



NORTHWEST PERIANESTHESIA NURSES ASSOCIATION

Job Description Vice President/President Elect

Performs the duties of the President in the absence or incapacity of the President

Assumes the responsibilities set forth by the Board of Directors

Serves as Chairperson of the Scholarship Committee

Serves as Chairperson of the Seminar Conference Committee

Shall become President

Serves as Representative to Assembly for ASPAN

Presents thank you notes and honorariums to speakers at conferences

Scholarship Committee Chair

1. The vice-president will oversee the review and recommendations of scholarships.
2. The vice-president will be informed by the President of the members of the scholarship committee. These 5-6 members represent the geographical areas of NPANA membership.
3. The vice-president will assess the status of pending scholarships. The fiscal year begins in January and money is placed in the fund. It is necessary to keep a running total of the amount of money left in the scholarship account.
4. The vice-president will contact the committee members by telephone, letter or e-mail and introduce yourself. Encourage the committee to continue serving on the committee. There is not a time limit for being on the committee.
5. The vice-president will refer to the Educational Scholarship 'Application for eligibility requirements.
6. When a scholarship request is received, e-mail or call a copy each committee member. You may make a recommendation on the amount or let each member arrive at an independent decision. You expect a e-mail recommendation/decision within 1 week.
7. The vice-president will collect the recommendations, arrive at a decision and forward the decision to the Treasurer. Enclose the following:



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- a. The scholarship request
 - b. A completed voucher with names, address, and amount granted
 - c. A cover letter of congratulations that will be forwarded.
9. The vice-president will make certain to receive “proof” of attendance to close the books on the request. File the application and verification in the scholarship notebook.

Seminar Committee Chair

The Vice-President shall oversee the Spring and Fall NPANA conferences with the education coordinator.

1. The Vice President shall communicate with seminar contact person.
2. The Vice President shall review and approve hotel, food, and wine and cheese celebration amounts.
3. The Vice President shall assist the education coordinator with problems that arise that need board involvement.