Position Description: Treasurer

2-year position

Qualifications:

Full Member CANP in good standing
Good organizational and math skills

Duties:

Attends Chapter Business Meetings and Leadership Board Meetings
Prepares and presents Financial Report at Chapter Business Meetings and Leadership Board Meetings
Maintains Chapter bank account, including timely deposit of income and review of monthly bank statements
Writes checks for Chapter expenses and donations
Maintains permanent Chapter financial records
Makes financial records available to Chapter members upon request
Prepares Quarterly Financial report to state office
Prepares draft budget and presents to Leadership Board annually
Files annual tax returns on behalf of the Chapter, and/or submits necessary information to CANP for filing of returns
Consults with CANP Vice President of Corporate Affairs and other CANP financial officers as needed
Attends CANP Conferences, Leadership Summits, Lobby Days, and other CANP events
Serves as a Delegate to CANP House of Delegates
Position Description:  Vice President (2)

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
**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
**Position Description:** Recording Secretary

**2-year position**

**Qualifications:**

Full Member CANP in good standing

Good organizational and written communication skills

**Duties:**

Attends Chapter Business Meetings and Leadership Board Meetings

Prepares and disseminates Minutes of Chapter Business Meetings and Leadership Board Meetings, including all motions, results of votes, and recommended actions

Along with Membership Chair, responsible for Chapter communication system

Organizes and maintains permanent Chapter records and historical information, excluding financial records

Makes records and historical information accessible to Chapter members

Collaborates with Marketing and Communications Chair with Chapter activities, information and documentation of events.

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

Serves as a Delegate to CANP House of Delegates

Updates Chapter website and social media with information, chapter events, photos, and documents chapter activities.
**Position Description: Marketing and Communications 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

Updated 1/15 SSE
Position Description: 6th delegate 1-year position

Qualifications:

Full Member CANP in good standing

Good written and verbal communication skills

Duties:

Attend the annual CANP House of Delegates (HOD)
The HOD is the voice of our active members and allows for the platform to guide and direct the Association towards the best interests of the nurse practitioner practice. As you know, while the HOD assists in the role of helping to navigate the CANP's direction it serves a vital role in electing the officers of the Association. As a delegate, you are empowered to vote on important resolutions that impact the direction of the organization as well as make changes to the CANP's bylaws.
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