



JOB DESCRIPTION

Position: Vice President- President-Elect

Job Reports To: WISPAN President, Board of Directors

Date Written: 1988

Date Revised: October, 1998, August, 1999

Primary Purpose of 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, acquaints himself/herself with the duties and responsibilities of the office of President.

Prerequisites:

19. Active ASPAN/WISPAN membership.
20. Two years active ASPAN/WISPAN membership.
21. Previous service on WISPAN Board of Directors is desirable.

Specific Job Duties and Responsibilities:

1. Serve one year term as Vice President- President-Elect and has a minimum three year commitment, (as President-Elect, President, and Immediate Past President).
2. Assume second level of responsibility as directed by the 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 January 1 following term as President-Elect.
8. Identify and develop strategies to market WISPAN at seminars, meetings, to peers community and students.
9. Assist WISPAN in planning and coordinating Peri-Anesthesia Nurse Awareness Week
10. Monitor relevant media pertaining to the image of the nurse.
11. Advise the Board of Directors/Membership regarding programs, articles, etc. that portray the positive as well as the negative image.
12. Coordinate any PR/Marketing information that is distributed by ASPAN
13. Coordinate activities to promote awards/recognition for members.
14. Prepare annual Budget projection and submit to WISPAN Treasurer by August 1 of each year.
15. Attend ASPAN National Conference; funded by WISPAN as second Representative Assembly Member.
16. Serve as ASPAN Representative
 1. Attend scheduled ASPAN Representative Assembly meetings.
 2. Identify majority response of component members to an issue and represent views of component society at all Representative Assembly Meetings.
 3. 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.
 4. Review the personal and professional data of nominees for ASPAN elections as it is provided, report data to the component (for example the Newsletter) and receive input as to the component's choice for election. Be prepared to vote as directed by component at the annual Representative Assembly.
 5. 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.
 6. Assume responsibility for participation of component society on Component Night during National Conference, by reserving space as requested and overseeing any activities.
17. Perform other duties applicable to the office as prescribed by the parliamentary authority of WISPAN.