



AANA State Organizational Development Committee Charter

PURPOSE

The State Organizational Development 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 the Organizational Health Allocation (OHA), Borderline States Funding and Strategic Reserve Fund (SRF).

BYLAWS LANGUAGE

Article VII Committees

Section 5, I: State Organizational Development Committee (SODC)

The SODC shall be comprised of the Treasurer and six additional members representing both small and large states, as determined by the Board of Directors. The SODC shall be responsible for the following:

- (1) Reviewing applications for funding from the Organizational Health Allocation (OHA) and Strategic Reserve Fund (SRF) and making recommendations to the Board of Directors for a final decision on the requests for funding.
- (2) Working in conjunction with the Directors to assist State Associations with organizational development issues.
- (3) Reviewing and updating the Guidelines for State Organizational Health and making recommendations to the Board of Directors for its revision.

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 of the criteria for the Organizational Health Allocation (OHA), Borderline States Funding and Strategic Reserve Fund (SRF) on an annual basis.
- Reviewing applications for funding from the Organizational Health Allocation (OHA), Borderline States Funding and Strategic Reserve Fund (SRF) and making recommendations to the Board of Directors for a final decision on the requests for funding.
- Working in conjunction with the Directors to assist State Associations with organizational development issues, as follows:
 1. Addressing questions regarding the OHA criteria, funding guidelines and application process.

2. Addressing questions regarding the Borderline States Funding criteria, funding guidelines, and application process.
 3. Addressing questions regarding the SRF criteria, funding guidelines and application process.
 4. Describing expectations and the importance of the Guidelines for State Organizational Health and encouraging states to review and update this information on a timely basis.
 5. Reviewing the information submitted in the Guidelines for State Organizational Health from the states.
 6. Addressing questions regarding state organizational development issues.
 7. Providing CRNA perspective and volunteer insight based on experience as a state leader with infrastructure, organizational development, governance and leadership challenges and opportunities at the state level.
- Reviewing and updating the Guidelines for State Organizational Health and making recommendations to the Board of Directors for revision.

MEMBERSHIP COMPOSITION AND TERM LIMITS

- The committee shall consist of 7 CRNAs.
- Active certified AANA members in good standing
- The Committee shall be comprised of the Treasurer and six CRNA members representing both small and large states, as determined and appointed annually by the BOD.
- 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.

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.

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.
- 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 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

- Actively participates 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.