DELEGATE

TO THE

EDUCATION COMMITTEE
1. **ELIGIBILITY**

   a) Candidates for Delegate to the Education Committee must:

      i. Be a CRNA who spends at least 50% of their time in the didactic and/or clinical instruction of nurse anesthesia students at the time of application.

      ii. **E-mail** a consent form, curriculum vitae, position statement, and biographical sketch (which includes educational responsibilities and time commitment to educational activities) by **January 7.** *(The position statement and biographical sketch will be posted on the website prior to the Assembly of Didactic and Clinical Educators.)* Please e-mail these materials to education@aana.com.

2. **DUTIES OF THE DELEGATE TO THE EDUCATION COMMITTEE**

   a) If elected, the Delegate will:

      i. Be continuously involved in the didactic and/or clinical instruction of nurse anesthesia students during their tenure on the committee.

      ii. Attend the February Assembly of Didactic and Clinical Educators.

      iii. Attend Education Committee Meetings and conference calls for the two-year term which begins immediately following the AANA Annual Congress in the year elected.

      iv. Perform the duties of this position.
3. APPLICATION

a) The following information must be received via e-mail by the AANA Education Department no later than JANUARY 7. The candidate's position statement and biographical sketch will be placed on a bulletin board at the Assembly of Didactic and Clinical Educators for review and on the AANA Website. **E-mail all materials to education@aana.com.**

i. Position Statement
   - Submit a typed, double-spaced position statement, not to exceed one page.

ii. Biographical Sketch
   - Submit a typed, double-spaced biographical sketch, not to exceed one page, which includes educational responsibilities and time commitment to educational activities.
   - Biographical information you may wish to present.
     - Educational background
     - Year you became a member of the AANA
     - Participation in nurse anesthesia education programs
     - Service on state committees and offices held
     - Service on AANA committees and offices held
     - Employment

Your biographical sketch will be presented as submitted.

iii. Curriculum Vitae
   - Submit your curriculum vitae
     A suggested format for a curriculum vitae includes:
     - Name
     - Address
     - Licensure
     - Education
     - Professional Memberships
     - Employment History
     - Professional Activities
     - Miscellaneous

iv. Completed **Consent Form.**
CHECK LIST FOR APPLICATION

CONSENT FORM
POSITION STATEMENT
BIOGRAPHICAL SKETCH
CURRICULUM VITAE

4. PROCEDURES FOR ELECTION TO EDUCATION COMMITTEE

a) All registered AANA members at the February meeting of the Assembly of Didactic and Clinical Educators will receive election ballots with their registration packet. Each registered participant will thus receive only one ballot and the ballots will have the AANA seal and be unable to be duplicated.

b) Election procedures will be reviewed by the Chair of the Education Committee prior to the introduction of the candidates.

c) There shall be no nominations from the floor.

d) A sealed box with a slotted opening will be located on the registration table. Any participant can place their ballot in this box at any time prior to the close of voting. No votes will be accepted after voting closes.

e) Any questions regarding the voting process must be brought to the attention of the Chair of the Education Committee prior to the acceptance of the election results.

f) Ballots will be counted by two (2) members of the Education Committee who are not candidates for the delegate position and two (2) members of the Assembly appointed by the Chair of the Education Committee. The first person appointed serves as the Chair of the Tellers Committee.

g) Election results will be presented prior to the close of the meeting.

h) A plurality vote shall elect.

i) In the event of a tie vote, the tie shall be broken by a ballot of the voting members in attendance at the time the election results are presented.

j) Vacancies shall be filled in the manner prescribed in the AANA bylaws and standing rules. The Assembly of Didactic and Clinical Educators recommends that in the event a vacancy occurs, the candidate receiving the next highest number of votes will fill the vacancy.

k) The number of votes will be recorded and retained for the duration of the term.
If you have any questions, please feel free to contact the Education Department.

Education Department  
(847) 655-1161  

E-mail: education@aana.com