


STUDENT NURSES'
ASSOCIATION OF ARIZONA
CANDIDATE PACKET



Application Checklist:

- Completed application (Section 6)
- Copy of NSNA Membership Card
- Academic Good Standing Agreement Signature (Section 7) *
- Signed Consent to Serve (Section 8)
- Send completed application to SNAAzElections@gmail.com

Name as you would like it published: _____

School: _____

Application of the Position of: _____

Section 1: ELIGIBILITY: Those seeking to run for office must be current NSNA members, maintain good academic standing, and be student for a minimum of 6 months of the term of office.

Section 2: TYPE OF CANDIDATE APPLICATION SUBMISSION: When a student has determined to run for office with the Student Nurses' Association of Arizona (SNAAz) Office, there are two ways to submit the completed application: Pre-Slate or Running from the floor.

Pre-Slate Candidates must submit their application 1 week prior to convention. Applications must be completed in entirety, verified receipt will be given within 24 hours of submission. Pre-Slated candidates, after confirmation their application has been received, are permitted to campaign before convention.

Candidates choosing to run from the floor must submit completed application to the Elections table by noon the day of convention. Campaigning is not permitted until the application is received and verified.

*Campaigning consists of verbal and written presentation of personal qualifications or accomplishments of the candidate, discussion of a candidate's intent to run for office, stand on issues, and goals or objectives for office.

Section 3: AVAILABLE POSITIONS: Each year a new Student Nurses' Association of Arizona (SNAAz) board, in its entirety, will be elected at the Annual Convention. Each position is required to meet and report out monthly at the Board of Directors Meeting, minimum of 3 hours in length. When need arises committees may be formed to take on large tasks set forth by the board, depending on the nature of the business a Board member, other than the President, will be appointed Chair of the committee. It is expected that board members will regularly submit articles for the newsletter, attend volunteer events, and be present at nursing events for SNAAz.

President: Leads the association by presiding at all Board meetings. Prepares and submits an agenda for all Board meetings at least 1 week before the meeting. Represents SNAAz at the NSNA Annual Convention and the NSNA Mid-Year Conference. Sets goals and defines term objectives for the board. Desirable qualifications include: the capacity to be an effective and vital force of SNAAz through mutually beneficial relationships with school associations and organizations. Has experience in leadership positions in school or the community and has the ability to inspire, guide, delegate, and mobilize students for action.

Vice President: Assumes the duties of President in the President's absence or in the event of a vacancy in the office of the President. Provides written monthly report at Board of Directors meetings. Responsible for securing the location of convention; negotiating contracts for convention venue, hotel, meals, and any other vendors as needed. Works with the Board of Directors to prepare the agenda, menus, scripts, convention business book, and invitations to special guests. Assisting other board members in the completion of their duties as needed.

Secretary: Records and keeps the minutes of all Board meetings. Updates NSNA on elected SNAAz Board members and any changes in board membership. Sends draft Board minutes to all Board members and Consultants for review 1 week prior to the meeting. Sends copy of approved Board minutes to all Board members and Consultants and NSNA within 1 week of the meeting.

Treasurer: Prepares an annual budget and financial report. Responsible for the accuracy and safekeeping of all financial books and records. Maintain current and accurate financial records on: membership dues received, revenue, disbursements, working fund balance, and ledgers to include in the Treasurer's report for review by the Board of Directors. Develop a budget prior to each event, in order to plan effectively. Review, approve, and sign all vouchers submitted by the SNAAz Board of Directors for reimbursement. Maintain running balance of SNAAz expenses. Prepare and file federal and state tax returns.

Legislative Affairs Director: Represents SNAAz at the Arizona Nurses' Association Lobby Day. Maintains awareness of state and national legislation regarding healthcare and informs the membership and Board of Directors of pertinent issues. Serves as the subject matter expert on SNAAz Bylaws. Presents updates and amendments as needed to the membership at Annual Convention. Serves as the Chair of the Resolutions committee. **

Breakthrough to Nursing Director: Establishes and maintains SNAAz relationships with Professional Nursing Associations (i.e. specialties, cultural, state and national) and works to promote organizational involvement at the student level. Provides written monthly updates to the Board of Directors and membership of affiliation opportunities. Submits articles to the newsletter for publication regarding emerging areas of nursing practice. Assists local school SNA chapters in developing recruitment materials and guidelines. **

Website Director: Manage SNAAz web page, providing prompt updates to the calendar and files. Responsible to maintain the websites accurate, current, and relevant information for the membership with ease of use. Responsible for submitting E-blast documents to the President for monthly distribution. **

Newsletter Director: Develop a plan for soliciting material for publication in Imprint (NSNA), and SNAAz newsletter articles sent to association members. Prepare and distribute a minimum of 1 newsletter each quarter to the membership. Responsible for printed materials of the Annual Convention/Business Program Book. **

Director of Convention Planning/Fundraising: Develops a plan for securing advertising, exhibitors, and sponsors for all SNAAz events' including but not limited to the Annual Convention. Collaborates with the Board of Directors to establish a theme, schedule, and list of speakers for Annual Convention.

