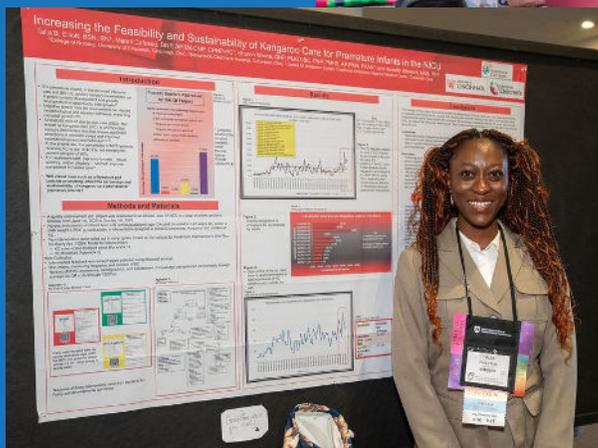


Student Leader Engagement Toolkit



Prepared for
NAPNAP Chapters
by

**NAPNAP Membership
Committee**

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Dear NAPNAP Chapter Officers,

As many chapters expand to meet the needs of their members and build a pipeline for new leaders and sustainability, they are adding or considering adding students to their chapter boards for shorter-term volunteer leader service and experience. To help chapters navigate the selection, onboarding and utilization of student liaisons/ambassadors, NAPNAP's Membership Committee has developed the **Student Leader Engagement Toolkit**.

This is an effort to help you recruit, engage and retain current nurse practitioner student members for an appointed "honorary" seat on your chapter board. If you already have one or more student leaders serving on your board, we hope the toolkit will help offer guidance and structure to make the position(s) sustainable. Participating and/or being mentored in board activities are great for enhancing leadership skills and providing viable, worthwhile experiences for student members.

Included in the toolkit:

- sample letter inviting students to apply for a student leader board position
- purpose and examples of student roles on chapter boards,
- recommendations for making the right selection for your chapter
- examples of the application process

Please reach out to the NAPNAP Membership Committee with questions. We look forward to hearing your feedback. Email us: memberservices@napnap.org

Sincerely,

NAPNAP Membership Committee

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Recommended Application for Student Leaders

to be created as an online form, when possible

First Name:

Last Name:

Cell number:

Email address:

Date of application:

Plan of study: (radio button or pull down)

BSN to DNP

Post-Graduate Certification

Master's to DNP

Masters

Name of current educational institution:

Start date of NP program:

Anticipated end date of NP program:

Anticipated graduation date:

Self-reported GPA:

Current member of *[Insert Name]* Chapter of NAPNAP

Yes

No

File Uploads *Be sure each file name includes your last name*

CV/Resume can be uploaded [HERE](#)

Professional reference letter of recommendation can be uploaded [HERE](#)

Personal reference letter of recommendation can be uploaded [HERE](#)

Personal statement can be uploaded [HERE](#)

The personal statement gives the student an opportunity to emphasize strengths and important life experiences that have guided them to an NP education. The student should also include why they have an interest in the position and future career goals. Please describe any experiences that have shaped your career/educational journey or personal development that would be beneficial for this role.

Other than English, what languages are you fluent in?

How many hours per month are you able to commit to this role?

1-3

4-6

7-10

>10

Steps in the Interviewing Process

The interviewing process is two-fold: helping the chapter board determine the best student for the role while assisting the student in evaluating the alignment of their goals and values.

1. Determine if you are going to screen every applicant or only those with strong applications.
2. Screening – preliminary interview to determine viable candidates. Screening can be done in-person or by telephone and generally lasts 15-20 minutes.
3. First interview – face-to-face meeting or virtual with the candidate. The goal is to get to know each other while assessing goals and needs. Steps for the first interview include:
 - a. Introduction – meet and get settled into the interview space
 - b. Discuss the role of the student
 - c. Chapter officer questions about candidate/experience
 - d. Student questions about the role
 - e. Conclusion of interview
4. Second interview, if warranted.
5. The decision – This can be communicated in the form of an email or telephone call.
 - a. Give the student time to ask questions.
 - b. After the selected student accepts the position on the chapter board, the other candidates will need to be notified as soon as possible. This communication can also be in the form of an email or telephone call. The declined student may also need some time to process the decision and/or may request another time to discuss constructive feedback.

