

Elected or appointed officers of the Executive Committee shall consist of:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Graduate and Professional Student Association (GPSA) Liaison
- f. Faculty Council Liaison
- g. Social Chair
- h. MEPN Liaison (s)
- i. Social and Behavioral Sciences (SBS) Liaison
- j. Awards Manager
- k. PhD Representative
- l. Alumni Association Liaison
- M. Interprofessional Liaison

Section C: Duties of the President

- a. Preside over all Executive Committee meetings.
- b. Appoint ad-hoc committees upon approval by the members in attendance.
- c. Formulate an agenda for each meeting and distribute among Committee members prior to scheduled meetings.
- d. Act as liaison with the School of Nursing Administration and allied organizations.
- e. Coordinate executive officers and activities.
- f. Act as official representative of the ASSN at university functions.
- g. Ensure the maintenance of the website, public calendar, and social media.
- h. Carry out the duties of the Vice President in their absence.

Section D: Duties of the Vice President

- a. Carry out the duties of the President in their absence.
- b. Carry out those duties delegated to them by the President.
- c. Oversee recruitment and elections of new ASSN officers during Spring Quarter. Announce the names of the new ASSN officers via email and website.
- d. Assist the President in maintaining website, updating public calendar, and administering social media.

Section E: Duties of the Treasurer/Awards Manager

- a. Develop a budget for the school year in collaboration with the exiting and

- incoming officers during the Spring Quarter.
- b. Coordinate financial transactions of the ASSN.
- c. Oversee all financial transactions and expenses of ASSN and to have a record of them available for inspection upon request of any member.
- d. Present budget status as a written or visual report at ASSN meeting at the first and last meeting of each quarter. Maintain records of budget reports.
- e. Coordinate quarterly disbursements for travel grants and other student activity related expenses.

Section F: Duties of the Secretary

- a. Record, maintain, and distribute minutes of all meetings in by the end of the meeting week via OrgSync.
- b. Record attendance of Executive Committee and other attendees at each meeting. Maintain rosters of members of the Executive Committee (recorded in meeting minutes).
- c. Ensure notices of meetings are posted on bulletin board, social media and web calendar.
- d. Publicize ASSN programs in available campus publications, including the Student Inside Guide (box to click for “inclusion on Student Life events list” when creating events/booking rooms via OrgSync or submitting to studentlife@ucsf.edu).
- e. Determine the voting privileges of those present at the Executive Committee meetings/ create orgsync polls.
- f. Maintain a file of all agendas, minutes, and correspondence of the Executive Committee. Files may be hard-copy and maintained in a digital document repository for posterity.
- g. Serve as liaison to the School of Nursing Weekly newsletter and UCSF ASSN website (contact person is Courtney Anderson.) Serve as liaison to *Synapse*, the UCSF student newspaper.

Section G: Duties of the GPSA Liaison

- a. Represent ASSN by serving as the GPSA liaison at scheduled GPSA meetings.
- b. Communicate important issues to the Executive Committee and ASSN members.
- c. Assist the GPSA School of Nursing MEPN, MSN, and PhD Program Representatives in disseminating relevant information to the student body.
- d. Oversee recruitment of School of Nursing students to fill GPSA Executive Board and Representative positions during the Spring Quarter.
- e. Increase School of Nursing students’ awareness of the GPSA.

Section H: Duties of the Social Chair

- a. Lead the planning and coordination of student focused social events within the School of Nursing.
- b. Coordinate nursing student participation of social events at the campus level. Communicate with the GPSA Student Events and Publicity Chair to encourage School of Nursing participation in GPSA events.

Section I: Duties of the MEPN Liaison(s)

- a. Represent MEPN student interests to the ASSN by serving as the representative of the class.
- b. Communicate important issues to the Executive Committee.
- c. Communicate important issues from Executive Committee discussions to the MEPN students.

Section J: Duties of the Faculty Council Liaison

- a. Represent and advocate for nursing student concerns/interests to the Faculty Council (FC) by serving as the representative of the ASSN.
- b. Communicate important issues to the Executive Committee and to the student body.
- c. As needed, invite appropriate faculty members to advocate on the part of the ASSN to the School and the University and serve as a consultant on School and organizational issues. Faculty members may be invited to Executive Committee meetings on an as-needed basis.

Section K: Duties of the PhD Representative

- a. Represent the interests of the PhD students to the ASSN by serving as the representative of the program.
- b. Communicate important issues to the Executive Committee and the PhD student body.
- c. Encourage PhD student involvement in the School of Nursing community.

Section L: Duties of the Social and Behavioral Sciences (SBS) Liaison

- a. Represent the interests of the SBS students to the ASSN by serving as the representative of the program.
- b. Communicate important issues to the Executive Committee and the SBS student body.

- c. Encourage SBS student involvement in the School of Nursing community.

Section M: Duties of the Nursing Alumni Association Liaison Committee

- a. Plan, coordinate, execute ASSN/Nursing Alumni Association (NAA) collaborative events.
- b. Seek student input in topics of interest for ASSN / NAA collaborative events.
- c. Seek out NAA members who can participate in events that meet student needs and interests.
- d. Facilitate nursing student engagement at social events at the campus level.
- e. Encourage upcoming and recent graduates to join the NAA, give lunch talks, and attend ASSN / NAA events.
- f. Work to collaboratively establish databases or other means of facilitating mentorship.

Section N: Duties of the Interprofessional Liaison

- a. Collaborate between ASSN and the current Interprofessional Practice Education course.
- b. Outreach to work with Interprofessional Student RCOs and Interest Groups.
- c. Work with existing organizations and Interest Groups on the UCSF campus in which nurses are underrepresented, encouraging these groups to incorporate students from the School of Nursing.
- d. Coordinate informational and recruitment events by existing RCOs and Interest Groups to include students from the School of Nursing for participation.