

IANS Position Descriptions

- **President:** The principal officer of IANS and ensure the IANS board is growing not only as an organization, but individually as up and coming leaders. He/she leads monthly, group board meetings, ensures filing of taxes, appoints special committees for the organization, encourages further involvement with IANS from students all over the state, and serves as the spokesperson for the organization.
 - Time Commitment: 10hrs/ week

- **Vice President:** The main responsibility is to plan the annual IANS convention with help of other committee members. He/she can assist the president in his/her duties.
 - Time Commitment: 10hrs/ week

- **Secretary:** Takes detailed minutes during each monthly board meeting. He/she will submit those minutes to the NSNA. He/she collaborates with the President each month to make each monthly meeting agenda.
 - Time Commitment: 5hrs/ week

- **Treasure:** Takes time to prepare the annual budget, ensuring each expenditure that is made for convention, scholarships, incoming donations, and other various spending fits into the budget. He/she ensures that each expenditure is submitted and approved by the board each meeting. Submits Reimbursement Requests to the board for their approval. Reports to the board the spending at the monthly meetings since the last Board Meeting.
 - Time Commitment: 5hrs/ week

- **Image of Nursing:** Aims to improve the image of nursing by planning projects to break negative nursing stereotypes. Example of this is the Annual Teddy Bear Clinic
 - Time Commitment: 2hrs/ week

- **Community and Health/Disaster:** Aims to increase the number of disaster prepared student nurses, by promoting and hosting national disaster preparedness and relief programs to IANS members. The main goal is to improve community health across the state.
 - Time Commitment: 2hrs/ week

- **Newsletter Editor:** Create a quarterly newsletter to inform IANS members about the current status of board discussions, upcoming events, activities in nursing occurring across the state, and the progress of the IANS board. This newsletter is sent out to all the members and posted on the IANS website. The editor is also responsible for updating the website as needed.
 - Time Commitment: 2hrs/ week

- **Membership Director:** Serves to increase IANS and NSNA membership by reaching out to nursing schools in Indiana to start new local SNA chapters or getting those not involved to joining by educating them on the benefits of IANS and promoting the annual convention
 - Time Commitment: 2hrs/ week
- **Legislature Director:** Responsible for creating and updating the bylaws and policies of IANS. They also ensure each member and IANS a whole is abiding by these bylaws and policies.
 - Time Commitment: 3hrs/ week
- **(2) Nomination and Election Committee (NEC):** the main duty is to plan for the next election of board members, which takes place at the annual convention. This entails comprising the correct number of delegates, getting nominations for the election, creating a ballot, and running the election meeting.
 - Time Commitment: 3hrs/ week
- **(2) Convention Committee:** works closely with the Vice President to plan the convention
 - Time Commitment: 3hrs/ week

Requirements to Run for IANS Board of Directors:

- NSNA Member
- Currently enrolled in nursing school
- Will be in nursing school for at least $\frac{3}{4}$ of term
- Good standing academically
- Innovative, creative, eager to make IANS even better

****Elections for the new Board of Directors will take place at the 2019 Convention on January 26th, 2019. During the delegate session, there will be an election process where the new IANS board is elected.****

How to Run for Office:

Pre-slating: Applications/nominations (Name, year in school, school, and position running for) are to be submitted by January 6th, 2019 to Dani Koenig at northdirectorians@gmail.com.

Running from the floor: Applications/nominations (Name, year in school, school, and position running for) are to be submitted by January 25th, 2019 at 5p to Dani Koenig at northdirectorians@gmail.com.

Election Process:

Each person running for a position will give a short speech on why they want the position and goals for the board. After the speeches have been given, the delegates will take a vote for the new IANS Board of Directors. The new Board will be finalized the day of the convention and officially take office in April 2019.