

## **DUTIES OF NSO OFFICERS**

### **President:**

1. Preside at all meetings of this association, appoint special committees as needed, perform all other duties pertaining to the office and represent this association in all matters to the NJ State Nurses Association, the NJ League for Nursing, NJ State Nursing Students Assoc., National Student Nurses' Association, and other professional and student organizations.
2. Be the chairperson for and be a member of the Executive Board.

### **Vice President:**

1. Assume responsibility of the office of President in the event of a vacancy occurring in the office until the next regular election.
2. Preside at meetings in the absence of the President
3. Assist the President as delegated and act as advisor to the President
4. Serve as a member of the Executive Board
5. Lead and coordinate all projects and fundraisers

### **Secretary**

1. Record and distribute the minutes of all meetings of this association as directed by the President
2. Keep on file as a permanent record all reports, papers, and documents submitted to the Secretary

3. Refer to duly appointed committees the necessary records for the completion of business
4. Forward minutes to the NJ nursing students board as well as the names and addresses of all officers and committee chairpersons after their election or appointment
5. Deliver to the newly elected Secretary all papers of the NSO

### **Treasurer**

1. Submit financial reports to the NSO membership as directed by the President
2. Prepare financial reports submitted at the monthly Executive Board Meeting.
3. Keep a permanent record of all dues received from members and any other monies that may be paid to the NSO
4. Remit payment for approved debits according to the following:
  - a. No funds shall be disbursed without prior approval of the NSO advisor
  - b. Upon approval, the Treasurer will issue checks for those requests approved
5. Serve as member of Executive Board
6. Deliver to the newly elected Treasurer all papers and ledgers of the NSO
7. Mentor the Assistant Treasurer
8. Collect dues from the class representatives from NURS 261 and 262.

## **Assistant Treasurer**

1. Collect dues money from NURS 161 and 162 class representatives and deposit in NSO account
2. Submit financial reports from NURS 161 and 162 to the Treasurer
3. Keep a permanent record of all dues, received from members and any other monies that may be paid to the NSO
4. Serve as a member of the Executive Board
5. Replace the office of Treasurer when the Treasurer vacates the position
6. Work with the Treasurer in maintaining financial records of the NSO
7. Collaborate with the Treasurer to learn the role of Treasurer