



Dear NAHN Phoenix Members,

The 2020-2021 NAHN Phoenix election term is soon approaching and the Nominations committee is looking for you to be a part of this ever growing, leadership driven team to uphold the ongoing success and mission of NAHN.

Eligibility requirements:

- Submission of letter of intent with stated position of interest.
- Submission of bio; the bio will be used in an upcoming newsletter that will be distributed to all current chapter members prior to elections and posted to the Phoenix chapter website.
 - Please include a headshot formatted to jpg version.
- All nominees must be in good standing with the association and a current voting member of at least six months.
- The President-Elect position includes a BSN education requirement.
- All necessary documents will be due October 2, 2109 to the Nominations email account nahnnominationsphx@gmail.com.

Below are a brief description of the upcoming vacancy positions for the 2020-2022 term.

PRESIDENT-ELECT:

The President-Elect shall take over the office of the President upon the expiration of the prior President's term of office. The President-Elect shall perform such other duties as may be assigned by the Board.

MEMBERSHIP:

The Chair of Membership is responsible for recruiting volunteers to serve on the Membership Committee. Meetings will take place quarterly or on as-needed basis to be determined by the Chair. The Chair will be responsible for submitting a bi-annual report to the NAHN Phoenix Board of Directors. All recruitment events are to be coordinated by the chair.

***Membership Chairperson will be given up to 12-months of mentorship from current Membership Chairperson, Rose Lopez.

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

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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..

COMMUNITY OUTREACH:

The Chair of Community Outreach is responsible for recruiting volunteers to serve on the Community Outreach Committee (COC) 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 COC. All health fair events are to be coordinated by the COC and the committee will disseminate information to general members regarding health fairs and ongoing volunteer activities via the Volunteer Spot website as well as provide event sign-up sheets at monthly Membership meetings. ***The new Community Outreach Chair will be given up to 12 months of mentorship and assistance from the current Community Outreach Chair, Andrea Mendoza

SCHOLARSHIP & AWARDS:

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 meetings on as-needed basis to be determined by the committee as well as provide student sign-up sheets at monthly Membership meetings. ***The new Scholarships & Awards Chair will be given up to 12 months of mentorship and assistance from Felipe Santoyo-Cuellar.

Education:

The Education Chairperson is responsible for all matters relating to education of its members and the community. Will be responsible for the review of 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 an 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

Thank you for your commitment and continued dedication to the growth of the NAHN Phoenix chapter. Please feel free to contact any Nominations committee member for any further questions.

Thank you,

Caesar Rangel, BSN, RN
Board of Directors- Nominations Chair
National Association of Hispanic Nurses (NAHN): Phoenix Chapter

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