COMMUNICATIONS COMMITTEE – Position Description

(Note: Members on this committee are APPOINTED by the President Elect and approved by the AANA Board of Directors during the upcoming fiscal year)

AANA Vision: AANA will be a preeminent professional association for healthcare and patient safety.
AANA Mission: AANA advances patient safety, practice excellence, and its members' profession.
AANA Core Values: Quality, Professionalism, Compassion, Collaboration, Wellness and Diversity
AANA Motto: Safe and effective anesthesia CARE for every patient.

AANA Bylaw Language:

Article VII, Section 5, B: Communications Committee

“The Communications Committee shall promote the profession of nurse anesthesia and engage AANA membership through all appropriate resources.”

Term of Office: Begins at the conclusion of the AANA Annual Congress through the following Annual Congress.

Membership Criteria: Active or Associate AANA member in good standing.

Committee Meetings/ Expected Time Commitment: Communications Committee members (including the student member) are required to attend all Communications Committee meetings (in person and via conference call) and may be required to participate in Media Spokesperson Training and exhibit at one external tradeshow on behalf of the AANA. Committee members participate in all Communications Committee activities during the Nurse Anesthesia Annual Congress, including the Kick-off Orientation; student program titled “Demystifying the Transition from SRNA to CRNA”; State PR Consultations; AANA Exhibit Hall activities including the Communications booth; and social media to promote the Congress. CRNA members attending the Mid-Year Assembly (MYA) in Washington, D.C., are required to participate as a mentor in the Student Mentoring Program (note: attendance at the MYA is not mandatory).

Committee Responsibilities:

- Attend all committee meetings as specified in the preceding section.
- Participate in the Kick-off Orientation, Demystifying the Transition from SRNA to CRNA, State PR Consultations, Communications Exhibit Booth, social media, and other Communications Committee activities during the Annual Congress (budget permitting).
- Participate in judging/voting for annual PR Recognition Awards (budget permitting).
- Serve as a mentor during the Student Mentoring program at the Mid-Year Assembly in Washington, D.C. if in attendance (CRNA members only; attendance at MYA is not mandatory).
- Participate in PR workshops or training programs the committee develops for presentation to AANA members and state leaders (budget permitting).
- Between meetings, participate on conference calls and work on projects as assigned by the committee chair.
- Exhibit at a minimum of one nursing, medical, or other tradeshow (budget permitting).
- Participate in an AANA-sponsored Media Spokesperson Training Workshop (budget permitting).

Expense Reimbursement: Expenses related to the Communications Committee’s travel and meetings are reimbursed in accordance with the AANA Business Travel and Reimbursement Policy.
NOTE: Budget permitting, during the Annual Congress Communications Committee members are reimbursed up to a maximum of four nights lodging (Thursday through Sunday only, based on full participation in Communications Committee activities during Annual Congress).

**ADDITIONAL INFORMATION FOR STUDENTS**

**Student Committee Membership Criteria**
To be considered for service on the AANA Communications Committee, a student registered nurse anesthetist must:

1) Be an associate member of the AANA in good standing.
2) Be enrolled in an educational program for at least nine months during their year of service on the committee.
3) Obtain permission from his/her program administrator indicating that, in his/her professional judgment, the student applicant is able to fulfill all committee responsibilities in addition to the student’s clinical and didactic requirements. NOTE: This is not a recommendation letter. It is a permission letter authorizing the student to pursue this additional activity with the program administrator’s support.

**Application Process for Students**
A student who is interested in serving on the Communications Committee must:

1) Submit a Committee Request Submission Form found on the AANA website (member side) by the MAY deadline.
2) Attach a CV.
3) Attach a brief letter from the student’s program administrator indicating that the student is capable of handling the committee responsibilities and his/her didactic/clinical responsibilities.

**Committee Meetings/ Expected Time Commitment:**
The student representative on the Communications Committee is required to attend all Communications Committee meetings. The student representative may be required to participate in an AANA-sponsored Media Spokesperson Training Workshop (budget permitting) and exhibit at one nursing, medical, or other tradeshow on behalf of the AANA (budget permitting). The student representative will participate in all Communications Committee activities during the Annual Meeting, including the Kick-off Orientation, student program titled “Demystifying the Transition from SRNA to CRNA”; State PR Consultations; AANA Exhibit Hall activities including the Communications booth; and social media to promote the Congress.

*Updated: Oct 2017*