



## ***Policy on Selection of AANA Committee Members***

### ***Background and Rationale***

The AANA Board of Directors recognizes the value of effective committees to assist in carrying out the mission of AANA. We are cognizant of the need for interested members to share their expertise in order to have effective committees. By following a careful and intentional appointment process, new committee members are selected to maintain continuity yet ensure exposure to new ideas. In representation by committees, the Board takes into consideration geographic area, areas of practice, academic and experiential background.

Committees are the backbone of any organization. It is through committee activity that projects are developed and executed, planning is accomplished, and research promoted. Without effective committee activity, organizations lose valuable time implementing change and incorporating new ideas.

### ***Selection Process***

This selection process applies to appointed committees as outlined in the Bylaws and special committees as allowed in the Bylaws unless stated otherwise in the respective committee charter.

Committee members are approved by the Board. Vacancies are filled by the Board as the need arises throughout the year.

The incoming President (current President-Elect) of the AANA notifies members with a call for committee members applications, outlining the vision for successful committee service and the committee application.

CRNAs, Resident Registered Nurse Anesthetists (RRNAs) or RN/APRNs wishing to serve on a committee are invited to submit a committee application form, along with their CV for consideration. Applicants must adhere to the application deadline to be considered.

The committee staff begins the selection process by reviewing the qualifications of the applicants with a focus on the anticipated specific committee needs and creating a diverse group of committee members. Committee specific staff prepares an initial proposed slate of candidates.

The proposed slate of committee members is reviewed by the President Elect who suggests edits, if needed, to be included in the overall list of recommendations presented for full Board consideration and approval.

The following information is provided to the Board for their evaluation:

- Policy on Selection of AANA Committee Members
- a list of the prior 10 years of committee member rosters, and
- a rationale for individual candidate selections, if needed.

The full board will review the annual draft committee roster and discuss any concerns or questions regarding proposed appointments prior to Board approval.

### ***Demographic information regarding committee members***

Effective committees are composed of a diverse mix of interested members, who collectively have the expertise required to accomplish the

committee objectives. It is recommended that the composition of a committee have:

- a minimum of 1/3 of the committee is comprised of new members while 1/3 of the committee remain the same.
- have a mix of diverse representation including geographical location, years as a member, gender, employment arrangement, and military.

### ***Length of Service***

Committee appointments are made for one-year terms coinciding with the installation of the new Board of Directors. There is no automatic reappointment of committee members.

Barring extenuating circumstances, continuous service by appointment on any single committee shall be limited to a maximum of three years with the potential for a fourth year as chair.

A member may serve consecutively on different committees. A member must have a year hiatus from the same committee after 3 years of consecutive service unless they are serving their fourth year as chair.

### ***Vice Chair/Chair Appointments***

During the committee appointment process, a member who is serving in their first/second year will be identified to serve as vice chair in the upcoming year. The vice chair will be mentored by the chair. The vice chair will ascend to the chair position in the next year of service on the committee.

By accepting a position as a vice chair on any appointed committee, the member agrees to fulfill the anticipated two years as vice chair and chair and not seek an elected position while serving as vice chair.

If the vice chair suspects for any reason that they cannot fulfil their duties as vice chair and chair, they should immediately let the chair know. The vice chair will be removed from their role, but may remain on the committee,

while another committee member is selected for the vice chair role.

### ***Expectations for Service on a Committee***

Members are expected to participate to the best of their ability while serving on a committee. Members who are not attending meetings, not adhering to the Confidentiality, Conflict of Interest, Social Media Policy and Technology statements or not adhering to the Code of Ethics may be removed by the Board.

### ***Service on Multiple Committees***

Service on task forces, an elected AANA committee, AANA Foundation Board of Trustees, COA, CRNA-PAC or NBCRNA shall prohibit eligibility to serve on an AANA appointed committee unless there are extenuating circumstances, or specific policies regarding joint appointments that justify a multiple appointment.

### ***Notification to New Committee Members***

Notification of committee appointments will be sent after Board approval. Appointment is pending return of the acceptance documents.

*Approved: AANA Board of Directors  
Adopted: January 2010  
Revised: January 2024  
Editorial update October 2024  
Revised: February 2025*