

OSPA Position Responsibilities

Board of Directors: The Board of Directors is made up of the elected officers, officers appointed by the President as described in the Bylaws and Policy and Procedure, and the President of each OSPAN district.

President: Term of Office (1) Year

1. Develops the agenda and presides over all meetings beginning with the yearly planning meeting with the Committee Chairpersons and Officers held after the Annual Conference.
2. Establishes an OSPAN timeline which is distributed to the Board of Directors at the post conference meeting.
3. Represents OSPAN at meetings essential to the functioning of the organization.
4. Submits a President's Message to each issue of Vital Signs.
5. Serves as liaison between ASPAN and OSPAN.
6. Serves as contact person for submitting news of OSPAN for ASPAN publication.
7. Submits copies of ASPAN Bylaws to OSPAN Board of Directors
8. Develops, with cooperation of the Board, and submits to ASPAN the application for the ASPAN Gold Leaf Award.
9. Develops and updates strategic plan in collaboration of the board.
10. Serves as liaison with the Oklahoma representative of the Oklahoma Society of Anesthesiologists.
11. Other duties outlined in policy and procedures

Vice President/President Elect: Term of Office (1) Year

1. Assumes all duties assigned by the President.
3. In the absence of the President, assumes the duties of that office.
4. Automatically assumes the office of President upon completion of term, or in the event the President is unable to complete the term of office.
5. Serves as Chairperson of the Conference Committee.
6. Represents OSPAN and assists the membership in an advisory capacity concerning organizational affairs.
7. Works closely with President and Board of Directors to prepare for upcoming year as President.

Secretary: Term of Office (2) Years

1. Assists the President in preparing the agenda for meetings.
2. Records minutes for Board of Directors meetings for the organization
3. Preserves the official files and records of the Association in a neat and orderly manner.
5. Serves as official correspondent to ASPAN.
6. Maintains a current roster of OSPAN members.
7. Assumes other responsibilities as directed by the President of Board of Directors.
8. Submits meeting minutes for board approval at each Board of Directors meeting.

Treasurer: Term of Office (2) Years

1. Receives, disburses, manages, and accounts for funds, assets and securities of the Association as directed by the Board of Directors.
2. Compiles financial statistics (income/expenses) and submits to Board of Directors. This analysis will be used in planning of annual budget proposal for Board of Directors.
3. Maintains records of moneys received from the seminar, membership, exhibitors, and fund raising activities.
4. Institutes and follows through on all financial policies and procedures outlined in the Bylaws, approved by the Board of Directors, or as listed in the guidelines of the Policy and Procedure manual.
5. Reviews current balance sheet and income statement at all Board of Directors meetings.
6. Prepares annual budget report for Board of Directors.

Newsletter Editor: appointed position

1. Responsible for editing and distribution of the OSPAN newsletter, Vital Signs to all members and appropriate organizational liasions.
2. Recommended items for publication in each Vital Signs issue:
3. Include in Vital Signs as appropriate:

Director-at-Large: Term of Office (1) Year

1. Attends Board of Directors meetings.
2. Represents the general membership at Board of Directors meetings.
3. Communicates OSPAN activities to general membership.
4. Performs other duties as prescribed by the Board of Directors.
5. Serves on Conference Committee.
6. Serves as committee chairperson as appointed by the President.

Webmaster/Public Relations: appointed position

Governmental Affairs: appointed position

OSPAN Willingness to Participate Form

Please Print

Name: _____

First Name, Last Name, List your Credentials Here

Home Address: Street _____

City _____ St _____ Zip _____

Home Phone: (_____) - _____ - _____

Employer's Name: _____

Position: _____

Work Address: Street _____

City _____ St _____ Zip _____

Work Phone: (_____) - _____ - _____

Preferred E-mail: _____

Number of years as ASPAN member: _____

Number of years in nursing: _____

Number of years in perianesthesia nursing: _____

Areas of Perianesthesia experience: Ambulatory Surgery PACU Endo/Specials

Clinical Education Administration Research Other _____

Education Diploma ADN MSN Other _____

Certifications: CPAN CAPA CNOR Other _____

Professional Involvement:

Indicate involvement with professional associations/organizations (including ASPAN)

Association	#1	#2	#3
Position(s) Held			

I am willing/interested in serving on: Board of Directors Director at Large
 Governmental Affairs Newsletter Webmaster/Public Relations

*Job responsibilities are listed in the Policies and Procedures on the OSPAN website

** If interested, complete form and give it to any BOD member or leave with today's evaluation