



# ASPAN

American Society of PeriAnesthesia Nurses

## National Conference Strategic Work Team (SWT)

### Charter

**May 2025 - May 2026**

**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 Board of Directors
  - b. Committee Chairs and Strategic Work Team Coordinators
    - i. Education Provider Committee
    - ii. Membership/Marketing SWT
    - iii. Publications SWT
    - iv. Development SWT
    - v. Previous and incoming NCSWT Coordinators
  - c. American Board of Perianesthesia Nursing Certification (ABPANC)
  - d. 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 member
  - 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, Directors

for Education, Clinical Inquiry, and Clinical Practice, ASPAN National Office Nurse for Education 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.