March 5th – SNA Meeting
Officer’s Meeting: 1700-1730
General Meeting: 1730-1830
**Board Members in attendance:** President Bianca Roman, Historian Amy Grothe, and Secretary Tess Ledvina

**Topics of Discussion:**

1) **Guest Speaker:** Dr. Barbara Tomlinson ---- Professional Portfolio/Applying for Jobs
   - Why should you put together a portfolio? – Easy access to all important information, allows for a reference during interviews, shows professionalism and accountability; USE IT TO SELL YOURSELF!
   - How should you put your portfolio together? – Reference the guidelines on BBLearn and the SON website; use a 3-ring binder or other similar folder (be professional); have a face on both the outside and as the first page; have a table of contents; use dividers to separate sections; start early (first semester of nursing school ideally) and keep it up to date (makes it easier when you begin applying for jobs).
   - Resume – Include past professional experiences (i.e. a previous major, any work experience); use a sensible font and text size (people will throw away a resume if they can’t read it).
   - Asking for references – Give the person at least a couple of weeks to write the reference; provide the person with information to “remind” them of your accomplishments (i.e. clinical evaluations from his/her course); give the person information about the hospital/facility you are applying to; make sure you are asking the right people to write your references, if they ask for a clinical instructor you need to ask the professor who was your clinical instructor, not the course leader.
   - What should you wear to an interview? – When in doubt, wear a suit! Want to look “well put together and professional”; during the interview you want the interviewer(s) to be talking to you and not distracted by your clothes (or lack there of); do not wear flip-flops/slippers/etc.; best are classic, dress shoes.
   - The interview – The new trend is for hospitals to interview you with a panel of anywhere from 2 to 12 people YIKES! Don’t go in cold, practice with peers, have pre-planned examples of clinical situations, etc.; “you are the only one who knows yourself so sell it!”

2) **Pinning Ceremony:** Will be held on May 10th from 2-4pm. It is a small ceremony for all graduates (i.e. traditional, accelerated, masters) of the school of nursing. Family and friends are invited and a guest speaker will be present. We are still looking for volunteers for the event! As a volunteer you will be asked to cut cake, sign people in, guide guests, and other simple, pre-planned tasks. Please email us at snaatnau@gmail.com if you are interested in helping us out!

3) **Relay for Life:** Is a national event put on by the American Cancer Society to raise money to help cure cancer. It will be held on April 21st 6pm to April 22nd 6am at the NAU dome. Participants walk the track all night since “cancer never sleeps.” Each team also sets up booths and games. It’s lots of fun! The theme this year is Disney. If you are interested in joining our group please go to: [www.relayforlife.com](http://www.relayforlife.com), search “Northern Arizona University”, on the right side of the page click “Relay Teams”, and then find NAU Student Nurse’s Association. It’s only $10 to join. Invite your friends, family, coworkers, and acquaintances to help conquer cancer!

4) **Luminaries:** In addition to joining our Relay for Life team, you can also help the American Cancer Society by buying a luminary for only $5! You can decorate as many as you want, or you can have others help you out.

5) **Project C.U.R.E.:** Thank you for all of the donations! With your help, our goal is to fill as many boxes as possible. The boxes are filled with basic first aid supplies that Project
C.U.R.E. distributes out to communities and families in need. Couldn’t come to the meeting but still want to help? Feel free to drop donations off to Laura Crouch or Penny in their offices. For more information on Project C.U.R.E. please access their website at http://www.projectcure.org/Default.aspx?PageID=2141590&A=SearchResult&SearchID=3517887&ObjectId=2141590&ObjectType=1

6) Elections: It’s your time to shine! Open positions include:
- Vice President: helps with presidential duties; will assume role of President after 1 year (preferred candidate will be in the first or second semester in fall 2012 to run)
- Secretary: writes meeting minutes, monitors club email, and performs other secretarial duties
- Member at Large: open to multiple people; responsibilities vary according to club’s needs; may include clothing orders, Donate a Life/Relay for Life/etc. help and other tasks

If you are interested in running for any of these positions please email Laura Crouch at Laura.Crouch@nau.edu with your position of interest and short bio about yourself.

7) Next Meeting: Next meeting will be Monday April 2nd in room 124 at 5:30pm. Our guest speaker will be Ro Haddon who will discuss interview and resume techniques. Come and polish your professional image!

For questions, comments, concerns, or suggestions you can email us at snaatnau@gmail.com. Also check us out on facebook at http://www2.nau.edu/~nurse-p/students/sna/index.php