



## AANA Communications Committee Charter

### PURPOSE

The Communications 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 promoting the profession of nurse anesthesia.

### BYLAWS LANGUAGE

#### Article VII Committees

##### Section 5, A: Communications Committee

The Communications Committee shall promote the profession of nurse anesthesia and engage AANA membership through all appropriate resources.

### 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:

- Serve as thought partners in collaborative work with the AANA Public Relations and Marketing teams as it implements strategy to raise awareness, visibility and influence of CRNA's among key stakeholders
- CRNA members attending the Mid-Year Assembly (MYA) in Washington, D.C., are required to participate as a mentor in the Student Mentoring Program (note: attendance at the MYA is not mandatory)
- Committee members attending Annual Congress will participate in Communications Committee activities during AANA's Annual Congress, including the Demystifying the Transition from SRNA to CRNA: An Interactive Q&A Session and presentation of the Public Relations awards (approximately 3-4 on the panel). (note: attendance at the Annual Congress is not mandatory)
- Judging of PR Awards to be presented at AANA's Annual Congress

### COMPOSITION AND TERM LIMITS

- The committee shall consist of 7 CRNAs and 1 student (Associate member)
- Active certified or student AANA members in good standing
- If a student,
  - 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 student's nurse anesthesia educational program director indicating that the student 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.
- 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.

### **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.

Attendance at national meetings is not required to serve on the committee.

- Committee members who attend MYA shall participate in the Student Mentoring Program and will receive a reduced registration fee.
- Committee members who attend Annual Congress and agree to moderating/being on the panel for the Demystifying Session and the Chair who will present the Public Relations Awards will receive a reduced registration fee.

### **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  
February 2022*

## **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.
- 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 are reimbursed in accordance with the AANA Business Travel and Reimbursement Policy.