SNAI Pre-Slate 2019-2020

Please fill out the pre-slate form below before *September 21st, 2019* to have your picture and bio on our pre-slate ballots prior to the election held at Memorial hospital in Springfield on October 5th, 2019. After the deadline, students may be nominated from the floor during the conference. Applications can be submitted as a PDF to necc@snaillinois.com, or online via the following links:

Pre-Slate: https://goo.gl/forms/iWiHCf63QgXQm7dn1

Consent To Serve: https://goo.gl/forms/nKDCSVeHtalG66lG2

Email Shea Demonteverde (NECC) at necc@snaillinois.com if you have any questions or concerns.



**Duties and Responsibilities of SNAI Board of Directors**

Ten members of the SNAI Board of Directors hold fiduciary responsibility for SNAI. The Board is responsible for passing the annual SNAI operating budget and all event budgets. SNAI Officers and Directors are expected to attend monthly Board meetings, participate in the proceedings and deliberations, and accept the decision of the majority without animosity or violence. The meetings are held at various locations in Illinois decided upon by the members of the Board of Directors. Strict adherence to the Bylaws and Policies of SNAI are observed. The Board members are expected to communicate regularly with other Board members and ANA-Illinois Consultants. They attend and assist in planning the annual Leadership Conference and the Annual Convention. They will promote the growth of the association. The term of office for each position shall be one year from the adjournment of the annual meeting at which you were elected to the adjournment of the meeting at which your successor is elected. All past SNAI Board members shall serve for six (6) additional months as a resource person for newly elected Board members. For a more complete list of duties and responsibilities see [http://www.snaillinois.com/what-we-do.html](https://www.google.com/url?q=http://www.snaillinois.com/what-we-do.html&sa=D&ust=1550461272193000&usg=AFQjCNEJUWgJ2ujQFkSDlqxV6oTa6DLNHw)

**Consent to Serve & Eligibility**

Full Name:

NSNA Membership Number: – can be found on your NSNA card or online at https://nsnamembership.org/

(not required, write “N/A” if not a member of National Student Nurses’ Association)

Address:

Preferred Phone Number:

Email:

School of nursing you are attending:

Year in school:

Graduation Month and Year:

Descriptions of each of the positions can be found below:

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| --- | --- |
| **President*** Leads the whole association by presiding at all Board meetings.
* Prepares and submits an agenda for all Board meetings at least 1 week before the meeting.
* Serves as ex-officio member of all committees except the Nominations and Elections Committee.
* Represents SNAI in all matter relating to the Association.
* Represents SNAI at the NSNA Annual Convention and the NSNA Mid-Year Conference.
* Desirable qualifications are the capacity to be an effective and vital force of SNAI through mutually beneficial relationships with school constituents and organizations. Has experience in leadership positions in school and in the community. In addition, has the ability to inspire, guide, delegate, and mobilize students for action.
 | **1st 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.
* Serves as planner and Chair of the Annual Convention Planning Committee, the responsibilities of which includes, but are not limited to:
* Securing the location of convention; negotiating contracts for convention venue, hotel, meals, and hotel accommodations; issuing contracts for speakers and convention parliamentarian;
* Working with the Board and ANA-Illinois Consultants 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.
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| **2nd Vice President**Serves as planner and Chair of the Annual Leadership Conference which includes but not limited to: * Securing the location of the conference, negotiating contracts for the conference venue, hotel, meals
* hotel accommodations; issuing contracts for speakers, as well as working with the Board and ANA-Illinois Consultants to plan the conference flyers, agenda, menus, scripts and invitations to special guests.
 | **Secretary*** Records and keeps the minutes of all Board meetings.
* Updates NSNA on elected SNAI Board members, EEC, and NECC and any changes in board membership.
* Sends draft Board minutes to all Board members and Consultants for review
* Sends copy of approved Board minutes to all Board members and Consultants and NSNA
* Serves as Chair of the Policies Committee.
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| **Treasurer*** Prepares an annual budget and financial report.
* Assists with preparation of SNAI event budgets.
* Responsible for the accuracy and safekeeping of all financial books and records of SNAI
* Maintain current and accurate financial records on: membership dues received, revenue, disbursements, working fund balance, and ledgers
* Monthly, reconcile bank statements and submit the Treasurer's report for review by the SNAI Board of Directors
* Develop a budget prior to each SNAI event, in order to plan effectively
* Review, approve, and sign all vouchers submitted by the SNAI Board of Directors
* Maintain running balance of each officer's expenses
 | **Breakthrough to Nursing Director*** Encourages community involvement of association members.
* Organizes the SNAI community health initiative for the Annual Convention.
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| **Legislation Director** * Represents SNAI at the Student Nurse Political Action Day.
* Serves as Chair of the Bylaws and Resolutions Committees.
 | **Marketing Director*** Develops a plan for securing advertising, exhibitors, and sponsors for all SNAI events' including but not limited to the Annual Convention and Leadership Convention
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| **Membership Director*** Coordinates activities geared toward recruitment and retention of students in SNAI.
* Collect SNAI Membership Numbers each month from NSNA and forward them to the BOD.
* Serve as Chair of the Awards Committee and coordinate all SNAI Awards for Annual Conference and arrange applications for NSNA conference awards.
* Serve as member of the Publicity and Policies Committees.
* Reach out to School SNA Chapters and maintain a record of school chapter officers.
* Provide retention and recruitment initiatives for the SNAI Membership.
 | **Image of Nursing Director*** Develop a plan for soliciting material for publication in Imprint (NSNA), and SNAI E-Blast articles sent to association members.
* Responsible for technical aspects of the Annual Convention/Business Program Book.
* Serves as Chair of the Publicity Committee.
* Manages and compiles content for SNAI's Facebook, Twitter, YouTube account, and SNAI web page.
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| **Nominations and Elections Committee*** Works with SNAI members in order to secure a full board of directors for the following year.
* Run elections and campaign at Annual Convention.
 | **Elected Executive Consultant** Works with SNAI members to provide expert advice regarding different duties of the association.  |

