

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

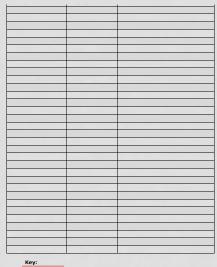
CALENDAR

- 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		

CONVENTION ITINERARY PAMPHLET

- Secretary duties may also include organizing an itinerary for CNSA and NSNA Convention
- With convention being such a large even, this useful guide allows members to be aware of their chapter's whereabouts at all times
- The itinerary may also include each attendees contact information for their convenience



2014 CNSA Convention

SDSU Chapter Itinerary

Key:	
D=Delegates	
A=Alternate	
F-Firemines	

	Thursday					
Check In:						
	Friday					
Check In:						
8am	Pre-Convention NCLEX Review OR You're Hired! Strategies for Success in Today's Job Market					
11am	Convention and Delegate Registration	E				
1pm	House of Delegates - Parliamentary Briefing (Mock Session)					
	Delegates go to lunch/exhibits	Ε				
2:30pm	Bylaws/Resolutions Hearing					
2:30pm	Alternates go to lunch/exhibits	F				
We stro	ngly encourage everyone to attend either the above briefing or hearing	E				
5:15pm	Opening Ceremony and Welcome	E				
After Ceremony	Dinner - food and non-alcoholic beverages are included	Е				

	Saturday		
7:30am	Chapter Development Forum and Membership Meeting		
7:45am	Exhibit Hall Breakfast - (Provided) ***Bring resume, business cards, etc.***		
8:30am	Keynote Session - Limitless Opportunities! New Roles in Nursing Speaker: Judith Berg, MS, RN, FACHE Executive Director: California Institute for Nursing and Health Care OR BREAK	Е	
10:15am- 11am	Educational Session I:	Е	
11:10am- 12pm	Educational Session II:	Е	
12pm	Lunch in Exhibit Hall - (Provided)	Е	
1pm- 1:45pm	Educational Session III:	Е	
1:45pm	BREAK		
2:15pm	House of Delegates (Voting)	D	
4:30pm	Candidate Presentations	Α	
We strongly encourage everyone to attend either the above resolutions voting or candidate presentations hearing			
5pm	Meet the Candidates (OPTION	AL)	
After 5pm	Free Night	Е	
	Sunday		
8am	House of Delegates	OR A	
9:30am	Beyond the Milky Way Speaker	Е	
12pm	Wrap up and Adjournment	Е	

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