



ASPAN

American Society of PeriAnesthesia Nurses

National Conference Strategic Work Team (SWT)

Charter

May 2024 - May 2025

Purpose: The National Conference Strategic Work Team (NCSWT) plans ASPAN's annual National Conference.

Authority: Appointed by the Vice President/President-Elect two years in advance of the Conference with oversight from the Director for Education and in collaboration with ASPAN's National Office.

Scope:

1. Plan all aspects of the National Conference in collaboration with ASPAN leaders and National Office staff
2. Implement a written timeline that includes specific assignments for:
 - a. Program development
 - b. Coordination of volunteers
 - c. Special events
 - d. Conference publications
 - e. Number of SWT meetings required (at least twice each year)
3. Utilize ASPAN resources; these include (but are not necessarily limited to):
 - a. ASPAN officers
 - b. Board of Directors
 - c. Committee Chairs and Strategic Work Team Coordinators
 - i. Education Provider Committee
 - ii. Membership/Marketing SWT
 - iii. Publications SWT
 - iv. Resource Development SWT
 - v. Previous and incoming NCSWT Coordinators
 - d. American Board of Perianesthesia Nursing Certification (ABPANC)
 - e. National Office staff
4. Collaborate closely with Director for Education and ASPAN Meeting Manager
 - a. Follow policies and procedures
 - b. Meet established deadlines
 - c. Maintain communication with the ASPAN President, Vice President/President-Elect, and Chief Executive Officer
 - d. Facilitate conduct of the Conference while in progress
 - e. Mentor the incoming NCSWT members
 - f. Supply records/resources to incoming NCSWT Coordinator and members
 - g. Evaluations of conference activities
 - h. Feedback/suggestions from Conference attendees

Decision Making: All planned activities and proposed speakers will be written in a formal report provided to the ASPAN President, Vice President/President-Elect, Chief Executive Officer, Director

for Education, Nurse for Education, Clinical Inquiry, and Clinical Practice, and ASPAN's Meeting Manager.

Outcomes: A successful National Conference that provides the membership with educational and networking opportunities, and access to national officers. Post-conference evaluations and feedback will be reviewed, and recommendations provided to the incoming NCSWT Coordinator.