



## **JOB DESCRIPTION**

**Position:** WISPAN President

**Job Reports To:** Board of Directors

**Date Written:** 1988

**Date Revised:** October, 1998; August, 1999

### **Primary purpose of the Job:**

The President shall be the principal executive officer of the Society and shall in general supervise and control all administrative matters, business, and affairs of the association, and shall implement policy made by the Board of Directors. He/she shall preside at all meetings of the association, appoint all committees, and chairpersons thereof as provided by the bylaws, serve as an ex-officio member of all committees and shall perform such other duties as prescribed by the Board of Directors and Parliamentary authority of WISPAN. The President will monitor the activities of ASPAN and determine those policies affecting the organization not otherwise determined by the members.

### **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. Maintain Active ASPAN/WISPAN membership
2. Serve for one year term as President and have a three year commitment to WISPAN, (as President-Elect, President, and Immediate Past President).
3. Call for agenda items, committee action plans, committee reports, etc., prior to scheduled WISPAN Board of Directors Meeting.
4. Prepare the agenda for the Executive Board or Board of Directors.
5. Preside over meetings of members and of the Board of Directors and Executive Board and be responsible for executing policies determined by the Board of Directors.
6. Act as official spokesperson for WISPAN.
7. May call a special meeting of members at any time, upon written notice of not less than ten days or

- more than fifty days before date of meeting.
8. May call a special meeting of the Board of Directors following written notice as outlined in the WISPAN Bylaws.
  9. Prepare a Presidential Message for each issue of the WISPAN Newsletter.
  10. Appoint all committee chairpersons and their members; may terminate any committee so appointed which is not functioning.
  11. Channel communication to legal counsel if necessary.
  12. Prepare an annual report for presentation at the final Board of Directors meeting during term of office.
  13. Prepare President-Elect to assume duties of office.
  14. Prepare annual budget projection and submit to WISPAN Treasurer by August 1 of each year.
  15. Attend ASPAN National Conference: funded by WISPAN. Attend Component Presidents Council at the Conference.
  16. Serve as ASPAN Representative
    1. Function as liaison person between ASPAN National Office and the Component. Assume responsibility for keeping component members advised of all changes in ASPAN policies and procedures as they occur.
    2. Review and research all materials submitted to Component President relative to issues affecting members.
    3. Attend scheduled ASPAN Representative Assembly meetings.
    4. Identify majority response of component members to an issue and represent views of WISPAN at all Representative Assembly meetings.
    5. Function as a resource person for component members requesting information regarding ASPAN activities such as Certification, Standards of Care, and Educational Opportunities at the national level.
    6. Report ASPAN activities at the Board of Directors meetings and present these reports to the component in the form of articles in the WISPAN Newsletter.
    7. Review the person and professional data of nominees for ASPAN elections as it is provided, report data to the component and receive input as to component's choice for election. Be prepared to vote as directed by component at the annual Representative Assembly meeting.
    8. 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.
  17. The President is expected to attend all WISPAN seminars to address the membership and for those seminars he/she attends the registration fee will be waived.
  18. Perform other duties applicable to the office as prescribed by the parliamentary authority of WISPAN.