Selecting the Best NP Student for Your Chapter Board

You're trying to fill a student board position, and you've interviewed a few wonderful students to fill the vacancy. All appear to be a great fit — so how do you choose between students?

1. It is important to consider the goals of the chapter. Does the student understand the current goals and strategic plan moving forward? If not, you may want to take the time to discuss this at the interview and have a direct conversation to ensure the goals of the student align with the goals and mission of the chapter.
2. Culture Fit vs. Culture Add—What does this mean? While it is important to choose a student with similar beliefs and values and a strong commitment for advancing the nurse practitioner role, too many “like us” similarities can lead to “culture fit” and cause the chapter to stagnate. Your chapter should consider looking for “culture adds” among prospective student leaders. A diverse set of thoughts, values, traits, and backgrounds can bring a fresh perspective and unique experience to the chapter to help it thrive as our profession evolves.
3. Hard vs. Soft Skills—Look beyond the resume. When multiple candidates possess many of the same traits and experiences on paper, one student’s soft skills could set them apart. Soft skills include communication, creativity, and empathy.
 - a. Assess how the candidates receive and convey information both orally and in writing to determine communication style differences.
 - b. Consider which candidate addresses problem-solving and conceptualizes new ideas.
 - c. Ask about conflict in the past and how the student approached the conflict for resolution. Was the student able to empathize and see both sides of the problem to reach a solution?
4. How to decide? Think about the future of your chapter. Choose the student that supports growth, not the status quo. Consider if one student made a more positive impact than others during the interviewing process. Determine if there are potential stumbling blocks? For example, the student may verbalize that finding time for extras could be a problem or time management is difficult for them.
5. After a student is selected to fill the available role, keep the other student candidates in your pipeline. Find ways to engage them through general membership activities and encourage them to apply for other chapter opportunities in the future. The student may appreciate some feedback discussing why they were not chosen. This is a great time to provide constructive feedback for growth.

Tips to Support and Engage Student Leader Board Members

1. Chapter bylaws allow for appointed positions as defined by the board to meet the evolving needs of the chapter. Within your chapter's standard operating procedures, define the role of the student leader as a board member so that all chapter board members understand the role and can support the student's success.
2. Ensure all students have the same opportunity to apply for the student leader position(s). Announce on all social media and other communication platforms your student members may frequent.
3. Commit to providing opportunities for student leader board members.
 - a. Students should receive the same information as the rest of the board, when appropriate.
 - b. Take all student feedback seriously.
4. Engage the student leader board member by ensuring they are an equal board member in voice and value, when possible.
5. Engage the student leader board member in real-life experiences by offering a decrease in chapter conference rates, scholarships and assist with travel expenses, if the chapter is able.
6. Lead by example by being present and organized in your own role on the board and the activities you manage to help the student leader learn and succeed.
7. Be a good listener.
8. Offer team development opportunities to the student leader to build shared knowledge, values, and commitments to the chapter.
9. Ensure the student leader board member is supported, student goals are considered, and workload is disseminated responsibly.
10. Do frequent check-ins with the student leader board member to assess how they are feeling about the role.

Students are important stakeholders in the chapters!

FAQs for Chapter Boards

1. How many NP students should be selected for a student leader board member role per year (July 1 – June 30 cycle)?
 - This depends on the size of the chapter's membership, the number of chapter committees and the chapter's activities/outreach. We recommend 1-4 students. When selecting the appropriate number for your chapter, it is important to think about the role each student leader will have on the board and/or its committees.
2. When can NP students apply for a position on the board?
 - Students enrolled in an NP program and completed 6 months of education may apply.
3. Once selected, what is the NP student term on the board?
 - Ideally, students would be selected for a two-year term, but this is a decision made by each chapter according to their goals and needs. When there are multiple students on the board, it would also be ideal if students were selected in alternating years to have a fellow student leader to help mentor them into the role.
4. Who selects the NP student for this role?
 - We recommend members of the executive committee for each chapter drive the selection process. The executive committee consists of President, President-elect, Immediate Past President (not all chapters have this position), Secretary and Treasurer.
5. Can an NP student vote during board meetings while holding a student role?
 - We think it is important to give students the opportunity to consider and vote on chapter matters as part of the overall learning process. In order to take advantage of this opportunity, the students should regularly attend meetings and participate in committees or project activities like all other members who volunteer their time on the board and have voting rights.
 - Given the fiduciary duties of board officers, the board may wish to make some voting matters, especially those about finance and executive functions, exclusive to only full board members. Students could learn about the issues but would refrain from casting an official vote.
6. Who supervises the NP student in this role?
 - Each chapter can determine the best supervisory structure for the student's responsibilities or goals. Any board member can supervise the student leader to meet the needs of the student and the chapter. Keep in mind, consistency is important for both the student leader and chapter.

