

American Society of PeriAnesthesia Nurses (ASPAN)

National Conference Strategic Work Team (SWT)

Charter

May 2022 – May 2023

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.
 - i. Evaluations of conference activities.
 - ii. 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, Research, 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.