Attend MASN Board of Directors meetings and submit a written report of NASN activities to this body, including changes in NASN bylaws, dues structure, pertinent actions or motions taken by NASN Board of Directors
● Participate in all official MASN budget related committees
● Submit a proposed budget to the Treasurer at the July board meeting
● Submit an Annual Report, via the “Communicator”
● Submit additional articles to the “Communicator”, as appropriate
● Provide NASN with relevant member issues and interpret membership common concerns
● Submit the bi-annual Affiliate Report (January and June) to NASN via NASN website
● Submit SNOY & SNAY information to NASN before March 1st via NASN website
● Serve on NASN Task Forces
● Serve as the NASN contact for Michigan’s school health related issues and concerns
● Submit to NASN any changes/revisions in the state immunization laws, Nurse Practice Act, or State affiliate bylaws
● Submit curriculum vitae and member (NASN Representative) interest survey to NASN of the year elected via NASN website
● Promote membership in state via NASN display at meetings, newsletters, etc.
● Provide orientation to incoming NASN Representative and forward all NASN materials at or prior to the time of installations
● Notify MASN President if unable to perform duties
● Submit appropriate information for the website to the Website Coordinator


Communication Chairperson

Policy

The role of the Communication Chairperson is to produce a high quality newsletter for the MASN membership according to the bylaws. The Website Coordinator and Public Relations Coordinator function under the Communication Chairperson in the MASN Organizational Chart. This position is appointed by the President at least every two (2) years with approval of the Board of Directors. The Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE COMMUNICATION CHAIRPERSON SHALL:

- Produce and distribute the “Communicator” as directed in the bylaws. (Article XII)
- Determine deadline for articles to be submitted “Communicator.”
- Establish an article in the “Communicator” requesting information on resources from members
- Proof articles as needed and summarize where necessary. Make sure dated information will be relevant at time of distribution
- Work with the President and Board of Directors to obtain important content for the newsletter
- Obtain and work with a Public Relations Coordinator
- Place an electronic copy of the “Communicator” and the Annual Report in the “Members Only” section of the MASN web site
- Place an electronic copy of BOD meeting minutes on the MASN web site.
- Compile and publish the Annual Report to the MASN membership prior to the annual meeting
- Procure and renew the web host account and domain name as needed
- Maintain the format and appearance of the website
- Create forms and documents on the site with approval from the Board of Directors
- Update and link pages to other websites with approval from the Board of Directors
- Obtain permission from the Board of Directors for links to other sites as well as license fees
- Maintain and update the names and email addresses of officers and committee chairpersons on the website
- Respond and direct questions sent to the Website Coordinator from the site
- Attend all Board of Directors meetings
- Submit a proposed annual budget in July to the Treasurer
- Write articles for the “Communicator”, as appropriate
Legislative Chairperson

Policy

The Legislative Chairperson represents the political and professional views of the Association. The President appoints this position at least every two (2) years with approval of the Board of Directors. The Legislative Chair must be an active member of MASN and is expected to retain the position for a minimum of two (2) years at the discretion of the President.

Procedure

THE LEGISLATIVE CHAIRPERSON SHALL:

● Coordinate and chair MASN legislative committee conference calls/meetings monthly or as needed to review current legislative issues.
● Prepare Legislative Grid for MASN Legislative Committee and members and post to website after Board of Directors approval.
● Work with appropriate groups to track legislation that affects MASN members and the health and well-being of Michigan’s school age children.
● Promote issues with legislators that reflect the mission and position statements of MASN.
● Collaborate and form coalitions with the MCMCH, COMON, and other school health stakeholders regarding legislative issues.
● Encourage MASN members’ participation in grassroots political organizations that support the health and safety of children.
● Identify MASN members or friends of MASN who would be willing to provide legislative testimony on behalf of MASN.
● Prepare worksheet and testimonies in support of or in opposition to legislative bills for review and approval by the Board of Directors.
● Work with BOD to organize emails and send out for legislative issues that need quick action.
● Attend all Board of Directors meetings and report on the status of any legislative issues and committee meetings.
● Submit a proposed annual budget to the Treasurer at the July board meeting.
● Submit an Annual Report via the “Communicator”.
● Submit articles to the “Communicator” as appropriate.
● Review/Update Legislation section/Legislative grid of MASN website and provide this information to the Website Coordinator.
● Perform other such duties as may be requested or assigned by the President and/or Board of Directors.
Membership Chairperson

