Board Position Description

**Conference Liaison** - work with President in planning conferences, arranging location/vendors/speakers. You are the event location and vendor contact person.

**Government Relations/Parliamentarian** - share upcoming legislation pertinent to our members; monitor all meetings so content conforms with our bylaws.

**Membership** - maintain current list of members and their information on a google document; maintain list of paid conference attendees. Information available on Weebly website. Share google document access with treasurer, public relations, secretary, president, and president-elect. Share with nominations in February/March.

**Newsletter** - twice a year the newsletter is emailed to current members one month before the upcoming conference.

**Nominations** - busy from January to April - contact members (and potential members) to create a ballot of incoming Board positions; prepare and send out ballot to membership. Report results using Simply Voting online ballot/voting web site.

**President** - Consult and assist with planning the activities of IESNO: 2 conferences per school year, awards, scholarships, elections and the newsletter. Work with all IESNO Board members. Monitor emails. Prepare agenda for meetings. Send agenda and meeting information to Board members by email. Currently using Zoom for online meetings/conferences.

**President Elect** - work with current President; learn the role/duties of all Board members; review bylaws, network and make suggestions for improving our organization. Order trophies for award winners.

**Public Relations** - outreach to IE school districts to share upcoming events and award opportunities using Constant Contact. Maintain this email list.

**Scholarship/Education** - help selection of the annual school nurse scholarship recipient; communicate with our CE provider and send speaker CV/objectives/conference flier/attendees list; hand out CE certificates at in-person conferences. Develop evaluation document via Survey Monkey. Provide survey link to website, public relations, president and president-elect.

**Secretary** - take minutes at all meetings and email to Board members at least 1 week before next meeting; email CE certificates to attendees; assist with postal mailings if needed (conference brochure, newsletter, ballot).

**Treasurer** - pay the bills, provide monthly report to Board. Accept in-person conference day payments.

**Website** – maintain the iesno.com website, including adding conference registration links and conference handouts links.