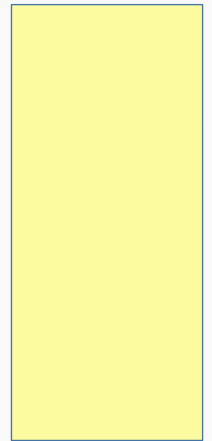




SECRETARY

CALIFORNIA NURSING STUDENTS' ASSOCIATION



SECRETARY RESPONSIBILITIES



- Record the minutes of all Board of Director and general membership meetings
- Keep a master calendar of all SDSU CNSA, CNSA, and NSNA activities
- Work with the Communications Director to keep the websites up to date
- Perform all other duties assigned by the President as necessary to assist other board members

KEEPS PERMANENT RECORDS OF INFORMATION

- Minutes
 - Maintain permanent records of all meeting minutes
 - General body minutes are posted to the chapter website or other accessible venue for members to access
 - Keeping a template for recording minutes will be very useful
 - Check out NSNA's Template
 - http://www.nsna.org/portals/0/skins/nsna/pdf/secretariesguidelines_.pdf
 - Or another California School's Minutes
 - http://sdsucnsa.weebly.com/uploads/2/3/6/6/23665105/2.25.15_generalmtgmin.pdf

CALENDAR

- It is important that the members stay informed about upcoming events.
- Keep a calendar that is easily accessible to members online either on your website, social media, or Google drive
- Check out San Diego State University's CNSA chapter calendar on their website
 - <http://sdsucnsa.weebly.com/calendar.html>

< January 2015 >  

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14 8:00am N...	15 7:00am Ne...	16	17
18	19	20	21 First Day o...	22	23	24
25	26	27	28 Deadline t... 6:30pm C...	29	30	31

NEW PROGRAMS

- Cord Points!
 - This is an program for students to earn points for their volunteer hours through CNSA
 - When students earn a certain amount of points they are awarded a graduation cord and a portfolio certificate
 - Using Google Doc Excel is a good source to display the points publicly

Certificate of Recognition

*San Diego State University
California Nursing Students' Association*

Would like to award

For their volunteer service in CNSA events.

Presented on December 3rd, 2014 by:

President

Secretary



NEW PROGRAMS

- Board Cords
 - This cord is awarded to board members for their leadership, commitment, and participation in CNSA
 - Board of Director members can earn a board cord by attending the required amount of committee events, attending all board and general meetings, and attending required School of Nursing events



NEW PROGRAMS

- Bonding Nights
 - A scheduled date for the Board of Directors to spend time with each other, away from school, work, and other obligations
 - Some examples include: beach bonfires, ice skating, or dinner at a nice restaurant



QUESTIONS/CONCERNS

**Don't be afraid to reach out
and ask for help!**

cnsasectres@gmail.com



Created by Danielle Gardner
CNSA Membership Director –
South with the help of CNSA
BOD 2014-2015