Policy

The Membership Chairperson is responsible for monitoring, recording and reporting the Organization's membership status to the Board of Directors and to the membership of the Organization and to collaborate with the National Association of School Nurses regarding membership issues. The Awards Coordinator functions under the Membership Chairperson in the MASN Organizational Chart. The Membership Chair is appointed by the President at least every two (2) years with the approval of the Board of Directors. The Membership Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE MEMBERSHIP CHAIRPERSON SHALL:

- Collaborate with both MASN and NASN staff to ensure continuity and accuracy of membership information and lapsed member retention
- Act as a resource person for potential and current members who have questions related to membership status and procedures
- Verify membership category eligibility, according to current bylaws, for new and renewing members on a monthly basis
- Collaborate with the Conference Chair and the Treasurer to verify membership status for the Annual Conference
- Obtain and work with Awards Coordinator
- Identify/maintain a list of school nurses, both member and non-member, for communication of timely issues
- Attend all Board of Directors meetings and report on status of MASN membership
- Review/update Membership section of “Membership” section of MASN website and provide this information to the Website Coordinator
- Submit a monthly update of new/dropped members to the Regions Chair
- Submit an Annual Report via the “Communicator”
- Submit a proposed annual budget to the Treasurer at July board meeting
- Submit articles to the “Communicator”, welcoming new members and membership updates
- Maintain all membership data in a confidential manner
- Perform other such duties as may be assigned by the President and/or Board of Directors
Nominations Chairperson

Policy

The Nominations Chairperson is responsible for presenting a ballot of eligible candidates for each vacant office to the Board of Directors. The Nominations Chair is appointed by the President at least every two (2) years with the approval of the Board of Directors. The Nominations Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE NOMINATIONS CHAIRPERSON SHALL:

- Solicit committee members from Board of Directors and membership
- Seek out qualified candidates for each office
- Review each nominee’s qualifications to ensure that they meet eligibility requirements as outlined in MASN Bylaws
- Send letter of agreement to each candidate prior to approval of final ballot
- Submit a ballot of candidates to the Board of Directors
- Obtain biographical data from the nominees
- Prepare electronic ballot for the membership to vote
- Verify electronic results with committee
- Notify all candidates of results in writing
- Attend all Board of Directors meetings to report on status of Committee work
- Submit elected officers information for the website to the Website Coordinator
- Submit an annual report via the “Communicator”
- Submit a proposed budget to the Treasurer at the July board meeting
- Submit articles to the “Communicator” as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors
Nominations Calendar of Events

September
- Nominations Chair will solicit committee members from membership

October
- Approval of Nominations Committee at the Board of Directors meeting
- Seek out qualified candidates for each office

January
- Submit tentative ballot at the Board of Directors meeting for approval
- Send a letter of agreement to each candidate
- Obtain biographical data from each candidate

February
- Request approval of final ballot at February/March Board meeting
- Prepare electronic voting platform and provide members with voting instructions, including biographical data of candidates, to all eligible members by the second week of March

April
- Voting will be concluded by April 1, or 21 days prior to the Annual meeting, whichever is first
- Ballots shall be counted by the Nominations chair and at least one Committee member
- Election will be majority votes cast
- Tie votes shall be determined by ballot vote at the Annual meeting
- Nominations Chair shall notify all candidates of the results in writing by April 14 or seven (7) days prior to the Annual meeting, whichever is first
- Nominations chair shall report at the annual business meeting the number of ballots cast and the candidates selected
- All voting data shall be kept confidential and retained by the Nominations Chair for one year
- Submit article for annual report
Professional Development Chairperson

