

Dear NAHN Phoenix Members,

The 2021-2022 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 September 20, 2020 to the Nominations email account [nahnnominationsphx@gmail.com](mailto:nahnnominationsphx@gmail.com).

Below is a brief description of the upcoming vacancy positions for the 2021-2022 term.

**Treasurer:**

The treasurer shall receive, have custody of, and be responsible for all bookkeeping and accounting of all the funds of the association, shall see that only the bills as have been approved by the President or Executive Board are paid, and shall make a financial statement to the Executive Board at regular meetings and to the membership at regular meetings. The treasurer shall deposit the funds of the association in such banks as determined by the Executive Board. Within thirty (30) days upon completion of the term of office, the Treasurer shall deliver to the new Treasurer all papers, books, records, and money of the association with a supplemental report covering all transactions that may have taken place since the last report of the Treasurer to the membership. The treasurer shall be bonded and responsible for filing taxes in a timely manner.

**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 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.

**Roles and Responsibilities:**

1. Signs bank transactions, board operating policies, and other documentation as required.

2. Occasional assistance with tracking of meeting RSVP’s via email and NAHN phone.

3. Serves as stand-in Recording secretary to take meeting minutes at board of directors and/or membership meetings if the current recording secretary is unable to attend.

4. Answers NAHN phone calls/messages in a timely manner.

5. Responsible for general NAHN Phoenix Chapter email, answering emails, and/or forwarding email to appropriate people.

**Nominations:**

The nominations chairperson is responsible for nominating functions, including optimizing the composition, competence and integrity of the Board and its committees by searching for and recommending individuals for election to the Board, and such other duties and functions as directed by the Board from time to time. This delegation shall include all such duties and responsibilities that are consistent with this chapter, the NAHN Bylaws, as amended from time to time, and governing law, rules and regulations.

**Roles and Responsibilities:**

1. The nomination chairperson is responsible for the verification that the election process is run with no bias, in keeping fairness, just and integrity during the term of position. That no favoritism, preference or exceptions is given to individual members during the election process.

2. Participate in the development and implementation of activities to outreach to qualified individuals to actively participate in the elections of board members.

3. Delegating tasks to committee members as deemed necessary in recruiting candidates for upcoming election positions.

**Bylaws:**

The Bylaws chairperson shall be responsible for the maintenance of the bylaws for the Phoenix chapter and updating as needed to reflect the Bylaws of the National Association of Hispanic Nurses as applicable to the Phoenix chapter. Chairperson will be responsible for the full understanding of the Bylaws and assist the Executive Board during board meetings so as not to violate any Bylaws.

**Roles and Responsibilities:**

1. Receive and review all proposals for revisions and amendments either submitted by members or self-imitated.

2. Bylaw chairperson must provide, in writing, all proposed changes to bylaws with written rationale to all voting members thirty (30) days prior to meeting for membership review.

3. Bylaw chairperson will be spokesperson of self-initiated or member proposed bylaw change during membership meeting.

4. Will be the point of contact person during executive board and general board meetings for clarification of bylaws to maintain integrity of said meeting.

**PUBLIC RELATIONS:**

The website and public relations (PR) chairperson will be responsible for the professional maintenance of the NAHN Phoenix Chapter website, and any social media pages, such as, but not limited to; Facebook, Twitter, Instagram and will make changes as deemed necessary. The President may also assign other relevant duties as determined by the Board of Directors. Modifications and additions to the website; photo albums, blogs, etc., will be paid for and maintained by the Phoenix NAHN General Operating budget.

**Roles and Responsibilities:**

1. The website and PR chairperson shall be responsible for updating the NAHN-Phoenix Chapter Facebook page, and Twitter account according to the Professional Social Networking Policies

2. Will be responsible for professional maintenance of the NAHN Phoenix Chapter website and will make changes as deemed necessary.

3. Attend all board and general meetings unless excused by the President or representation of a committee member is in place.

4. Will head the website & public relations committee and recruit, select or accept volunteers to serve as committee members.

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