



AANA Education Committee Charter

PURPOSE

The Education Committee ("Committee") is a standing committee and will assist the Board of Directors (BOD) of the AANA to fulfill its responsibilities regarding matters that relate to standards for programs of nurse anesthesia education.

BYLAWS LANGUAGE

Article VII Committees

Section 5, D: Education Committee

The Education Committee shall review requirements and standards for programs of nurse anesthesia education and formulate recommendations regarding same for any accreditation entity recognized by the AANA, and shall also plan and conduct assembly of school faculty programs. One student Associate member may be elected to serve on this committee. Two committee members are elected by the attendees at an assembly of school faculty meeting. They each serve an alternating two-year term.

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:

- Plan the educational program, including identifying speakers for EDGE and educator-related content at Annual Congress; plan and implement the Resident Session and EDGE program; host the Resident Breakfast (or equivalent event at Annual Congress); and organize and manage the College Bowl in conjunction with AANA staff.
- Provide educational session oversight and assist AANA staff with speaker liaison and session management during EDGE meetings and during education-related activities at Annual Congress.
- Develop and host faculty development workshops as needed.
- Monitor trends in nursing, anesthesiology and medicine to determine their impact on nurse anesthesia education; recommend areas for professional development as needed.
- Seat a Committee Liaison on the Facility Stabilization Advisory Panel to coordinate and inform efforts.
- Monitor and respond as needed to address current issues that impact nurse anesthesia education.
- Provide feedback to the COA on educational requirements for nurse anesthesia programs, including revisions to the Standards.
- Implement portions of the AANA strategic plan related to education.
- Promote the submission of nurse anesthesia education-related articles to the *AANA Journal*.

MEMBERSHIP COMPOSITION AND TERM LIMITS

- The committee shall consist of 6 - 7 CRNAs and 1 resident (Associate member)
- Active certified or resident AANA members in good standing.
- Committee members are preferred to be involved in the didactic and/or clinical instruction of nurse anesthesia students.
- At least one committee member with certification in simulation is preferred.

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- Two committee members are elected by the attendees at the EDGE meeting. They each serve an alternating two-year term.
- The resident member is elected at Annual Congress and serves a one-year term. He/she must have an expected graduation date of August or thereafter in the year in which their term ends.
- 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, with the exception of the elected delegates who serve two-year terms.

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

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 meets in person two times per year:

- (1) EDGE in February; and
- (2) Annual Congress in August.

In addition, business is conducted via e-mail and conference calls between meetings. Conference calls generally are scheduled every other month.

Committee member duties at Annual Congress occur both just prior to and during 2 days of this meeting. Committee members typically do not have assigned duties for all days of the Annual Congress.

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
Updated 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 VICE CHAIR

- 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:

Expenses related to the Committee's travel and meetings, if approved, are reimbursed in accordance with the Board and Volunteer Travel Expense Policy.

Committee members' EDGE and Annual Congress registration fees also are paid by AANA. Committee members must pay associated fees to attend additional events at EDGE and Annual Congress that are not included in the meeting registration fee.