



AANA Leadership Identification Committee Charter

PURPOSE

The Leadership Identification Committee ("Committee") is an elected committee responsible for the slating and solicitation of candidates, including the identification and recruitment of members who have potential to be effective leaders, for positions on the Board of Directors and elected committees.

BYLAWS LANGUAGE

Article VI Elections

Section 1. Leadership Identification Committee

The Leadership Identification Committee shall be responsible for slating and solicitation of candidates 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 regarding nominations and elections. All rules and procedures for the conduct of nominations shall be established by the Leadership Identification Committee. The Leadership Identification Committee shall also have the authority to enforce the campaign policy and penalize violations of it by following the process defined in the AANA Campaign Policy up to disqualifying the candidate for eligibility.

Article VII Committees

Section 7. Duties and Composition of Elected Committees

A. Leadership Identification Committee

- (1) The Leadership Identification Committee shall consist of seven Active members elected by the membership and each 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. To be eligible to serve on the Leadership Identification Committee, a member must have previous state level involvement (i.e., served on a committee and/or Board) or have held leadership positions in the clinical, academic, facility or military environment. The member must also be in Good Standing, as defined by Article V, Section 2 C.
- (2) In the event of a vacancy on the Committee, a member 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. If a Leadership Identification Committee member resigns from the committee before their term is complete, they must wait one full fiscal year, from the end of the fiscal year they should have completed, before running for an elected position again.
- (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.

KEY RESPONSIBILITIES

The Committee shall perform all duties as outlined in the bylaws and/or requested by the Board. The Committee will specifically be responsible for the following duties and responsibilities:

- Overseeing the annual electoral process, reviewing the candidate submissions and preparing the official ballot for all elective offices.
- Review the AANA Campaign Policy and revise as needed.
- The Committee shall perform those duties stated in Article VI.

COMPOSITION AND TERM LIMITS

- The committee shall consist of 7 elected CRNAs
- Active certified members in Good Standing
- 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.

SELECTION OF CHAIR AND VICE CHAIR

Prior to Annual Congress, new incoming and ongoing committee members will be asked to state their interest in being considered to serve as Chair or Vice Chair. Committee members will elect the Chair and Vice Chair after Annual Congress, but prior to August 31. The outgoing committee shall have the option to make a recommendation to the incoming committee regarding selection of the Chair.

VOTING AND QUORUM

A majority of the voting members of the Committee shall constitute a quorum.

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 Committee Chair shall be partially funded to facilitate election-related events, if any, during Mid-Year Assembly.

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.

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.

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 twice a year to the AANA Board of Directors.
- Mentors committee members to ensure continuity to the next fiscal year.
- Serves as a spokesperson for issues related to the work of the committee in an effort to assist members in understanding committee decisions.
- Facilitates election-related events, if any, during Mid-Year Assembly.

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.

*Adopted: AANA Board of Directors
February 2022
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