



Handbook for Officers, Committees, & Staff (Procedures Manual)

Property of WVANA

INTRODUCTION

This manual, known as the Handbook, is a compilation of the current policies and procedures of the West Virginia Association of Nurse Anesthetists (WVANA). The handbook has been prepared to assist WVANA officers, committee chairs, committee members, and WVANA employees in the performance of their respective area.

The ultimate source of the WVANA mission and purpose, direction and behavior are the bylaws of the association. The purpose of this document is to provide continuity between termed officers and committee members. These guidelines have been reviewed and updated according to this Association's bylaws.

This Handbook can be revised by a majority vote of the Board of Directors. The WVANA Board is to be consulted for explanation or clarification of the contents of the Handbook.

Mission

The West Virginia Association of Nurse Anesthetists is a non-profit organization committed to advancing patient safety by supporting and furthering the practice of nurse anesthesia in West Virginia.

Objectives

- To promote continual high quality patient care.
- To advance the science and art of anesthesia.
- To promote the best interest of its members, in cooperation with the American Association of Nurse Anesthetists (AANA).
- To promote the cooperation between nurse anesthetists, anesthesiologists, and other members of the healthcare profession, hospitals and other agencies interested in anesthesia.

Table of Contents

I. WVANA POLICIES AND FORMS

1. Board Commitment Form
2. Conflict of Interest Guidelines & Policy
3. Whistleblower Policy
4. Record Retention Policy
5. Antitrust Avoidance Policy
6. Advertising Policy
7. Social Media and Website Policy
8. Donation Request Policy
9. Financial Assistance for Candidacy Policy
10. Expense Reimbursement Form
11. Debit Card Issuance and Use Policy
12. Committee Report Form Template

II. TRAVEL AND REIMBURSEMENT POLICY & GUIDELINES

III. WVANA OFFICERS

1. Office of President
2. Office of President-Elect
3. Office of Vice President
4. Office of Treasurer
5. Office of Secretary
6. Board of Directors (8)
7. Immediate Past President

IV. WVANA COMMITTEES

1. Guidelines for all Committees
2. Advanced Practice Registered Nurse (APRN) Committee
3. Professional Development Committee
4. Education Committee
5. Finance Committee
6. Government Relations Committee
7. Nominating Committee
8. Communications Committee
9. Political Action Committee
10. Ad Hoc and Special Committees

V. WVANA STAFF/CONTRACTORS

1. WVANA Legal Counsel
2. WVANA Executive director
3. WVANA Lobbyist

VI. PARLIAMENTARY PROCEDURES

VII. APPENDIXES

Section I

WVANA Policies and Forms

Board of Directors Commitment Form

You have been elected by your peers to serve on the West Virginia Association of Nurse Anesthetists Board of Directors. We ask that you affirm your commitment to the association by reviewing and signing the following.

1. I will be supportive of the association's mission, vision, purpose, and goals.
2. I understand that I am expected to be an actively engaged member of this board and will be responsible for all preparations necessary to make informed decisions.
3. I have received the list of 20xx – 20xx board of directors meetings and understand that I am expected to attend each of them. In addition, I understand that, in accordance with the WVANA bylaws, I am required to attend 75% of board meetings. Should an emergency arise and I am unable to attend, I understand that, prior to the meeting, I need to contact the President and the Executive Director regarding my absence. I understand that voting members will receive 25% off of annual meeting registration for each board meeting they attend.
4. I understand that some items discussed at board meetings or by the board are sensitive in nature and should be kept confidential.
5. I understand that the board communicates often through email, and that these emails should be considered private and not forwarded to other parties without the knowledge of all parties involved in the email.
6. I have informed my peers and supervisors of the obligations that will be asked of me during this term of office and they are in full understanding of any time that I will need to spend away from the office.

If anything should occur during the year that would not allow me to keep these intentions of being an active contributor to the board, I will take the initiative to talk with the officers about a voluntary resignation or reassignment of responsibilities to allow another member who is able to be fully involved to serve in my place.

Signature: _____ Date: _____

Name: _____

Position: _____

CONFLICT OF INTEREST GUIDELINES & POLICY

GUIDELINES:

Conflict of interest refers to any situation in which a board member, or staff member, is influenced in an organizational decision by personal, financial, business, or other concerns unrelated to the organization's best interests.