Policy

The Professional Development Chairperson is responsible for ensuring that MASN members have access to professional development opportunities that align with identified needs and the Framework for 21st Century School Nursing Practice. The Mentoring Coordinator functions under the Professional Development Chairperson in the MASN Organizational Chart. The Professional Development Chair is appointed by the President at least every two (2) years with the approval of the Board of Directors. The Professional Development Chair must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE PROFESSIONAL DEVELOPMENT CHAIRPERSON SHALL:

- Identify educational and training needs of the membership
- Participate on the conference planning committee to develop the agenda and obtain speakers
- Review and maintain the educational materials and programs on the MASN website to ensure their validity and appropriateness
- Assist members with training and education concerns
- Attend all Board of Directors meetings and prepare a summary of activities for each meeting
- Provide educational opportunities information for the website to the Website Coordinator
- Submit an Annual Report, via the “Communicator”
- Submit a proposed annual budget to the Treasurer at July Board meeting
- Submit articles to the “Communicator” as appropriate
Regions Chairperson

Policy

The Regions Chairperson is responsible for organizing Regions as designated per the board. The Regions Chair will help develop a leader for each region, pass on information to the leader and facilitate a region meeting if possible at least once a year. The Mentoring Coordinator functions under the Region Coordinator in the MASN Organizational Chart. This position is appointed by the President at least every 2 years with the approval of the Board of Directors. The Regions Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of (2) years at the discretion of the President.

Procedures

THE REGIONS CHAIRPERSON SHALL:

- Maintain or adjust regions by county per board discussion
- Coordinate all aspects of Regions duties
- Recruit and develop a leader for each region
- Keep the President information of any region business as needed
- Attend or arrange to plan region meetings yearly if possible
- Obtain and work with Mentoring Coordinator
- Attend MASN annual conference to organize events for regions
- Submit articles to the “Communicator”
- Submit information for the website to the Website Coordinator
- Submit a proposed annual budget in July to the treasurer
- Meet with the region leaders at least yearly at the annual conference
- Maintain an open line of communication with region leaders
- Submit an annual report, via the “Communicator”, to the MASN membership prior to the annual meeting
Special Education Chairperson

Policy

The Special Education Chairperson is responsible for monitoring issues involving special education at local, state and federal level. This position is appointed by the President at least every two (2) years with approval of the Board of Directors. The Special Education Chairperson must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE SPECIAL EDUCATION CHAIRPERSON SHALL:

● Maintain communication with the Legislative Chairperson on pending legislation involving special education
● Investigate and answer member questions involving special education and related areas
● Attend all Board of Directors meetings and report status of activities and events involving special education of interest to school nursing
● Submit an Annual Report via the “Communicator”
● Submit a proposed annual budget to the Treasurer at the July board meeting
● Submit articles to the “Communicator”, as appropriate
● Perform other such duties as may be requested or assigned by the President and/or Board of Directors
Awards Coordinator

Policy

The Awards Coordinator is entrusted with the responsibility of recognizing individuals and organizations that have continuously supported or uniquely contributed to MASN, school nursing, or school health services, or given outstanding service to MASN. The Awards Coordinator functions under the Membership Chairperson in the MASN Organizational Chart and is part of the Annual Conference Committee. The Awards Coordinator is appointed by the President at least every two (2) years with approval of the Board of Directors. The Coordinator must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE AWARDS COORDINATOR SHALL:

- Report to the Membership Chair
- Develop a committee to assist with awards
- Send letter by October 15 to all school superintendents with information about MASN School Nurse of the Year and MASN School Nurse Administrator of the Year awards
- Collect names and data of potential recipients for each award
- Coordinate all aspects of the MASN School Nurse of the Year, MASN School Nurse Administrator of the Year awards
- Assist the President and Board in coordinating the Dorothy Christie, Friend of School Nursing and the Distinguished Service awards
- Review awards criteria on an annual basis and make revisions as necessary
- Maintain schedule and duties as identified in Award Criteria and Procedures
- Contact the award recipient as applicable via phone and letter regarding the award and extend an invitation to attend the awards luncheon during the Annual Conference
- Complete and carry out all correspondence in relation to committee work
- Attend all Board of Directors meetings and report on committee work
- Submit an Annual Report, via the “Communicator”
- Submit a proposed annual budget to the Treasurer at July Board meeting
- Work with the Website Coordinator to maintain award documents on the website
- Submit articles to the “Communicator”, as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors
Bylaws Coordinator

