



Virginia Society of PeriAnesthesia Nurses

BY-LAWS/POLICY BOOK

Revised: January 2010

Virginia Society of PeriAnesthesia Nurses
By-Laws/Policy Book

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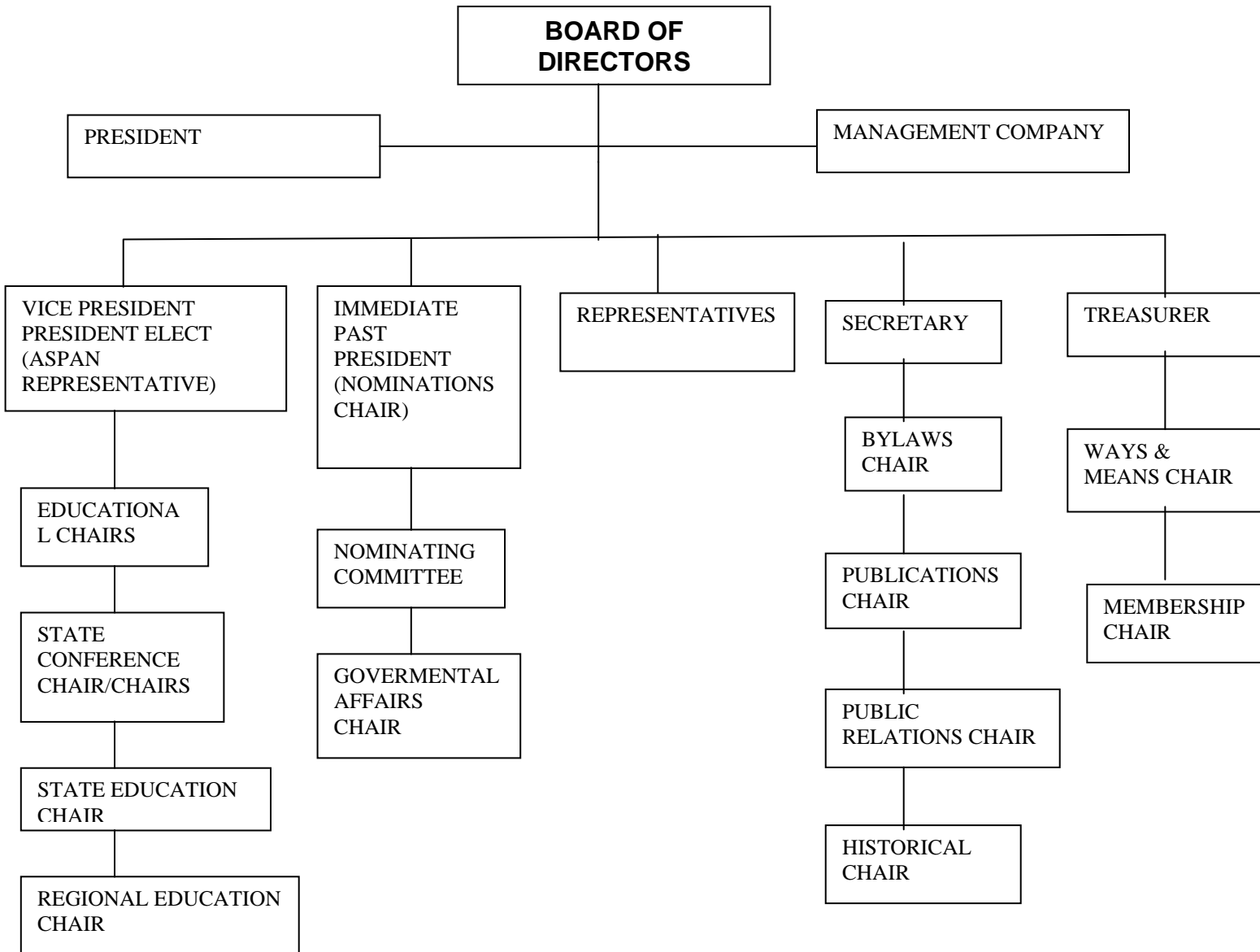
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ORGANIZATIONAL CHART

Written: December 2005 Revised Jan 2010



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VSPAN's Core Ideology

February 2010

The Virginia Society of PeriAnesthesia Nurses (VSPAN) is the professional specialty nursing organization representing the interests of preanesthesia and postanesthesia care, ambulatory surgery, and pain management in Virginia.

Core Purpose

To advance the unique specialty of perianesthesia nursing.

Core Values

- Building Integrity
- Modeling Respect
- Honoring Diversity
- Promoting Stewardship
- Providing Mentorship
- Cultivating Passion
- Supporting Community

Value Discipline

VSPAN will be known for having an identity and image of leading edge programs and services. This will be supported by operational excellence, eminent influence and advocacy, and membership focus.

VSPANs Envisioned Future

VSPAN will be recognized as the leading association for perianesthesia education, nursing practice, and research.

Goal Descriptions

- A. VSPAN will be its members' resource linking the state component with the national organization (ASPAN) for education
- B. VSPAN will be an influential advocate for perianesthesia safety, public policy, nursing practice, nursing standards and knowledge.
- C. VSPAN will be the state source of perianesthesia information for the healthcare community and the public.
- D. The art and science of the perianesthesia practice will be advanced through research and evidence based practice activities.

(Source: ASPAN Feb2010)

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Bylaws

Revised: January 2010

ARTICLE I. NAME

Section 1 Name. The name of this professional organization shall be the Virginia Society of Perianesthesia Nurses, hereafter referred to as VSPAN or the Society. This organization will operate as a nonprofit, tax-exempt entity.

ARTICLE II. MISSION STATEMENT

Section 1 Mission Statement. The Society exists to promote quality care for patients and their families, by encouraging professional education, development of standards, research, certification, and specialization in all phases of perianesthesia nursing, and by providing a forum for exchange of ideas between health care providers involved in perianesthesia care.

ARTICLE III. MEMBERSHIP

Section 1 General. Membership in the Society shall be a privilege set forth in these Bylaws and contingent on compliance with terms of these Bylaws.

Section 2 Classes. The Society shall have the following classes of membership:

Section 2.1 Active. Active members shall be licensed nurses who are involved in the practice of any phase of perianesthesia nursing, or in the management, teaching or research of perianesthesia nursing.

Section 2.2 Affiliate. Associate members shall be licensed health care professionals who have an interest in perianesthesia patient care.

Section 2.3 Retired. Retired members shall be members who, prior to retirement, practiced in some phase of perianesthesia nursing.

Section 2.4 Honorary. Honorary members shall be those persons who have rendered distinguished or valuable service to the Society or to perianesthesia nursing, and who are elected as honorary members by the Board of Directors. Honorary members may hold membership in another class of membership.

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Section 3 Representation. Active and retired members in good standing may vote on matters submitted to the general membership, and may serve on committees. Active members in good standing may hold office, serve as chairperson, on a committee, or serve as a Representative to the national organization. Associate members are not eligible to hold office, vote, or serve on committees.

Section 4 Benefits. All members of the Society shall receive official publications and notices of the Society.

Section 5 Application and Dues Assessment

Section 5.1 Application. Any person desiring membership in The Society shall submit a written/electronic, signed membership application. Dues for both the national and state component organizations must accompany the application.

