



**NATIONAL ASSOCIATION OF HISPANIC NURSES
PHOENIX CHAPTER
BOARD OF DIRECTOR AND COMMITTEE CHAIRPERSONS ROLES &
RESPONSIBILITIES DESCRIPTIONS**

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Purpose and Statement

The National Association of Hispanic Nurses (NAHN) Phoenix Chapter is committed to advancing the health of the Hispanic community in Arizona, through advocacy and educational, professional, and leadership opportunities for Hispanic Nurses.

The Board of Directors (BOD) and Standing Committee Chairpersons are those elected members that have committed in helping NAHN advance the health in the Hispanic communities through recruitment and retention of members. They are committed to building Hispanic nurse leaders through professional and leadership opportunities, putting their knowledge into action, which is an inspirational way to lead change and shift from ordinary to extraordinary.

Description of Roles & Responsibilities

This document will serve as a description of the roles and responsibilities of the elected BOD and Committee Chairpersons of the NAHN Phoenix Chapter, formerly known as Valle de Sol. It is the responsibility of all elected members to review the chapter bylaws for further descriptions and responsibilities of elected position.

Maintenance of Roles & Responsibilities

The maintenance of said document will be a collaborative responsibility of the Recording Secretary, Bylaws and Nominations Chairpersons and will be overseen by the President. Any updates to the Phoenix Chapter bylaws that affect the description of the roles & responsibilities must be completed within sixty (60) days of update.

Updating Roles & Responsibilities

Any BOD and/or committee chairperson that deems a necessary change to the roles and responsibilities of described position, will submit a request of suggested description with a rationale to the Recording Secretary, Bylaws and Nominations chairpersons. After their review, the proposed change will be an added agenda item at the following month's executive board meetings. At that time, it will be reviewed collectively to review suggestion. If suggestion does not affect the bylaws, the change will be updated within 30 days after approval and updated to the website. Any suggested updates that have an impact to the Bylaws will then be the responsibility of the Bylaws chairperson.

Board of Directors

President

Description

The President shall be the chief elected officer of the Corporation. He or she shall preside at all meetings of the Members, the Board of Directors, and the Executive Board. The President will determine the regular agenda of all meetings. The president shall present a report at the Annual Strategic meeting, act as liaison between the members and the Board, and perform such other duties as are inherited in the office of the President or as authorized by the Board of Directors. The President shall be a non-voting ex-officio member of all committees, except the Nomination Committee.

Roles and Responsibilities:

1. Meetings
 - a. The President shall have final approval over the agenda of both the Executive and General Membership meetings
 - b. The President or designee shall preside over all Executive Board and General Membership meetings, any special meetings as deemed necessary from Committee Chairpersons. Any absences from meetings will be given advanced notice and will be conducted by the next BOD member officer.
 - c. The President will be responsible for insuring that all elected officers and committee chairpersons are submitting committee reports to the Executive Board on a quarterly basis and updating the general membership twice per year.
2. Finances
 - a. The President, along with the Treasurer, will be named as an account holder on any savings, checking, money market or any account that holds monies for the Phoenix Chapter.
 - b. Will comply with all requests from the financial institutions for required documentation required to be named as an account holder with those institutions.
 - i. Checking/Savings Accounts
 1. Chase
 - ii. Investment Account
 1. BlackRock
 - c. Will have authority to deposit, withdraw and expend funds for expenses in accordance with budget decisions that have been approved by the Executive Board.
 - i. Payment methods
 1. Chase Debit/Credit Card
 - a. Authority to charge as credit
 - b. PIN for use as debit
 2. Investment Account withdrawal
 - a. Writing checks to withdraw funds
 - d. Will have discretionary spending of \$100 per month, non-cumulative, to spend towards expenditures for the chapter that have not been approved on

- any budget(s). Expenditures must be represented in the President's monthly expense report.
- e. Will submit a monthly expense report for any month in which a withdrawal or expenditure occurred from the chapter account(s).
 - f. Assures fiscal soundness of planning and operations
3. Budgets
- a. Will insure there is an approved operating budget for the chapter by the end of the previous year to operate the new year, within the same term of the President
 - i. Fiscal year will be the same as the calendar year
 - ii. Chapter operating budget will pay for all expenses necessary in operating the chapter on a daily basis
 - b. Will insure that committees will have an approved budget prior to any expenditures toward that committee if items were not previously approved in a previous budget

