

# **Columbia Gorge Community College Student Nurse Association**

(January 29, 2004)

Updated May 29, 2007

## **STATEMENT OF PURPOSE:**

Columbia Gorge Community College (CGCC) Student Nurse Association (SNA) is a fellowship of nursing students involved in the College and community. SNA assists in the development of professional identity, provides a means of interaction between students and the College, addresses issues specific to community based nursing, and provides a link to state and national nursing organizations.

## **Goals:**

- Foster self-improvement, academic excellence, and leadership within the nursing profession.
- Provide opportunities to mentor for the exchange of information and incorporation of ideas.
- Provide a means of interaction between students, faculty, and the College.
- Facilitate interaction and association between all CGCC nursing and pre-nursing students.

## **CRITERIA FOR MEMBERSHIP:**

Voting members must be currently enrolled in the nursing program. Non-voting members are any enrolled CGCC student interested in nursing and SNA alumni. Meetings are open to any interested CGCC student, faculty, staff, or administrative member and will not exclude any person based on race, sex, creed, national origin, age, religion, or disability.

## **RULES AND PROCEDURES:**

- No membership dues or fees for participation in SNA
- Meetings will be minimum of 1 per quarter. Notices to be posted 15 days prior on information bulletin boards.
- Parliamentary Procedure and Robert's Rules of Order will be used to conduct all meetings.
- Officer positions include Chairperson (second year student), Vice-chair (first year student), Treasurer (second year student), and Secretary (first year student).
- Voting members hold one (1) vote each.
- All funds received will be maintained in a CGCC fiduciary account.

## **SNA OFFICERS:**

Chairperson:

Vice-Chair:

Treasurer:

Secretary:

Faculty Advisors:

Student Nurse Association

**Duties of Officers**

Chairperson (second year student):

- Give leadership to the SNA organization
- Schedule and coordinate meeting times and dates with help of faculty advisor
- Preside at all association meetings
- Plan meeting agendas in conjunction with faculty advisor
- Present business to the association
- Represent the association at all times
- Attend Oregon SNA Convention (held Winter term)
- Identify need for creation of special committees

Vice-chair (first year student):

- Perform all duties of chairperson in the event of his/her absence
- Shall fill office of chairperson in case of vacancy in the office until next scheduled meeting, when new chairperson will be elected
- Perform duties as assigned by the chairperson
- Membership promotion
- Head social / study committee

Treasurer (second year student):

- Make a report of finances at each meeting
- Construct annual report with faculty advisor
- Head the committee for Fund Raising
- Work with Linda Quackenbush to make deposits to fiduciary account and write purchase orders with approval of faculty advisor
- Assist faculty advisor in writing budget for following school year

Secretary (first year student):

- Record minutes of SNA meetings and attendance at meetings
- Distribute minutes of meetings with help of Linda Quackenbush
- Review and present minutes of previous meeting at each meeting in conjunction with chairperson