Section 5.2 Dues Assessment. All members of the Society except for Honorary Members shall be assessed dues, which shall be recommended by the Treasurer, and approved by the Board of Directors. Members are considered delinquent if their dues are not received within ninety days of the date due.

Section 5.3 Termination. Members who do not adhere to the Society's bylaws or who fail to pay dues within ninety days shall have their membership terminated by the Board of Directors. Membership shall not be terminated until a member is advised of specific rationale for termination. Membership may also be terminated upon the resignation of the member.

ARTICLE IV. MEETINGS OF MEMBERS

Section 1 Annual Meeting. The general membership shall convene at least annually for a general business meeting. This meeting shall occur at the Annual VSPAN Conference. Members will be notified in advance of the proposed agenda.

Section 2 Special Meetings. Special meetings of the membership may be called at any time by the President of the Society or upon the request of one-third of the total members of the Society. Members will be notified no less than two weeks prior to any special meeting of the meeting purpose and location.

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Section 3 Voting.

Section 3.1 Voting Privileges. The general membership shall be the voting body of the Society. Each active and retired member shall have one vote on each matter submitted to the membership for a vote.

Section 3.2 Quorum. A quorum for the annual meeting of the membership shall be one-quarter of the membership eligible to vote.

Section 3.3 General Business. General business decisions at the membership meeting shall be decided by a simple majority vote. The Board of Directors may elect to submit an issue to the membership for a vote by written ballot.

Section 3.4 Election of Officers. Officers of the Society shall be elected by the Board of Directors and elected by membership **with simple majority vote**. Representatives to the National Organization shall be elected by the Board of Directors. (**Pending Membership vote 10/10**)

ARTICLE V. BOARD OF DIRECTORS

Section 1 Powers. The Board of Directors shall manage the affairs of the Society. The Board of Directors may not modify any action or decision made by the General Membership. The President shall preside over the Board of Directors.

Section 2 Composition. The Board of Directors shall consist of the elected Officers of the Society, the two Representatives to the National Organization, and the Chairperson of each standing committee. The Executive Director (the management company) shall serve as ex-officio member of the Board of Directors.

Section 3 Officers. The Officers of the Society shall be the President, Vice President/President Elect, Immediate Past President, Secretary, and Treasurer. Each officer shall be elected by a written ballot of the General Membership. The responsibilities of each officer shall be set forth in the Policy and Procedures of the Society.

Section 4 National Representatives. Two members shall be elected by the Board of Directors to serve at the Representative Assembly of the National Organization. The responsibilities of the Representatives shall be set forth in the Policy and Procedures of the Society.

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Section 5 **Eligibility.** Candidates for office must hold active membership in the Society. Candidates for the office of Vice President/President Elect must have experience at the District or State level as a committee member or committee chairperson and shall have a minimum of two years of peri-anesthesia experience. Candidates for National Representative shall have a minimum of two years perianesthesia experience and active involvement in Society activities.

Section 6 **Terms of Office**

Section 6.1 The President, Vice President/President Elect, and the Immediate Past President, shall hold office for a term of one year or until their respective successors have been duly elected. At the expiration of the President's term the Vice President/President elect, automatically assume the office. of President. The President shall automatically assume the office of Immediate Past President.

Section 6.2 The Secretary shall be elected for a one-year term. The treasurer will be a two-year term elected position. This will be effective October 1999. The offices of Secretary and Treasurer may be combined into the office of Secretary/Treasurer.

Section 6.3 VSPAN Representatives to ASPAN will consist of two positions. One representative will be the president-elect and the other representative will be elected by the Board of Directors for a one-year term.

Section 6.4 No officer shall serve more than two consecutive terms in the same office. Any person filling an un-expired term for not less than one-half of the term shall be deemed to have served one term.

Section 7 **Vacancies.** Any vacancy of a Board position shall be filled by the Board for the remaining term with the exception of President. This role is automatically filled by the Vice President/President Elect and the Immediate Past President, whose role shall be left vacant until the next term of office. In the event of a vacancy in the office of the Vice President/President Elect, a special election may be called by the Board of Directors.

Section 8 **Removal.** Any official of the Board, regardless of the manner of election or appointment may be removed by the Board of Directors upon a two-thirds vote for such removal, when it is judged in the best interest of the Society. Such action shall provide that the official, upon request, has an opportunity to have a hearing in front of the Board providing for due process.

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Section 9 Compensation. Board members shall serve in a voluntary capacity, but may receive position related compensation/reimbursement for expenses as set forth in the Policy and Procedures.

Section 10 Meetings. Meetings of the Board of Directors shall be held not less than Quarterly and may be held as a teleconference as requested by the President. One half of the members of the Board of Directors present at the meeting shall constitute a quorum. Special meetings may be called by the President or upon written request of at least four members of the Board of Directors.

Section 10.1 Meetings. The Board of Directors may electronically vote. A majority Board vote must be established. A record of the electronic vote will be included in the meeting minutes of the Association.

ARTICLE VI. ORGANIZATIONAL UNITS

Section 1 Committees. The Committees of the Society shall be appointed annually by the President and approved by the Board of Directors.

Section 1.1 Standing Committees. The standing committees of the Society shall be Education, Governmental Affairs, Membership, Annual Conference, Historical, Bylaws, Nominating, Publications, Public Relations, and Ways and Means. The purpose and duties of each committee shall be described in the Policy and Procedures.

Section 1.2 Special Committees. Special ad hoc committees may be appointed by the President or at the request of the Board of Directors. These committees shall be dissolved by the President with the approval of the Board of Directors when the purpose for which they were created is resolved.

Section 1.3 Committee Chairpersons. All Committee Chairpersons shall be appointed by the President and approved by the Board of Directors, with the exception of the Nominating Committee in which the Chair is the immediate past president.

Section 1.4 Meetings. Regular committee meetings shall be determined by the Committee Chairperson. Special meetings may be called by the President or the Committee Chairperson.

Section 1.5 Vacancies. Vacancies in appointed committees may be filled by the Chairperson with the approval of the Board of Directors. Vacancy of a Chairperson shall be filled by the President with approval of the Board of Directors.

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Section 2 Education Districts. The Society has divided the state into geographical districts to serve the needs of members at the regional level. Districts may not be established as a separate entity and must adhere to the VSPAN Bylaws and Policy and Procedures. A Chairperson for each District shall be appointed by the Education Chairperson and approved by the Board of Directors. Districts shall schedule meetings as determined by the membership. Education Districts may be subdivided or restructured with the approval of the Board of Directors.

Section 3 Chapters. The Society allows for the formation of Chapters within each Education District to meet the needs of members at the local level. Chapters may not be established as a separate entity and must adhere to the VSPAN Bylaws and Policy and Procedures. Regulations for establishing Chapters shall be described in the Policy and Procedures of the Society. A Chairperson for the Chapter shall be elected or appointed by its members. Meetings of the Chapter shall be determined by the members.

ARTICLE VII. MANAGEMENT

Section 1 Registered Office and Agent. The Society shall maintain a registered agent and office in Virginia.

Section 2 State Office. The Board of Directors shall maintain a State Office. The Board of Directors shall retain an Executive Director who shall provide general administrative business management support for the Society. Additional administrative and support personnel and consultants shall be retained as directed by the Board of Directors. The Executive Director and the State Office staff shall be under the direction of the President, subject to control of the Board of Directors.

