



JOB DESCRIPTION

WISPAN STANDARD OPERATIONS

Job Reports to: President/Board of Directors

Date Written: September 1991

Date Revised: 05/1998, 08/1999

Date Reviewed: 05/2011

Primary purpose of the Job:

1. To coordinate the Standard Operations of WISPAN, including its Bylaws, Policies and Procedures and Job Descriptions.
2. To review and update WISPAN'S Bylaws, Policies and Procedures and Job Descriptions every two years.
3. To develop policies and procedures that result from Executive Committee and Board of Directors' decisions.
4. To Develop a Long Range Plan that compliments the ASPAN/WISPAN Strategic Plan.

Prerequisites:

1. Active ASPAN/WISPAN membership.
2. Three year commitment
3. Strong knowledge base of ASPAN/WISPAN and their activities.
4. Experience in the areas of bylaws, policies and procedures and job descriptions.
5. Computer skills helpful.

Specific Job Duties and Responsibilities:

1. Maintain an accurate file of Bylaws, changes to Bylaws and documentation of changes.
2. Develop policies and procedures that result from Executive Committee and Board of Directors' decisions.



3. Submit reports of changes to the Bylaws to the WISPAN Newsletter Editor for publication.
4. Monitor activities of WISPAN for compliance with WISPAN Bylaws.
5. Review WISPAN policies, procedures and job descriptions and submit any revisions to the Board of Directors for approval.
6. Develop a strategic plan for the organization and submit to the Board of Directors for approval.
7. Assure adherence to the Mission of WISPAN during development of the Strategic Plan.
8. Coordinate the implementation and evaluation of the Strategic Plan.
9. Perform other duties applicable to the office as prescribed by the parliamentary authority of WISPAN.