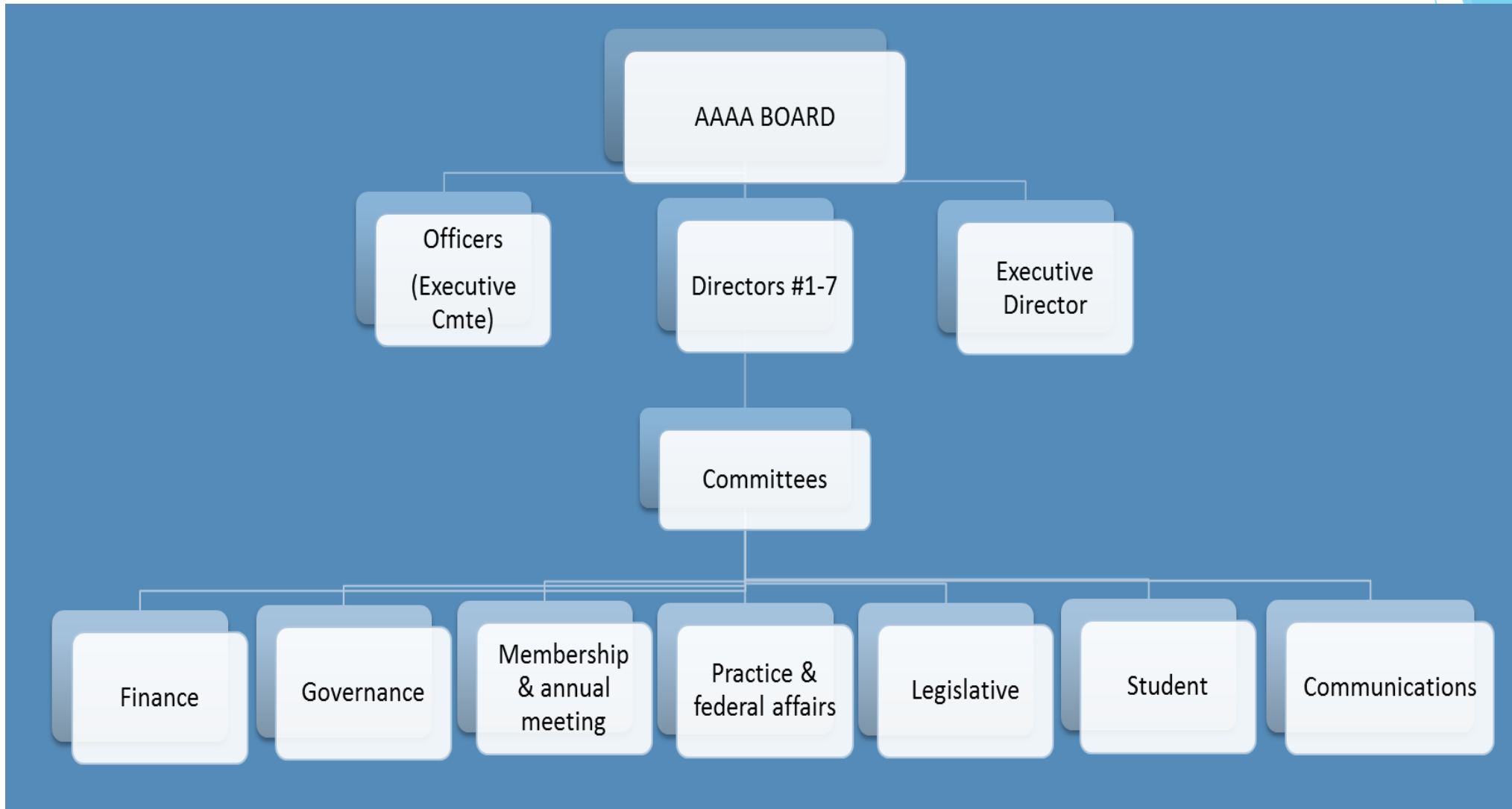
The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The text is centered in the white space between these shapes.

Governance Committee Leadership development and Board orientation

Organizational map



Stakeholders

ASA Adjunct Committee Members

AA Education & Practice
Anesthesia Care Team
Communications
Economics
Future Models of Anesthesia
Governmental Affairs
Global Humanitarian Outreach
Large Group Practice
Membership
Occupational Health
Practice Management
Patient Safety and Education
Professional Diversity
Quality Measurement
Uniformed Services

State Academies

CA AAA
CO AAA
DC AAA
FL AAA
GA AAA
KY AAA
MD AAA
MI AAA
MO AAA
NC AAA
NY AAA
NM AAA
OH AAA
SC AAA
TX AAA
WI AAA

Affiliated Organizations

Association of Anesthesiologist
Assistant Program Directors
(AAAPD)
Accreditation Review Committee
for Anesthesiologist Assistants
(ARC AA)
Commission on Accreditation of
Allied Health Educational Programs
(CAAHEP)
Anesthesia Patient Safety
Foundation
(APSF)
National Commission for
Certification of Anesthesiologist
Assistants
(NCCAA)
Anesthesia Quality Institute
(AQI)
American Society of
Anesthesiologists (ASA)

AAAA Headquarters and Staff

- ▶ Executive Director: Jet Toney
- ▶ Associate Director : Felicia Kenan
- ▶ State Affairs Director: Jeremy Betts
- ▶ Communications Coordinator: Marissa Olson
- ▶ Member Services Manager: Stephanie Bowen
- ▶ Financial Services: LeAnn Johnston

*AAAA Headquarters are located in Atlanta GA. Headquarters handles all member benefits, outside inquiries, and services provided by AAAA by contract with the AAAA board. Cornerstone management company was selected by the board for it's expertise in lobbying and legislative arenas among other attributes.

