DIVERSITY AND INCLUSION Ad Hoc COMMITTEE – Position Description

(Note: Members on this committee are APPOINTED by the President Elect and approved by the AANA Board of Directors for service in 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.

Committee Description: The Diversity & Inclusion Committee is a new ad hoc committee beginning in fiscal year 2019. It designs and implements initiatives, educational opportunities, and events that foster cultural sensitivity, diversity and inclusion for the nurse anesthesia profession. Recognizing that AANA members represent all demographics and practice in every setting in which anesthesia is delivered across the United States, the AANA desires to integrate diversity and inclusion into the work of the AANA Board, committees and staff.

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

Membership Criteria: The seven-member committee shall consist of Active CRNAs, one Associate (student nurse anesthetist) member, and external members as needed.

- Members shall be appointed by their expertise or interest in the areas within the spectrum of diversity, inclusion, cultural competence, and health equity.
- The Chair must have served at least one-year committee term as a member before assuming a term as Chair; this is for the purpose of assuring continuity and consistency in regard to achieving the Committee purpose and all responsibilities.
- Members must be active-certified/recertified members of the AANA and be knowledgeable of the Association’s philosophy, purpose, and goals for diversity and inclusion.

Meetings/Expected Commitment

- Actively contribute to the development and delivery of the diversity and inclusion, as well as related initiatives.
- Attend one face-to-face committee meeting.
- Conference calls (minimum 4/year) scheduled to address the committee charges.
- Any committee member attending an AANA meeting during their term acts as a representative of the committee and is expected to attend and/or assist with any diversity and inclusion educational sessions and events.
- Notify the staff liaisons and committee chair if unable to participate in a conference call, meeting, or event.

Committee Responsibilities:

- Review the components of the AANA Diversity &Inclusion Program and make recommendations for its strategic direction.
- Collaborate with other AANA Committees and organizational Affiliates regarding diversity and inclusion educational, engagement, research, and leadership opportunities.
- Provide input for and feedback from diversity and inclusion activities at AANA Meetings;
• Recommend ideas to build member awareness of the impact of diversity and inclusion on CRNAs, SRNAs, patients, nurse anesthesia, and healthcare as a whole and its resources, along with the underlying message that AANA leadership encourages and supports diversity as a core value of the association;
• Submit to Professional Development Committee topics and speakers for Annual Congress diversity and inclusion sessions.

**Duties of Chair:**
Assign, oversee, and direct committee work to achieve committee charges each year. This includes:
• Committee assignments;
• Collaborate with staff in the preparation of the agenda and conduct the meetings of the committee;
• Report on committee work;
• Coordinate with staff any committee recommendations (i.e., Decision memorandum to the AANA Board of Directors, recommendations or collaboration with other AANA committees, etc.)
• Submit report of activities for the Annual Report development.

**Expense Reimbursement:** Expenses related to the Diversity & Inclusion Ad Hoc Committee’s travel and meetings are reimbursed in accordance with the AANA Business Travel and Reimbursement Policy.

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**ADDITIONAL INFORMATION FOR STUDENTS**

**Student Committee Membership Criteria:**
To be considered for service on the AANA Diversity & Inclusion Ad Hoc Committee, a student nurse anesthetist must be:
• Associate member of the AANA in good standing.
• Enrolled in a nurse anesthesia educational program for at least nine months during their year of service on the committee.

**Student Member Committee Responsibilities:**
A student member of the Diversity & Inclusion Ad Hoc Committee participates in the following activities:
• Brings the student voice and concerns to the committee both at meetings and throughout the year of the term.
• Networks with fellow students within their program and student members of other AANA committees.
• Assists staff in planning and implementing diversity and inclusion activities at the Annual Congress.
• Assists staff in building and updating student diversity and inclusion content on the web pages.
• Networks within their state association to understand the role of diversity and inclusion in their state.

**Student Member Time Commitment:**
A student member of the Diversity & Inclusion Ad Hoc Committee is expected to:
• Attend one face to face committee meeting each year in the Chicago area.
• Assist at the Annual Congress diversity activities/events.
• Participate on conference calls to be scheduled to meet planning needs (min. 4/year) and respond to email correspondence from chair, committee members, and staff.

**Application Process for Students:**
Student interested in serving on the Diversity & Inclusion Ad Hoc Committee must:
• Submit an electronic Committee Request Form found on the AANA website by the deadline shown.
• Include a letter of permission (not reference) from one’s program director to assure that the program director is 1) aware of the request, 2) agrees that the student can handle the additional responsibilities and 3) will allow the student to participate in the in-person and conference call meetings.

**Student Member Expense Reimbursement:** Expenses related to the Diversity & Inclusion Committee’s travel and meetings are reimbursed in accordance with the AANA Business Travel and Reimbursement Policy.

*Developed: December 2017*