



# AANA Professional Development Committee Charter

## PURPOSE

The Professional Development Committee ("PDC") is a standing committee and will assist the Board of Directors (BOD) of the AANA to fulfill its responsibilities regarding matters that relate to educational content and programs of the AANA.

## BYLAWS LANGUAGE

### Article VII Committees

#### Section 5, H: Professional Development Committee

The Professional Development Committee shall analyze, design, develop, implement, and evaluate the educational content and programs 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:

- Review AANA participant evaluation forms and survey data from various continuing education events and plan educational activities to meet the identified learning needs, as directed by the Board of Directors or AANA Staff.
- Keep abreast of trends in anesthesia practice, evaluate their significance for the nurse anesthetist and plan education programs where necessary and appropriate.
- Collaborate with various AANA committees and councils to design educational content and programs.
- Audit education events provided by AANA to assure adherence to established criteria for continuing education by the AANA and other external bodies as appropriate.
- Works with the AANA Lead Nurse Planner to develop the educational strategy for AANALearn and utilizes the Professional Development Content Reviewers to review needs and gaps, analyze accuracy of current content, and recommend new content for AANALearn.
- Participates in development and review of new live or online educational content prior to launch.
- Help in the review, grading and select of abstracts for education session presentation at various AANA conferences, also bringing in student feedback on student related activities.

## MEMBERSHIP COMPOSITION AND TERM LIMITS

- The committee shall consist of 6-7 CRNAs and 1 student (Associate member).
- Active certified or student members in good standing

- Committee members strongly preferred to have evidence of prior experience in adult continuing education activities. These could include but are not limited to: Actively participating in the planning and/or development and/or implementation of continuing education/professional development activities for the lifelong adult learner
- If a student,
  - 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 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**

Committee members will be asked to attend the following meetings as budget allows: Mid-Year Assembly, Leadership Summit Abstract Selection Meeting (Virtual), Leadership Summit, Annual Congress Abstract Selection Meeting (Live/Virtual) and Annual Congress. Committee members will also be asked to attend workshops as they are developed and implemented. The Committee will meet via conference call 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.

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*

## **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.
- 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.
- Reviews the annual report of committee activities
- The Chairperson or a designee will participate in each AANA Workshop and participate in the planning conference calls for future workshops when necessary.
- Collaborates with AANA staff in the preparation of all committee meeting agendas and conducts the meetings of the committee.
- Makes committee member assignments.
- Provides recommendations to the Lead Nurse Planner regarding continuity of leadership among committee members.
- Works with the Lead Nurse Planner to identify members to serve as Professional Development Content Reviewers.
- The Chairperson or a designee will serve, when appropriate, as a consultant to the Education Committee, Practice Committee, Wellness Committee, Diversity and Inclusion or any other Committee that oversees the creation of educational content for AANA.

### **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.
- Select topics, goals, and content for education programs as assigned by the Chairperson.
- Bring the student voice and concerns to the committee both at meetings and throughout the year of the term.
- Network with fellow students within their program and student members of other AANA committees and to bring this information back to the Professional Development Committee for incorporation into discussions.

### **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.