Policy

The Bylaws Coordinator provides guidance to the Board of Directors in regard to actions, which may be affected by the bylaws and coordinates the activities of the Bylaws Committee. This position functions under the Secretary in the MASN Organizational Chart and is appointed by the President at least every two (2) years with approval of the Board of Directors. The Bylaws Coordinator must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE BYLAWS COORDINATOR SHALL:

- Report to the Secretary
- Maintain familiarity with the current bylaws
- Maintain familiarity with the NASN bylaws and propose any changes in the MASN bylaws, which will keep MASN in compliance with NASN
- Receive suggestions from the general membership and Board of Directors for revision of the Bylaws
- Coordinate meetings to discuss or write any proposed changes
- Present any proposed bylaw changes to the Secretary and Board of Directors in accordance with Article XIV of the Bylaws
- Update any language approved by the membership
- Provide and maintain a printable version with MASN Logo and the year of the revision on the website
- Attend all Board of Directors meetings and report on the status of any proposed changes and committee meetings
- Submit a Annual Report, via the “Communicator”
- Submit a proposed annual budget to the Treasurer at May Board meeting
- Submit articles to the “Communicator”, as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors
Fundraising Coordinator

Policy

The Fundraising Coordinator is assigned the responsibility to ensure that desirable items are available for sale or raffle to raise money for MASN. This position functions under the Vice President in the MASN Organizational Chart and is part of the Annual Conference Committee. This position is appointed by the Vice President at least every year with approval of the Board of Directors.

Procedures

THE FUNDRAISING COORDINATOR SHALL:

- Report to the Vice President
- Develop ideas and projects that would be suitable fundraisers for MASN
- Obtain sources and prices for any suggested fundraisers
- Present all ideas and prices to Conference Committee and Board of Directors for approval
- Order all items approved as fundraisers and submit bills to Vice President
- Be responsible for set-up, selling, break-down and handling of all monies during the sale of fundraising items at the MASN Annual Conference
- Hand in all monies collected to Treasurer at end of conference
- Prepare an itemized statement of items sold and funds raised for the Vice President
- Arrange for storage of items not sold
**Historian**

**Policy**

The Historian is the official keeper of all pertinent historical information of interest to the Association. This position functions under the Secretary in the MASN Organizational Chart and is appointed by the president at least every two (2) years with approval of the Board of Directors. The Historian must be an active member of MASN. It is recommended that the Historian be a former MASN Board of Directors member. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

**Procedures**

**THE HISTORIAN SHALL:**

- Report to the Secretary
- Identify, collect, and maintain historical information of interest to the association
- Maintain a file of all reports, records, official proceedings, publications, meetings, and other events of interest for use by future officers and members
- Develop, organize and maintain an appropriate filing and storage system for all MASN historical properties
- Store materials as directed by the Board of Directors
- Archive appropriate materials with the Lansing library
- Attend all Board of Directors meetings
- Submit a proposed annual budget to the Treasurer at the May board meeting
- Submit an Annual Report via the “Communicator”
- Submit article to the “Communicator”, as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors
Mentoring Coordinator

Policy:

The Mentor Coordinator is the liaison between MASN and new school nurses. This position functions under the Region Chairperson in the MASN Organizational Chart and is appointed by the President at least every 2 years with approval of the Board of Directors. The Coordinator must be an active member of MASN. It is expected that the position will be held for a minimum of 2 years at the discretion of the President.