Additional Roles & Responsibilities

1. The President will mentor, support and educate the incoming President-Elect of the roles and responsibilities of said position.
2. Sets the agenda and chairs the meetings of the Board of Directors seeing that the board functions effectively, interacts with management optimally, and fulfills all of its duties.
3. Attend President/President-Elect meetings.
4. Follow Article V, Section 5.6 in the appointment of any vacancies.
5. Presents to the Board of Directors an evaluation of the pace, direction, and organizational strength of NAHN Phoenix.
6. Annually focus the attention of the Board of Directors on matters of organizational governance which relate to its own structure, role, and relationship to the management of NAHN Phoenix. The President must be assured that the Board of Directors is satisfied that it has fulfilled its responsibilities.
7. Meets and collaborates with other affiliate and professional organizations to develop coalitions, partnerships, and alliances.
8. Maintains a comprehensive understanding of the health needs of the Hispanic/Latino community to help prioritize and form strategic plan.
9. Reaches out for collaboration and partnership to other health care organizations as appropriate.
10. Update the annual strategic plan as deemed necessary with the input of the other members of the BOD.
11. Participate actively in the NAHN President's Council as described by the National Association of Hispanic Nurses bylaws and roles and responsibilities
12. Fulfills such other assignments as the President and the BOD agree are appropriate and desirable for the President to perform.

Qualifications:

- **Minimum Education:** Bachelors of Science in Nursing (BSN)
- Previously elected and served a term as President-Elect.
- President Elect – two (2) years

- President – two (2) years Is a NAHN Phoenix member in good standing
- Previously served as President-Elect
- Has been a NAHN Phoenix member for the past three (3) consecutive years
- Must have at least a Bachelors or Science in Nursing degree or higher by the time office is assumed
- Immediate Past President (as a voting member of the Executive Committee) – twos (2) years
- If unable to perform the duties of the office, The President will resign or be terminated from the position in accordance with Article V Section 5.5 of the current chapter Bylaws

Time commitment:

- Minimum of two (2) to four (4) hours per week of administrative responsibilities
- Attend all monthly board meetings, including the national leadership retreat per national requirements;
- Be available for the full board meeting;
- Be present at a minimum of 80% of board conference calls; an
- Participate in at least 80% of online voting topics.

Reports to: The BOD, the membership of the National Association of Hispanic Nurses (NAHN) Phoenix Chapter and the National board.

President-Elect

Description

The President-Elect shall assume over the office of President upon the expiration of the prior President’s term of office. President elect/Vice President shall serve as an officer of NAHN and a voting member of the Board of Directors

Roles and Responsibilities:

1. Will automatically assume the role of the President and the end of the 2-year term. In the event of the President’s resignation or removal, as described in Article V, Sections 5.4, 5.5 and 5.6, the President-Elect will act as interim President until position is appropriately filled.
2. In the absence of the President, shall preside at all meetings and shall perform such other duties as may be assigned to her/him by the President or the BOD.
3. Will follow the NAHN Phoenix chapter mission, services, policies, and programs
4. Will attend and participate in the executive board meetings.
5. Will hold the position of the Annual Phoenix chapter conference Chairperson. And in collaboration with the President and conference committee members, will be responsible for the planning of the yearly event.
6. Shall participate in board activities, projects, ad hoc committees, fundraising events and celebrations.
7. Will actively participate in board meetings, annual Board planning retreat and monthly membership meetings.
8. Shall represent NAHN Phoenix Chapter in the community and at public functions.

9. Shall automatically become President at the end of the term as President-Elect.
10. Will be knowledgeable of the NAHN Phoenix Chapter's By-Laws.
11. Will serve as coordinator to program(s) (i.e Muevete) as designated by board of directors.

Qualifications:

- Minimum Education: Bachelors of Science in Nursing
- Must be a NAHN Phoenix member in good standing
- Has been a NAHN Phoenix member for the past three (3) consecutive years
- Must have at least a Bachelors or Science in Nursing degree or higher by the time office is assumed

Time commitment:

- Minimum of two (2) to four (4) hours per week of administrative responsibilities
- Be available for the full board meeting
- Be present at a minimum of 80% of board conference calls
- Participate in at least 80% of online voting topics

Reports to: The BOD, and the membership of the National Association of Hispanic Nurses (NAHN) Phoenix Chapter.

Immediate Past President

Description

For two (2) years following the expiration of his or her tenure as President, except where the tenure was ended by resignation or removal, the President shall automatically serve as the immediate past President. The immediate past President shall have no formal duties, but shall serve as an Officer of the Board, a member of the Executive Committee, and a voting member of the Board of Directors, and shall be available for consultation and guidance. The immediate past President is also eligible to run as a member of the Board of Directors if desired.