One of the paramount duties of board members is the duty of loyalty, which charges them to be faithful to an organization's best interests and not to use their organizational position or knowledge to advance a personal agenda at the organization's expense.

WVANA's board and staff members agree to follow these guidelines:

1. Interested board members should not be allowed to vote on matters affecting their own interests, whether actual or potential.
2. Board members should not be allowed to participate actively as advocates on their own behalf in an organizational decision either formally at a board or committee meeting or informally through private contact, communication, and discussion. These decisions may be about personal, financial, business, or other concerns.
3. In general, board members should not be present at a meeting when matters in which they have an interest are considered. Their presence almost certainly would inhibit the free discussion of, for example, changing investment managers or legal counsel if the current investment adviser or lawyer sits on the board.
4. Interested board members may respond to requests, at a meeting or otherwise, for factual information needed to reach an informed decision.
5. The final element in handling conflicting interests is the extent to which the governing body considers the issue of "fairness" to the organization.

STATEMENT OF POLICY:

No board member shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of the organization or any of its affiliates and his or her personal interests arises.

Each board member has a duty to place the interest of the organization foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy.

The conduct of personal business between any board or committee member of the organization and any of its affiliates is prohibited.

Board or committee members may not obtain for themselves, their relatives, or their friends a material interest of any kind from their association with the organization.

CONFLICT OF INTEREST GUIDELINES & POLICY, Cont.

If a board member has an interest in a proposed transaction with the organization in the form of a significant personal financial interest (whether the financial interest be in the nature of ownership or compensation) in the transaction or in any organization involved in the transaction, or holds a position as trustee, director, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction. Compensation may include indirect compensation such as the receipt of gifts or favors.

Any board or committee member who is aware of a potential conflict of interest with respect to him- or herself and any matter coming before the board or committee shall not be present for any discussion of or vote in connection with the matter.

DISCLOSURE:

If a board member has a conflict of interest, or has questions about a possible conflict of interest, he or she will make disclosure of the information/questions to the Executive Committee.

POTENTIAL CONFLICT-OF-INTEREST STATEMENT:

I have read the statement of policy regarding conflicts of interest.

To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent a potential competing or conflicting interest, as defined in the statement of policy.

Further, to the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have, had or intend to have a personal, business, or compensated professional relationship intends to engage in any transaction, to acquire any interest in any organization or entity, or to become the recipient of any substantial gifts or favors that might be covered by the statement of policy regarding conflicts of interest.

Circle one of the following:

- (A) Without exception
- (B) Except as described in the statement that I have included here.

Signature: _____

Date: _____

*From the American Association for Nurse Anesthetists Foundation and modified by the West Virginia Association of Nurse Anesthetists
Approved and accepted by the WVANA Board of Directors July 2018.*

Whistleblower Policy

West Virginia Association of Nurse Anesthetists, hereinafter WVANA, Whistleblower Policy: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the association; (2) specifies that the association will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. WVANA encourages complaints, reports or inquiries about illegal practices or serious violations of the association's policies, including illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which WVANA has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the association's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. Protection from retaliation. WVANA prohibits retaliation by or on behalf of the association against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. WVANA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed to WVANA's President or Executive Director; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to any officer of the association. WVANA will conduct a prompt, discreet and objective review or investigation. Staff or volunteers must recognize that the association may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Records Retention Policy

Permanent Records

- Audit reports of accountants
- Capital stock and bond records
- Cash books
- Charts of accounts
- Checks
- Contracts and leases still in effect
- Correspondence (legal and important matters only)
- Deeds, mortgages and bills of sale
- Depreciation schedules
- Insurance records, current accident reports, claims, policies, etc.
- Financial statements (end-of-year, other months optional)
- General and private ledgers (and end-of-year trial balances)
- Journals
- Minutes of directors and committees, including by-laws & charter
- Property appraisals by outside appraisers
- Property records, including: costs; depreciation reserves; end of year trials balances; depreciation schedules; blueprints and plans
- Tax returns and worksheets; revenue agents' reports and other documents relating to determination of income tax liability

Seven (7) Year Records

- Accident reports and claims (settled cases)
- Accounts payable ledgers and schedules
- Accounts receivable ledgers and schedules
- Checks (canceled, but see exception below)
- Contracts and leases (expired)
- Expense analyses and expense distribution schedules
- Inventories of products, materials and supplies
- Invoices to members and customers
- Invoices from vendors
- Notes receivable ledgers and schedules
- Option records (expired)
- Payroll records and summaries, including payments to pensioners
- Plant cost ledgers
- Sales records
- Scrap and salvage records (inventories, sales, etc.)
- Stock and bond certificates (canceled)
- Subsidiary ledgers
- Time books
- Voucher register and schedules
- Vouchers for payments to vendors, employees, etc.

