**KANS State Officer Duties**

**President –** Presides over all meetings, appoints special committees, with the exception of the

nominations committee; approves expenditures as submitted by the Treasurer; and represents

KANS to the state through correspondence and travel.

**First Vice President –** Assumes the duties of the President in the absence or disability of the

President. In the event of a vacancy occurring in the election of the office of President, assumes the duties of the President. The First Vice President also plans the annual convention with input from all Executive Board members.

**Second Vice President –** Coordinates committees and serves as the Director of Regional Directors; provides guidance and support to the Regional Directors in an effort to foster success throughout the state; serves as the chairperson of the Membership Recruitment Committee, as well as serves the Chairperson of the Tellers at the annual State Convention. The Second Vice President also serves as a member of the Nominations Committee.

**Secretary –** Records and distributes the minutes of all meetings; receives all official documents and correspondence; informs NSNA of all current activities; sends notice of time, place and agenda of Executive Board meetings and sends information to constituents.

**Treasurer –** Acts as custodian of association funds; prepares a proposed itemized budget at the annual convention; makes monetary disbursements; submits annual and monthly financial reports to the Executive Board and is bonded. The Treasurer also obtains a Certified Public Accountant, with the approval of the Executive Board, to provide assistance in the annual audit at the close of the fiscal year.

**State Regional Directors (4) –** Northern, Eastern, Western, and Central are responsible for marketing KANS to schools in their respective region. Regional directors represent their constituent schools to the Board and coordinate state events. They also serve as members of the Nominations Committee.

**Communications Director –** Prepares and publishes the newsletter and website with the assistance of After College; markets the Official newsletter and website of KANS to advertisers; posts announcements that the Executive Board requests; publishes the annual convention brochure.

**Legislative Director - Oversees** legislative activity at the state and national levels; informs the Board, as well as the constituency, of current legislation; promotes legislative educational activities and serves as a direct link between KANS and other professional organizations.

**Breakthrough to Nursing Director –** Coordinates breakthrough to nursing projects across the state with the intent of increasing the recruitment of minorities into Schools of Nursing.

**Promotions Director –** Coordinates all fund-raising activities of the KANS Executive Board; records and coordinates press releases at the state convention; coordinates with the Website Director to have any promotional events available on the KANS website.