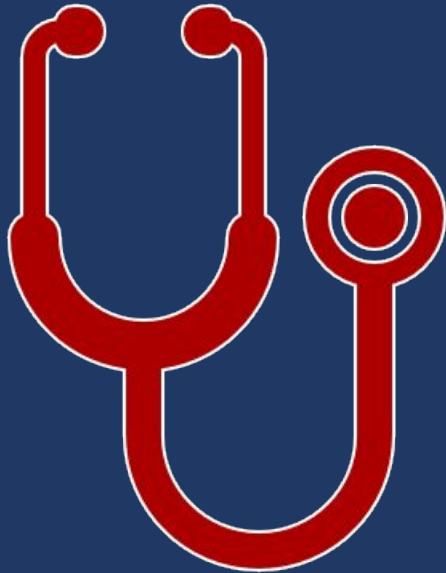


Georgia Association of Nursing Students



MISSION AND PURPOSE



The purpose of Georgia Association of Nursing Students is to assume responsibility for contributing to nursing education; to provide for the highest quality of health care; to provide programs representative of fundamental and current professional interest and concerns; and to aid in the development of the whole person, including an understanding of the professional role of a nurse and his/her responsibility for the health care of all people.

A graphic for a 'Save the Date' announcement. It features a background image of a large, classical-style building with arched windows, illuminated at night. The text is overlaid on a semi-transparent dark rectangle. At the top, it says 'SAVE THE DATE'. In the center, a white-bordered box contains the text '67TH ANNUAL CONVENTION'. Below this, it says 'OCTOBER 24-26 2019' and 'THE CLASSIC CENTER ATHENS, GA'.

67TH ANNUAL CONVENTION

OCTOBER 24-26 2019
THE CLASSIC CENTER ATHENS, GA

CONVENTION

- Annual meeting
- House of Delegates – where GANS conducts their business
- Elections – to elect the new board
- Focus Sessions
- Blood Drive
- Fundraising opportunities
- NCLEX Review
- And much more!!

How to Apply for a Position on the Board

Read

Read through the following slides that detail the responsibilities of each position

Select

Select the position that best suits you

Fill
out

Fill out the application



Click here

iANS Application
2019-2020

Submit

Submit application and required documents to
neceast@ganursingstudents.com

Duties of the President

- Preside as Chair at all meetings of the association and the Executive Board.
- Prepare meeting agendas and plan committee meeting time.
- Collaborate with Treasurer on management of finances.
- Appoint special committees with the approval of Executive Board.
- Serve as ex-officio member of all committees except nominations and elections.
- Represent GANS in matters relating to the association and perform all other duties pertaining to the office.
- Provide monthly written report to Executive Board members at board meetings.
- Attend or designate an Executive Board member to attend the Georgia Council of Nursing Organization meetings and other organizations deemed appropriate, and report back to the Executive Board and State constituents.
- Oversee the annual review and revision of the strategic plan, which should be completed by the annual meeting.
- By the Saturday following a member's second absence the President shall send a letter informing the member they are in danger of being removed from the board. After third absence, the President will send a letter notifying the member that he/she has met his/her allotted number of absences
- Oversee Council of Student Presidents (COSP) and participate in NSNA Council of State Presidents.

Duties of the 1st Vice President

- Assume the duties of the President in the absence or disability of the President.
- Accede to the office of President in the case of a vacancy in the office.
- Chair Convention Committee, including planning, program, registration and events.
- Provide a monthly written or oral report to Executive Board members at board meetings. If the board member is planning on being absent, an emailed board report will need to be sent from that board member to the President and Secretary prior to the board meeting.
- Perform other duties as assigned by the President.

Duties of the 2nd Vice President

- Assume the duties of the First Vice-President in the absence or disability of the First Vice-President.
- Accede to the office of the First Vice-President in case of vacancy in the office.
- Chair Convention Speaker Sub-Committee, including securing all speakers for Convention Events/Sessions.
- Assist First Vice-President in the planning of Annual Convention including helping to find location, negotiate costs, maintain records, follow up with sub-committees and other duties that President or First Vice-President assign.
- Be responsible for upkeep and maintenance of GANS archives.
- Provide a monthly written or oral report to Executive Board members at board meetings. If the board member is planning on being absent, an emailed board report will need to be sent from that board member to the President and Secretary prior to the board meeting.
- Perform other duties assigned by the President.

