American Society of PeriAnesthesia Nurses
Policy

Subject: National Office Support to Specialty Practice Groups (SPGs) #14-200

Review Responsibility: Designated ASPAN Director or Officer

Resource: Board of Directors

Effective Date: November 2015

Purpose: To outline the support services ASPAN will provide to its Specialty Practice Groups.

Policy Statements: The National Office will provide the following services:

I. Assistance with formation of new group by providing
   A. Application information and copies of SPG Policies and job descriptions: 14-010, 14-100, 14-110 and 14-200.
   B. Marketing/communication assistance.
   C. Complimentary list of selected ASPAN members if available (those demographically defined as prospects for the SPG membership).
   D. SPG information and application in new and renewal membership packages.
   E. Letter of welcome to each new member of the SPG.
   F. Assistance with SPG Web site activities.

II. Management of fiscal aspects of each SPG
   A. Receive dues.
   B. Process SPG memberships.

III. Assistance with SPG newsletters/communications
   A. Two newsletters per year for each SPG.
   B. Full text for newsletters and any other project (e.g., group survey) must be provided by the Coordinator and submitted in final draft format. Office support will include artwork, editing, production and distribution only.
   C. The SPG Coordinator has the ability to access a current roster of SPG members at any time on the ASPAN Web site.

IV. Collaboration with group Coordinators as needed
   A. Meeting Manager will arrange SPG annual meeting time and space during national conference, in collaboration with the National Conference Strategic Work Team Coordinator.
   B. Assist with ongoing marketing in ASPAN publications and on ASPAN Web site.