**Which position would you like to run for?**

*You may mark more than one position, with a maximum of three positions.*

 President

 1st Vice President

 2nd Vice President

 Secretary

 Treasurer

 Breakthrough to Nursing Director

 Legislation Director

 Marketing Director

 Membership Director

 Image of Nursing Director

 Nominations and Elections Committee

*(if elected as NECC, the candidate understands that they do not have the option of running for a second term)*

 Elected Executive Consultant \*

*(only available to current or past SNAI board of director members)*

Please write a short, concise paragraph describing: 3 reasons why you would like to run for this position; how you would contribute to the position; a list of activities you are involved in (nursing and non-nursing); a list of offices you have held at school, state, and national levels.

By typing my name below, (1) I agree to serve and carry out the duties as listed in SNAI Bylaws and Policies if elected/appointed. (2) I also am stating I am not currently on probation of any kind. (3) Finally, I agree to attend a mandatory SNAI new Board of Directors Transition Meeting to be held on Sunday, September 21st, 2019. Location and time TBD by the new BOD.

Printed Full Name

Signature Date

SNAI Consent To Serve Form 2019-2020

**Must be completed by Saturday, October 26th, 2019.**

Please copy and paste the link below to a faculty member or dean of your school, who would recommend, support, and advocate you in your efforts as a member on the 2019-2020 Board of Directors. It would be wise to meet with them prior to sending them this link in order to discuss the contract that is being made. You can also fill out the following form and send a scanned PDF copy to necc@snaillinois.com

Link to online form: <https://goo.gl/forms/nKDCSVeHtalG66lG2>

Faculty/Dean Consent to Serve Form

This is the form that will complete your student's application to serve on the SNAI Board of Directors for 2019-2020. A faculty member or dean must fill this form out.



Student Nurse's Association of Illinois Consent to Serve Board of Director's 2019-2020

By signing this form, you are supporting [your student] and his/her decision to run for a position on the 2019-2020 SNAI, Board of Directors. You are confirming that he/she is able to devote the time and effort necessary for the position, agreeing to negotiate make-up assignments or missed classes/clinical, and approving this student to attend the 2020 Annual SNA Convention.

Participating on the SNAI Board of Directors entails a lot of responsibilities and time commitment, which can sometimes interfere with nursing classes, clinicals, or assignments. However, the current Board of Directors, and all of the preceding Board members, were also nursing students when they were elected to office. It is manageable to balance serving as an elected SNAI Board member with the challenges of nursing school and personal life.

Serving on the SNAI Board of Directors is a great experience and a wonderful opportunity to gain skills such as leadership, communication, and time management, which are beneficial in becoming a successful nurse. We appreciate your support in this student’s decision to serve on the board, if he/ she is elected. If you have any questions or concerns, please contact Shea Demonteverde at necc@snaillinois.com.

Name of Student

By typing your name below, you are giving this student consent to serve on the SNAI Board of Directors for 2019-2020

Name of School

Email: We may email you to confirm your consent