



American Association of  
**NURSE ANESTHESIOLOGY**

## AANA Membership Committee Charter

### **PURPOSE**

The AANA Membership Committee is an Ad hoc committee, and its purpose is to advance AANA's mission by fostering a vibrant, engaged, and diverse membership. The committee will focus on enhancing member value through innovative strategies for recruitment, retention, and engagement while ensuring alignment with the evolving needs of the profession and its members. It will act as a strategic advisory body to the board, prioritizing member satisfaction, and driving initiatives that promote professional growth and collaboration.

### **BYLAWS LANGUAGE**

No Bylaw language related to this Committee.

### **KEY RESPONSIBILITIES**

The Committee shall perform all duties as requested or required by the Board of Directors. The Committee will specifically be responsible for the following duties and responsibilities:

- **Membership Recruitment**
  - Develop innovative strategies to attract new members to the organization.
  - Identify opportunities to reach underrepresented groups, striving to foster a more diverse and representative membership base
  - Collaborate with staff to implement targeted recruitment campaigns.
- **Member Retention**
  - Assess the needs and expectations of existing members through surveys, focus groups, or other feedback mechanisms.
  - Develop programs and services that enhance member value and satisfaction.
  - Monitor retention rates and address any challenges affecting member loyalty.
- **Engagement and Belonging**
  - Foster a strong sense of community by supporting networking, professional development, and mentoring opportunities that engage members at all career stages.
  - Create a welcoming and inclusive environment where diverse identities and experiences are valued, ensuring all members feel represented and integral to the association.
  - Promote member participation in activities such as committees, task forces, and events, while addressing barriers to participation to enhance accessibility and inclusivity.
  - Strengthen connections among members by prioritizing initiatives that build belonging, collaboration, and professional growth.
- **Strategic Advisory to the Board**
  - Act as a consultative body, offering recommendations to the board on membership-related policies and initiatives.
  - Align membership strategies with the organization's broader mission and goals.



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- Provide insight into industry trends that could impact member needs and expectations.
- **Professional Growth and Collaboration**
  - Advocate for programs and resources that support member career advancement and education.
  - Promote cross-disciplinary collaboration among members to enhance the profession's overall growth.
  - Identify and collaborate with other committees or groups whose initiatives overlap with member engagement strategies.
- **Continuous Evaluation**
  - Periodically review membership strategies and initiatives to ensure they remain relevant and effective.
  - Measure the success of recruitment, retention, and engagement efforts using established metrics.
  - Recommend adjustments based on data and feedback.

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

- The Committee shall consist of Active Certified, Associate, and RN-APRN AANA members in good standing who have expertise and interest in the purpose of the Committee.
- Committee Member Composition shall be as follows:
  - Board Liaison
  - Chair
  - Vice Chair
  - At least one member in good standing from each of the following groups:
    - RN-APRN
    - Resident
      - Email approval will be required from the resident's nurse anesthesia educational program director indicating that the resident applicant is able to fulfill all committee responsibilities in addition to their clinical and didactic requirements.
    - 0-3 years CRNA
    - 4-10 years CRNA
    - 11+ years CRNA
    - CRNA Educator/Faculty Member
- Committee terms shall be 2 years with the opportunity to reapply. For the first year of the committee's existence, the RN-APRN, Resident, and the 0-3 years CRNA terms shall be 2 years in length and CRNA Educator/Faculty Member, 4-10 years CRNA, and 11+ years CRNA terms shall be 3 years in length.
- It is recommended that no more than 2/3 of the committee shall turn over in any given year.
- In the future, 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.
- The committee term begins at the conclusion of the AANA Annual Congress through the following Annual Congress.

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

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- 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. RN-APRN and Associate members 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.

#### **AUTHORIZATION AND LIMITATIONS OF POWER**

The Committee is appointed by the Board of Directors, however, has no power or authority to act or speak on behalf of the full Board of Directors.

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  
January 2025*



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## **COMMITTEE ROLES**

### **ROLE OF A COMMITTEE CHAIR**

- Facilitates the meeting or conference call.
- Encourages Committee members to provide their thoughts and share their expertise.
- 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 as requested by the AANA Board of Directors.
- Mentors Committee members.
- 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' and non-members' perspectives.
- 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.