Responsibilities:

1. Executes assignments as assigned by the President and Board of Directors.
2. Participates and votes in board meetings.
3. Offers historical perspective to the serving administration, relative to the history of NAHN its decisions to the current Board.
4. Serves as a resource to the Board of Directors.
5. Serves as Member of the Nominations Committee.
6. Continue to build relationships for NAHN Phoenix by reaching out to industry representatives.
7. Maintains current membership and active participation on the Board.
8. Assumes a key role in the orientation and transition of the President-Elect to the duties of the President.
9. Serves as a NAHN Phoenix Ambassador.

Qualifications:

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- Previously elected and served a term as President.
- President Elect – two (2) years
- President – two (2) years
- Immediate Past President - two (2) year
- If unable to perform the duties of the office, The immediate past President will resign or be terminated from the position in accordance with Article V, Section 5.5 of the chapter Bylaws

Time commitment:

- One (1) to two (2) hours per week, depending on the assignment
- Attend all monthly NAHN Phoenix Meetings, including the chapter retreat/strategic planning and the Annual Chapter Conference
- Be available for the full Board meeting
- Be present at a minimum of 80% of Board conference calls
- Participate in at least 80% of online voting topics

Reports to: The NAHN Phoenix chapter President and Board of Directors

Treasurer

Description

The treasurer ensures that all financial records for the fiscal year are in order. Treasurer represents the best financial interests of the membership as it pertains to the financial security of the association and the prudent appropriation of funds in keeping with the goals and objectives set by the NAHN board of directors. Serve as a member of the NAHN Board of directors for the duration of two consecutive years. May not serve more than two consecutive terms in the office of NAHN treasurer, or more than eight consecutive years on the NAHN Board of Directors

Roles and Responsibilities:

1. Finances
 - a. The Treasurer, along with the President, will be named as an account holder on any savings, checking, money market or any account that holds monies for the Phoenix Chapter.
 - b. Will comply with all requests from the financial institutions for required documentation required to be named as an account holder with those institutions.
 - i. Checking/Savings Accounts
 1. Chase
 - ii. Investment Accounts
 1. BlackRock
 - c. Will have authority to deposit, withdraw and expend funds for expenses in accordance with budget decisions that have been approved by the Executive Board.
 - i. Payment methods
 1. Chase Debit/Credit Card
 - a. Authority to charge as credit

- b. PIN for use as debit
- 2. Investment Account
 - a. Work with individuals named on investment account to manage and deposit/withdraw monies as necessary
 - d. Will submit a monthly expense report for any month in which a withdrawal or expenditure occurred from the chapter account(s).
 - e. Assures fiscal soundness of planning and operations
- 2. Budgets
 - a. The Treasurer, along with the President, will insure there is an approved operating budget for the chapter by the end of the previous year to operate the new year, within the same term of the President
 - i. Fiscal year will be the same as the calendar year
 - ii. Chapter operating budget will pay for all expenses necessary in operating the chapter on a daily basis
- 3. Makes payments and reimbursements to BOD members and committee members that reflect approved budgets.
- 4. Will insure that committees will have an approved budget prior to any expenditures toward that committee if items were not previously approved in a previous budget
 - a. Prior approval through majority vote is needed if any additional expenses are needed outside of approved budgets.
- 5. Provides accurate financial reports to board and membership at monthly meetings. Books will be open to anyone approved by the president with itemized items for review.
- 6. Serves as trustee for the associations financial investments
- 7. Represents the association as requested by the NAHN president
- 8. Promotes positive communication and working relationships with NAHN subsidiaries
- 9. Reviews association expenditures and financial status on a monthly basis to ensure financial fiscal integrity
- 10. Prepare an annual budget to NAHN Board of Directors for approval
- 11. Participates in monthly meetings as a voting member and representative of the board
- 12. Provides support and records for auditing purposes as requested by the Board of Directors
- 13. Serves as a liaison between NAHN and its members and third parties
- 14. Makes deposits of cash and checks received within 2 weeks
- 15. Makes payments and reimbursements as requested and approved by the President within 30 days.

Qualifications:

- Must be a NAHN Phoenix member in good standing
- Have an active license as a registered nurse
- Have strong knowledge base of financial matters of a non-profit association
- Be familiar with the NAHN bylaws and other association policies

Time Commitment:

- Attendance of all quarterly board meetings
- Attendance of monthly meetings

- Attendance of all meeting affecting and/or requiring financial input which will vary from year to year
- Updating financial records (~5-10 hours).
- Approximately 5 hours per week reading financial and other materials and board reports from NAHN

Recording Secretary

Description

The Recording Secretary shall keep the minutes of the meeting of the Members and the Executive Board, distribute the minutes to the members of the Executive Board, and provide the member meeting minutes at the following member meetings. The Recording Secretary shall keep attendance rosters of the member meetings and update the membership roster as appropriate. The Secretary, within thirty (30) days upon completion of the term of office, shall deliver to the new secretary all minutes, the latest member rosters and other pertinent paperwork accumulated during the secretary's term of office. The Secretary is responsible for: Ensuring that records of all official meetings of the membership and board meetings are maintained. The Secretary may chair or serve on one or more board committees and may perform other special functions as assigned.

