Specialty Practice Groups Resource Manual

II. People and Resources

Role of National Office Staff

- Management of fiscal aspects of each SPG:
  - Receive dues.
  - Process SPG memberships.
  - Send welcome letters to all new and renewing SPG members.

- Assistance with SPG newsletters/communications:
  - SPG Coordinator provides full text, content and layout for newsletters and any other project (e.g., SPG survey) in final draft form and e-mailed as a Word document to designated National Office staff person.
  - Office support will include editing, production and distribution only.

- Collaboration with SPG Coordinators as needed:
  - Meeting Manager, in collaboration with the National Conference SWT Coordinator, will arrange SPG annual meeting time and space during ASPAN’s National Conference.
  - Assist with ongoing marketing in ASPAN publications and on the Web site.