

Section: Executive Responsibility

Number: 103.04

Subject: Liaisons (ASPAN and ABPANC)

Date: 3/10

Reports to: Executive Committee and BOD of SCAPAN

Purpose: An Liaison (ASPAN and/or ABPANC) represents ASPAN/ABPANC at specified meetings or events of other organizations and may maintain an on-going connection to a professional organization on behalf visiting dignitaries, conference speakers, or representatives of other organizations.

Role & Responsibility: Maintains personal membership in ASPAN/SCAPAN

1. Communicates ASPAN/ABPANC information/activities to other organizations.
2. Prerequisites:
 - a. Active ASPAN member.
 - b. Knowledgeable of ASPAN/ABPANC's core purpose, values and current affairs.
 - c. Recommended qualities:
 - i. Effective communication techniques.
 - ii. Skilled in interpersonal relations.
 - iii. Exemplary professional image.
 - iv. Knowledge in area of liaison activity
 - d. Appointment: By the ASPAN/ABPANC President.
 - e. Term of Service: Up to one year. Eligible for consecutive years of service
3. Policy Statements:
 - a. When representing ASPAN/ABPANC an individual's actions and participation should reflect the core purpose, values and positions of the Society at all times.
 - b. Liaisons do not enter into binding agreements on behalf of ASPAN/ABPANC without the express authorization of the ASPAN/ABPANC President and/or Board of Directors.
 - c. A liaison position that requires more than one year of service will be reviewed annually and continued service must be confirmed by incoming ASPAN/ABPANC President.
 - d. Expenses related to liaison duties are to be approved by the ASPAN/ABPANC President, Treasurer or Chief Executive Officer prior to the event/meeting.
 - e. Participation in optional social events affiliated with a meeting or conference will be at the personal expense of the liaison.
 - f. When travel is necessary to fulfill liaison duties it is appropriate to consider an ASPAN/ABPANC member who lives in proximity to the event.
 - g. The ASPAN/ABPANC President shall coordinate the presentation of "ASPAN/ABPANC Ambassador" pins to appropriate individuals for their service as liaison.
4. Job Duties and Responsibilities: Upon invitation to serve as a liaison, or to extend service beyond one year, the ASPAN/ABPANC member shall:
 - a. Confirm willingness to serve and review expectations with ASPAN/ABPANC President. Assignments may include, but are not necessarily limited to:

- i. Attendance at a single meeting or event.
 - ii. On-going representation to another professional organization.
 - iii. Extension of courtesies on behalf of ASPAN/ABPANC.
 - b. II. Collaborate with President and National Office regarding registration, travel, and/or reimbursement requirements prior to liaison events.
5. Prepare for participation by
 - a. Learning the mission of the sponsoring organization, objectives of the event/meeting, and the ASPAN/ABPANC goals for being represented.
 - b. Confirming the person(s) to be welcomed and/or greeted and special requests/needs (e.g. transportation, introductions, assistance).
 - c. Obtain appropriate supplies
 - i. ASPAN/ABPANC membership brochures, examples of ASPAN/ABPANC publications and/or information about current educational opportunities are available from the National Office.
 - ii. Personal business cards are recommended to facilitate networking opportunities.
 - d. Attend the designated event or meeting(s).
6. Participate as actively as time and professional obligations permit. Events may include, but are not necessarily limited to opening and closing ceremonies, educational sessions, open membership meetings, business sessions, board meetings or exhibits.
7. When attending an event on behalf of the ASPAN/ABPANC President make efforts to introduce yourself to the leadership of the event and identify yourself as her/his personal representative.
8. When serving at an ASPAN/ABPANC event make efforts to facilitate the participation of specified guests, make them feel welcome and assist them in making their attendance informative and enjoyable.
9. Prepare a written report of liaison activities. Reports will be submitted for mid-year and annual Board meetings. Reports are to be prepared using standard format. Copies are to be sent to the ASPAN/ABPANC President, Vice President/President-Elect, CEO and appropriate Board liaison.
10. Convey information of special interest to other ASPAN/ABPANC leaders. Information may include, but is not necessarily limited to: conference/meeting brochures, handouts, reports, ideas relating to membership or educational programs and organizational strategies.
11. Acknowledge the sponsoring organization with a personal letter following the event. It is a courtesy to thank the organization for their recognition of ASPAN/ABPANC and to reinforce the on-going relationship with the group/organization.
12. Complete assignments received as a result of the meeting(s).
13. Consult with ASPAN/ABPANC President as needed for questions related to liaison expectations, responsibilities and tenure of service.