Two (2) Year Records

- Bank reconciliations
- Duplicate deposit slips
- Purchase orders (except purchasing department copy)
- Receiving sheets
- Requisitions
- Stockroom withdrawal forms

One (1) Year Records

- Correspondence (routine) with members, customers, or vendors
Documents to be stored at the WVANA office or offsite fireproof storage unit

Three (3) Year Records

Correspondence (general)
Employee personnel records (after termination)
Employment applications
Insurance policies (expired)
Internal audit reports (in some situations, longer retention)
Periods may be desirable)
Membership applications
Petty cash vouchers
Physical inventory tags
Savings bond registration records of employees

Antitrust Avoidance Policy:

State and federal laws prohibit the exchange of information among competitors regarding matters pertaining to price, refusals to deal, market division, tying relationships and other topics which might infringe upon antitrust regulations, and that no such exchange or discussion will be tolerated at WVANA board meetings, annual state meetings or other events. These guidelines apply not only to the formal meeting sessions, but also to informal discussions during breaks, meals or social gatherings.

ADVERTISING POLICIES

Advertising Other AANA or Affiliate State Meetings/Events Policy

The committee will have the ability to reciprocate the advertisement of statewide meetings and/or AANA functions with surrounding states on the WVANA website and in WVANA communications, as it sees fit.

West Virginia Association of Nurse Anesthetists Social Media and Website Policy

PURPOSE

The purpose of this policy is to address proper etiquette and use of social media tools and the WVANA website. This policy will apply to the WVANA Board of Directors, committee members, and staff. This policy will include, but not be limited to, the following communication outlets; Facebook, Twitter, Linked In, WVANA website (www.WVANA.com), and any other resource managed by a volunteer or staff.

MANAGEMENT

These communication outlets will be administrated by an appointed individual from the Communications Committee or by WVANA staff. The WVANA office shall retain login information for all social media sites and WVANA website.

GOALS

The goals of the WVANA with regards to social media and the WVANA website are:

- To build professionalism and the image of WVANA and/or the nurse anesthesia profession
- Promote WVANA events/services/resources
- Engage the public and/or legislators regarding WVANA and the nurse anesthesia profession
- Engage members of WVANA or other healthcare providers on issues pertinent to the field
- Promote AANA events/services/resources

POLICY FOR TERMS OF USE

Anyone who represents the West Virginia Association of Nurse Anesthetists as an officer, board of director, committee member, liaison or staff member, will adhere to the following guidelines with regards to posting comments on a social media outlet or the WVANA website.

- Postings shall not be offensive, threatening, illegal, defamatory, or hostile.
- Postings shall not promote a commercial product or service, unless the company being promoted purchased an applicable advertisement package.
- Postings should never contain personal contact information including emails or phone numbers of anyone other than the individual posting the information.
- Postings shall not infringe on the rights of the organization or any individual with regards to privacy or intellectual property

- Postings should be coordinated between volunteers and staff to alleviate multiple postings or inundation of postings.

REMOVAL OF INFORMATION

Any posting which conflicts with these guidelines, or is deemed otherwise inappropriate by the WVANA Board can be removed by the social media administrator at the request of the WVANA President or Board.

DONATION REQUEST POLICY

WVANA budgets accordingly to provide certain donations throughout the year, however, from time to time, request for other monetary donations do arise. To address such requests, the WVANA board will adhere to the following policy.

- Budgeted donations to the AANA general fund, the AANA Foundation or the AANA CRNA PAC will not require additional action to be taken by the Board of Directors before disbursement
- For donations to the AANA, AANA Foundation and CRNA PAC, other than those budgeted, the WVANA Board of Directors will review and vote on appropriate action necessary on a case-by-case basis
- Requests for monetary donation or sponsorship to a specific event/cause must be made in writing or at an official WVANA Board of Directors Meeting. The WVANA Board of Directors will address these requests at the next possible meeting of the board. The WVANA Board of Directors has the right to refuse request for donations for any reason.
- All charities must be voted upon by the Board of Directors prior to the approval of the annual budget. Should the monetary donation exceed the amount budgeted previously, the WVANA Board of Directors must approve the additional funding.

