



Chinese Nursing Association of Houston

Board Officer Application Form

Applicant Information

Full Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Contact phone number: _____ Home Cell

Position apply for

- Program Director Treasurer Public Relation
 Newsletter Publisher

See next page for detail responsibilities for each position.

Application deadline: December 19th, 2015

Please enclose your CV/Resume with your application.

Submit your application to Edna Cheng, info@cnahtx.org , Subject: Officer Application

Detail position responsibilities:

Newsletter Publisher

1. Collect and recruit nursing/medical related articles
2. Keep updated with organization activities and decisions
3. Organize information above, create and publish newsletter
4. Newsletter is to be published twice a year

Treasurer

5. Manages finances of the organization.
6. Administrates fiscal matters of the organization.
7. Provides annual budget to the board for members' approval.
8. Ensures development and board review of financial policies and procedures.
9. Develops and maintains annual financial report and report to the Board annually.

Program Director

1. Plans, schedules, implements and evaluates a program of the organization based on the need of the organization and the community.
2. Coordinates and participates in activities designed to promote social and professional interaction among members and to promote nursing and health awareness in the community.
3. Develops calendar of planned activities.
4. Responsible for contacting members to attend organizational activities and volunteering opportunities.

Public Relations

1. Responsible for coordinating all aspects of the organization's publications and communications process in consultation with president and vice presidents.
2. Creates and edits a variety of department-generated publications and reports including, but not limited to, technical assistance briefs/bulletins, fact sheets, press releases, presentations, newsletter, journal, and other articles and reports.
3. Creates and manages the organization's plan and timeline for producing/reproducing new/existing publications, reports, and communications efforts.
4. Serves as organizational liaison for publications-related projects. Serves as representative with external partners, outside vendors (e.g., graphic designers and printers), and community.
5. Coordinates and update content for department's section of the CNAH Web site, blogs, and social media networks with assistant of secretary.