Roles and Responsibilities:

1. Provide an accurate and legal record of all meeting proceedings and submit to board and membership within one week of meetings.
2. Use of electronic and/or hardcopy recording mechanisms that promote accurate and efficient archive of official association meetings and events. (Dropbox and portable hard-drive)
3. Records accurate minutes and assures that records are maintained for all meetings of the Board and official meetings of the membership. May edit motions for the sake of clarity, advising members of the changes.
4. Assures that each meeting meets quorum needed for voting and that all voting members are identified using voting cards. Tracks motions made during meetings.
5. Ensures that copies of the minutes of each meeting are provided to the NAHN Phoenix Chapter board and membership in a timely manner.
6. Signs bank transactions, minutes, board operating policies and other documentation as required.
7. Serves as the 3rd alternate representative to the NAHN Phoenix Chapter Meetings in the event the President and President-Elect cannot attend.
8. Responsible for tracking of meeting RSVP's via email, social media, and RSVP website account.
9. Responsible for RSVP NAHN Phoenix Chapter email, answering emails, and/or forwarding email to appropriate person.

Qualifications:

- Commitment to NAHN Phoenix Chapter mission.
- Must be active General Member in good standing
- Ability to type, email, and use of Microsoft Word documents, including formatting.

Time Commitment:

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- Average 3-4 hours per month; attend monthly membership meetings and monthly board meetings.

Training and Support:

- Individual assistance from former Secretary and/or other Phoenix Chapter board members

Corresponding Secretary

The Corresponding Secretary shall preserve all papers, letters, and records of transaction. The Corresponding Secretary shall issue all notices required by these bylaws or resolution of the Executive Board. The Correspondence Secretary shall sign all instruments requiring the Correspondence Secretary's signature. The Correspondence Secretary, within thirty (30) days upon completion of the term of office, shall deliver to the new Corresponding Secretary all books, papers, and reports covering all transactions that have taken place during the secretary's term of office.

Roles and Responsibilities:

1. Signs bank transactions, board operating policies, and other documentation as required.
2. Occasional assistance with tracking of meeting RSVP's via email and NAHN phone.
3. Serves as stand-in Recording secretary to take meeting minutes at board of directors and/or membership meetings if current recording secretary is unable to attend.
4. Answers NAHN phone calls/messages in a timely manner.
5. Responsible for general NAHN Phoenix Chapter email, answering emails, and/or forwarding email to appropriate person.
6. Serves as liason for the NAHN – AzNA partnership
7. Responsible for NAHN mailbox and correspondence of mail as needed.
8. Follows up with past meeting hosts and speakers by sending thank you note.

Qualifications:

- Commitment to NAHN Phoenix Chapter mission.
- Must be active General Member in good standing
- Ability to type, email, and use of Microsoft Word documents, including formatting.

Time Commitment:

- Average 3-4 hours per month; attends monthly membership meetings and monthly board meetings.

Standing Committee Chairpersons

Disclaimer

The following standing committees are in accordance to Article VII, Section 7.1 as described in the Phoenix NAHN Chapter bylaws.

General roles and responsibilities

Standing committee chairpersons are general members as described in the Bylaws Article IV, section 4.1.a that are elected by their Phoenix chapter members. Chairpersons will serve a 2-year term on either odd or even years as determined by the Nominations Committee calendar of elections. The chairperson will be responsible for recruiting and overseeing committee members to assist with the roles and responsibilities of said standing committee as deemed necessary. The chairperson will chair any committee meetings, collaborate with committee members in the function of the committee, assign responsibilities as necessary, and will have responsibility of any final decisions of said standing committee. All chairpersons will attend board of director meetings as set by the President and give quarterly reports to the Recording Secretary.

Standing Committee Members

Standing committee members are volunteers that are either recruited by standing committee chairperson, board of director members, general members or have self interest in assisting with the roles and responsibilities of the standing committee. Committee members must be active members of the NAHN Phoenix chapter. Committee members will be responsible in maintaining the integrity of the committee, follow the responsibilities of the committee, will assist the chairperson with varying roles as asked of the chairperson, will have input in decisions of the committee but understand that all final decisions are the responsibility of the chairperson. Committee members may be removed by the chairperson

Bylaws Chairperson

Description

The Bylaws chairperson shall be responsible for the maintenance of the bylaws for the Phoenix chapter and updating as needed to reflect the Bylaws of the National Association of Hispanic Nurses as applicable to the Phoenix chapter. Chairperson will be responsible for the full understanding of the Bylaws and assist Executive Board during board meetings so as not to violate any Bylaws.

