NOMINATING COMMITTEE – Position Description

(Note: Members on this committee are ELECTED by the membership of the AANA)

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 – Committees. Section 7. Duties and Composition of Elected Committees.

A. Nominating Committee:

(1) The Nominating Committee shall consist of seven Active members elected by the membership, one from each AANA region, and shall serve for a two-year term. Four members will be elected in even-numbered years and three members will be elected in odd-numbered years.

(2) In the event of a vacancy on the Committee, a member from the vacant region shall be elected by the Committee.

(3) The Committee shall elect its own Chair.

(4) A Committee member shall not be a candidate for any other elected position within the AANA while serving on the Committee.

(5) A Committee member shall not serve in any other elected position within the AANA while serving on the Committee.

(6) The Committee shall perform those duties stated in Article VI.

Article VI – Elections (excerpt below)

Section 1. Nominating Committee

The Nominating Committee shall be responsible for slating and solicitation of candidates for office for the AANA Board of Directors and elected committees. Committee members will identify and recruit members who have potential to be effective leaders to serve in various AANA elected offices by contacting state association leaders, committee chairs, and other members to encourage interest in running for AANA’s elected positions. The Committee shall observe all AANA Bylaws and Standing Rules regarding nominations and elections. Unless otherwise stated in the AANA Bylaws and Standing Rules, all rules and procedures for the conduct of nominations shall be established by the Nominating Committee.

Section 2. Presentation of Slate of Candidates

The Nominating Committee shall present its slate of candidates at the assembly of states meeting prior to the annual Business Meeting.

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

1. The Nominating Committee is elected by the membership.

2. To be eligible to be elected an individual would need to be an active member of the AANA and have previous state level involvement (i.e., having served on a committee and/or Board of Directors).

3. Members must be active-recertified members of the AANA and be knowledgeable of the Association’s mission, vision and goals.

Committee Meetings/ Expected time commitment:

1st face-to-face networking meeting (not mandatory) – September (during the Annual Congress)
Conference Call – February to finalize the ballot.
Several conference calls are usually held each year to discuss the business of the committee.

Committee Responsibilities:

- Overseeing the annual electoral process, reviewing the candidate submissions and preparing the official ballot for all elective offices.

- Review the Campaign Guidelines Policy and make recommendations to the Board of Directors for approval.

Duties of the Chairperson

1. Collaborates with staff Director in the preparation of the agenda and conducts and facilitates the meetings of the committee.

2. Prepares an annual report of committee activities for the Annual Report.

3. Makes nominating committee member work assignments.

4. Introduces the candidates to the membership during the Mid-Year Assembly.

Expense Reimbursement: Expenses related to Nominating Committee’s travel and meetings are reimbursed in accordance with the AANA Business Travel and Reimbursement Policy.

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