

Mohave Community College
Student Nurses Organization
Willingness to Serve Form

I _____ am interested in serving in the position of _____ for the MCC Student Nurses Organization. I have read the duties of the position for which I am interested in serving, and I am willing to serve SNO in this position according to the bylaws. I feel that I would be a great addition to the SNO Executive Committee because

Name _____
Address _____
Daytime Phone _____ Evening Phone _____
Email address _____

Duties of Officers (All positions serve as a member of the Executive Board)

PRESIDENT shall:

1. Call for meetings of the officers and the organization as a whole
2. Preside at all meetings of the officers and the organization as a whole.
3. Distribute an agenda prior to meetings of the general membership, including date, time, and place of meetings.
4. Appoint special committees with approval of the officers and the Faculty Advisor.
5. Act as ex-officio member of all committees.
6. Attend or send SNO-MCC representative to College/Nursing Department meetings or events when requested.

The **VICE-PRESIDENT** shall:

1. Perform the duties of the President in the absence of the officer, whether to absence is temporary or permanent.
2. Coordinate the organization's contribution to the Nursing Department Newsletter.
3. Perform all other duties as designated by the officers.
4. Serve as a member of the Executive Board.

The **SECRETARY** shall:

1. Keep accurate records of all meetings of the officers and the organization as a whole.
2. Shall record and distribute the minutes of all meetings of SNO-MCC.
3. Attend to all correspondence.
4. Act as Archivist for the organization, keeping on file permanent records of all reports, records, and documents submitted to the Secretary.

The **TREASURER** shall:

1. Keep accurate entries of all acquisitions and disbursements of organization funds, and provide written financial reports to membership at regular meetings.
2. Remit payment for approved debits as follows: all funds disbursed shall have prior approval from the Executive Board except for the payment of supplies.

The **SPECIAL PROJECTS COORDINATOR** Shall:

1. Serve as the chairperson of Projects Committee.
2. Coordinate fund-raisers.
3. Coordinate extra projects as assigned by the Executive Board.