Roles and Responsibilities:

1. Receive and review all proposals for revisions and amendments either submitted by member or self-initiated.
2. Bylaw chairperson must provide, in writing, all proposed changes to bylaws with written rationale to all voting members thirty (30) days prior to meeting for membership review.
3. Bylaw chairperson will be spoke person of self-initiated or member proposed bylaw change during membership meeting.
4. Will be the point of contact person during executive board and general board meetings for clarification of bylaws to maintain integrity of said meeting.

Qualifications:

- Must be a NAHN Phoenix member in good standing.
- Have an active license as a registered nurse.
- Commitment to NAHN Phoenix Chapter mission.
- Have an understanding of Robert's Rule of Order.

- Able to find supportive resources for rationale through research or NAHN organization.

Time Commitment:

- Attend monthly membership meetings and monthly board meetings.
- Time will vary during Bylaw update meetings.

Training and Support:

- Individual assistance from previous Bylaw chairperson and other Board Members from NAHN Phoenix Chapter if needed.
- Individual assistance from the National Association of Hispanic Nurses Bylaw committee members in clarification of bylaws and application to local chapter.

Evaluation:

- An annual review of committee performance is conducted by the chairperson and discussed with NAHN Phoenix Chapter Board Members that include:
 - Attendance and participation.
 - Attendance and participation in minimum of 5 NAHN Membership Meetings annually.
 - Participation and contribution to chapter mission activities.
 - Support and promotion of the NAHN Phoenix Chapter mission and fundraising efforts.

Membership Chairperson

Description

The membership chairperson is responsible for the recruit and retention of the NAHN Phoenix chapter membership by the maintaining a current and up to date roster of current members and membership types. The chairperson will have full knowledge of all membership types as described in Article IV, Section 4.1. The chairperson will be responsible for communicating with the BOD and any chairperson of a member’s current standing membership in the event of election or placement of vacant position. Any recruitment events will be coordinated by the chairperson with the assistance of committee members.

Roles and Responsibilities:

1. Recruitment of members and volunteers to serve as committee members to assist in assigned responsibilities.
2. Attend and actively participate in membership meetings and conference calls in order to develop, implement, and evaluate the recruitment events the committee selects to participate in.
3. Participate in the development and implementation of the activities with a focus on recruitment and retention of members.
4. Actively participate in planned events or other activities through individual contributions including administrative tasks.
 - a. Prepare all necessary handouts for any and all current and upcoming events.
 - b. Before and after Action Reviews will be completed for all community events

- c. Contact individuals and address any questions regarding chapter membership or communicate via email their thoughts of the recent event.
5. Emailing of "Thank You" cards to members and guests for:
 - a. New membership application and acceptance
 - b. Renewing of expired memberships
 - c. Attendance of recent event held on behalf of NAHN
 - d. Mentoring of students or other new committee members.
6. Sending out reminder letters and/or email communications when current membership is up for renewal.
7. Welcome call to new members, and answering any questions they may have regarding joining our association.
8. Return email or phone calls to any person(s) or organization who perhaps is interested in joining Phoenix NAHN chapter.
9. Serve as a voice for the mission of NAHN Phoenix Chapter and the Membership Committee's activities to health professionals, nursing students, and the general public.
10. Participate in and support NAHN Phoenix Chapter fundraising activities such as our Annual Conference.
11. Participate in chair's volunteer training opportunities, as needed.
12. Support incoming membership chairperson in transitioning to new position for a time agreed upon both parties.

Qualifications:

- Must be a NAHN Phoenix member in good standing
- Have an active license as a registered nurse
- Commitment to NAHN Phoenix Chapter mission.
- Able to speak in front of crowds.
- Have an enthusiastic and outgoing personality as said position is a reflection of the NAHN Phoenix chapter.
- Basic knowledge of what our chapter is involved in, scholarship amounts, and what it means to be a member of our local chapter.

Time Commitment:

- Meetings will take place quarterly or on as-needed basis to be determined by the chairperson.
- Average 2-3 hours per week; various amounts of time to participate in recruitment events.
- Participation in membership committee meetings (at least 4 meetings /year with at least 1-in person participation and 2-conference call participation).

Training and Support:

- The membership chairperson will be trained by the vacating membership chairperson for a time agreed upon between both persons.
- Additional support will be provided by the BOD and those person with the knowledge and understanding of said chair position.

