

**Nursing Student Association  
College of San Mateo  
Officer Roles & Responsibilities**

**PRESIDENT:** Attends all NSA meetings. Leadership responsibilities include decision making, supervision, and delegation. Coordinates and leads the NSA meeting, supervises activities and events, and delegates responsibilities to officers and members of the NSA. Creates and distributes NSA meeting Agendas. Works with the Vice President in coordinating activities.

**VICE PRESIDENT:** Attends all NSA meetings. Works closely with the President in supervision and delegation of officers and members. Coordinates the first-year fundraising event(s). Assists in Career Fair preparations (spring semester). Leads and delegates to first year officers. Master of ceremonies at the pinning ceremony of the graduating class.

**SECRETARY:** Attends all NSA meetings. Takes minutes at ALL NSA meetings. Delivers those minutes to the office assistant at the nursing department office. Reviews minutes once the office assistant completes and then approves a final copy to be posted on the CSM Nursing webpage. Makes arrangements to provide a copy of the minutes to members present at subsequent meetings. Makes photocopies of all NSA generated materials and fliers.

**TREASURER:** Attends all NSA meetings. Maintains the finances of the NSA. Keeps a record of deposits and withdrawals. Continually appraises the NSA of current financial status. Makes deposits to the college cashier. Submits payment receipts to the Student Activity Office.

**ACTIVITIES COORDINATOR(S):** Attends all NSA meetings. Supervises and coordinates fundraising and events. Plans the Christmas Party. Coordinates the activities surrounding the Career Fair, Toiletries Drives, etc. Assists in determining committees for the Pinning Ceremony.

**NSA REPRESENTATIVE(S):** Attend all NSA meetings. Represent students and issues concerning NSA activities. Active in leading committees developed as a result of NSA activities and events. Communicates NSA meeting results back to respective class.

**NEWSLETTER COORDINATOR:** Attends all NSA meetings. Leadership responsibilities include decision-making, supervision, and delegation to the newsletter team in addition to the newsletter responsibilities. Secures advertisement agreements with various hospitals and businesses. Coordinates expenses and revenue with the Treasurer. Facilitates and coordinates the pinning ceremony programs for the graduating class. Manages the printing and distribution of the newsletter to students, faculty, and advertisers.

**NEWSLETTER REPRESENTATIVE(S):** Attends all NSA meetings. Helps with the layout and design of the NSA newsletter *Vital Signs*. Contributes and seeks out appropriate content. Encourages students to submit content, announcements, anecdotes, etc. Assists Newsletter Coordinator in securing advertisement agreements with various hospitals and businesses. Assists in coordinating newsletter expenses and revenue with the Treasurer. Assists in the printing and distribution of the newsletter to students, faculty, and advertisers.

**NURSING STUDENT ADVISORY COMMITTEE REPRESENTATIVE(S):** Attends all NSA and Student Advisory Committee meetings. Represent students' and their course concerns to the faculty and discusses possible solutions if appropriate. Gives suggestions regarding curriculum revisions and/or other possible changes to enhance learning experience of students. Relays information received during the meeting to respective classmates and to NSA.

**INTER CLUB COUNCIL (ICC) REPRESENTATIVE(S):** Attends all NSA meetings. Acts as a representative for NSA by attending at least one of the Inter Club Council meetings per month. Completes and submits the "continuing club packet" each year. As of fall 2013 these meetings take place every Wednesday at 1:30 pm in building 18, room 308. Communicates any pertinent club information back to NSA. Future meeting dates and times are subject to change at the college's discretion.