



# CALIFORNIA ASSOCIATION FOR NURSE PRACTITIONERS

## Greater Pasadena Chapter



### ***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



CALIFORNIA ASSOCIATION  
FOR NURSE PRACTITIONERS  
Greater Pasadena Chapter



---

***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



CALIFORNIA ASSOCIATION  
FOR NURSE PRACTITIONERS  
Greater Pasadena Chapter



***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: 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.



CALIFORNIA ASSOCIATION  
FOR NURSE PRACTITIONERS  
Greater Pasadena Chapter



***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



# CALIFORNIA ASSOCIATION FOR NURSE PRACTITIONERS

## Greater Pasadena Chapter



---

### ***Position Description: 6<sup>th</sup> 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.



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