Section 3 Seal. The Society shall have an official seal, which shall be in such form as approved by the Board of Directors, but shall at least contain the words "Virginia Society of Perianesthesia Nurses."

Section 4 Fiscal Year. The fiscal year shall be from October – October.

Section 5 Expenditures. All expenditures shall be in accordance with Policy and Procedures. The Treasurer shall monitor expenditures and provide a written report at the Annual General Membership meeting.

Section 6 Records. The Secretary shall maintain all records of the Society except financial records, which shall be maintained by the Treasurer. These records shall be maintained at the State Office.

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Section 7 Parliamentary Authority. The rules contained in the current edition of Robert's Rules of Order shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and Policy and Procedures of the Society.

ARTICLE VIII. AMENDMENTS

Section 1 Amendments with Notice. These Bylaws may be amended by a two-thirds vote of the General Membership present, provided written notice shall be sent to each member of the Society at least ten (10) days prior to the date of presentation for approval.

Section 2 Amendments without Notice. These Bylaws may be amended by a three-fourths vote of the General Membership present without prior notice.

ARTICLE IX. PROHIBITED ACTIVITIES

Section 1 Prohibited Activities. No member or agent of the Society shall take any action or carry on any activity by or on behalf of the Society, which is not permitted to be taken or carried on by an organization exempt under Section 501 (c)(3) of the Internal Revenue Code and its Regulations, as they exist now or may be hereafter amended.

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Organizational Authority

Policy: Authority

Written: June 1992

Reviewed: January 2010

PROCEDURE:

1. **Authority.** No person shall have authority to act on behalf of the society, except as such authority shall be prescribed in the Bylaws or expressly granted by the Board of Directors.
2. **Conformity with Society Policy.** In discharging their responsibilities, representatives, officers, committee members, agents and other persons acting on behalf of the Society shall bear in mind that VSPAN policy may only be established by the Board of Directors and shall take care to conform their actions to such policies. In case of doubt as to an appropriate action, guidance should be sought from the Board of Directors, or when necessary to act between Board meetings, from the President.
3. **Representation to Other Organizations.** Persons attending meetings of other organizations as a representative of the Society shall conform their actions to Society policies and shall not commit the Society to any policy or project of such other organization without specific authorization of the Board of Directors. In each case, a report on such meetings and activities shall be submitted to the Board of Directors.
4. **Employment of Consultants.** The work of the Society may require the employment of a consultant in order to function properly. The use of consultants should ordinarily be predictable and, therefore, is a matter, which should be considered by the Board of Directors.
5. **Endorsements.** No person is authorized to license, permit the use of, or use the Society's name or logo or any terminology implying Society sponsorship or endorsement without the specific approval and authorization of the Board of Directors.
6. **Conflicts of Interest.** Directors, Officers, committee members, agents and other persons acting on behalf of the Society shall not take part in any decision or action of the Society in which his or her personal interests are involved unless such participation shall be specifically authorized by the Board of Directors after full disclosure of the facts. The existence or possibility of a conflict between the Society shall be promptly disclosed to the Board of Directors so that appropriate action may be taken.

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7. **Communication from the organization**

- A. VSPAN Board of Directors may use VSPAN letterhead stationery for VSPAN related correspondence.
- B. The President will be notified of, and give approval for, any written or verbal communication initiated by VSPAN representatives to any other health care specialty organization. This includes, but is not limited to, communications initiated by members of the Board of Directors, committee chairpersons or members and Administrative personnel.
- C. VSPAN bylaws, standards, policies and procedures are available on the VSPAN Website
- D. All correspondence is copied to the Secretary and Executive Director.
- E. The Secretary maintains a record of all correspondence of the Society.

8. **Letters of Appreciation from VSPAN**

- A. A letter of appreciation for VSPAN service may be sent from the VSPAN President at the discretion of the VSPAN Board, to the place of employment designated by Officers, Representatives and Committee Chairpersons. The letter will be addressed to the person of choice in the institution, e.g., Director of Nursing, Nurse Manager, etc.
- B. A congratulatory letter and/or a letter of welcome from the board should be sent from the board by the management company to designated persons/hospitals regarding newly elected or appointed Officers, Board Members, Committee persons, and Educational Region Chairpersons, and CPAN, CAPA.

9. **VSPAN Supported Activities are:**

- A. Activities which are sponsored by VSPAN include those which are planned, approved, implemented and/or financially supported by VSPAN.
- B. Requested by directly contacting the VSPAN President or the management company.

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Job Title: President

Job Reports To: Board of Directors

Date Written: June, 1992

Reviewed: January 2010

POLICY/PURPOSE OF JOB:

The President is the principal officer of VSPAN and administers the affairs of VSPAN according to the policies and procedures and subject to the control of the Board of Directors.

DUTIES:

1. Calls for and prepares agenda items for Board of Director Meetings.
2. Calls for and monitors Committee Action Plans.
3. Presides over all meetings of members and of Board of Directors. If unable to attend will submit a written report and send to the board.
4. May call a special meeting of members at any time, upon written notice of not less than ten or more than fifty days before date of meeting. May call a special meeting of the Board of Directors following written notification.
5. Assists in all daily activities of VSPAN working with Management Company and committees to carry out the business of VSPAN.
6. Receives and shares ASPAN reports.
7. Appoints Committee Chairs within 30 days of Annual Meeting.
8. Serves as official representative of the society at meetings of other organizations.
9. Prepares a Presidential message for each issue of *Vital Times*.
10. Writes letters of appreciation for the work of all Officers, Directors and Committee Chairpersons.
11. Prepares an annual report for presentation at the business session held in connection with the annual meeting of members.
12. Mentors Vice President - President Elect for upcoming Presidential role.
13. Attends ASPAN Annual Conference as state head.

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14. Terminates non-functioning committees and/or committee chairs with the approval of the Board of Directors.
15. Reports to the Board of Directors after ASPAN Conference.
16. At the completion of the term of the treasurer, the President will direct management company when a financial audit or review is indicated.

QUALIFICATIONS:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN / ASPAN

TIME COMMITMENT:

- Serves a one year term as President, but has a three year commitment to VSPAN (President Elect, President, Past President).
- Attends and presides over five board meetings for the year.
- Maintains correspondence with management company, Board of Directors, Society members and ASPAN.

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*Job Title: Vice President - President Elect
Job Reports To: Board Of Directors*

Date Written: June 1999

Reviewed: January 2010

POLICY/PURPOSE OF JOB:

The Vice President/President-Elect witnesses the administration of the affairs of the Society in anticipation of his/her term of office as President, and actively assists the President, orienting himself/herself to the duties and responsibilities of the President.

DUTIES:

1. Serves a one-year term.
2. Serves as liaison to the Education Chair and the Education Regions and Regions.
3. Assumes second level of responsibility as directed by current President.
4. Assumes the duties of the President in his/her absence.
5. Serves on Committees as designated by the President.
6. Represents VSPAN and assists membership in an advisory capacity concerning organizational affairs.
7. Prepares to assume duties of President for coming year by keeping abreast of all external and internal affairs of VSPAN. Works closely with president to effect a smooth transition from one administration to the next.
8. Reviews with President all "Willingness to Serve" forms submitted by the membership to prepare committee assignments for the Presidency year.
9. Attends all Board of Directors meetings or notifies the management company of planned absence if unable to attend will prepare and submit a written report to be sent to the board.
10. Advises the Annual Conference Committee and Education Committee.
11. Performs other duties as may be designated by President.
12. Serves as a Representative Assembly member to National Conference

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*Job Title: Immediate Past President
Job Reports To: Board of Directors*

Date Written: June 1992

Reviewed: January 2010

POLICY/PURPOSE OF JOB:

The Immediate Past President shall be available for consultation to the President and will assist the other officers as requested by the President or the Board of Directors.