Procedures:

The Mentoring Coordinator shall:

- Report to the Professional Development Chair
- Collect names and data of new school nurses
- Coordinate all aspects of the MASN Mentoring Program
- Complete and carry out all correspondence regarding the Mentoring Program
- Provide new school nurse orientation packets at the MASN Annual Conference
- Submit a proposed annual budget to the Treasurer at July board meeting
- Submit articles/information to the “Communicator”, and to the MASN website as appropriate
- Submit an annual report, via the “Communicator”, to the MASN membership prior to the annual meeting
Public Relations Coordinator

Policy

The Public Relations Coordinator develops, implements and promotes projects that will aid the organization in presenting a positive image of school nursing and promote MASN as a recognizable and accepted force for school health issues. This position functions under the Communication Chairperson in the MASN Organizational Chart and is appointed by the President at least every two (2) years with approval of the Board of Directors. The Coordinator must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE PUBLIC RELATIONS COORDINATOR SHALL:

- Report to the Communication Chairperson
- Coordinate with Chairs of various committees to develop promotional materials for those committees
- Provide conference attendees with sample press articles for distribution to local newspapers
- Prepare articles for nursing journals, newsletters, publications on upcoming MASN events
- Promote MASN and school nursing through Facebook, Twitter and other social media as appropriate
- Attend all Board of Directors meetings and report on the status of any activities and progress of any projects
- Submit an Annual Report via the “Communicator”
- Submit information for the website to the Website Coordinator
- Submit a proposed annual budget to the Treasurer at the July board meeting
- Submit articles to the “Communicator”, as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors
Publications Coordinator

Policy

The Publications Coordinator is responsible for maintaining, mailing and storing all publications the organization produces. This position functions under the Treasurer in the MASN Organizational Chart and is appointed by the President at least every two (2) years with approval of the Board of Directors. The Publications Coordinator must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the President.

Procedures

THE PUBLICATIONS COORDINATOR SHALL:

- Report to the Treasurer
- Purchase materials necessary for the invoicing, storing, and mailing of publication materials
- Mail out orders for publications in a timely manner
- Maintain a ledger of sales and money outstanding
- Keep Board apprised of latest update of published materials
- Prepare items for sale at annual conference
- Attend all Board of Directors meetings and report on sales and money outstanding
- Submit any changes “Publications” section of the MASN website (including information, flyers, etc) to the Website Coordinator
- Submit an Annual Report via the “Communicator”
- Submit a proposed annual budget to the Treasurer at the July board meeting
- Submit articles to the “Communicator”, as appropriate
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors
Conference Vendor Coordinator

Policy

The Conference Vendor Coordinator is the representative for the Association responsible for soliciting and procuring exhibitors, sponsors, and donors for MASN conferences. The position functions under the Vice President in the MASN Organizational Chart and is part of the Annual Conference Committee. The Vendor Coordinator is appointed by the Vice President every two (2) years with approval of the Board of Directors. The Coordinator must be an active member of MASN. It is expected that the position will be held for a minimum of two (2) years at the discretion of the Vice President.

Procedures

THE CONFERENCE VENDOR COORDINATOR SHALL:

- Report to the Vice President
- Solicit exhibitors, donors and sponsors by phone, email, fax and mail for MASN conferences
- Arrange for payment and receipt of all exhibitor and sponsorship fees and submit them to the MASN Treasurer
- Coordinate any sponsorship arrangements for receptions, breaks, meals or conference give away items with the Vice President
- Organize the delivery and display of non attending vendor handouts and donations
- Handle all exhibitor table arrangements and needs
- Oversee the handling and raffling off of vendor door prizes if available
- Send thank you notes to all exhibitors, sponsors and donors
- Question conference vendors/specialist about research opportunities available
- Report to Vice President any progress towards exhibitor, sponsorship and donor arrangements
- Submit a proposed annual budget to the Treasurer at the July board meeting
- Submit articles to the “Communicator”, as appropriate
- Submit an Annual report via the “Communicator”
- Perform other such duties as may be requested or assigned by the President and/or Board of Directors