Primary responsibilities

- ▶ **Board:** goal setting, budget creation, steerage of the profession
- ▶ **Executive Cmte:** all business of the organization between board meetings managing the work of the board efficiently
- ▶ **Governance:** project leadership needs of the organization, education of the board, steerage of the board and leadership, oversee nomination and elections process
- ▶ **Finance:** budget education, fiduciary goal setting and accountability to board of finances, recommendations for budget management to board
- ▶ **Membership and annual meeting:** improve and retain membership numbers, oversee member benefits
- ▶ **Legislative:** work directly with headquarters and ASA on legislative matters specifically licensure bills or other statutes pertaining to CAA practice
- ▶ **Practice and federal affairs:** work directly with headquarters and state academies on practice issues, keep board apprised of VA practice changes
- ▶ **Student:** represent student members and spearhead philanthropy work of the organization
- ▶ **Communications:** maintain a current and useful communication strategy with membership, oversee development of the Anesthesia Record and updates for website

Process and business of AAAA

- ▶ Representatives to stakeholders meet as required and report to board quarterly
- ▶ Committees meet minimum twice per year and report quarterly
- ▶ Board meets 4x per year, twice in person (AAAA and ASA annual meeting)
- ▶ EC manages all business between board meetings
 - All Committee needs
 - Urgent funding of up to \$1000 between board meetings
 - President acts as spokesperson, writing letters/comment as needed
 - Brings business to the board as needed
 - Prepares board packets for accuracy, thoroughness, and efficiency at least two weeks in advance of board meeting

Reporting

- ▶ Use report form on website
- ▶ Board packets are written record of AAAA business. Committee reports are records of the work the committee has completed and has in progress, not the place to vet ideas or revise the boards goal list. The president reviews all committee reports for issues prior to the board receiving the packet. Board packets contain a membership and financial report from headquarters in addition to committee reports.
- ▶ Create document throughout the year, not just when reports are due to keep Board updated on committee activity and progress
- ▶ Submit on time
- ▶ Share with entire committee for comment or correction



The email signature: from efficient to overkill

- ▶ Signatures are not a resume!
- ▶ Name should be what you like to be called.
- ▶ Titles should communicate what you do.... economize! You only need to include the title applicable to the email you are sending.
- ▶ Website....only if you do ecommerce or use your website in business.
- ▶ Slogan...only if its five words or less and used by the company..."advancing and protecting CAA practice" (slogans are company branding)
- ▶ Phone number..... Use mobile!
- ▶ Email addresses are redundant if it's an email
- ▶ Mailing address: only if your company ships product
- ▶ Limit to two social media and use links not icons
- ▶ Quotes: don't really have a place in a professional email no matter how inspiring
- ▶ Never include other organizations or companies you represent when writing with AAAA capacity

How are board meetings run?

- Board meetings use Roberts rules of order but allow for a small group and casual input.
- The president conducts the meeting, calling for motions on votes. An officer other than the president makes the motion and is seconded by any board member. The president opens the floor for discussion. The president calls for a vote count. The secretary records all business.
- Committee chairs are asked if they have anything additional to report to the board not included in their report, or any item they wish to expand upon. Typically this is business that has occurred since reports were submitted but is time sensitive and needs to be reported to the board.
- Sometimes a unanimous consent is requested by the president instead of a vote on items with no discussion or opposition in the interest of being efficient.
- Agendas are sent to all leaders (including external reps and state academy presidents) not on the board and given an opportunity to add new business to the agenda.
- Evotes and special teleconferences are conducted throughout the year as needed when votes need to occur between board meetings.

FAQs

- ▶ What if I can't make a meeting? *Notify EC and find a replacement*
- ▶ How does budget work? I want to do a pet project, how do I get funding? *The budget process begins in July for the following year and is finalized by the 4th Q meeting. Special requests need to be vetted via the finance committee prior to the board receiving the first draft budget.*
- ▶ How do I put myself or another CAA forward for a leadership position? *The governance committee helps place volunteers and sets the calendar for nominations and elections each year.*
- ▶ Do I email the president or the executive director with my concerns/questions/suggestions? *First try the appropriate committee and if you don't get a satisfactory response then try an officer or director. All management/member services inquiries can go to headquarters.*
- ▶ When is it the right time to speak up about a topic the board is discussing? *Not during the board meeting. All board members can speak with members regarding AAAA business but this should take place outside of actual board meetings.*
- ▶ When will AAAA have a house of delegates? *The board has addressed the house of delegates topic in strategic planning and is in agreement with our executive director that the timing should be when we have 25 or more states or gain licensure in an additional large population state such as New York or California. In the meantime, our state academy forum will serve as a defacto HOD.*
- ▶ What is the best pathway to becoming an officer nor director of AAAA? *Talk to the governance committee!*