POLICY FOR FINANCIAL ASSISTANCE TO WVANA MEMBER CANDIDATES RUNNING FOR AANA OFFICE

RATIONALE:

Establish financial assistance to WVANA member candidates who run for any AANA elected Office.

FUNCTION AND SCOPE:

1. WVANA shall have available financial assistance to a WVANA member not to exceed \$1,000.00.
2. The amount offered to the WVANA member who runs for any AANA elected office will be determine by the Board. If the candidate should need more assistance, the candidate can approach the Board to request more.
3. The WVANA member shall present in writing to the WVANA President a letter declaring their intent to run for AANA office with a request for financial assistance.
4. The candidate must submit an approved expense form with receipts within thirty (30) days of the close of the election.

**West Virginia Association of Nurse Anesthetists
SAMPLE Expense Reimbursement Form**

Name: _____

Address: _____

SS/Federal EIN # (if speaker payment only): _____

Meeting/Event: _____

Receipts required (copies are acceptable)

DATE							TOTAL
Airfare							
Taxi/Shuttle							
Registration							
# of Miles Traveled							
Mileage @ IRS rate							
Parking							
Meals							
Lodging							
Honorarium (speakers only)							
Misc.**							

SEND COMPLETED FORMS TO:

Lisa Kirr

Lisa@assnoffices.com

17 South High Street, Suite 200,
Columbus, OH 43215

Fax: 614-221-1989

PH: 614-228-4715

TOTAL _____

**Miscellaneous Description:

For Office Use Only

Date _____ Approval: _____

Account Code: _____

WVANA Debit Card Issuance and Use Policy

(adopted by the Board of Directors, April 2020)

The WVANA President and President Elect have the option of being issued a debit card linked to the WVANA checking account. This debit card is for use to purchase WVANA related expenses only, such as transportation costs to state and national meetings, meals, lodging, and other approved expenses. President and President Elect may decline issuance of debit card.

The purpose of issuing a debit card to the President and President Elect is for ease of making payments and deposits for WVANA related responsibilities and cuts down on the need for out-of-pocket expenses and expense reimbursements to the President and President Elect.

Receipts are required for all debit card purchases and shall be submitted to the WVANA Executive Director per the following guidelines:

- Email or mail a copy of each debit card receipt of purchase within five business days of the purchase. Include a descriptor or reason for each purchase.
- If the purchase or payment is made from an invoice, please send the invoice along with the receipt of payment. Include a descriptor or reason for each purchase.
- Scanned/mailed receipts are acceptable in lieu of the original receipts.



WVANA BOARD/COMMITTEE REPORT

Meeting Date(s):

Name:

Position/Committee:

Summary of Activities:

Future Plans:

Recommendations to the Board:

Motions:

Section II

Travel & Reimbursement Policy and Guidelines

WVANA Travel Policy for Reimbursement

The purpose of this document is to clarify what the West Virginia Association of Nurse Anesthetists (WVANA) will and will not reimburse for approved travel, and the process to properly submit reimbursable expenses. By following these guidelines, it will assist the WVANA Treasurer to process your reimbursement request in a timely fashion, and help to expedite your reimbursement.

Any travel expected to be reimbursed by the WVANA will be preapproved prior to scheduling. This will include WVANA Officers and any Anesthesia Students who are selected by the CAMC and WVU School of Nurse Anesthesia to attend all AANA board approved meetings. This will also include any special designees selected by the WVANA for special events.

All reimbursable expenses, with the exception of driving miles, must be validated with legible receipts that clearly indicate actual expenses. Food receipts must be itemized.

Expense form(s) and receipts must be submitted to the WVANA Executive Director within 30 days of the incurred expense(s) or the date of travel, whichever is longer. Those who seek reimbursements outside of this timeframe must receive board approval.

We ask that all approved travelers please remember that the funds utilized to pay for these expenses come from dues paying members of the WVANA. The attendance of approved Officers, Students and other appointed designees of the WVANA is essential in ensuring that we have the means and information necessary to ensure that we are continuously building a stronger and better State Association. Please help us to ensure that our membership's money is being utilized in a responsible and judicious manner.

