

KSPAN Willingness-to-Serve 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 Administrative Research Other _____

Education: Diploma AD BSN 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 to serve on: Board of Directors Membership Comm
 Education Comm Newsletter Certification Coach

*Job responsibilities are listed on the back of this form for BOD positions and Officers

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

KSPAN Position Responsibilities:

Board Member -- KSPAN Director functions with **KSPAN** Officers as the governing body of **KSPAN**.

Requires minimum of 1 year active KSPAN membership.

- Serves 3 year term

- Attends KSPAN Board of Directors' meeting
- Maintains membership in ASPAN/KSPAN
- Functions as committee chairperson and/or member
- Assists officers and other board members in their duties as the President or the BOD shall request

President -- The principal officer of **KSPAN** and administers the affairs of the organization according to the policies and subject to the control of the Board of Directors.

- Serves 1 year term

- Serves 1 year term as Immediate Past President

- Maintains membership in ASPAN/KSPAN
- Prepares agendas and presides over meeting with Board and members
- Appoints committee chairperson and members
- Works closely with all committees to carry out specific tasks, calls for committee action plans and reports
- Prepares Presidential message for each issue of the *Waking Crew News*
- Prepares Gold Leaf Application for submission
- Represents KSPAN at the National Conference and at Representative Assembly

President-Elect -- Witnesses the affairs of the society in anticipation of serving in the office as President by aiding the President in all duties and responsibilities. This office requires a minimum of 2 years active KSPAN membership and experience on the board.

- Serves 3 year term, 1 year as President Elect, 1 year as President and 1 year as Immediate Past President

- Assumes second level of responsibility as designated by the President
- Serves as Chairperson of the Membership Committee and Strategic Planning
- Attends BOD meetings and maintains membership in ASPAN/KSPAN
- Review application for a district component Charter
- Oversees orientation of incoming officers, directors and committee chairpersons
- Reviews Managing Director's evaluation and presents at the State Conference Board meeting

Secretary -- Maintains the corporate books and records of the society other than financial records.

- Serves 2 year term

- Records minutes of all Board meetings and annual membership meeting
- Designates another BOD member to record minutes in his/her absence
- Keeps State Office the Articles of Incorporation, By Laws, register of name/address of each member, copies of all minutes and other correspondence of the society
- Submits articles regarding ASPAN activities to the *Waking Crew News*
- Orients incoming Secretary of job responsibilities

Treasurer -- Supervises maintenance of the financial records of **KSPAN**.

- Serves 2 year term

- Reviews monthly statement of income and expense as prepared by Managing Director
- Issues monthly check to Managing Director for administrative fees
- Reviews receipts and expense reports from BOD members incurred on KSPAN behalf
- Prepares Treasurer's report for all BOD meetings
- Responsible for financial review every 2 years as treasurer leaves office
- Serves as Chairperson of Finance Committee and member of Ways and Means Committee
- Orients incoming Treasurer of job responsibilities