Director of Community Outreach: Reviews and updates the SNAAz calendar monthly. Encourages community involvement of association members, by seeking community based opportunities for students. Organize SNAAz community health initiatives. Engages School Chapters to participate in volunteer events. Establishes a minimum of 1 volunteer event per quarter.

Director of Communications: Manage and compile content for Facebook, Twitter, and other internet based publishing. This position is the sole publisher of all social media posts made by SNAAz. Is responsible for posting 1 time a week, relevant, nonbiased, education based material. Other communication tasks (i.e. creation of fliers, presentations, and marketing materials) as requested by the Board of Directors. **

Director of Membership/ Elections: Coordinates activities geared toward recruitment and retention of students in SNAAz. Collects Membership Numbers each month from NSNA and forwards them to the Board. Reach out to School SNA Chapters and maintain a record of school chapter officers. Provide retention and recruitment initiatives. Works with Members in order to secure a full slate of candidates for the board of directors in the following year. Plans elections and campaign process at Annual Convention. Please note due to conflict of interest, this position is not eligible to run for re-election to any SNAAz position the following term.

Ex-Officio Liaison: Is a non-voting position, for reference by the new board on policy and actions of the prior board. This position must be filled by a prior board member, who has demonstrated effective communication skills, networking, knowledge of bylaws and policy, with the intent to continue to grow SNAAz for the future of nursing in Arizona.

** Position duties and voting rights may be changed depending on approval of Bylaws changes at the 2017 Annual Convention. Proposed changes:

- A. **Health Policy and Diversity Committee:** Comprised of both the Legislative Affairs and Breakthrough to Nursing Directors, this committee focuses to maintain awareness of state and national legislation regarding healthcare and informs the membership and Board of Directors of pertinent issues. As well as, establish and maintain SNAAz relationships with Professional Nursing Associations (i.e. specialties, cultural, state and national) and works to promote organizational involvement at the student level. This committee is represented by 1 vote on the Board of Directors.
 - i. **Legislative Affairs Director:** Represents SNAAz at the Arizona Nurses' Association Lobby Day. Serves as the subject matter expert on SNAAz Bylaws. Presents updates and amendments as needed to the membership at Annual Convention.
 - ii. **Breakthrough to Nursing Director:** Provides written monthly updates to the Board of Directors and membership of affiliation opportunities. Submits articles to the newsletter for publication regarding emerging

areas of nursing practice. Assists local school SNA chapters in developing recruitment materials and guidelines.

- B. **Communications Committee:** This committee is responsible for all external communications for SNAAz. The committee is chaired by the Director of Communications, and is represented by 1 vote on the Board of Directors.
- i. **Director of Communications:** Manage and compile content for Facebook, Twitter, and other internet based publishing. This position is the sole publisher of all social media posts made by SNAAz. Is responsible for posting 1 time a week, relevant, nonbiased, education based material. Other communication tasks (i.e. creation of fliers, presentations, and marketing materials) as requested by the Board of Directors.
 - ii. **Website Editor:** Manage SNAAz web page, providing prompt updates to the calendar and files. Responsible to maintain the websites accurate, current, and relevant information for the membership with ease of use. Responsible for submitting E-blast documents to the President for monthly distribution.
 - iii. **Newsletter Editor:** Develop a plan for soliciting material for publication in Imprint (NSNA), and SNAAz newsletter articles sent to association members. Prepare and distribute a minimum of 1 newsletter each quarter to the membership. Responsible for printed materials of the Annual Convention/Business Program Book.

Section 4: WHAT TO EXPECT AT CONVENTION

Campaigning: Each candidate will be assigned to a table in the Candidate Area at convention, candidates may use this space to display a self-standing poster and other materials for campaign purposes. No posters can be attached to walls, as required by the convention venue. SNAAz will not be responsible for any material left in the Candidate Area.

Candidate Presentations: All Candidates will be given the opportunity to address the membership for the purpose of presentation of qualifications during convention. Time will be limited to 2 minutes per candidate.

Campaign Managers: A candidate may choose one campaign manager to assist in the campaigning process. If chosen, the campaign manager must register at the Candidate Area. All campaign managers must be current NSNA members. Campaign Managers are the only person other than the candidate who is able to distribute campaign materials. No campaign manager may assist in more than one campaign.

