

Specialty Practice Groups Resource Manual

III. Timelines and Deadlines

Newsletter & Zoom Meeting Requirements and Deadlines

Timelines – as of May 2025

Important deadline dates / events to consider in planning SPG activities.

WHEN	WHAT	WHO
Early August	SPG Coordinators are emailed a specific form to use for the SPG Board Report due September 1 .	From: Katie Murdoch kmurdoch@aspan.org ASPAN National Office
DEADLINE August 15	SPG Coordinators must notify ASPAN <u>no later than August 15</u> if they are creating a summer/fall newsletter – or – holding at least two Zoom SPG member meetings before December 1 .	Email your decision to: Your Board liaison and Jane Certo jcerto@aspan.org ASPAN National Office
	If creating a summer/fall newsletter, please adhere to these deadline dates:	
DEADLINE August 30	<u>Summer/Fall Newsletter</u> Pediatric SPG Preop Assessment SPG	Email ready-to-proof newsletter to Jane Certo jcerto@aspan.org ASPAN National Office
September 1	First of two SPG Board Reports due Use the form the national office emailed you in August. (Detailed instructions included in the email.)	Email Board Report to: ASPAN president, ASPAN VP, ASPAN Secretary, ASPAN CEO, your SPG Board Liaison
DEADLINE September 7	<u>Summer/Fall Newsletter</u> Management SPG Pain Management SPG	Email ready-to-proof newsletter to Jane Certo jcerto@aspan.org ASPAN National Office
DEADLINE September 15	<u>Summer/Fall Newsletter</u> Perianesthesia Nurse Educator SPG	Email ready-to-proof newsletter to Jane Certo jcerto@aspan.org ASPAN National Office
DEADLINE September 30	<u>Summer/Fall Newsletter</u> Advanced Degree SPG	Email ready-to-proof newsletter to Jane Certo jcerto@aspan.org ASPAN National Office
November / December	Begin developing content for Winter/Spring Newsletter	SPG Coordinator

WHEN	WHAT	WHO
Early January	SPG Coordinators are emailed a specific form to use for the SPG Board Report due February 7.	From: Katie Murdoch kmurdoch@aspan.org ASPAN National Office
	If creating a winter/spring newsletter, please adhere to these deadline dates:	
DEADLINE January 15	SPG Coordinators must notify ASPAN no later than January 15 if they are creating a winter/spring newsletter – or – holding at least two Zoom SPG member meetings before April 1.	Email decision to: Your Board liaison and Jane Certo jcerto@aspan.org ASPAN National Office
DEADLINE January 30	<u>Winter/Spring Newsletter</u> Pediatric SPG Preop Assessment SPG	Email ready-to-proof newsletter to Jane Certo jcerto@aspan.org ASPAN National Office
February 7	Second of two SPG Board Reports due Use the form the national office emailed you in January. (Detailed instructions included in the email.)	Email Board Report to: ASPAN president, ASPAN VP, ASPAN Secretary, ASPAN CEO, your SPG Board Liaison
DEADLINE February 7	<u>Winter/Spring Newsletter</u> Management SPG Pain Management SPG	Email ready-to-proof newsletter to Jane Certo jcerto@aspan.org ASPAN National Office
DEADLINE February 15	<u>Winter/Spring Newsletter</u> Perianesthesia Nurse Educator SPG	Email ready-to-proof newsletter to Jane Certo jcerto@aspan.org ASPAN National Office
DEADLINE February 28	<u>Winter/Spring Newsletter</u> Advanced Degree SPG	Email ready-to-proof newsletter to Jane Certo jcerto@aspan.org ASPAN National Office
Spring	Conduct/moderate annual SPG meeting at ASPAN's National Conference	SPG Coordinator and/or Vice-Coordinator
	Ongoing search for future SPG leaders and mentoring of these leaders	SPG Coordinator and/or Vice-Coordinator
	Submit SPG article to <i>Breathline</i> editor (optional)	Email article to Board Liaison and <i>Breathline</i> editor
June	Begin developing content for Summer/Fall newsletter	SPG Coordinator

Timelines and Deadlines Information

The SPG calendar year consists of two periods: **winter/spring** and **summer/fall**.

