

Section: SCAPAN Programs

Number: 300.3

Subject: ASPAN Representative/Alternate

Origin Date: 1/03

Purpose: To provide a mechanism for determining SCAPAN representatives for ASPAN's Representative Assembly – the electoral procedure, at the annual ASPAN National Conference.

Roles & Responsibilities:

1. The SCAPAN President and President Elect will be the ASPAN representatives.
2. If President and President Elect are unable to attend, an alternate will be chosen by the BOD based on length of service, prior program attendance and willingness to represent SCAPAN at the RA meeting.
3. Duties:
 - a. Represent the views of SCAPAN at the ASPAN Representative Assembly meeting.
 - b. Review the personal and professional data of the nominees for ASPAN elections as information is provided, and reports data to SCAPAN members.
 - c. Receive input from ASPAN as the choices for candidate selection based on SCAPAN voting.
 - d. Votes as directed by SCAPAN membership.
 - e. Attend the open meeting of the RA.
 - f. Prepares for RA sessions by reading all agenda items, correspondence and will be prepared to discuss issues. Repr
 - g. Be prepared to vote at the RA closed session on the issues presented.
4. Prepares a report of RA activities for the next BOD meetings. Submits a written report to the Eye Openers editor for publication in the next edition.
5. Acts as a resource person for SCAPAN members requesting ASPAN information and activities such as certification, guidelines for standards of care, resource material and national level educational opportunities.

Review/Revise: 4/06; 7/09