



AANA Continuing Education Committee Charter

PURPOSE

The Continuing Education Committee ("Committee") is a standing committee in the Bylaws and will assist the Board of Directors (BOD) of the AANA to fulfill its responsibilities regarding matters that relate to eligibility for continuous certification.

BYLAWS LANGUAGE

Article VII Committees

Section 5, B: Continuing Education Committee

The Continuing Education Committee collaborates with any AANA recognized certification entity to review and direct providers towards education opportunities that meet the certification requirements for CRNAs. The Committee collaborates with other committees to ensure continual improvement of continuing education opportunities as needed and based on evidence.

KEY RESPONSIBILITIES

The Committee shall perform all duties as requested or required by the BOD. The Committee will specifically be responsible for the following duties and responsibilities:

- The formulation and/or revision of the AANA CE standards & criteria for eligibility for certification renewal through any certification entity recognized by the AANA
- Monitor and evaluate current trends, best practices, research, innovation and new technologies in continuing education and certification
- Collaborate with other AANA committees as needed, including keeping members up to date on CE activities and recommendations.

MEMBERSHIP COMPOSITION AND TERM LIMITS

- The committee shall consist of 5-6 CRNAs and 1 resident (Associate member)
- Active certified or resident AANA members in good standing
- One educator in a nurse anesthesia program (preferably with a doctoral degree) is recommended
- One administrator of a clinical nurse anesthesia department is recommended
- At least two practicing clinicians from a variety of practice settings is recommended.
- If a resident,
 - He/she will be attending a nurse anesthesia educational program for at least nine months during his/her year of service on the committee;

- Submission of a letter from the resident's nurse anesthesia educational program director indicating that the resident applicant is able to fulfill all committee responsibilities in addition to their clinical and didactic requirements.
- The Chair is preferred to have served at least two years as a committee member and have served on the committee within the prior three years.
- The Vice Chair is preferred to have served at least one year as a committee member and have served on the committee within the prior three years.
- It is recommended for no more than 2/3 of the committee shall turn over in any given year.
- The committee term begins at the conclusion of the AANA Annual Congress through the following Annual Congress.

The committee shall be supported by at least one AANA staff member, appointed by the CEO.

Liaisons to CE Committee:

NBCRNA shall appoint 2 liaisons to the CE committee. One will be a board member and one will be a senior staff member. The role of the liaisons is to provide information relative to discussions and motions made by the CE committee. The CE committee chair may exclude liaisons from portions of their meetings based upon the specific needs of the committee. The liaisons are to ensure open lines of communication and alignment of AANA continuing education efforts with the NBCRNA's Maintaining Anesthesia Certification program. Liaisons are not eligible to vote during CE committee deliberations.

VOTING AND QUORUM

A majority of the voting members of the Committee shall constitute a quorum. Residents shall have voting rights on the committee.

When a quorum is present, the vote of a majority of the voting Committee members present shall constitute the action or decision of the Committee.

MEETINGS

The Committee will meet via conference call or in person as needed.

The incoming committee members are expected to attend the Annual Congress for an initial, general committee orientation. This is not a reimbursed event.

AUTHORIZATION AND LIMITATIONS OF POWER

The Committee is established by the Bylaws and has no power or authority to act or speak on behalf of the full BOD.

Committee members shall refrain from representing themselves on social media as speaking for the committee unless granted explicit permission by the chair and shall not use the committee role in a signature block on social media.

*Adopted: AANA Board of Directors
August 2021
Revised: June 2025*

COMMITTEE ROLES

ROLE OF A COMMITTEE CHAIR

- Facilitates the meeting or conference call.
- Encourages committee members to provide their thoughts.
- Provides leadership and serves as point person for the committee
- Responsible for ensuring committee charges are accomplished.
- Collaborates with staff to develop and monitor the objectives and charges for the committee.
- Provides input for setting meeting and conference call agendas.
- Communicates with the AANA President regarding committee issues.
- Assists in the development of committee reports submitted to the AANA Board of Directors.
- Mentors committee members to ensure continuity to the next fiscal year.
- If authorized by the AANA Board, serves as a spokesperson for issues related to the work of the committee in an effort to assist members in understanding committee decisions.
- Mentors the Vice-Chair to be prepared to assume the role of Chair in their absence and for succession planning

ROLE OF A COMMITTEE CHAIR VICE

- Support the chair and facilitate the meeting or conference call if the chair is not available.
- Prepare themselves to advance to the Chair position, with guidance from the Chair
- Support the Committee Chair in communicating regularly with members to ensure that volunteer obligations are fulfilled.
- Collaborates with chair and staff to develop and monitor the objectives and charges for the committee.
- Provides input for setting meeting and conference call agendas.
- Assists in the development of committee reports submitted to the AANA Board of Directors.
- Mentors committee members to ensure continuity to the next fiscal year.
- If authorized by the AANA Board, serves as a spokesperson for issues related to the work of the committee in an effort to assist members in understanding committee decisions.

ROLE OF COMMITTEE MEMBERS

- Participates actively in all meetings and conference calls.
- Collaborates with the rest of the members of the committee and respects different points of view.
- Considers AANA members' perspective.
- Respects time limits.
- Asks the chair for clarification when needed.
- Provides prompt and timely written or verbal feedback on issues or documents under discussion by the committee.
- Shares respectful advancement of ideas but avoids personal agendas.
- Maintains confidentiality of the committee's work until dissemination is appropriate.
- Is responsive to committee chair or staff direction.
- Asks the Chair for information but does not direct staff work.

ROLE OF COMMITTEE STAFF

- Provides support services and resources (i.e., agendas, minutes, reports, research).
- Provides clarification and provides historical information on projects/issues.
- Provides input from a staff perspective on issues under discussion.
- Communicates information about committee activities to other AANA committee staff.
- Solicits information or input from AANA staff as appropriate.
- Ensures that any and all charges or projects not part of the original list of committee charges, first goes through the Board of Directors for approval, and then through the project prioritization process prior to action.

EXPENSE REIMBURSEMENT:

Approved expenses related to the Committee's travel and meetings are reimbursed in accordance with the Board and Volunteer Travel and Expense Policy.