



JOB DESCRIPTION

WISPAN VICE PRESIDENT—PRESIDENT ELECT

Job Reports to: WISPAN President/Board of Directors

Date Written: 1988

Date Revised: October 1998, August 1999, November 2010

Date Reviewed: May 2011

Primary Purpose of the Job:

The Vice President—President Elect witnesses the administration of the affairs of the Society in anticipation of his/her term of office as President and, by active aid to the President, acquaint himself/herself with the duties and responsibilities of the office of President.

Prerequisites:

1. Active ASPAN/WISPAN membership.
2. Two years active ASPAN/WISPAN membership
3. Previous service on WISPAN Board of Directors is desirable.

Specific Job Duties and Responsibilities:

1. Serve one year as Vice President—President Elect and has a minimum three year commitment (as President Elect and Immediate Past President).
2. Assume second level of responsibility as directed by current President.
3. Assume the duties of the President in his/her absence.
4. Serve on committees as directed by the President.
5. Represent WISPAN and assist the membership in an advisory capacity concerning organizational affairs.
6. Prepare to assume duties of President for the coming year by keeping abreast of all external and internal affairs of the Society.
7. Assume the office of President on July 1 following term as President Elect.



8. Participate in identifying and developing strategies to market WISPAN at seminars and meetings to peers, community and students.
9. Assist WISPAN in planning and coordinating PeriAnesthesia Nurse Awareness Week activities if needed.
10. Coordinate any PR/Marketing information that is distributed by ASPAN.
11. Coordinate activities to promote awards/recognition for members.
12. Participate in preparation of annual budget projection and submit to WISPAN Treasurer by August 1 of each year.
12. Attend ASPAN National Conference, funded by WISPAN, as second Representative Assembly member.
13. Serve as ASPAN Representative
 - a. Attend scheduled ASPAN Representative Assembly meetings.
 - b. Identify majority response of Component members to an issue and represent views of Component at all Representative Assembly meetings.
 - c. Function as a resource person for Component members requesting information regarding ASPAN activities such as Certification, Standards of Care and educational activities at the national level.
 - d. Review the personal and professional data of nominees for ASPAN elections as it is provided, report data to the Component (for example in the Newsletter) and receive input as to the Component's choice for election. Be prepared to vote as directed by Component at Representative Assembly meeting.
 - e. Volunteer to serve as a moderator of an educational session(s) at National Conference. Assist National Conference Chairperson and Conference Committee as needed when Conference is in home state or region.
 - f. Assume responsibility for participation of Component on Component Night during National Conference by reserving space as requested and overseeing any activities.
15. Perform other duties applicable to the office as prescribed by the parliamentary authority of WISPAN.