



# CALIFORNIA ASSOCIATION FOR NURSE PRACTITIONERS

## Greater Pasadena Chapter



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### ***Position Description: President-Elect 2-year position***

#### **Qualifications:**

Full Member CANP in good standing

Excellent leadership abilities including written, verbal and organizational skills

Commitment to serving as President-Elect, President, and Past-President

#### **Duties:**

Attends Chapter Business Meetings and Leadership Board Meetings

Presides at Chapter Business Meetings in President's absence

Assists President in leading Leadership Board in strategic planning

Attends President's Forum Meetings

Attends CANP Conferences, Leadership Summits, Lobby Days, and other CANP events

Serves as a Delegate to CANP House of Delegates

Represents the Chapter in public and official capacities as requested by President

Communicates regularly with President as mentee into role as President

Chairs Awards Committee for annual chapter awards, "Nurse Practitioner of the Year" and "Nurse Practitioner Advocate of the Year"



CALIFORNIA ASSOCIATION  
FOR NURSE PRACTITIONERS  
Greater Pasadena Chapter



***Position Description: Vice President (1)***

***2-year position***

**Qualifications:**

Full Member CANP in good standing

Good written and verbal communication skills and organizational skills

**Duties:**

Attends Chapter Business Meetings and Leadership Board Meetings

Maintains relationships with potential sponsors for Educational Presentations

Develops and maintains database of potential sponsors for Educational Presentations

Prepares calendar of Chapter Business Meetings, Educational Presentations, and other chapter events

In conjunction with Membership Chair, notifies Chapter Members of Chapter Business Meetings, Educational Presentations, and other chapter events

Provides Chapter Meeting, Educational Presentation and other event information to CANP for dissemination to all CANP members

Prior to Educational Presentations, introduces speaker and thanks sponsor

Sends thank you card to speaker and sponsor after each Educational Presentation

Coordinates and plans Annual Chapter Professional Educational event

Attends CANP Conferences, Leadership Summits, Lobby Days, and other CANP events

Serves as a Delegate to CANP House of Delegates



CALIFORNIA ASSOCIATION  
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***Position Description: Legislative Chair***  
***2-year position***

**Qualifications:**

Full Member CANP in good standing

Good written and verbal communication skills

**Duties:**

Chairs Legislative Committee

Attends Chapter Business Meetings and Leadership Board Meetings

Presents Legislative Report at Chapter Business Meetings and Leadership Board Meetings

Attends CANP Health Policy and Practice Committee's Legislative Advocacy Group Meetings and communicates information to Leadership Board and/or Chapter

In conjunction with Legislative Committee, maintains Legislative Update section of Chapter website

Assists Chapter members in understanding the legislative process, evaluating legislation, monitoring practice regulation, and communicating with legislators as needed

Leads Chapter fundraising activities that support CANP PAC and CANP legislative goals

Attends CANP Conferences, Leadership Summits, Lobby Days, and other CANP events

Serves as a Delegate to CANP House of Delegates

Coordinates appointments with Legislative Representatives for respective districts representative of chapter members



# CALIFORNIA ASSOCIATION FOR NURSE PRACTITIONERS

## Greater Pasadena Chapter



### ***Position Description: Membership Co-Chair 2-year position***

#### **Qualifications:**

Full Member CANP in good standing  
Excellent written, verbal and organizational skills

#### **Duties:**

Chairs Membership Committee  
Attends Chapter Business Meetings and Leadership Board Meetings  
Maintains accurate chapter membership list for use in chapter business  
Organizes new member welcome program, including welcoming of new chapter members and ensuring their registration in chapter communication systems  
Checks, responds to, and/or forwards email sent to chapter email account  
Notifies Chapter Members of Chapter Business Meetings, Educational Presentations, and other chapter events  
Prepares sign-in sheets, membership tags, and membership information for Chapter Business Meetings  
Organizes greeting, registering, and collecting of fees at Chapter Business Meetings, Educational Presentations, and other chapter events  
Attends CANP Conferences, Leadership Summits, Lobby Days, and other CANP events  
Serves as a Delegate to CANP House of Delegates  
Attends CANP Membership Committee Meetings and communicates information to Leadership Board and/or Chapter  
In conjunction with Leadership Board, organizes membership recruitment events  
Leads Nurse Practitioner student outreach, including presentations to local Nurse Practitioner educational programs



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***Position Description: Marketing and Communications Co-Chair***

***2-year position***

**Qualifications:**

Full Member CANP in good standing

Good written and verbal communication skills

**Duties:**

Chairs Marketing and Communications Committee

Attends Chapter Business Meetings and Leadership Board Meetings

Presents Marketing and Communications Report at Chapter Business Meetings and Leadership Board Meetings

Disseminates information on upcoming educational opportunities of interest to Chapter members

Takes lead on marketing efforts for chapter sponsored programs or events

Organizes and promotes Chapter participation in community outreach activities

Stores and is responsible for Chapter events property used at community events

Leads Leadership Board in Chapter recognition of Nurse Practitioner Month in November

Promotes Chapter programs and activities in local, state, and national media as directed by Leadership Board

Maintains listing of Community events section of Chapter website

Provides article of community event(s) for state's Connection posting

Attends CANP Conferences, Leadership Summits, Lobby Days, and other CANP events

Leads Nurse Practitioner student outreach, including presentations to local Nurse Practitioner educational programs



# CALIFORNIA ASSOCIATION FOR NURSE PRACTITIONERS

## Greater Pasadena Chapter



### ***Position Description: Student Representative(s) - 1-year Position***

#### **Qualifications:**

CANP, Student Member, in good standing

Excellent written, verbal and organizational skills

#### **Main Duties:**

Student representation, be mentored for future leadership position

Be a voice for student members

Engage in providing biannual functions for nurse practitioner students throughout The Greater Pasadena Chapter with other board members.

Lead/coordinate the 50/50 raffle at dinner meetings.

May assist; rotate with/along other leadership board members

Attend Chapter Leadership Board meetings

Represents the Chapter in public student activities

Assist in recruiting new student representative for next term

Note: Is not a voting member of the board

#### **Other duties:**

Attend chapter/member legislative visits

Participate in special committees

Attends CANP Conferences, Lobby Days, and other CANP events –as school program schedule permits