


STUDENT NURSES'  
ASSOCIATION OF ARIZONA  
CANDIDATE PACKET



Application Checklist:

- Completed application (Section 6)
- NSNA Membership Number
- Academic Good Standing Agreement Signature (Section 7) \*
- Signed Consent to Serve (Section 8)
- Send completed application to [studentnursesaz@gmail.com](mailto:studentnursesaz@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 (July 2021) of the term of office.

Must be currently enrolled in nursing programs to be eligible for Executive Board Positions (President, Vice-President, Secretary, and Treasurer), pre-nursing and nursing students are eligible to run for all other positions.

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.

**Director of Health Policy:** 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. 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. 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.

**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.

**Communications Director:** Responsible for development 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 monthly e-blast email for the membership as well as a newsletter each quarter. Responsible for printed materials of the Annual Convention/Business Program Book.

**Online Media Director:** Manage and compile content for Facebook, Twitter, and other internet-based publishing. This position is the sole publisher of all social media and website update 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.

**Marketing Director:** Responsible for SNAAz Store merchandise, shirt designs, and other fundraising items. Coordinates with local SNAs for the purchase and promotion of SNAAz honor cords, as well as works to solicit sponsorships for Annual Convention

**Nomination and Election Committee:** 4 positions available. 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.

#### Section 5: CAMPAIGNING POLICIES

All candidates must attend Annual Convention.

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

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

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): \_\_\_\_\_

Please select on: I am currently enrolled in a nursing program/ I am a pre-nursing student

Number of credits expected in Spring 2021: \_\_\_\_\_ Summer 2021: \_\_\_\_\_ Fall 2021: \_\_\_\_\_

The following remarks will be published on the ballot for election purposes, no edits, changes, or alterations will be made.

Please give a statement as to the reason you are running for state office, your background, qualifications, and intent. (Max 300 words)

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.

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 school SNA office 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: \_\_\_\_\_

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: \_\_\_\_\_