Section 5: CAMPAIGNING POLICIES

All candidates must attend Annual Convention.

Candidates and Campaign Managers are required to check in at the assigned Campaign Area.

Campaigning during any presentation/panel/ or session is strictly prohibited.

No latex balloons are allowed.

Tampering or destruction of candidate materials are strictly monitored and prohibited.

All campaign materials (i.e. posters, fliers, giveaways) must be removed within 30 minutes of the closing of convention.

Violation of these rules may result in candidate removal from the election.

Section 6: APPLICATION

Application for the Position of: _____

Name: _____

NSNA Member Number: _____ Expires: _____

E-mail address: _____

Permanent Address: _____

Telephone: _____ Date of Birth: _____

School of Nursing: _____ City: _____

Faculty mentor/advisor (if applicable): _____

Type of Program (circle one): Diploma/ ADN / BSN Anticipated Graduation (MM/YYYY): _____

Number of credits enrolled in this semester: _____

Number of credits expected in spring 2018: _____ summer 2018: _____ fall 2018: _____

Please give a statement as to the reason you are running for state office.

What goals, awards, or accomplishments would you like to see SNAAz achieve this year and how will you work to accomplish this?

CANDIDATE NAME: _____

Explain what past experiences, education, and/or qualifications you possess that will help make you a contributing member to the board?

Define leadership in your own words:

Why do you want to be a nurse?

Section 7: INFORMATION TO BE COMPLETED BY DEAN OR DIRECTOR:

In accordance with NSNA Bylaws, Candidates shall obtain and submit the written support of their nursing dean or a written explanation as to why support is being withheld. While support is not required for Candidates to be eligible to run for office, it is strongly suggested to ensure Candidates are able to fulfill the responsibilities of their positions. The Student Nurses' Association will contact the Dean to congratulate the school on a candidate's election to office.

The head of the nursing program must complete and sign this section. Transfer students, or those matriculating from a diploma or associates degree who are entering a baccalaureate program must also have signatures by their new dean.

Is it the considered opinion of the faculty that this students' record of performance (to include: academic, clinical, and noncurricular) is satisfactory and that he/she will be able to devote the necessary time and effort to the office? Please include comment on character, ability to handle responsibility, and ability to work with others. Attach separate sheet if necessary.

If elected, can the student expect support from the dean and faculty for participation in official NSNA activates that are required for the fulfillment of responsibilities?

Circle one: Yes No (if no, please explain on a separate sheet of paper)

I have reviewed this application and agree that the information provided is correct

Signature of dean: _____

Print name of dean: _____

School: _____

Contact number: _____ Date: _____

*Form required within 2 weeks after election if candidate is running from the floor.

Section 8: TO BE COMPLETED BY CANDIDATE

CONSENT TO SERVE

If elected, I agree to serve Student Nurses' Association of Arizona (SNAAz) to the best of my ability. I am fully aware of the time and effort demanded by the responsibilities outlined for the office to which I am applying. To the best of my knowledge, all statements in this application are true. I realize that any false representations, incompleteness, or failure to meet the requirements set forth in this application may result in my disqualification as a candidate and/or removal from office.

If elected to the office of president, I understand and agree to attend in its entirety the NSNA Mid-Year and NSNA Annual Convention.

Signature: _____ DATE: _____

FOR CANDIDATES HOLDING SCHOOL SNA OFFICE:

I understand, in compliance with Student Nurses' Association of Arizona (SNAAz) bylaws, that if elected I must resign from my SNA offices prior to the first SNAAz Board of Directors meeting, or a vacancy will be declared in the state position. SNAAz Board members are not permitted to hold voting office at school chapters. A letter from the school SNA president may be required for documentation purposes.

Signature: _____ DATE: _____

*2017 First meeting will occur on Saturday, October 28th, at 4:00pm.

CAMPAIGN ETHICS STATEMENT:

As a candidate for office of the Student Nurses' Association of Arizona (SNAAz), or campaign manager, I promise to conduct an honest and ethical campaign with diligent consideration for the rights and privileges of all candidates, members, and advisors.

I have read, understand, and agree to abide by SNAAz bylaws and campaign regulations. I understand that any violations by either the candidate or campaign manager may lead to removal from the election. I am aware that all violations must be submitted in writing, will be reviewed by the current SNAAz Board and Advisors for action.

I pledge to support the mission and integrity of SNAAz throughout my campaigning and election process; and if elected during the course of my term of office.

Candidate Signature: _____ DATE: _____

Campaign Manager Signature: _____ DATE: _____