Duties of the Secretary

- Provide a monthly written or oral report to Executive Board members at board meetings. If the board member is planning on being absent, an emailed board report will need to be sent from that board member to the President prior to the board meeting.
- Obtain Board reports from Executive Board members prior to monthly meetings and include in minutes.
- Record minutes at all business meetings of association and Executive Board.
- Prepare and disseminate minutes to Executive Board and post to group page ten (10) days after meeting for review.
- Within ten (10) days of approval of minutes: submit official minutes to NSNA, post corrected minutes (as necessary) to Google group pages, and submit to Director of GANS EKG for publication on the GANS website.
- Obtain and provide up-to-date contact information of Executive Board Members.
- Collect up-to-date names and contact information for local school chapter advisors and officers from District Directors and keep a centralized database.
- Ensure upcoming events are posted to GANS website calendar each month.
- Prepare yearly Chapter Resource Book, ensuring updated Advisor and school information from District Directors.
- Perform other duties as assigned by the President.

Duties of the Treasurer

- Act as custodian of the organization's funds and see that a detailed annual financial report (i.e. previous year and year-to-date) be prepared and presented in writing to all constituent associations at the state convention.
- Be bonded and have treasurer's books audited at the end of the fiscal year, when deemed necessary by the Executive Board.
- Serve as chairperson of the Finance Committee when the Executive Board establishes such a committee.
- Furnish to the chairman of the tellers, not less than two (2) hours before the opening of the polls, a list of delegates entitled to vote at the annual meeting.
- Monitor funds and inform the Executive Board of allocated funds and expenditures related to the budget at monthly board meetings.
- Coordinate and submit the annual NSNA FINANCIAL EXCELLENCE AWARD.
- Provide a monthly written or oral report to Executive Board members at board meetings. If the board member is planning on being absent, an emailed board report will need to be sent from that board member to the President and Secretary prior to the board meeting.
- Perform other duties as assigned by the President.
- Submit a proposed budget for the upcoming fiscal year to the House of Delegates at the annual meeting.

Duties of the District Directors

- Serve as a communication link between their district and the Executive Board.
- Act as a resource person for schools in their district.
- Contact each school in their district at least once per month during the school year by telephone, email, or in person.
- Have their duties defined by the Executive Board according to needs and priorities.
- Plan Council of Student Leaders (COSL) retreat, including soliciting, funding, participant registration, and program schedule.
- Provide a monthly written or oral report to Executive Board members at board meetings. If the board member is planning on being absent, an emailed board report will need to be sent from that board member to the President and Secretary prior to the board meeting.
- Perform other duties as assigned by the President.

Duties of the Director of Public Relations

- Solicit and communicate with potential exhibitors and advertisers for the purpose of convention and EKG/website financing.
- Handle invoicing of all advertising and exhibiting of GANS functions.
- Organize exhibit hall during GANS state convention.
- Coordinate GANS press releases to nursing publications in Georgia.
- Coordinate and submit the annual NSNA IMAGE OF NURSING AWARD.
- Provide a monthly written or oral report to Executive Board members at board meetings. If the board member is planning on being absent, an emailed board report will need to be sent from that board member to the President and Secretary prior to the board meeting.
- Perform other duties as assigned by the President.

Duties of the Director of Publications

- Be responsible for the publication of GANS EKG.
- Be responsible for the publication of the annual GANS convention booklet.
- Be responsible for submitting articles biannually to NSNA for publication for the “Happenings” column.
- Coordinate and submit the annual NSNA STATE NEWSLETTER AND WEBSITE AWARDS.
- Provide a monthly written or oral report to Executive Board members at board meetings.
- Update and maintain GANS website, <http://www.ganursingstudents.com>, on a monthly basis.
- Perform other duties as assigned by the President.

Duties of the Director of Legislation

- Stay informed concerning legislation in Georgia affecting nurses and nursing students.
- Keep the Executive Board and GANS constituents informed concerning nursing legislation in the state and nation.
- Submit resolutions from the state Executive Board to the House of Delegates at the annual convention.
- Work in Conjunction with the Assistant to the Executive Board Member in writing the above resolutions.
- Have approved Resolutions selected during the GANS Annual State Convention to be submitted at the NSNA annual Convention.
- Be responsible for review and recommendation for change in the Bylaws and Policies and Procedures.
- Be familiar with parliamentary procedures. Assist with the understanding of parliamentary at all Board Meetings.
- Write a legislative update for each issue of the EKG.
- Coordinate and submit the annual NSNA POLITICAL INVOLVEMENT AWARD.
- Provide a monthly written or oral report to Executive Board members at board meetings. If the board member is planning on being absent, an emailed board report will need to be sent from that board member to the President and Secretary prior to the board meeting.
- Perform other duties as assigned by the President.