Evaluation:

- An annual review of committee performance is conducted by the membership chairperson and discussed with NAHN Phoenix Chapter Board Members that include:
 - Attendance and participation in events to help recruit and retain NAHN members.
 - Participation and contribution to chapter mission activities.
 - Support and promotion of the NAHN Phoenix Chapter mission and fundraising efforts.

Community Outreach Chairperson**Description**

The community outreach chairperson along with committee members shall be responsible for identifying areas of need in the Hispanic community and initiating appropriate action or activities to address the need(s) working with existing partners or developing new relationships with community partners. The chairperson is responsible for carrying a roster of upcoming events to all membership meetings and committee members will assist with recruiting general or student member volunteers. The chairperson will be responsible for completing an annual COC Budget and submitting to the Board for approval within 60 days of the start of a new year. The Chair is responsible for submitting bi-annual activity reports to the NAHN Phoenix Board of Directors for review.

Roles and Responsibilities:

1. Attend and actively participate in Community Outreach Committee (COC) meetings and conference calls in order to develop, implement, and evaluate the health fair events the committee selects to participate in.
2. Participate in the development and implementation of the COC's outreach activities with a focus on implementing activities that are highly visible and achieve active participation from community participants. This includes development of educational material for topic/activity chosen for event.
3. Perform before and after action review for all community events
 - a. Before action review template to be completed by Lead Contact/Organizer of Phoenix NAHN event.
 - b. After action review to be completed and reviewed by COC members to continue to improve quality of events
4. Actively participate in planned community outreach events or other activities through individual contributions including administrative tasks; which may include, but not limited to:
 - a. Emailing "Thank You" cards to volunteers
 - b. Maintenance of health informatics by the retrieval and storage of participants' non-identifiable data
 - c. Mentoring of students or other new committee members.
 - i. Committee members are not required to attend all events, but it is recommended they lead at least 1 event per quarter.

5. The chairperson will be responsible for the support and recruiting general and student members to volunteer for upcoming events at monthly membership meetings with the support of the committee members.
6. Serve as a voice for the mission of NAHN Phoenix Chapter and the Community Outreach Committee's activities to health professionals, nursing students, and the general public.
7. Participate in and support NAHN Phoenix Chapter fundraising activities such as our Annual Conference.
8. Participate in COC's volunteer training opportunities, as needed.

Qualifications:

- Must be a NAHN Phoenix member in good standing.
- Have an active license as a registered nurse.
- Commitment to NAHN Phoenix Chapter mission.
- Familiarity with outreach activities and engagement of community participants
- Have a general knowledge in the following health issues that as it is related to the Hispanic population
 - Heart disease and risk factors related to the Hispanic population
 - The ability to complete blood pressure screenings
 - Maternal and infant health risks
 - Sexually Transmitted Diseases
 - Diabetes risk factors and management
 - Perform glucose screening

Time Commitment:

- Average 3-4 hours per month; various amounts of time to participate in community outreach events throughout the year.
- Participation in Community Outreach Committee Meetings (at least 4 meetings /year with at least 1-in person participation and 2-conference call participation).

Training and Support:

- Individual assistance from Chair of Community Outreach and other Board Members from NAHN Phoenix Chapter if needed.
- Tools and guidelines as created by the Community Outreach Committee Members, American Heart Association, American Diabetes Association, March of Dimes, Centers for Disease Control and Prevention, etc.

Evaluation:

- An annual review of committee performance is conducted by the chairperson and discussed with NAHN Phoenix Chapter Board Members that include:
 - Attendance and participation in Community Outreach Committee Meetings.
 - Attendance and participation in minimum of 5 NAHN Membership Meetings annually.
 - Participation and contribution to chapter mission activities.
 - Support and promotion of the NAHN Phoenix Chapter mission and fundraising efforts.

Nominations Chairperson

Description

The nominations chairperson is responsible for nominating functions, including optimizing the composition, competence and integrity of the Board and its committees by searching for and recommending individuals for election to the Board, and such other duties and functions as directed by the Board from time to time. This delegation shall include all such duties and responsibilities that are consistent with this chapter, the NAHN Bylaws, as amended from time to time, and governing law, rules and regulations.

