



## AANA Wellness Committee Charter

### **PURPOSE**

The Wellness Committee (“Committee”) is an ad hoc committee and will assist the AANA Board of Directors (BOD) regarding matters related to fostering lifelong healthy behavior decisions, promoting provider well-being, and decreasing the occupational risk of substance use disorder for AANA members.

### **BYLAWS LANGUAGE**

No Bylaws 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 (e.g., workplace and personal stress, burnout, substance use disorder) 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:

1. Review the components of the AANA Wellness Program and provide strategic direction.
2. Collaborate with other AANA Committees, Councils, and AANA Foundation regarding wellness and substance use disorder evidence-based research, educational projects, and promoting overall healthy well-being.
3. Provide input for and feedback from wellness activities at AANA Meetings.
4. Recommend ideas to build member awareness of the Wellness Program and its resources, along with the underlying message that AANA leadership encourages and supports each member’s well-being.
5. Be involved in state associations’ wellness initiatives as well as promote AANA wellness resources (e.g., developing state-specific resources, presenting at state meetings).
6. Provide expert content review and feedback on wellness and substance use disorder topics, including abstracts submitted to Professional Development for Annual Congress, and collaborate on AANA documents with the Professional Practice staff.
7. Collaborate with the Wellness Ambassador Network program.
8. Oversee the Parkdale Center for Professionals partnership.

### **COMPOSITION AND TERM LIMITS**

- The committee shall consist of 6 CRNAs, with 2-3 CRNAs acting as substance use disorder subject matter experts, and 2 residents (Associate members).
- Active certified 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 wellness: substance use disorder, workplace wellness, and wellness education or research.
- The Chair should be a CRNA with a graduate degree.
- 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 resident,

- They 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 resident's nurse anesthesia educational program administrator indicating that the resident applicant is able to fulfill all committee responsibilities in addition to their clinical and didactic requirements.
- It is recommended that 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 one AANA staff member appointed by the CEO.

### **VOTING AND QUORUM**

A majority of the voting members of the Committee shall constitute a quorum. Residents 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 the AANA Wellness Program (e.g., exhibit, lectures, AIR session), two representatives will be appointed and funded to represent the Committee. Additional representatives to Annual Congress to be determined based on needs for educational lectures and AIR meetings. Committee member funding is also dependent on approval within the AANA operating budget.

Any committee member attending an AANA meeting during their term acts as a committee representative 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 (Bylaws or 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*  
*Date*

## **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 the point person for the committee.
- Responsible for ensuring committee charges are accomplished.
- Collaborates with staff to develop and monitor the objectives and charges of the committee.
- Provides input for setting meeting and conference call agendas.
- Communicates with the AANA President regarding committee issues.
- Assists in developing committee reports submitted twice a year to the AANA Board of Directors.
- Mentors committee members to ensure continuity for the next fiscal year.
- If authorized by the AANA Board, serves as a spokesperson for issues related to the work of the committee 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 committee members 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 go through the Board of Directors for approval and then through the project prioritization process before action.

### **EXPENSE REIMBURSEMENT:**

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