

TEXAS ASSOCIATION OF PERIANESTHESIA NURSES

Subject:	Duties and Responsibilities of the President	O-003
Review Responsibility:	Executive Board	
Resource:	Executive Board	
Effective Date:	February 2014	
Reviewed:	February 2017; March 2020; March 2023	
Review Due Date:	March 2026	

Purpose:

To define the duties of the President and to give guidance to the person holding the office.

Policy:

The TAPAN President shall oversee the affairs of the Association, and fulfill the duties and responsibilities as outlined (addendum: Duties of the President; timetable).

Duties and Responsibilities:

1. The TAPAN President shall be familiar with the bylaws, policies and procedures of the Association.
2. The TAPAN President serves as the presiding officer at Executive Board meetings.
 - 2.1 Set the date, time and location for Executive Board meetings.
 - 2.2 Set the agenda and solicit items for discussion. Distribute the agenda prior to the meeting.
 - 2.3 Utilize telephone conference calls as needed.
 - 2.4 Request committee reports from the appointed committee chairs.
3. Mentor the 1st Vice President/President Elect to prepare her/him to assume the presidency. Keep her/him apprised of issues pertaining to the Association.
4. Establish and maintain regular communication with the region presidents.
 - 4.1 Disseminate information from the state and national level.
 - 4.2 Solicit input regarding the direction of the Association.
 - 4.3 Attend region seminars/meetings as feasible.
 - 4.4 Send thank you notes to regions visited.
5. Prepare a "President's Letter" for publication in the Eyeopener in accordance with the editor's deadline.
 - 5.1 Submit articles as necessary to keep the membership informed of state and national activities.

- 5.2 Direct the TAPAN Secretary to write a brief report outlining the business discussed at Board meetings for publication in the Eyeopener.
- 6. Coordinate component activities at the ASPAN National Conference.
 - 6.1 Serve as the TAPAN representative to the Representative Assembly.
 - 6.2 Attend other ASPAN functions as requested.
- 7. In conjunction with the Executive Board, determine conference site, dates and chairs two years in advance.
- 8. If a Leadership Retreat is budgeted, assist the 1st Vice President with the planning.
- 9. Plan and host the Officer Orientation Meeting at the Annual State Conference.
 - 9.1 Confer with the Conference Chair regarding arrangements.
 - 9.2 Write a letter to the Region Presidents informing them of the time for the orientation meeting, and encourage the regions to send their officers.
 - 9.3 Host the orientation meeting for the Region officers at the Annual Conference. (Addendum: Agenda for Region Officers' Meeting).
- 10. Preside over the Annual State Conference.
 - 10.1 Maintain close and ongoing communication with the Conference Chair throughout the year, offering support and assistance as needed.
 - 10.2 Prior to the start of the conference, host an informal meeting with the Conference Chair, Parliamentarian, and Executive Board members to discuss the order of business for each day, the format of the Annual Business Meeting, staffing the registration desk, and other details necessary for a successful conference.
 - 10.3 Host the President's Reception and present awards.
 - 10.4 Give opening remarks at the General Session on Saturday morning and welcome attendees to the conference.
 - 10.4 In conjunction with the Parliamentarian, set the agenda for the Annual Business Meeting.
 - 10.5 After installing the new TAPAN President, assume the office of Immediate Past President.

**Duties of the President
Timetable**

The following timetable is to assist the new President to execute her/his duties, and should be used as a guideline.

September (Incoming)

1. Upon installation at the Annual Business meeting, deliver a brief Incoming Address, and close the meeting.
2. Preside at the 1st Board meeting at the conclusion of the conference. Outline goals for the term, and announce dates/location of Executive Board meetings.
3. Finalize the TAPAN Directory and distribute to the State Officers, Region Presidents, Committee Chairs, Eyeopener Editor and TAPAN web master.
4. In even years, instruct the TAPAN Treasurer to submit a list of officers and a copy of the bylaws to the Texas Secretary of State to maintain the Association's Tax Exempt status.

October/November:

1. Contact the Office of the Texas Governor via the website to request a proclamation for PANAW in February.
2. Compile verification material required for the ASPAN Gold Leaf Award. Present at the Fall Executive Board meeting.

January:

1. Obtain a list of CPANs and CAPAs from the ABPANC office for the Gold Leaf Award.
2. Complete the Gold Leaf Application and submit to ASPAN by the deadline.
3. At the January conference call, designate alternates to the Representative Assembly in the event the President and/or the 1st Vice President are unable to attend the National Conference. Refer to TAPAN Bylaws, Article V, Section 5.4.6: ASPAN Representatives.
4. Complete the ABPANC Shining Star Award application and submit to ABPANC by the deadline.

February/March:

1. Return in a timely manner, all information requested by ASPAN regarding the National Conference.
2. At the Spring Board meeting, plan NC activities: Component Night; TAPAN Raffle item; ASPAN Foundation donations.

June:

1. If a Leadership Conference is planned:
 - A. Contact the Region Presidents to inform them of the date, time and location. Inform them that they will receive an invitation requesting the names of their region's two representatives.
 - B. Contact all committee chairs and request they attend the Executive board meeting following the Leadership Conference. Include information regarding date, time, and location.
2. Request an updated list of CPANs/CAPAs from ABPANC for the OSRA.
3. Prepare a Letter of Welcome for the conference syllabus, and forward to the Conference Chair.

July:

1. Notify the candidates for state office of the results of the election.
2. Write to the region presidents, outlining the events at the forthcoming Annual State Conference. Request the names of the officers who will be attending the officer orientation meeting at the conference.

August:

1. Assist the Vice President with the Leadership Conference as needed.
2. Notify the ASPAN National Office, and ASPAN Regional Director of the impending change in leadership. Provide the names, addresses, home and work telephone numbers, and email addresses of the incoming TAPAN President, 1st Vice President and Eyeopener Editor for inclusion in the ASPAN directory.
3. Chair the Executive Board meeting at the conclusion of the Leadership Conference. All officers and committee chairs should provide an end of year summary of their activities.
4. Request the name of the TAPAN Recruiter of the Year from the ASPAN national office.

September: (Conclusion of the term of office)

1. Sign Certificates of Appreciation to be awarded at the Annual Business Meeting for: State Conference Chair(s), and Conference Committee members, outgoing State Officers, Ex-Officio Board members and Committee Chairs at the conclusion of their terms, Recruiter of the Year.
2. Schedule an informal Executive Board meeting with the Board members, the Parliamentarian, and the Conference Chair to be held prior to the start of the Annual State Conference, to discuss the final details of the conference, order of business for the Annual Business Meeting, and roles of the State Officers at the conference.
3. Preside over the Annual Business Meeting and install the new TAPAN President as applicable or incoming officers.

Region Officers' Information

The following shall be reviewed with the region officers at the Orientation Meeting at the Annual State Conference.

1. TAPAN Bylaws
2. The Bluebonnet Award guidelines and judging criteria
3. The Outstanding Region Award guidelines and application
4. A TAPAN Educational Scholarship Application packet
5. TAPAN Willingness-to-Participate form
6. ASPAN membership application form
7. TAPAN Star Award criteria
8. TAPAN Chapter formation guidelines and application forms
9. Review expectations for communication with TAPAN Executive and Ex-Officio Board Members