



# ASPAN

American Society of PeriAnesthesia Nurses

## Bylaws/Policy & Procedures Strategic Work Team (SWT)

### Charter

**May 2024 - May 2025**

**Purpose:** The Bylaws/Policy & Procedures Strategic Work Team (SWT) works with the ASPAN Secretary to review, revise, and create ASPAN policies, procedures, job descriptions, and charters. The team's primary goals are to ensure these documents align with ASPAN's core ideology, bylaws, and current practices, are clearly written, and are reviewed biennially.

**Authority:** Appointed by the Vice President/President-Elect with oversight by the ASPAN Secretary.

#### Scope:

1. To ensure all written policies and procedures explain how ASPAN bylaws are implemented and practiced by following ASPAN's core purpose, values, and vision supporting ASPAN strategic initiatives
  - a. Review and recommend revisions to policies, procedures, and job descriptions as needed
  - b. Review drafts of proposed policies and/or procedures to ensure that the content:
    - i. reflects organizational structure, vision, influence, and innovation
    - ii. does not contradict ASPAN bylaws or existing policies
    - iii. is clearly written
    - iv. conforms to the format of existing policies
    - v. establishes boundaries within which the organization operates to provide integrity, long term consistency and leadership
  - c. Assist ASPAN Board members, committee chairs, or strategic work team coordinators with policy and procedure review or development
  - d. Participate in developing new policies and procedures when necessitated by bylaws amendments or organizational changes
  - e. Assist in the review or development of SWT charters

**Decision Making:** Recommendations from the Bylaws/Policy & Procedures SWT are returned to the Secretary. The Secretary collaborates with policy authors and/or responsible Board members. Policy revision and/or proposals are forwarded to the ASPAN President for addition to the ASPAN Board of Directors' meeting agenda. Approval of policies is by action of the ASPAN Board of Directors.

**Outcomes:** Timely and consistent review, revision, and development of ASPAN policies, procedures, and job descriptions.