During the year, SPG Coordinators have a choice to produce or hold:

- Two newsletters (*one winter/spring and one summer/fall*)
OR
- Four virtual meetings (*two winter/spring and two summer/fall*)
OR
- One newsletter and two virtual meetings
(*choose which period to publish newsletter and hold virtual meetings*)

A choice of one of these annual requirements listed above must be met by the SPG Coordinator to receive complimentary registration to ASPAN's National Conference.

- **SPG Newsletters:**
 - Newsletters are published on SPG webpages in the summer/fall and in winter/spring (prior to National Conference)
 - The SPG Coordinator is to create and generate the copy (content and layout)
 - While the Coordinator is responsible for the newsletter, they may delegate some content development to the Vice-Coordinator or solicit articles from any SPG member
 - The full text for newsletters must be provided by the Coordinator and emailed in final draft format as a Word document or Publisher document to the ASPAN National Office designated staff person
 - The newsletter must be reviewed and approved by the ASPAN President, SPG Board Liaison and Publications Strategic Work Team Coordinator prior to publication
 - The National Office produces the final edited version, uploads the newsletter's final approved version to the SPG webpage and sends a notification email of a newly posted online newsletter to current SPG members
 - A scanned copy of reviewers' corrections is sent to the SPG Coordinator and Vice-Coordinator after the issue is published to assist them in preparation for the next newsletter
 - Newsletter copy deadlines, listed above, are evenly spaced out in the schedule to allow time for the review team's questions and final proofing and production
 - Any SPG newsletter to be published in the *winter/spring* period, just prior to ASPAN's National Conference especially, must follow the deadline dates listed above in January and February. No newsletter copy can be accepted in March
 - NOTE: All deadlines in the above table **MUST BE MET** by the SPG Coordinator

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- **Two Zoom meetings for SPG members in exchange for one newsletter:**
 - SPG Coordinators must decide whether to hold two Zoom meetings or produce a newsletter and notify the ASPAN national office of their decision by August 15 (for summer/fall) and by January 15 (for winter/spring)
 - For summer/fall, the Zoom meetings may be held June through December 1
 - For winter/spring, the Zoom meetings may be held January through April 1
 - Your SPG Board liaison must be invited to attend the Zoom meetings
 - **Minutes must be taken during the Zoom meetings** for posting on the website for all SPG members to access and for inclusion in the required SPG Board Reports
 - Contact Donna Ingram (dingram@aspan.org) at the ASPAN National Office to schedule a Zoom meeting using ASPAN's Zoom platform
 - NOTE: All deadlines in the above table **MUST BE MET** by the SPG Coordinator

- **Four Zoom meetings for SPG members in a calendar year (and publishing no newsletter):**
 - Two Zoom meetings must be held in each period (summer/fall) and (winter/spring)
 - SPG Coordinators must the ASPAN national office of their choice of meeting dates by August 15 (for summer/fall) and by January 15 (for winter/spring)
 - For summer/fall, the Zoom meetings may be held June through December 1
 - For winter/spring, the Zoom meetings may be held January through April 1
 - Your SPG Board liaison must be invited to attend the Zoom meetings
 - **Minutes must be taken during the Zoom meetings** for posting on the website for all SPG members to access and for inclusion in the required SPG Board Reports
 - Contact Donna Ingram (dingram@aspan.org) at the ASPAN National Office to schedule a Zoom meeting using ASPAN's Zoom platform
 - NOTE: All deadlines in the above table **MUST BE MET** by the SPG Coordinator

- **Biannual SPG Board Reports:**
 - Each year, the SPG Coordinator **must** submit **two reports** for inclusion in ASPAN's two scheduled Board meeting agendas
 - The first report is due in early February and the second is due in early September
 - Katie Murdoch (kmurdoch@aspan.org) at the ASPAN National Office emails a specific report form and complete instructions to SPG Coordinators in advance of these deadlines

- **Finding and Mentoring Leaders to Succeed You:**
 - Throughout their terms, SPG Coordinators and Vice-Coordinators are responsible for finding and mentoring future leaders for the SPG
 - ASPAN does not appoint SPG Coordinators and Vice-Coordinators; SPGs are member-driven and SPG leaders must carry out their own recruiting, mentoring, and succession planning from within their SPG's membership
 - If continuous leadership is not established, the SPG can be dissolved by the Board of Directors

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- **Breathline Deadlines:** see “*Breathline* Submission Guidelines” in section III
- **JoPAN:** visit JoPAN’s website (www.jopan.org) for information and guidelines on preparing and submitting manuscripts for publication consideration

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