



NORTHWEST PERIANESTHESIA NURSES ASSOCIATION

Job Description Immediate Past President

Serves as advisor on the Board of Directors

Serves as Chairperson of Nominating Committee

Serves as Historian

Monitors and updates NPANA Web Site

Attends all BOD Meetings

Makes yearly application for ASPAN Grant to support Representatives to Assembly

Makes or assists with other applications for funds, recognition, etc as deemed necessary by the BOD.

1. Nominations Chair

- Start early in your duties in the recruitment activities (January at the latest)
- Seek applicants from all five states
- Draw from the list of prior Scholarship recipients
- Encourage the Vice President and President to keep a list of names throughout their term of office of possible candidates.
- Remember, it is a big commitment to carry out the duties of office...it is better to have only one committed candidate for office than to have several that have any reservations about their ability to serve
- Refer to the NPANA Bylaws and Election of Officers Policy and Procedure for ballot and election timeline.
- Obtain the proper envelopes (#6, #9, and #10) for mailing out ballots
- Obtain membership labels from the current Secretary for members that do not have e-mail addresses on file with ASPAN.

2. Monitor NPANA Web site as needed (at least monthly) for current and accurate content.

As outgoing officer you may consider small gifts of recognition to the remaining officers for their support.



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