



ASPAN

American Society of PeriAnesthesia Nurses

Credentials Strategic Work Team (SWT)

Charter

May 2024 - May 2025

Purpose: The Credentials Strategic Work Team (SWT) validates the credentials of the Representative Assembly (RA) members prior to the RA meeting at National Conference.

Authority: Appointed by the Vice President/President-Elect with oversight by the ASPAN President and in collaboration with ASPAN's Parliamentarian.

Scope:

1. Oversee the credentialing procedure of members of the RA
 - a. Verify photo identification, witness signatures on the Credential Verification Form and issue RA identification badge
 - i. Instruct representatives that the RA badge must be worn to gain admission to the RA floor and receive election ballot
 - ii. Credential each RA representative only once
2. Provide support during the RA meeting
 - a. Sergeant-At-Arms, appointed by the ASPAN President, controls entrance onto the floor of the RA
 - b. Timekeeper, appointed by the ASPAN President, keeps track of times for agenda items, presentations, and so forth, during the entire RA proceeding
 - c. SWT members may be assigned to serve as RA vote tellers or floor runners as needed
3. Support the voting procedure during the RA meeting
 - a. The election ballots are held by the Credentials SWT Coordinator
 - b. Ballots are passed out to the RA representatives during the Informal Session
 - c. Representatives cast their ballots and are collected by the Nominating Committee members
 - d. Ballots are given to the Nominating Committee Chair (the ASPAN Immediate Past President) and Nominating Committee to be tallied
 - e. Credential Verification Forms are returned to the designated ASPAN National Office staff person along with any unused ballots
4. If it is necessary for ASPAN to hold a virtual RA meeting and electronic election, the Credentials SWT will follow steps outlined in the "Electronic RA Credentialing and Election Ballot Procedure" on file at the national office

Decision Making: Provide the Credentials Report to the RA and the official Speaker of the RA. Present the credentialed members of the RA to the official Speaker of the RA.

Outcomes: Credentials of RA members are properly verified.