

American Society of PeriAnesthesia Nurses (ASPAN)
Bylaws/Policy & Procedures Strategic Work Team (SWT)

Charter

May 2022 – May 2023

PURPOSE: The Bylaws/Policy & Procedures Strategic Work Team (SWT) collaborates with the ASPAN Secretary in the review, revision, and creation of ASPAN policies, procedures, job descriptions or charters.

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 written clearly.
 - 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.