

Section: Job Responsibility

Number: 101-02.1

Subject: President

Date: March 2009

Reports to: SCAPAN Board of Directors and ASPAN Executive Council

Purpose: The president is the principle officer of SCAPAN and administers the affairs of SCAPAN according to the bylaws and policy and procedures subject to the control of the Board of Directors. Requires a three-year commitment to SCAPAN (Vice President/President Elect, President and Immediate Past President)

Role & Responsibility:

1. Maintains a personal membership in ASPAN/SCAPAN.
2. Presides over BOD meetings and general membership meetings
3. May call a special meeting of the BOD or general membership following written notice as outlined in the Bylaws.
4. Established a yearly calendar of events/deadlines at annual meeting and assures its publication in the next *EyeOpeners*.
5. Appoints newly elected directors to committees and assigns a preceptor (an experienced board member)
6. Works closely with membership, BOD members and all SCAPAN committees and ASPAN to carry out the business of SCAPAN.
7. Reviews annual budget in collaboration with the Finance Committee. Oversees and disperses funds as needed in the absence of the treasurer.
8. Serves as Ex Officio member of all committees except Nominating.
9. Serves as official liaison between ASPAN & SCAPAN. Represents SCAPAN at national conference as one of two Representative Assembly designees. Represents SCAPAN at any other meetings essential to the function of ASPAN.
10. Prepares a written report of ASPAN activities for each BOD meeting.
11. Prepares a presidential message for each *EyeOpener* edition.
12. Prepares annual report for presentation at the business session held in conjunction with the annual membership meeting.

13. Conducts all meetings utilizing proper rules of parliamentary procedure.
14. Promotes recognition and development of SCAPAN leaders and members.
15. Mentors President Elect to assume duties of office, transition of duties, committee appointments. Serves as liaison with SC Anesthesiologist Association.
16. Maintains a notebook of all correspondence.
17. Coordinates plan for National Conference in collaboration with BOD – RA designees, component night and additional funding sources if available.
18. Ensures a congratulatory letter is sent to all SC candidates who successfully pass the CPAN and/or CAPA exam. Provides membership committee list of successful candidates for membership recruitment.
19. Provides ASPAN a current list of SCAPAN officers including names and addresses. Notifies ASPAN of all SCAPAN officer changes.
20. Reviews job description yearly and recommends revisions as necessary.

Original 10/97

**Revised 01/02,
4/06, 03/09**