DUTIES:

1. Serves a one-year term.
2. Serves as Chair of the Nominating Committee.
3. Assumes duties as designated by current President.
4. Attends all Board of Directors meetings or notifies the management company of planned absence, if unable to attend board meeting will submit a written report to the board.
5. Serves as consultant to President regarding affairs of the Society.
6. Assists the other officers in their duties as the President or Board of Directors requests.
7. Supervises the Governmental Affairs Committee.

QUALIFICATIONS:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN / ASPAN

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*Job Title: Secretary
Job Reports To: President/Board Of Directors*

Date Written: June 1992

Revised: January 2010

POLICY/PURPOSE OF JOB:

The Secretary maintains the non- financial corporate books and records of the Society.

DUTIES:

1. Serves a one-year term. May serve two successive terms.
2. Gives notice (or causes to be given notice) of all meetings of members and Board of Directors in accordance with the Bylaws. If unable to attend a board meeting a written report will be submitted to the board and arrangements made for a substitute for the meeting
3. Collaborates with the VSPAN management company to maintain the Articles of incorporation, the Bylaws, the Seal of the Society, a register of the name and address of each member of the Society as furnished by such member, and the correspondence of the Society at the VSPAN office.
4. Maintains a record of the proceedings of all business meetings & committee reports of the Society and submits them to the management company for distribution.
5. Records minutes of all regular Board of Directors meetings and sends to Management Company for distribution.
6. Acts as official correspondent for the Society.
7. Assumes additional responsibilities as directed by the President.
- 8 Supervises the Bylaws, Publications and Historical Committees.

QUALIFICATIONS:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN/ASPAN.

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Job Title: Treasurer

Job Reports To: President/Board Of Directors

Date Written: June, 1992

Reviewed: January 2010

POLICY/PURPOSE OF JOB:

The Treasurer receives, disburses, manages and accounts for the funds, assets, and securities of the Society as directed by the Board of Directors.

DUTIES:

1. Serves a two- year terms and may serve two successive terms.
2. Serves as member of the Ways and Means Committee. Works closely with the Ways & Means Chair and Management Company to promote financial stability.
3. Maintains a full and accurate account of receipts of disbursements of the society and presents such at the business session held in connection with the annual meeting of members.
4. Reviews current balance sheet and income statement reports at all Board of Directors meetings, if unable to attend board meeting will prepare and submits a written report .
5. Monitors all expenditures of the Society.
6. Institutes and follows through on all financial policies and procedures approved by the Board of Directors.
7. Requests from all chairpersons a projected budget to be submitted for the following year's budget.
8. Prepares an annual budget in collaboration with the Management Company that is submitted to the Board of Directors for approval.
9. Assists officers and chairpersons with proper reimbursement proceedings.
10. Assumes other responsibilities as directed by the President.

QUALIFICATIONS:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN / ASPAN

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*Job Title: Representatives
Job Reports To: President/Board Of Directors*

Date Written: June, 1992

Reviewed: January 2010

POLICY/PURPOSE OF JOB:

The two Representatives shall function as the liaison between the National organization and the component Society.

SELECTION:

One representative shall be the Vice President/President Elect; serving a term of one year (October-October) as delineated in the term of office as Vice President/President Elect. One Representative is selected by the Board of Directors.

REQUIREMENTS OF THE REPRESENTATIVE:

Mandatory

1. Attend spring ASPAN National Conference and fall VSPAN State Conference of the same calendar year.
2. Present a written report to the Board of Directors at the first meeting following the National Conference.
3. Represents ASPAN at VSPAN fall meeting.
4. Write an article for VITAL TIMES reporting on Representative Assembly activity from the ASPAN conference. The article is to be submitted to management company and/or publications chairperson for the first publication of the state newsletter after national conference.

SELECTION PROCESS:

1. Candidate is a member in good standing of National/State organization for at least 1 year.
2. Works a minimum of 16 hours per week in Perianesthesia setting.
3. Active participant in VSPAN.

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DUTIES:

1. Attend scheduled ASPAN Representative Assembly meetings.
2. Communicate regularly with VSPAN members to provide opportunities for feedback on ASPAN activities. Review and research all materials submitted by National Office relative to issues affecting members.
3. Identify majority response of component members to an issue and represent views of VSPAN at all ASPAN meetings.
4. Assign ad hoc duties to component members as deemed appropriate.
5. Function as resource persons for VSPAN members requesting information on ASPAN activities such as certification, Standards of Care, resource library materials, and educational opportunities at the National level.
6. Promote ASPAN membership at all component meetings and seminars by displaying membership information and being available to answer questions about ASPAN.
7. Prepare a comprehensive written report of ASPAN activities after National Conference and present the report to the VSPAN board of directors.
8. Responsibility for updating VSPAN members of changes in ASPAN policies and Procedures, is delegated to the VSPAN president under the ASPAN organizational chart. The president is the contact member of the component to ASPAN per their policy. Mailings that the President receives should be shared with the representatives ASAP after receipt from ASPAN.
9. Review the personal and professional data of nominees for ASPAN elections as it is provided, receive input from VSPAN membership by their returned ballots to ASPAN, and review input personally shared from VSPAN members. VOTE as directed by the VSPAN membership at the annual ASPAN Representative Assembly Meeting.
10. Perform other job duties as may be deemed necessary and appropriate by the President of VSPAN.
11. Meet with incoming Representatives to provide pertinent information.
12. Perform all other jobs and responsibilities as described in ASPAN Policy and Procedure Manual.

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Job Title: Committee Chairs

Date Written: June 1998

Reviewed: January 2010

POLICY/PURPOSE OF JOB:

VSPAN has standing committees as described in the Bylaws. These committees carry out the work of VSPAN. The chairperson of each committee coordinates the work of each committee as directed by the VSPAN Board of Directors.

DUTIES:

1. Attends all Board of Directors meetings. If unable to attend will prepare and submit a written report to the board.
2. Meets with Immediate Past Chairperson at the annual conference to receive information and material pertinent to continuing goal attainment of committee.
3. Provides Officers and Committee members with Committee Action Plan identifying goals and estimated date of goal attainment. Due date for this action plan is established by the President and is printed in the annual calendar.
4. Provides President with reports of committee activities at each Board meeting.
5. Prepares annual report to be included in syllabus for annual conference. This report should include committee goals and accomplishments.
6. Organizes and directs general activities of committee members. Provides guidance in goal attainment with these members.
7. Prepares and submits appropriate agenda items for Board of Director meetings as needed.
8. Copies all committee correspondences to President, Vice President and Executive Director/Management Company.
9. Collaborates with Vice-President/President-Elect to select committee members using "Willingness to Serve" forms.
10. Annually reviews sections of the Policy & Procedure Manual that are applicable to committee. Submits any revisions or additions to Bylaws Committee for review.
11. At conclusion of term as Chairperson, meets with incoming Chairperson to provide pertinent information relating to current committee activities, future goals, problems, solutions and suggestions relevant to committee operations.
12. Obtains approval of the VSPAN Board of Directors for spending of more than \$250.00 for any VSPAN sponsored function.