Invitation Sample Letter - Student Board Member Opportunity

Delivered by email

Dear _____,

Our chapter board is eager to involve NP students in leadership activities. Students gain valuable leadership skills and experience while the chapter benefits from the unique perspectives that students can offer about membership, networking, education and more.

We hope you will consider applying for the student board member position currently available with our chapter.

Qualifications:

- Maintain your NAPNAP membership status
- Enrolled in an accredited pediatric nurse practitioner, family nurse practitioner or other APRN program.

Please follow this link *[insert hyperlink to online form]* to begin the application process. The application deadline is *[insert date]*.

Required for submission:

- Two letters of recommendation (one personal and one professional)
- Personal statement explaining why you are interested in this opportunity (400 word maximum)

Candidates will be interviewed by current chapter board members. We look forward to reviewing your application materials and discussing the student leadership opportunity within our chapter.

Sincerely,

NAPNAP Chapter Representative

Student Leader Board Member Role Description

Note: chapters may offer all of these opportunities or pick a particular activity area or specific duty to best meet the needs of the chapter.

Student and Community Outreach

1. Serve as a representative to nurse practitioner students and facilitate communication between students and the NAPNAP chapter
2. Liaise between nurse practitioner students and chapter board for dissemination of information
3. Participate in volunteer opportunities within the community
4. Coordinate a chapter scholarship program

Recruitment/Engagement Related

1. Assist the membership chair with recruitment of nurse practitioner students
2. Collaborate with chapter student members on identified projects, outreach programs
3. Participate in the coordination and maintenance of a local mentorship program

Chapter Governance/Operations

1. Work with other board committee members to determine annual goals and benchmarks to ensure progress toward meeting chapter objectives
2. Assist with chapter strategic plan development and implementation
3. Choose a mentor on the current board and discuss the student role and expectations frequently
4. Provide input and articulate new ideas for board projects
5. Shadow one or a variety of committees to assess leadership, duties, and communication

Event Related

1. Assist with planning chapter annual conferences, where applicable
2. Help coordinate a student symposium, webinars, and local conference with the program/CE chair(s)
3. Coordinate day at the state legislature visit

Communications Related

1. Maintain the chapter's social media pages/accounts
2. Identify student spotlights and information for chapter newsletters
3. Monitor local blogs, podcasts, etc. regarding current events and the impact on pediatric healthcare

Tips to Optimize Your Board Experience and Personal Growth

1. Understand your role
 - a. Be sure to understand the expectations and duties specific to your role and overall role of the chapter board
2. Be present and prepared for each meeting
 - a. Read the meeting agenda in advance
 - b. Prepare written questions and discuss them at the meeting
3. Bring your whole self to the role
 - a. Be willing and ready to tap into your skill sets to further the chapter's mission.
 - b. Share your opinions, fully engage and listen to others so you can help the chapter make the best decisions possible
4. Ask questions—even the tough ones
 - a. Ask hard questions—this helps identify and assess complex issues as they arise
 - b. Identify challenges
 - c. Seek to understand the chapter's decision-making process
5. Connect with community
 - a. Understand the chapter is a vital part of the community
 - b. Be connected to the community to be better equipped contribute
6. Know and follow rules
 - a. Be cognizant of rules and procedures; student leaders are not required to be an expert on the bylaws, regulations and policies, but there is a certain level of awareness of the "rules" that is necessary
7. Keep learning
 - a. Identify especially valuable learning opportunities and discuss with members of the board to gauge their thoughts and ideas
8. Get to know the chapter members, one the board and in the general membership
9. Participate in chapter volunteer opportunities to form connections with colleagues that can benefit you later in your career