Duties of the Breakthrough to Nursing Director

- Submit BTN Project (*e.g., Habitat for Humanity, Tree's Atlanta, Feeding the Homeless, Inc.*)
- to District Directors to disperse to school chapters by the third month in office and keep the Executive Board informed of the goals and progress of the project.
- Establish and/or maintain communication with the local school BTN directors.
- Work to develop nursing school recruitment materials and guidelines for recruiters appropriate to the state's recruitment needs.
- Assist local chapters, as needed, in developing recruitment materials and guidelines for recruitment in the area.
- Write a BTN update article for each issue of the EKG.
- Provide a monthly written or oral report to Executive Board members at board meetings. If the board member is planning on being absent, an emailed board report will need to be sent from that board member to the President and Secretary prior to the board meeting.
- Identify and compile a listing of state and national financial aid sources for nursing students.
- Assist GANS with membership recruitment and retention.
- Perform other duties as assigned by the President.

Duties of the Community Health Director

- Submit Community Health projects to the District Directors to disperse to school chapters by the third month in office and keep the Executive Board informed of the goals and progress of the projects.
- Work to develop or participate in statewide, national, or international community service projects.
- Assist local chapters in developing or participating in statewide, national, or international community service projects.
- Coordinate and submit the annual NSNA COMMUNITY HEALTH AWARD.
- Update and maintain the Community Health page of the GANS website and submit articles for publication in the EKG.
- Provide a monthly written or oral report to Executive Board members at board meetings. If the board member is planning on being absent, an emailed board report will need to be sent from that board member to the President and Secretary prior to the board meeting.
- Perform other duties as assigned by the President.

Duties of the Assistant to the Executive Board

- Fill any GANS position that becomes vacant with the exception of President, First Vice-President, Second Vice-President, or District Director or NEC for any district they are not from.
- Must attend all monthly meetings of the GANS Executive Board in accordance with the GANS Bylaws Article IV, Section 3.
- Participate in assigned GANS committees.
- The primary duty of the Executive Assistant Board Member is to assist the Executive Board members.
- Assist 1st and 2nd Vice Presidents with Annual Convention
- Assist Legislative Director with Resolution & Bylaws writing and reviews as necessary.
- This position is a nonvoting position.
- Assist other members of the GANS Board as necessary.
- Perform other duties as assigned by the President.

Duties of the Assistant to the District Directors

- Assist the District Directors in the planning of COSL (Council of Student Leaders).
- Help in maintaining contact with various local chapters across the state.
- Perform other duties as assigned by District Director Chair.
- Perform other duties as assigned by the President.

Duties of the Nominations and Elections Committee Chair

In addition to all other NEC duties, the Chair does the following:

- Supply ballots for the annual election of officers.
- Conduct mandatory candidate review meetings as stated in “Candidate and Campaign Regulations”.
- Have voting privileges during the monthly GANS Board Meetings with suspended voting privileges during the Annual State Convention.
- Attend monthly GANS Executive Board meetings as specified by the current Executive Board with absences dictated according to Article IV, Section 3, Paragraphs C and D.

Duties of the NEC District Directors

- Solicit and receive nominations for GANS officers.
- Assist with the mandatory candidate review meetings as stated in “Candidate and Campaign Regulations”.
- Pre-slate candidates based on qualifications, interests, and needs of the Board. Goal is to have a minimum of one (1) candidate pre-slated for all offices before the GANS Annual Convention. Where feasible, try to avoid pre-slating two (2) candidates for any one office when there are other offices without pre-slated candidates.
- Ensure candidates are well prepared to run for office (informed of rules and regulations, campaigning process, duties of offices and of the Board, ineligibility to run for another office if they run for NEC positions, etc.)
- Conduct business of campaigning and elections, ensuring campaign rules are enforced
- Read and be familiar with the monthly Executive Board meeting minutes.
- Attend monthly board meetings from May to October.

Duties of the Council of School Presidents (COSPP) Chair/co-Chairs

- Act as an ex-officio Board Member
- Attend monthly board meetings as necessary
- Plan and run Council of School Presidents annually; at COSL and GANS convention.
- Plan and run additional COSPP meetings if possible; suggest NSNA Annual Convention.
- Maintain and manage COSPP Google Groups.
- Serve one year term with elections held the GANS Convention

For more information:

- Visit www.ganursingstudents.com
- Call or e-mail Dana Parker, NEC Chair
 - 678-983-6178
 - neceast@ganursingstudents.com