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*Job Title: Educational Chairperson
Job Reports To: Vice President / Board Of Directors*

Date Written: June 1992

Reviewed: January 2010

POLICY/PURPOSE OF JOB:

The Educational Chairperson coordinates all regional educational activities sponsored by the Society.

DUTIES:

1. Appointed to a minimum two-year term by the President.
2. Serves as liaison to the Education Chair and education regions.
3. Works closely with Educational Region Chairpersons to plan conferences.
4. Maintains information on process of continuing education approval for programs, including process used by other professional organizations.
5. Compiles and disseminates information for Educational Regions.
6. Meets with Immediate Past Chairperson to receive pertinent information and materials.
7. Conducts meetings with Education Region Chairpersons when appropriate.
8. Maintains records of all educational activities and communication.
9. Identifies yearly goals and sets deadlines for the Committee.
10. Works closely with vice-president to prepare annual report.
11. At conclusion of term, meets with next Chairperson to provide pertinent information relating to Committee activities, future goals, problems, solutions, and suggestions relevant to Committee operations.
12. Submits educational seminar information to the National Office for inclusion in *Breathline*.

QUALIFICATIONS:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN / ASPAN

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*Job Title: Regional Educational Chairperson
Job Reports To: Vice President/Board Of Directors*

Date Written: June, 1992

Reviewed: January 2010

POLICY/PURPOSE OF JOB:

The Regional Educational Co-Chairpersons are responsible for coordinating all regional educational activities and the annual VSPAN conference.

DUTIES:

1. Appointed to two-year term by the President.
2. Develops a plan of action relevant to the VSPAN Strategic Quality Plan.
3. Identifies interests and needs of regional members, encourages participation in local, state and national education opportunities.
4. Develops a network of regional educational resources. .
5. Serves as a resource to the State Educational Coordinator and the Board of
If unable to attend board meetings, will prepare and submit a written report to the board.
6. Plans and develops at least one regional educational offering/opportunity which provides CEU's per year.
7. Submits completed application for contact hours to appropriate accrediting board within required time frame.
8. Submits summary of program (s) to publications chair with copy to Management company by deadline of **Vital Times**, following the program.
9. Submits receipts, financial reports and evaluation feedback summary via Management Company within 30days of educational offering.
10. At the conclusion of the term, meets with next chairperson to provide pertinent information .
11. Provides annual report to the Board of Directors.

Qualifications:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN / ASPAN

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***Committee: Governmental Affairs Chairperson
Job Reports To: Immediate Past President/Board Of Directors***

Date Written: June 1999

Reviewed: January 2010

PURPOSE OF JOB:

The governmental affairs chairperson will coordinate all legislative activities of the society in accordance with the bylaws and within the realm of the strategic plan.

DUTIES:

1. Monitors all legislative information received and determines appropriate action needed by the society, committee, and/or membership.
2. Maintains mechanisms to assure that the component can effectively respond to relevant issues.
3. Relays legislative issues and information to the VSPAN Board of Directors and members as needed. If unable to attend board meetings, will prepare and submit a written report to the board.
2. Develops a methodology to annually update and select a committee representative/chairperson as needed
3. Visits the ASPAN Website monthly and communicates with ASPAN governmental affairs chairperson as indicated.
4. Educates members about the legislative process
5. Develops networking with other state healthcare professional organizations and governments agencies for legislative concerns and information
6. Submits written committee reports at all Board of Directors meetings and articles for state publication

Qualifications:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN / ASPAN

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***Committee: Membership Chairperson
Job Reports To: Treasurer/Board Of Directors***

Date Written: June, 1993

Reviewed: January 2010

PURPOSE OF JOB:

The membership chairperson will coordinate the activities of the membership committee for the primary purpose of retention of all current members of VSPAN and recruitment of new members.

DUTIES:

1. Reviews and analyzes VSPAN membership.
2. Identifies membership needs, questions, suggestions or concerns.
3. Establishes communication with the educational region chairpersons to encourage participation at the local, state and national levels.
4. Submits reports regarding membership at each Board of Directors' meeting. If unable to attend board meetings, will prepare and submit a written report to the board .
5. Evaluates membership fees for appropriateness on an annual basis with assistance from the Management Association.
6. Promotes activities resulting in annual conference financial growth in the areas of registration and exhibit income.
7. Promotes VSPAN membership at all times by:
 - A. Discussing benefits of VSPAN with potential members as much as possible.
 - B. Follow up with all persons interested in joining VSPAN.
 - C. Writing articles for *Vital Times* as appropriate.
8. Reports VSPAN membership information to BOD
9. Upon receipt of new membership, insure that new member receives:
 - A. Letter acknowledging and welcoming membership
 - B. Organizational chart.

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- C. Refer to bylaws on Website.
 - D. List of current Board of Directors and educational region chairpersons
 - E. Willingness to serve form.
 - F. Copy of *Vital Times*.
9. Performs other job duties as may be deemed necessary and appropriate or as may be directed by the president or designee.
10. Conducts annual membership recruitment campaign.

Qualifications:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN / ASPAN

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***Job Title: Annual Conference Chairperson
Job Reports To: Board Of Directors***

Date Written: June, 1992

Reviewed: January 2010

POLICY/PURPOSE OF JOB:

The Conference Chairperson will coordinate the annual VSPAN conference.

DUTIES:

1. Appointed annually by the President.
2. Communicates all activities to committee members. If unable to attend board meetings will prepare and submit a written report to the board.
3. Maintains file of all reports and correspondence related to conference.
4. Maintains liaison with other committees and with VSPAN office as appropriate.
5. Provides written reports in a timely manner for the *Vital Times*, and to the Board of Directors.
6. Selects committee members as needed.
7. Chairs all meetings of committee.
8. Coordinates topic selections for conference based on input from VSPAN membership and Board of Directors.
9. Meets all deadlines as established by the management company.
10. Serves as resource to speakers concerning conference.
11. Coordinates speakers for conference.
12. Submits completed application for contact hours to ASPAN within required time frame.
13. Facilitates the conference while it is in progress.
14. Collaborates with the management company to secure sponsorship for speakers or publications at conference.
15. Reviews final evaluations from annual conference and communicates

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information and recommendations to new chairperson as soon as possible.

16. Selects moderators for each conference session to introduce speakers, distribute handouts, assist with presentation and evaluations.
17. Arranges for letter of appreciation to speakers.

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*Committee: Nominating Committee
Job Reports To: Board Of Directors*

Date Written: July, 1992

Reviewed: January 2010

PURPOSE OF JOB:

The Nominating Committee, under the direction of the Board of Directors, develops a slate of candidates for office.

GENERAL INFORMATION:

The Nominating Committee will be chaired by the immediate Past President, and consist of a representative from each educational region.

DUTIES:

1. Actively seeks the most qualified candidates for office.
2. Solicits names from the Board of Directors (current and past) and from the Chairpersons of the educational regions. If unable to attend board meetings, will Prepare and submit a written report to the board.
3. Submits names and Curriculum Vitae to the VSPAN office for preparation of the ballot.
4. Notifies candidates of election results at the Annual Conference.
5. Invites new officers to the Board of Directors Meeting at the Annual Conference.

