**SNA Duties of elected offices:**

**President:**

The President shall preside at all SNA meetings. He/she shall call special meetings, when required, and shall perform other duties necessary to fulfill the purposes of the SNA. In the event of any vacancy, they shall appoint a successor to complete the unexpired term. They shall be ex-officio, a member of all standing and special committees. The President shall, with the Treasurer and Recording Secretary, be authorized to sign checks for the SNA.

**Vice-President:**

The Vice-President shall perform the duties of the President in the latter’s absence, or when requested to do so by the President.

**Secretary:**

The secretary shall keep the minutes of all SNA meetings. They shall furnish copies of these minutes to the President, Faculty Representative and Historian within one week of the SNA meeting. These minutes will be posted on the SNA website for all members to view.

**Site Representative: (one from each site)**

The site representative shall conduct all necessary correspondence for the SNA and shall perform other duties assigned to her by the President.

**Treasurer: (two people hold this position)**

The Treasurer(s) shall collect, receipt, and disburse all funds and deposit them in a bank designated by the SNA. They shall keep all receipts and disbursements and shall report all such at each Board meeting. The treasurer(s) shall make a report at the end of each semester and an annual report by April 1st of each year. All books must be cleared transition made to new treasurer(s) by the last SNA meeting of the year.

**Break Through to Nursing Representative: (one to three – may have one on each site)**

Established in 1965, the mission of the Breakthrough to Nursing (BTN) project is to organize, represent, and mentor students preparing for initial licensure as registered nurses in becoming practitioners sensitive to the cultural diversity that exists in our society. The project promotes the development of the skills needed to be responsible, accountable members of the nursing profession who respect the differences and similarities between people; advocates high quality care, utilizing the principles of transcultural nursing; and facilitates the development of peer support systems, which enhance recruitment and retention within the nursing profession.

BTN Representative will go out to speak with potential nursing students. Meetings can be arranged through local junior and senior high school counselors, churches, boys and girls clubs, or other community contacts. Another target population is “undeclared” college students in your own college or university. Information provided to junior and senior high school students should include:

- What nursing is really about (i.e. the values of nurses and nursing’s service to society);
- Career opportunities in nursing;
- The academic prerequisites and grades required for nursing school admission;
- Personal attributes needed for professional nursing (i.e., good interpersonal and communication skills; like to work with people, etc.).