



American Association of  
**NURSE ANESTHESIOLOGY**

## AANA Finance Committee Charter

### **PURPOSE**

The Finance Committee (“Committee”) is a standing committee of the Association established to support the Board of Directors in fulfilling its responsibility to oversee the Association’s financial strategy and performance.

### **BYLAWS LANGUAGE**

#### **Article VII Committees**

#### **Section 5. Duties and Composition of Appointed Committees**

E. Finance Committee. The Finance Committee shall be composed of the President-elect, Treasurer, and at least two other Active members. It shall prepare for presentation and approval the AANA’s annual budget and shall make recommendations for financing the strategic objectives of the AANA.

### **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:

- Work with AANA senior staff to oversee the finances of the association, including budgeting, financial performance and investments in accordance with the strategic plan.
- Review the Association’s financial policies and recommend appropriate revisions to the Board.
- Report activities and findings and make recommendations to the Board of Directors.

### **MEMBERSHIP COMPOSITION AND TERM LIMITS**

- Per the Bylaws, the Finance Committee shall be composed of the President-elect, Treasurer, and at least two other Active CRNA members.
- The Committee shall be comprised of no more than eight members and in addition to those listed in the Bylaws, may include: AANA President, other active CRNA members, and external professional committee members, as determined and appointed annually by the BOD.
- CRNA members are recommended to have a business background, either by education (MBA or other business- related degree) or practical experience (involvement in corporate finances). If the member does not have any business background, he or she should be able to read and understand financial statements and budgeting process.
- External individual(s) with financial expertise may serve and vote on the committee.
- The Chair will be recommended by the AANA President-elect and approved by the Board of Directors
- 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.



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- The Chair shall serve no more than 2 years in that capacity.
- 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 the most senior staff member of the AANA Finance Department.

### **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.

### **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. All meetings of the Finance Committee are conducted in Executive Session and all documents are considered confidential in nature and shall not be distributed outside the Committee or Board of Directors without explicit approval.

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*



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## **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.
- Facilitates the presentation of the proposed bylaw amendments and resolutions at the Mid-Year Assembly and annual Business Meeting

### **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:**

**[aana.com](http://aana.com) | CRNA focused. CRNA inspired.**

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Expenses related to the Committee's travel and meetings are reimbursed in accordance with the AANA Business Travel and Reimbursement Policy.