New Hampshire Nurses Association
Volunteer Position Description

Position Title: Chair/Vice Chair, Commission on Continuing Education
Responsible to: President, Board of Directors
Staff Liaison: Nurse Executive Director

Position Description:
1. Chair: act as liaison for CCE to the NEMSD Continuing Education Unit, the NHNA Board of Directors and Nurse Executive Director, with Vice Chair to assist as needed.
2. Vice Chair: set and publish agenda for each meeting of the CCE, Chair to assist as needed.
3. Vice Chair: preside over all meetings of the CCE, with Chair to assist as needed.
4. Assure that minutes of each CCE meeting are duly recorded and posted to the NHNA website.
5. Act as mentor/resource to other members of the CCE.
6. Review and approve individual activities for continuing nursing education with a commitment to review 10-15 activities per year.
7. Review Approved Provider Unit applications as needed.

Time Required: 3-5 hours per month
1. Apply to NEMSD to become a Nurse Peer Reviewer.
2. Complete NEMSD Nurse Peer Reviewer training.
3. After certified by Lead Nurse Peer Reviewer review and approve individual activities for continuing nursing education with a commitment to review 10-15 activities per year.
4. After certified by Lead Nurse Peer Reviewer review Approved Provider Unit applications as needed.
5. Attend quarterly CCE meetings (in-person or via teleconference).
6. Attend quarterly Nurse Peer Reviewer meetings (via teleconference).
7. Other activities as may be assigned from time to time
8. Two years of availability

Desired Experience:
1. Knowledge of NHNA vision, mission, goals, policies, procedures and bylaws.
2. Ideal candidate will be a nurse educator, either in a clinical or academic setting.
3. Experience in planning continuing nursing education activities preferred.