



## **Nursing Students' Association of New York State**

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Website: [www.nsanys.org](http://www.nsanys.org) ♦ Instagram: NSANYS

*The Policy and Education Director shall:*

1. Serve as the chairperson of the Bylaws & Policies and Procedures Committee.
2. Serve as the chairperson of the Resolutions Committee.
3. Review and maintain the NSANYS Bylaws and the NSANYS Policies and Procedures Handbook.
4. Suggest, solicit, and review any NSANYS Bylaws amendments and present proposed amendments at the annual House of Delegates meeting.
5. Submit and present one resolution to the NSANYS House of Delegates at the annual House of Delegates meeting.
6. Maintain an updated list of all resolutions passed in the NSANYS House of Delegates and ensure all adopted resolutions are added to the ongoing list, with the date of adoption next to the title (i.e. House of Delegates, 1993).
7. Submit and present resolutions passed by the NSANYS House of Delegates to the NSNA annual convention for presentation in the NSNA House of Delegates.
8. The Policy and Education Director whose term ends at the NSANYS House of Delegates meeting prior to the NSNA annual convention will present the proposed resolution on behalf of NSANYS, if available, with expenses covered by NSANYS.
9. Be responsible for making all Bylaw changes that were passed at the annual NSANYS House of Delegates Meeting for the current year.
10. Outgoing Resolutions Committee members whose terms end at the NSANYS House of Delegates meeting prior to the NSNA annual convention may receive up to a \$500 stipend to attend the NSNA annual convention to assist with resolution presentation.
11. Apply for the NSNA Health Policy and Advocacy Award, and the Ethics and Governance Award from NSNA.
12. Be responsible for providing two (2) annual committee reports at the annual House of Delegates meeting.
13. Perform all other duties as assigned.