Roles and Responsibilities:

1. The nomination chairperson is responsible for the verification that the election process is run with no bias, in keeping fairness, just and integrity during the term of position. That no favoritism, preference or exceptions is given to individual members during the election process.
2. Participate in the development and implementation of activities to outreach to qualified individuals to actively participate in the elections of board members.
3. Delegating tasks to committee members as deemed necessary in recruiting candidates for upcoming election positions.
4. In conjunction with the nomination committee, verify all candidates' qualifications for position, which include, but not limited to:
 - a. Verification of current nursing license in good standing through the AZ State Board of Nursing website
 - b. Collaborate with membership chairperson in verification of Phoenix NAHN membership in good standing
 - c. Verification of required application paperwork for position of interest
 - i. Letter of intent
 - ii. Personal biography
 - iii. Head shot for website
5. Chair all nomination meetings as deemed necessary throughout the calendar year to develop, implement, and evaluate prospect individuals to serve on the board.
6. Participate in the annual NAHN Phoenix Chapter conference.
7. Mentor and provide leadership and support to running candidates as deemed necessary, but not limited to:
 - a. Creating a biography and/or letter of intent
 - b. Preparation for any campaigning opportunities, such as in the Phoenix NAHN Annual conference
 - c. How to prepare for public speaking engagements
8. Be responsible for creating, distributing and tallying the results of the election and notifying candidates of results prior to the next upcoming board meeting.
9. Slate elected candidates during the October board meeting utilizing Robert's Rule of Order.

Qualifications:

- Must be a NAHN Phoenix member in good standing
- Have an active license as a registered nurse

- Commitment to NAHN Phoenix Chapter mission.

Time Commitment:

- Average 3-4 hours per month.
- Participation in Nomination Committee Meetings (at least 4 meetings /year with at least 1-in person participation and 2-conference call participation).

Training and Support:

Individual mentorship from Chair of Nominations Committee, and Board Members from NAHN Phoenix Chapter per request.

Website & Public Relations Chairperson

DESCRIPTION

The website and public relations (PR) chairperson will be responsible for the professional maintenance of the NAHN Phoenix Chapter website, and any social media pages, such as, but not limited to; Facebook, Twitter, and will make changes as deemed necessary. The President may also assign other relevant duties as determined by the Board of Directors. Modifications and additions to the website; photo albums, blogs, etc., will be paid for and maintained by the Phoenix NAHN General Operating budget.

Roles and Responsibilities:

1. The website and PR chairperson shall be responsible for updating the NAHN-Phoenix Chapter Facebook page, and Twitter account according to the Professional Social Networking Policies
2. Will be responsible for professional maintenance of the NAHN Phoenix Chapter website and will make changes as deemed necessary.
3. Attend all board and general meetings unless excused by the President or representation of a committee member is in place.
4. Will head the website & public relations committee and recruit, select or accept volunteer to serve as committee members.

Qualifications:

- Must be a NAHN Phoenix member in good standing
- Have an active license as a registered nurse
- Commitment to NAHN Phoenix Chapter mission.
- Have a full understanding of maintenance of websites, social media pages and full understanding of social networking policies, rules and regulations.

Time commitment:

- Time will vary depending on current and upcoming events that may involve additional updates; i.e., upcoming meetings, Annual Conference, election season and any unforeseen circumstances.

Education Chairperson

Description

The Education Chairperson will be responsible for all matters relating to education of its members and the community. Will be responsible for a continuing responsibility to review educational opportunities of NAHN. This includes making recommendations to the Executive Board, and to oversee the educational activities of NAHN as directed by the Executive Board. The Chair of the Education Committee is responsible for recruiting volunteers to serve on the Education Committee (EC) with assistance and recommendations from Executive Board. The Chair is also responsible for coordinating and facilitating committee meetings that occur quarterly or on as-needed basis to be determined by the EC. All meetings are to be coordinated by the EC and the committee will disseminate information to general members regarding educational opportunities.

The Chair along with committee members shall be responsible for identifying education needs within the organization. The Chair will also be responsible for continuing education for conferences and designated monthly meetings.

The Chair will be responsible for completing an annual EC Budget and submitting to the Board for approval within 60 days of the start of a new year. The Chair is responsible for submitting bi-annual activity reports to the NAHN Phoenix Board of Directors for review.

Roles and Responsibilities:

1. Assist in the educational activities for the NAHN-Phoenix Chapter Annual Conference.
2. Serve as a voice for the mission of NAHN Phoenix Chapter and the Education Committees' activities to health professionals, nursing students, and the general public.
3. Completion of the before and after Action Review
 - a. Complete before action review template
 - b. Complete the after Action Review to be reviewed by EC committee members to continue to improve quality of education
4. Responsible for application and coordination process of acquiring CEU hours for meetings and annual conference.

Qualifications:

- Must be a NAHN Phoenix member in good standing
- Have an active license as a registered nurse
- Commitment to NAHN Phoenix Chapter mission.
- Familiarity with education committee activities and the learning needs of the membership and Hispanic community.

Time Commitment:

- Average 1-2 hours per month; various amounts of time to participate in preparing for educational activities throughout the year.
- Participation in the Education Committee Meetings (at least 2 meetings /year with at least 1-in person participation and 2-conference call participation).

