



American Association of
NURSE ANESTHESIOLOGY

AANA Health and Wellness Committee Charter

PURPOSE

The Health and Wellness Committee (“Committee”) is an Ad hoc committee and will assist the Board of Directors (BOD) of the AANA to fulfill its responsibilities regarding matters that foster lifelong healthy behavior decisions for AANA members.

BYLAWS LANGUAGE

No Bylaw language related to this committee.

KEY RESPONSIBILITIES

The Committee shall perform all duties as requested or required by the BOD. The committee’s mission recognizes personal and professional risk factors (such as workplace and personal stress as well as other physical and mental disorders) and strives to address these in a manner that promotes a balanced and fulfilling personal and professional life.

The Committee will specifically be responsible for the following duties and responsibilities:

- Review the components of the AANA H&W Program and provide strategic direction;
- Collaborate with other AANA Committees, Councils, and AANA Foundation regarding wellness evidence based research, educational projects, and promoting overall healthy well-being;
- Provide input for and feedback from wellness activities at AANA Meetings;
- Recommend ideas to build member awareness of the program and its resources, along with the underlying message that AANA leadership encourages and supports each member’s well-being;
- Be involved in state associations’ wellness initiatives as well as promote AANA wellness resources (e.g., developing state-specific resources, presenting at state meetings).
- Provide expert content review and feedback on health and wellness topics, including abstracts submitted to Professional Development for Annual Congress, and collaboration on AANA documents with the Practice and Peer Assistance Advisors Committees.
- H&W works in solidarity and collaboration with the Practice and Peer Assistance Panel.

MEMBERSHIP COMPOSITION AND TERM LIMITS

- The committee shall consist of 3-4 CRNAs and 1 student (Associate member).
- Active or student AANA members in good standing
- Knowledge about the AANA’s philosophy, purpose, and goals for practitioner wellness is preferred
- Members shall be appointed by their expertise or interest in the areas within the spectrum of health & wellness: workplace wellness, physical and/or mental well-being, and health and wellness education or research.
- The Chair should be a CRNA with a graduate degree



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- 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.
- 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.
- 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 of one AANA staff member, appointed by the CEO.

VOTING AND QUORUM

A majority of the voting members of the Committee shall constitute a quorum. Students 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 will meet via conference call or in person as needed (min. 4/year).

AANA meeting attendance: Based on individual AANA meeting needs to support both the AANA Health & Wellness and Peer Assistance Programs (exhibit, lectures, AIR session), one representative will be appointed and funded to represent from either the H&W or Peer Assistance Panel. Additional representatives to Annual Congress to be determined based on needs for educational lectures and AIR meetings.

Any committee member attending an AANA meeting during their term acts as a representative of the committee and, if at all feasible, is expected to assist the assigned/funded committee member.

AUTHORIZATION AND LIMITATIONS OF POWER

The Committee is established by the Board of Directors 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*



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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.

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.

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