American Society of PeriAnesthesia Nurses
Job Description

Job Title: Specialty Practice Group (SPG) Vice-Coordinator #14-110

Job Reports to: SPG Coordinator

Effective Date: November 2015

Primary Purpose of the Job:
To assist the SPG Coordinator with the activities of the Specialty Practice Group.

Leadership Succession:
The Vice-Coordinator is a member of the SPG mentored by the SPG Coordinator to assume the role of Coordinator. (Reference Job Description #14-100, SPG Coordinator.)

Term of Service:
1. The term of service is two years and will begin and end at the time of ASPAN’s annual National Conference.
2. It is recommended that one individual should not serve more than two consecutive two-year terms.

Job Duties and Responsibilities

I. Assume the duties of the Coordinator in his/her absence and prepare to assume the position of Coordinator.

II. Accept assignments from the Coordinator and assist as directed with SPG newsletter preparation, surveys, and meeting during National Conference.

III. Communicate regularly with Coordinator; meet deadlines for assignments and reports.

IV. Actively participate in SPG projects.

V. Identify and mentor future group leaders from the SPG membership.

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