Training and Support:

- Individual assistance from Chair of Education Committee and other Board Members from NAHN Phoenix Chapter if needed.

- Tools and guidelines as created by the Education Committee Members, American Heart Association, American Diabetes Association, March of Dimes, Centers for Disease Control and Prevention, etc.

Evaluation:

- An annual review of committee performance is conducted by the Education Committee Chair and discussed with NAHN Phoenix Chapter Board Members that include:
 - Attendance and participation in Education Committee Meetings.
 - Attendance and participation in minimum of 5 NAHN Membership Meetings annually.
 - Participation and contribution to chapter mission activities.
 - Support and promotion of the NAHN Phoenix Chapter mission and fundraising efforts.

Scholarships & Awards Chairperson

Description

The Chair of Scholarship and Awards is responsible for the scholarship application and recipient selection process with assistance and recommendations from the NAHN Phoenix Executive Board. The Chair is also responsible for coordinating and facilitating committee on as-needed basis to be determined by the committee as well as provide student sign-up sheets at monthly Membership meetings. Will be responsible for providing updates during Executive Board meetings and general membership meetings. The Chair will be responsible for completing an annual budget and submitting to the Board for approval within 60 days of the start of a new year. The chairperson is responsible for submitting bi-annual activity reports to the NAHN Phoenix Chapter Executive Board for review.

Roles and Responsibilities:

1. Attend and actively participate in Scholarship Committee meetings and conference calls in order to implement and evaluate the current year's scholarship application and awards as set out by Phoenix Chapter President.
2. Participate in the development and implementation strategy of the next year's scholarship application.
3. Distribute NAHN Phoenix Chapter scholarship application to the financial aid departments of Schools of Nursing in Maricopa County, AZ.
4. Contact newly selected scholarship recipients and inform them of award earned and award ceremony details. Mail letters of apology to scholarship applicants who did not obtain a scholarship.
5. Maintain and update scholarship recipient's name and contact information for NAHN Phoenix Chapter communication on recipient progression with chapter and community activities. Update database of member student nurses interested in NAHN scholarship awards.
6. Committee members are required to attend the scholarship applicant review within 2 weeks of scholarship application deadline. For example in 2015, application deadline date is set at July 1st, 2015.

7. Support the chairperson with contacting and mentoring previous recipients to sustain Phoenix Chapter mission activities. Support the Chair in the recruitment of committee members to volunteer for future application review and awards.
8. Support the chairperson to serve as a voice for the mission of NAHN Phoenix Chapter and Scholarship Committee's activities to health professionals, nursing students, other NAHN chapter board members and the general public.

Qualifications:

- Must be a NAHN Phoenix member in good standing
- Have an active license as a registered nurse
- Commitment to NAHN Phoenix Chapter mission.
- Familiarity with scholarship applications and community award selection process is highly valued.

Training and Support:

- Individual assistance from Scholarship Chair and other Board members from NAHN Phoenix Chapter if needed.
- Meeting will be scheduled to accommodate the majority of committee members to review Scholarship application process within one month of scholarship deadline.

Evaluation:

- Scholarship review to be completed and reviewed by committee members shortly after annual award ceremony to improve quality of the next scholarship award period. Collaborate with the NAHN Phoenix Chapter Board Members on the quality of the scholarship process.

Time Required:

- Average 2-4 hours per month, during the 3 month preceding and one month following the NAHN Phoenix annual award ceremony. The remainder of the year, an average of 1 hour per month.
- Participation in Scholarship Committee Meetings (at least 2 meetings /year with required in-person participation during scholarship selection and 1-conference call participation).

Co-founders

Description

The co-founders will serve on the Executive Board in an advisory function and will continue to add the historical perspective to all board activities. They will be committed to the development of current and future Hispanic nurse leaders through professional leadership opportunities and mentorship. The co-founders will have full voting privileges as stated in Article IV, Sections 4.1, 4.2 and 4.3.

Roles and Responsibilities

1. Mentor current board and chapter members in maintaining the historical and integrity of the Phoenix chapter.

2. Participate in executive board meetings.
3. Have the knowledgeable of the National and Phoenix chapter bylaws.
4. Participate in the development and review of the chapter's strategic plan.
5. Participate in board activities, ad hoc committee members, community, fundraising and celebratory events as deemed necessary.

Resources

- NAHN Phoenix Bylaws
- NAHN Phoenix Policies & Procedures
- NAHN leadership development opportunities through the national office annual President's retreat and ongoing webinars
- Counsel and guidance from Immediate Past-President and Co-Founders
- Support to attend and represent NAHN Phoenix at Annual National Conference