American Society of PeriAnesthesia Nurses
Job Description

Job Title: Specialty Practice Group (SPG) Coordinator #14-100

Job Reports to: Designated ASPAN Director or Officer

Effective Date: April 2018

Primary Purpose of the Job:
The SPG Coordinator manages the activities of the SPG and facilitates communication among the members.

Prerequisites:
The SPG Coordinator will have at least one-year experience in the specialty practice represented.

Leadership Succession:
I. The individual responsible for the successful SPG application will be designated the first group Coordinator.
II. The Coordinator mentors a SPG member who serves as Vice-Coordinator.
   (Reference: Job Description #14-110, SPG Vice-Coordinator.)
III. The Vice-Coordinator assumes the role of Coordinator at the end of the Coordinator’s term(s).

Term of service:
The term of service is two years and it will begin and end at the time of ASPAN’s annual National Conference.
I. National Conference registration fee is waived for each Coordinator of a SPG established a minimum of seven (7) months prior to the next National Conference, and after the Coordinator has completed the responsibilities outlined in the Job Duties and Responsibilities section below.
II. Registration fee waiver is applicable only to the designated Coordinator. Fee waiver is non-transferable.
III. In the event the current Coordinator is unable to fulfill his/her current obligations, the Vice-Coordinator will succeed to the Coordinator position. With written petition, the new Coordinator may receive complimentary National Conference registration fee at the discretion of the ASPAN Board of Directors.
IV. For a newly established Specialty Practice Group, the Coordinator’s term of service begins upon notification of SPG affiliation. If affiliation occurs less than seven months prior to a National Conference, the term will not officially start until that Conference. A Coordinator with less than seven months service is not eligible for National Conference fee waiver, at the discretion of the ASPAN Board of Directors.

It is recommended that one individual not serve more than two consecutive two-year terms.
Job Duties and Responsibilities

I. Generate content and layout for two newsletters or informational flyers per dues year for distribution to the SPG members and the Board of Directors.
   A. Full text for newsletters must be provided by the Coordinator and submitted in final draft format.
      i. All SPG newsletters will be sent to the National office by the specific due date.
      ii. Late newsletters may not be accepted.
   B. Office support will include artwork, editing, production and distribution only.
   C. A permission to reprint statement must be obtained from the copyright holder to use any article or information in the SPG newsletter previously published in a journal, on a website, in a book, from another newsletter, etc.
   D. A photo credit must be given for any image, photo or graphic (including clipart) used in the SPG newsletter.

II. Assume primary responsibility for adhering to the group’s statement of purpose and ASPAN’s core purposes.
   A. The Coordinator has the ability to access, compile, save or view a current roster of SPG members at any time on the ASPAN Web site.
   B. The Coordinator should use the roster on a regular basis for networking purposes and to facilitate communication among members.

III. Plan the annual meeting during National Conference
   A. Meeting space and time is coordinated with National Office Meeting Manager and National Conference Strategic Work Team Coordinator.

IV. Maintain contact with designated Board member throughout the year and
   A. Submit bi-annual reports of SPG activities to the Board member at least sixty days prior to the Board meetings held at mid-year and at National Conference.
   B. Utilize the Board member as a resource in the leadership succession plan of the SPG.

V. Consider submission of specialty practice information to *Breathline* and/or *JoPAN*.

VI. Act as a resource for ASPAN Committees on activities pertaining to the group’s clinical practice area.

VII. Solicit and mentor future group leaders from the SPG membership.

VIII. Review SPG related information on ASPAN website quarterly. Submit revisions to Designated Board member and National Office (with copy to ASPAN President, Vice President/President Elect and CEO) a minimum of one month prior to necessary changes.

2001; Revised November 2007; November 2015; April 2017; April 2018.