QUALIFICATIONS:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN / ASPAN

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*Committee: By-Laws Chairperson
Job Reports To: Secretary / Board Of Directors*

Date Written: June, 1993

Reviewed: January 2010

PURPOSE OF JOB:

The By-laws Chairperson will monitor all organizational activities for compliance with the Bylaws. The chairperson and bylaws committee will interpret the By-laws as requested by the component, its officers, representatives, committees, or its members.

DUTIES:

1. Continuously monitors all VSPAN activities and structures for compliance with the By-laws as directed by the President, Board of Directors and members. If unable to attend board meetings, will prepare and submit a written report to the Board.
2. Reviews and recommends, annually, any necessary changes in VSPAN's By-laws per request.
3. Management Company Submits VSPAN's By-laws to ASPAN for review when changes are made.
4. Coordinates annual review of Policy & Procedures Manual.
5. Submits new or revised policies, procedures, or job descriptions to Board of Directors for final approval.

QUALIFICATIONS:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN / ASPAN

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***Committee: Publications Chairperson
Job Reports To: Secretary / Board Of Directors***

Date Written: June, 1993

Reviewed: January 2010

POLICY:

The Publications Chairperson coordinates the written communications for the organization.

DUTIES:

1. Actively seeks input regarding newsletter content and format.
2. Receives articles from contributors, reviews and assures peer review according to established practice prior to publication. Serves as resource to others interested in submitting articles.
3. Assigns specific *Vital Times* responsibilities at the VSPAN Board of Directors' meetings to Board Members.
4. Identifies with printer deadlines to ensure *Vital Times* publication.
5. Communicates deadlines to contributors.
6. Networks with other VSPAN Committee Chairs to provide publication/editing input as needed. If unable to attend board meetings, will prepare and submit a written report to the Board.
7. Performs other duties as directed by the Board of Directors.
8. Actively provides articles to other publications.
9. Displays professional image of VSPAN in written and oral communication.
10. Provides information to the board for internet Website

QUALIFICATIONS:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN / ASPAN

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*Job Title: Ways And Means Chairperson
Job Reports To: Treasurer/Board Of Directors*

Date Written: March, 1997

Reviewed: January 2010

PURPOSE OF JOB:

The Ways and Means Chairperson promotes fiscal growth of the organization.

DUTIES:

1. Reviews the financial needs of the society and makes recommendations to the Executive Board regarding fund raising activities.
2. Collaborates with the Management Company to solicit corporate sponsorship for VSPAN. This includes but may not be limited to educational activities and VSPAN publications.
3. Provides input into establishing the annual budget in cooperation with the Treasurer, and Management Company.
4. Monitors compliance with budget on an ongoing basis.
5. Coordinates fund raising activities at state and national conference.
6. Collaborates with Membership Chair and Management Company to evaluate due structure and conference registration.
7. Submits written reports as requested.

QUALIFICATIONS:

1. Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
2. Active membership in good standing with VSPAN / ASPAN
3. Persistence and determination in achieving organizational goals.
4. Assertiveness to solicit for corporate sponsorship.

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5. Access to telephone for local and long distance calls.
6. Access to fax beneficial for vendor and organizational contracts.
7. Desire to work in a collaborative and cooperative manner with a diverse group.
8. Commitment to attend planned Board Meetings.
9. Experience in fund raising beneficial, not required.
10. Ability to obtain vendor contracts for society conferences.

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***Job Title: Public Relations / Marketing Chairperson
Job Reports To: Secretary / Board Of Directors***

Date Written: August, 1997

Revised: January 2010

PURPOSE OF JOB:

The PR/Marketing Chairperson coordinates activities to enhance the image of perianesthesia nursing and to expand awareness of VSPAN through marketing and public relations.

DUTIES:

1. Identifies and develops strategic to market VSPAN to peers, the community and to other health care professionals.
2. Develops strategies to promote awareness of the following:
 - A. Certification (CPAN, CAPA)
 - B. Component and National membership
 - C. ASPAN Standards of Nursing Practice
 - D. Educational Assistance Program
3. Collaborates with other VSPAN Committees, i.e. membership, annual conference committee and in marketing VSPAN.
4. Coordinates PR/Marketing information distribution by VSPAN.
5. Coordinates activities for Perianesthesia Nurse Awareness Week.
6. Advises Board of Directors regarding programs and activities to portray a positive image of VSPAN and Perianesthesia Nurses.
7. Establishes a mechanism to market VSPAN at educational meetings.
8. Acknowledges VSPAN activities and member achievements through media.
9. Submits written reports and highlights of the board meeting minutes to membership through *Vital Times* and annual report.
10. Liaison with the management company for maintaining the VSPAN Website & responding to member questions from Website.
12. Submits request for Proclamation for Perianesthesia Nurses Awareness Week to the Governor.

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QUALIFICATIONS:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN / ASPAN

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*Committee: Historical Chairperson
Job Reports To: Secretary/ Board Of Directors*

Date Written: June, 1993

Reviewed: January 2010

PURPOSE OF JOB:

The Historical Chairperson will summarize the annual events of VSPAN.

DUTIES:

1. Submits progress reports to the Board of Directors at specific times as requested.
2. Records and reports VSPAN's history for the Board of Directors and VSPAN members.
3. Submits reimbursements for albums, pictures, copies, etc.
4. Maintains and presents scrapbooks, special displays, etc., at the annual conference.
5. Promotes VSPAN member involvement by providing recorded information of VSPAN sponsored events.

QUALIFICATIONS:

- Licensed Nurse at least part time active clinical practice in perianesthesia nursing.
- Active membership in good standing with VSPAN / ASPAN

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Policy: Meetings Of The VSPAN Board Of Directors

Date Written: June 1992

Reviewed: January 2010

PROCEDURE:

1. Meetings of the Board of Directors shall be held not less than Quarterly and may be held as a teleconference as requested by the President. One half of the Board present shall represent a quorum. At least three of those present must be officers for a vote.
2. A vote may be accomplished electronically via email response from the board members to the management company.
3. Robert's Rules of Order will be followed at all Board meetings.
4. Subjects requiring submittal of an agenda item may include any requested action that requires Board of Director approval.
5. Deadlines for submitting committee reports and agenda items to be included in meeting packets, will be established by the management company personnel.
6. All reports and agenda items will be due on or before the deadlines
7. Votes shall be by simple majority.
8. Teleconferencing can be decided by the president with at least forty eight hours notice of intent.
10. Cost of the teleconference will be paid by VSPAN.
11. Two board meetings must be face to face with teleconference meetings determined by the president.
12. Regional areas are encouraged to meet and teleconference together in groups.
13. Minutes:
 - A. Written minutes will be drafted and submitted by the Secretary to the President for review within three weeks.
 - B. A final copy of the minutes will be sent within six weeks to members of the Board of Directors.
 - C. The minutes will be reviewed and amended as appropriate.
 - D. The minutes from the prior board meeting are approved by the Board of Directors at the following meeting.

