



## NMSA Board of Directors Application

Applications must be submitted to Thomas Macsay, VP of Membership, at [membership@naturopathicstudent.org](mailto:membership@naturopathicstudent.org) by **May 26, 2019**.  
CC [info@naturopathicstudent.org](mailto:info@naturopathicstudent.org) and your local Chapter President.

**Elections will be held** **May 27<sup>th</sup> – May 31<sup>st</sup>, 2019**

**Term of Service:** July 1, 2019 – August 31, 2020

For more information on the positions or questions about the application, please contact your local NMSA Chapter President or Thomas Macsay, [membership@naturopathicstudent.org](mailto:membership@naturopathicstudent.org)

### **NMSA BOARD OF DIRECTORS MEETING REQUIREMENTS**

Elected board members will be required to attend bi-monthly virtual meetings, as well as two annual in-person workshops - a summer workshop that coincides with the NMSA conference, and a winter workshop in January. Workshop attendance is mandatory, and members of the board of directors are expected to travel. *Note: missing more than two meetings may result in removal from office. Please plan accordingly when applying for these positions.*

### **EXPECTATIONS**

- NMSA elected directors are expected to spend an average of 3-5 hours per week on NMSA responsibilities
- Directors are expected to read the bylaws, meeting minutes, review procedures, and communicate regularly with the board and NMSA membership
- Directors are expected to conduct themselves as role models to their peers
- Directors are expected to act as representatives of the naturopathic profession to external organizations and the greater public
- As student leaders, NMSA Directors are expected to engage in student issues, fulfill their responsibilities with integrity, and contribute their creativity and innovative thoughts for problem-solving

4/28/2019

# NMSA POSITION DESCRIPTIONS

## *Governing Board of Directors*

### **PRESIDENT**

- 🌱 Serve a two-year term: first year as President-Elect and the second year as President
- 🌱 Act as representative leader and manager in all aspects of the NMSA
- 🌱 Preside at all meetings of the NMSA and act as Chairperson of the Executive Board and Executive Committee
- 🌱 Communicate national and regional legislative efforts to NMSA members
- 🌱 Coordinate planning of the annual NMSA Conference
- 🌱 Serve as the NMSA liaison to external organizations and represent the voice of students at medical, educational, and professional planning meetings
- 🌱 Partner with the Executive Director to manage administration, external relations, and policy development
- 🌱 Oversee all hiring needs of the NMSA
- 🌱 Commitment: 10 - 20 hours/week and significant travel

### **PRESIDENT-ELECT**

*Due to the requirements of this position and the fast-moving nature of the NMSA, it is **strongly** preferred that any applicant for this post have the following qualifications:*

- 1) *Applicant has at least two years remaining prior to their graduation date **\*required\****
- 2) *Student has served at least one year on the NMSA Board of Directors OR one year on the Executive Committee or Board of Directors of a local NMSA Chapter **\*suggested\****
  - 🌱 Serve a two-year term: first year as President-Elect and the second year as President
  - 🌱 Coordinate the logistics for all NMSA leadership workshops with the President, Chief Administrative Officer, and Executive Director
  - 🌱 Assist President as liaison or serve as proxy to other professional organizations
  - 🌱 Represent the student voice at organizational planning meetings
  - 🌱 Oversee general inquiries of the organization and maintenance of functional databases and website
  - 🌱 Serve on the Executive Committee of the NMSA Board of Directors
  - 🌱 Act as Chairperson of the Projects Committee
  - 🌱 Ensure orientation and support of the Board of Directors
  - 🌱 Commitment: 10 - 20 hours/week and significant travel

### **CHIEF ADMINISTRATIVE OFFICER/SECRETARY**

- 🌱 Attend and record all minutes of regular meetings of the NMSA Executive Board
- 🌱 Keep and maintain all official records and organizational passwords
- 🌱 Manage the NMSA Fellowship Program
- 🌱 Maintain NMSA Board of Directors' and Chapter leaders' contact information
- 🌱 Organize all Board travel and work with President-Elect in workshop planning
- 🌱 Act as Chairperson of the Membership Services Committee
- 🌱 Assist VP of Membership in administering surveys, awards, and elections
- 🌱 Maintain the organizational master calendar
- 🌱 Serve on the Executive Committee of the NMSA Board of Directors

## TREASURER

- 🌱 Responsible for all Board and Chapter funds and securities of the NMSA
- 🌱 Work with the Executive Director to provide *monthly* financial reports to the NMSA Executive Committee and Board of Directors
- 🌱 Prepare the annual budget for the organization
- 🌱 Oversee annual tax-exempt filings with the IRS and the State of Oregon
- 🌱 Ensure adequate money management policies and training
- 🌱 Manage organizational finances utilizing Quickbooks
- 🌱 Act as signor and administrator for all NMSA accounts, including processing refund requests and payments
- 🌱 Manage auto-enrollment memberships at select chapters
- 🌱 Serve on the Executive Committee of the NMSA Board of Directors
- 🌱 *Familiarity with Quickbooks software and general accounting practices OR the motivated willingness to learn through external training **\*Highly recommended\****

## VP OF DEVELOPMENT

- 🌱 Update development prospectus for organizational programs and annual conference
- 🌱 Secure sponsorships, oversee fundraising, and maintain donor relationships
- 🌱 Work with the Board of Directors, local chapters, sponsors and members to build organizational financial capacity
- 🌱 Act as Chairperson of the Development Committee and ad hoc Fundraising Committee
- 🌱 Coordinate efforts with VP of Membership to establish new membership benefits
- 🌱 Participate in event planning to foster NMSA relations with external entities and support organizational programs

## VP OF PR and COMMUNICATIONS

- 🌱 Preside over regular monthly Chapter Presidents meetings
- 🌱 Communicate directly with the NMSA Chapter Presidents
- 🌱 Manage newsletter, blog, and social media communications
- 🌱 Write and distribute press releases as warranted on behalf of the NMSA
- 🌱 Approve and oversee all external communications
- 🌱 Act as Chairperson of the ad hoc Ethics Committee

## VP OF MEMBERSHIP

- 🌱 Manage association management software and membership rosters
- 🌱 Direct website maintenance in collaboration with the webmaster
- 🌱 Strategize and implement programs to bring in new members
- 🌱 Responsible for coordinating with VP of Development in establishing and maintaining membership benefits
- 🌱 Oversee and coordinate annual elections
- 🌱 Oversee student survey administration
- 🌱 Lead the annual NMSA Natural Leader Awards process

## NMSA APPLICATION FORM

### **Instructions**

Please submit your resume/CV, completed application form, and a headshot\* to [membership@naturopathicstudent.org](mailto:membership@naturopathicstudent.org) and CC [info@naturopathicstudent.org](mailto:info@naturopathicstudent.org) and your local NMSA Chapter President.

**Although you may run for up to \*two\* positions, separate paragraphs must be submitted for each position in order for the NMSA members to adequately discern your passion and fit for the individual position.**

### **NMSA Position Desired:**

Name:

Address:

City, State/Province, Zip:

Phone:

Email:

School Attending:

Graduation Year:

### **Please answer the following questions in one paragraph (Word limit: 250)**

1. Why are you interested in running for this position? (Please list any specific qualifications or special skills you have to fill this position)
2. If elected to this position, what would you like to accomplish during your term?
3. Why are you a good candidate for the desired position?

*\*Headshot will not be included in the elections survey, but is intended for publication on the NMSA website should you be elected to your desired role.*