

## Florida Association of Student Nurse Anesthetists (FASNA)

### Position Descriptions

#### **Role of the FASNA Representatives:**

1. The Program Director for each of the 9 Florida nurse anesthesia programs identifies one (1) FASNA Representatives from their program to serve during the fiscal year.
2. The FASNA representatives serve as a communication bridge between FANA/FASNA and the SRNAs attending Florida nurse anesthesia programs.
3. FASNA representatives must make a good faith effort to represent their schools by attending FANA events, and are responsible for relaying important information from FANA and/or FASNA to their classmates in order to promote involvement and attendance as much as possible.
4. The FASNA Representatives are encouraged to create teams to participate in the (Spring) Beach Bowl and the (Fall) College Bowl.

#### **Role of the FASNA Chair:**

1. The FASNA Chair position is filled by a FASNA representative from a Florida nurse anesthesia program.
2. As a non-voting member of the FANA board of directors, the FASNA Chair serves as a communication bridge between FANA and FASNA.
3. The FASNA President communicates freely with the FASNA representatives on a regular basis through the use of emails and social media in order to promote community and involvement.
4. The FASNA Chair is a student leader with the goal to promote the interests and involvement of SRNAs in the state of Florida. The FASNA Chair achieves this goal with the assistance of the FASNA representatives from each program.
5. The FASNA Chair must make a good faith effort to attend the FANA Board of Director meetings (in-person and conference calls), the annual Spring and Fall FANA meetings and events such as CRNA Lobby Day in Tallahassee. Additionally, the FASNA Chair is encouraged to join the FANA delegation for the AANA's Mid-Year Assembly in Washington D.C. in April.
6. The FASNA Chair assists the Representatives to create teams to participate in the (Spring) Beach Bowl and the (Fall) College Bowl by promoting the events on the FASNA Facebook page.

#### **Role of the FASNA Co-Chair:**

1. The FASNA Co-Chair position is filled by a FASNA representative from a Florida nurse anesthesia program.
2. The FASNA Co-Chair serves to assist and/or stand in for the FASNA Chair as needed.
3. If the FASNA Chair graduates prior to the end of the term, the Co-Chair will automatically assume the role of Chair.

### **Role of the FASNA CRNA Liaison:**

1. The FANA Liaison is a CRNA and member of FANA who serves at the request of the FANA President. The role of the liaison is to serve as a conduit between the FASNA President and the FANA Board of Directors and the FANA Headquarters team.
2. Depending upon the current FANA budget, the FASNA CRNA Liaison *may* be funded to attend the FANA Fall and the FANA Spring meetings and CRNA Lobby Day in Tallahassee.
3. The FASNA CRNA Liaison facilitates communication between the FASNA Chair and Co-Chair and the FANA Board of Directors.
4. The FASNA CRNA Liaison communicates with FANA Headquarters to update the FANA website to reflect the names and contact information for the FASNA representatives and current term of service dates following each FANA meeting.
5. The FASNA CRNA Liaison oversees the FASNA budget and reimbursement (or stipend) procedures, *which vary each fiscal year according to the FANA BOD.*
  - a. The FASNA CRNA Liaison ensures the FASNA representatives complete the FANA Reimbursement Form, if necessary, and submit their receipts within ~30 days of the event. The FASNA CRNA Liaison approves the expense form and forwards it to the FANA HQ for processing.
  - b. In the event the FANA BOD has approved a stipend in lieu of reimbursement, the FASNA CRNA Liaison ensures the FASNA representatives have met the requirements for stipend disbursement and submits approval to FANA Headquarters for processing.
6. The FASNA CRNA Liaison serves as an administrator to the FASNA Facebook Page (closed; used for advertising and promotion by the FASNA CRNA Liaison and his/her designees.)