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Policy: Annual Conference Planning

Date Written: June 1992

Reviewed: January 2010

PROCEDURE:

1. **SITE SELECTION:** The following guidelines are used for selecting a site for the annual conference:
 - A. Meeting sites are rotated regionally each year
 - B. Projected costs should be considered in site selection.
 - C. Projected annual attendance will be considered in site selection.
 - D. The climate should be favorable in selected sites.
 - E. Transportation should be accessible.
 - F. Accommodations and restaurants should be convenient and plentiful.

2. **MANAGEMENT COMPANY ROLE**
 - A. Distributes promotional materials for the conference as received from the conference chairperson.
 - B. Assists with site selection.
 - C. Arranges hotel space, menu, audio-visual equipment, meeting room assignments, and accommodations at the conference site.
 - D. Assist with obtaining corporate sponsorship for speakers and conference functions.
 - E. Disseminates written communication among committee members as requested.
 - F. Types and distributes correspondence with all faculty. Maintain records of faculty and participation and compliance with instructions. The information letter sent by the management -company to faculty members includes:
 1. Instructions.
 2. A/V request form.

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3. Deadlines for returning the necessary information and documents.
4. Designs and has conference registration forms, curriculum, etc. printed.
5. Arranges for signs for sessions, meeting rooms, registration table, etc.
6. Arranges for all promotional items needed at conference prior to conference.
7. Addresses issues as they arise.
8. Facilitates procurement of contact hours.
9. Coordinates the conference planning.
10. Provides onsite registration support the morning of the first session and throughout the conference.

3. **CONFERENCE PLANNING COMMITTEE:**

- A. Develops the format, topics, and speakers for the conference and submits it to the Board of Directors for approval.
- B. Coordinates with the management company.
- C. Meets deadlines as needed by the management company.
- D. Plans for a 1 to 2 day conference.
- E. Develops the format for the conference and expenses, and submits it to the Board of Directors for approval.
- F. Sends communication that includes:
 1. A letter to potential faculty members asking them to participate in the annual conference, if applicable.
 2. A letter of acknowledgment to the presenter after receiving the necessary objectives, outline, bibliography, etc.
 3. A letter of appreciation within 30 days of the conference, including the speaker evaluation summary.

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5. **ANNUAL CONFERENCE REGISTRATION FEES**

- A. The Conference registration fee will be determined annually by the Board of Directors in collaboration with the Management Company.
- B. Conference registration fees shall be based on projected expenses for the conference.
- C. Conference fees shall reflect the following:
 - 1. Non-member fees are more than member fees.
 - 2. One-day registration fee will be provided.
 - 3. Late and early registration fee.
 - 4. Fee for other professional organization members
- D. The Annual Conference Committee Chairperson will receive complimentary registration for the year they serve.
- E. Faculty members will receive complimentary registration and may attend any or part of the conference. Faculty members requesting contact hours may be charged a fee as determined by the Board of Directors.

7. **REFUNDS**

- A. A partial refund will be provided for cancellations received prior to the deadline established by the Board of Directors.
- B. A refund may be provided to members under certain extenuating circumstances upon the approval of the Board of Directors. Each request for a refund must be submitted in writing and is evaluated on an individual basis by the Board.

8. **RESPONSIBILITIES OF THE HOSTS**

- A. The Chairperson of Annual Conference Committee appoints the Chair of the Host Committee from the Educational Region in which the conference is held.
- B. Committee members will be available to answer the questions of registrants or to provide appropriate resources for conference attendees
- C. Committee members:
 - 1. Assist with seating.

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2. Distribute handouts.
 3. Collect questions for speakers.
 4. Collect evaluations.
 5. Assist in meeting the speaker's needs.
 6. Enforce "No Smoking" rules.
 7. Assist with selling promotional items, at the welcome desk, and at the registration desk
 8. Know:
 - a. How to control lights in the conference rooms
 - b. Where restrooms are located.
 - c. Where the in house telephones are located
 - d. The number of contact hours granted for sessions
9. EVALUATION OF ANNUAL CONFERENCE
- A. A standard form will be developed and used annually for all participants to evaluate the Annual Conference.
 - B. The Conference Chairperson may review and/or revise the evaluation form on an annual basis.
 - C. An individual speaker and session evaluation will be used as well as an overall conference evaluation.
 - D. Evaluation totals will be compiled by the Management Company at the end of the conference.
 - E. A report on the evaluations will be distributed to:
 1. The outgoing Annual Conference Chairperson.
 2. The President.
 3. The Board of Directors.
 4. The incoming Annual Conference Chairperson.

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Policy: VSPAN Management Company

Date Written: June 1992

Reviewed: January 2010

PURPOSE OF JOB:

The management company's responsibilities and duties shall encompass the fields of general administration, business management, and office management.

DUTIES:

A. GENERAL ADMINISTRATION

1. Custodian of all documents, records and files pertaining to all functions and activities of VSPAN, including membership records, corporate documents, business records and financial records.
2. Coordinates the conduct of attended meetings of the Board of Directors.
3. Executes Administrative policies established by the Board of Directors and elected officials of VSPAN.
4. Devises and implements management methods to improve work flow, simplify, procedures or effect cost reductions.
5. Devises internal operating practices such as record keeping systems, forms control, office layout, personnel requirements and interpreting same for employees.
6. Coordinates and actively engages in the preparation of operating reports and budgeting
7. Maintains professional facets of attended VSPAN meetings.
8. Coordinates planning, coordinating and providing annual state conference. (See policy on Planning State Conference and job description for Director of Meetings and Conventions.)

B. BUSINESS MANAGEMENT

1. Administers all business affairs on a daily basis.
2. Supervises financial operations as appropriate.
3. Contracts for goods and services provided by external agencies, with approval of appropriate authority in accordance with the VSPAN policies/ bylaws. IE. audit/financial review.

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4. Assists in development and monitoring of annual operating budget.
5. Attends Board of Director meetings per annual negotiated contract.

C. OFFICE MANAGEMENT

1. Maintains the efficient flow of work by evaluating office production and revising procedures accordingly.
- 2.. Standardizes office procedures and initiates policy and procedure changes.
- 3.. Devises and directs records management operations.
4. Initiates cost reduction programs.
5. Supervises and/or coordinates all external service operations such as printing, duplicating and mail, etc.
6. Directs preparation of records such as notices, minutes of meetings, resolutions and other official documentation for the annual meeting, Board of Directors and all committees of VSPAN.
7. Reviews all incoming correspondence, coordinates appropriate action by VSPAN officers and staff members and prepares replies as required.
8. Plans and directs external direct-mail services, including the compilation of mailing lists and maintenance of the same.
9. Determines the need for and, after securing necessary approvals, directs the procurement of office supplies, equipment and services that pertain to VSPAN.
10. Establishes the need for and coordinates the provision of administrative services provided by external agencies.
11. Supervises the circulation of reports for the Board of Directors, Officers and Committee Chairpersons.
- 12.. Performs other administrative duties as required.
- 13 Supervises activities of the Controller, Director of Meetings and Conventions and the Administrative Secretarial staff.
14. Acts in an advisory capacity to the Board of Directors regarding component affairs

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Policy: Transitioning Committee Roles

Date Written: June 1992

Reviewed: January 2010

PROCEDURES:

1. At conclusion of term as chairperson, the outgoing chairperson provides pertinent information relating to current committee activities to the incoming chairperson. This information includes but may not be limited to:
 - A. Committee Chairperson Job Description
 - B. List of Committee Members
 - C. Committee Action Plan
 - D. Reports to be Submitted (Progress Reports, *Vital Times* Articles)
 - E. Submission of Agenda Items
 - F. Unfinished Projects
 - G. All materials related to the position

2. At conclusion of each term, the outgoing chairperson meets/communicates with the incoming chair, to complete the transition.

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Policy: Travel / Expense Reimbursement

Date Written: February 2001

Reviewed: January 2010

GUIDELINES:

1. VSPAN Officers, Board Members, committee chairpersons or committee members who have incurred expenses relating to appropriate VSPAN activities, may submit expenses and receipts to VSPAN for reimbursement.
2. Expenses are submitted within 30 days of incurment to the management company.
3. Expenses eligible for reimbursement are subject to VSPAN policy and may include travel expenses, hotel accommodations, telephone calls, duplication costs, postage, or any other expense deemed appropriate as it relates to VSPAN activities.
4. The annual travel allowance for the ASPAN National Conference will be determined in the annual Budget.
5. Projected expenses will be based on the location of a conference, estimated travel expenses and projected hotel rates.
6. The Representatives to ASPAN and the President may be fully or partially funded for the annual ASPAN Conference
7. The VSPAN Board Of Directors will agree upon the maximum allotted amount that will be reimbursed on an annual basis.
8. Reimbursement will not be provided for expenses sponsored by another source,

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*Subject: Membership List
Policy: Release of The VSPAN Membership List*

Date Written: June 1992

Reviewed: January 2010

PROCEDURE:

1. The VSPAN membership list shall be used for the purpose of providing information related to perianesthesia nursing to component members.
2. The membership list may be purchased by other organizations for the purpose of distributing information about educational activities related to perianesthesia nursing.
3. A written request for the list will be submitted to the VSPAN office. The request will be considered and a decision made by the Board of Directors.
4. Membership lists shall be made available to Educational Region Chairpersons

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SUBJECT: Membership Recruitment And Retention

***POLICY: VSPAN Membership Recruitment
And Retention Plan Society.***

DATE WRITTEN: June 1993

Reviewed: January 2010

VSPAN promotes and supports educational opportunities for members throughout the state of Virginia believing in the professional growth of the organization and the membership.

PROCEDURE:

1. Recruitment includes but is not limited to:
 - A. Promotion of perianesthesia nursing at the national, state, and regional level.
 - B. Providing educational opportunities throughout the state.
 - C. Promoting and encouraging new membership in the organization and at the board of director level.
 - D. Developing and implementing recruitment plans annually.
 - E. Welcoming new members verbally, in writing, and encouraging involvement at the national, state, and local level.
 - F. Providing educational publications and information to the membership.
 - G. Monitoring of membership on an ongoing basis.
2. Retention includes but is not limited to:
 - A. Educating the membership on the value of the state organization.
 - B. Providing up to two contacts for membership renewal.
 - C. Follow up by the membership committee as to why a person has not renewed their membership.
 - D. Providing discounts to educational programs for members.
 - E. Providing current information to members electronically
 - F. Provide educational scholarship opportunity to members as determined by the Board of Directors annually

Policy: Establishing Education Regions

Date Written: June 1992

Reviewed: January 2010

PROCEDURE:

The following process is followed in establishing an educational region:

1. The state organization must be notified in writing within two months of the formation of an education region.
2. Regions must function under VSPAN bylaws.
3. Money to help establish the education region may be allocated from state funds as follows:
 - A. Request may be submitted to the management company office, in writing, requesting funding.
 - B. Funds up to the amount of \$50.00 may be available from the state organization on a one-time basis for the local region formation.
 - C. Reimbursement funds will be sent within thirty days of receipt of request for refund/funds.

GUIDELINES:

1. Financial profit greater than \$200.00 that occur at the regional level are handled in the following manner:
 - A. One half of the profit over \$200.00 will be allotted to the VSPAN Education Fund.
 - B. The other half is allotted to the regional education area
2. Records of the accounts will be maintained at the state VSPAN office to facilitate yearly auditing.
3. Expenses incurred by the education region will be charged to the regional education account.
4. Officers may be selected at the discretion of the region members.
5. Suggested officers and duties:
 - A. Education Region Chairperson and/or Region Chairperson

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1. Organizes the meetings on a schedule selected by the members of the region (monthly, bimonthly, quarterly).
 2. Conducts the business portion of the meeting
 3. Is available as a resource person to the contact person at each facility in the region.

- B. Secretary
 1. Maintains a log of meetings (topic, speaker, persons attending the meeting, material present.
 2. Maintains a list of contact persons at each facility in the education Region.
 3. Sends the list of contact persons to the state vice-president, State Education Chairperson, and to each contact person at each facility for use in mailings for the region meetings.
 4. Sends a list of officers of the education region to the state vice-president and state Education Chairperson within two months of formation of the region.
 5. Notifies the state organization of the formation of the education region within two months of formation in writing.

- C. Treasurer
 1. Maintains receipts of expenses for the region meetings and pays the financial commitments of that region them to the management company for reimbursement as appropriate.
 2. Maintains a log of region expenses.
 3. Presents a treasurer's report at the local meetings.
 4. Sends a quarterly report to the management company by the following dates: January 25; April 25; July 25, October 25.
 5. Makes account books (log) available for state audit upon request.
 6. Performs a local audit will be made yearly by a committee appointed by the region education chairperson prior to the new treasurer taking office.
 7. Collects and maintains a log of local dues if so voted on at the local level. Any dues collected are not to exceed 50% the fee of yearly state dues.

*Virginia Society of PeriAnesthesia Nurses
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New Member Information

January 2010

VSPAN appreciates your interest in our organization. We welcome your willingness to join us and can ensure a challenging and rewarding experience. To assist you in making a decision and transitioning into your role as a board member, we would like to share the following.

Qualifications

- Member of VSPAN/ASPAN
- Interest in promoting VSPAN and education to peers, other health care professionals and the community.

Benefits:

- Paid registration to annual state conference if attending 2/3 of the board meetings.
- Experience in society decision making at a state organizational level.
- Opportunity to develop common goals and work towards achievement of them.
- Challenge and reward of understanding and participating in organizational functions.
- Utilization of collaborative creativity to support the members and the organization.
- Participate in planning and providing educational opportunities throughout the state.
- Networking with peers throughout the state.
- Developing and /or improving verbal and written communication skills

Time Required:

- Board Meeting 4-6 times per year (October-October).
- Meetings generally 2-4 hours.
- May require long distance travel to attend

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Place

- Meetings take place in a centralized location as determined by the president, within the state, and may vary in location.

Expectations

- Review position description when accepting a role and take responsibility for the duties.
- Utilize peers as mentors and ask questions if unsure of responsibilities, etc.
- Plan to attend board meetings regularly.
- If you are unable to attend, submit a written report for your committee or area of responsibility to the president prior to the meeting.
- Participate with enthusiasm in promoting VSPAN, for example, writing or submitting articles for The Vital Times (state newsletter), assisting in planning/supporting educational sessions, revising policies.
- The following information should be forwarded to the VSPAN Office within thirty days of accepting a position.
 - Your Name
 - Person at your hospital to send a congratulatory letter to.
 - Hospital name.
 - Hospital address.