Meeting Registration:

Registrants are encouraged to submit registration during the "early bird" period in order to take advantage of the lower rates. Reimbursement beyond the "early bird" period will be handled on a case by case basis at the discretion of the WVANA Treasurer and the WVANA Finance Committee. If it is deemed that late registration was unavoidable, then it will be reimbursed at the full amount. If it is deemed that late registration was avoidable, then that expense will be reimbursed at the "early bird" rate. All registration fees must be paid by the attendee, and then submitted to the WVANA Treasurer for reimbursement.

Travel:

Reimbursable travel expenses include airfare, driving miles, reasonable parking fees, and reasonable ground transportation fees. All driving miles are reimbursed at the most current IRS mileage rates. Reimbursable miles are typically miles driven from home to the airport of departure, or the event, plus return miles. Exceptions to this rule may be made at the discretion of the WVANA's Treasurer and the Finance Committee.

Current AANA rules require any airfare greater than \$750.00 to be approved prior to booking. The WVANA expects reimbursed travelers to seek reasonably priced air fare. Airfare will only be reimbursed at "Coach Rate". Please pack responsibly to avoid any baggage charges beyond the standard baggage fee for one checked bag (fifty pounds or less) and one carry on as

defined by the airlines. The WVANA will not be responsible for, or reimburse for any baggage fee above current airline limits. The WVANA will only reimburse for one checked bag at the rate that does not incur an excess baggage fee due to excessive size or weight.

Many AANA Meetings and Events have discounted ground shuttle services available. These services are usually less expensive than Taxi or other ground transport services. Regardless of ground transport services utilized, receipts are required. Any expenses deemed to be excessive, as compared to other reimbursed travelers attending the same event, will be reviewed at the discretion of the WVANA's Treasurer and the Finance Committee, and could subsequently be denied or reimbursed at a lesser rate reflecting similar fees incurred by travelers to the same meeting.

Accommodations:

Most AANA and WVANA Meetings and Events have "Room Block" accommodations available. It is highly recommended that those approved for travel utilize these block rooms. Booking of alternate accommodations is at the discretion of the traveler, however the WVANA will not reimburse for upgrades or other accommodations that are deemed excessive by the WVANA's Treasurer and the Finance Committee. In the event that "Block Rooms" are not available, those instances will be handled on a case by case basis. All accommodation fees must be paid by the attendee, and then submitted to the WVANA Treasurer for reimbursement.

Meals and Snacks:

The WVANA reimburses for reasonable meal and snack expenses while attending approved meetings and events. All expenses must be documented with an itemized receipt that clearly demonstrates what was purchased. Alcohol purchases will not be reimbursed. It is preferable that meal receipts be for the attendee only. In the event the attendee is paying an expense for multiple people, the attendee must clearly indicate which expenses are for the attendee. Reasonable tips will be reimbursed, but must be clearly indicated. The daily per diem for meals and snacks shall not exceed \$75.00 per calendar day. In the event that submitted expenses do exceed this amount, anything beyond the \$75.00 cap will be the sole responsibility of the attendee. If you do not use the allotted daily per diem, you may not carry over any unused portion. For example, if you utilize \$50.00 one day, you may not carry over the remaining \$25.00 to any other day.

Travel Duration:

The WVANA will reimburse for travel and accommodation expenses from no more than one day prior to the meeting to a maximum of no more than one day following the meeting. Any expenses incurred by an approved traveler beyond this window will be at the sole discretion of the traveler, and will not be reimbursed.

GUIDELINES FOR SPONSORING STUDENTS TO MID-YEAR ASSEMBLY

WVANA Leadership Opportunities for SRNAs

The West Virginia Association of Nurse Anesthetists (WVANA) Board is seeking to support SRNA education and the development of leadership skills by encouraging SRNAs to become actively involved in educational, advocacy, and leadership activities. The WVANA believes that this will result in a stronger and more engaged group of future CRNAs.

The WVANA will select four (4) or more SRNA applicants for a full or partial scholarship, at the discretion of the board of directors, to attend the **AANA Mid-Year Assembly**.

Airfare or ground travel, hotel accommodations (including shuttle fee to hotel), meeting registration, and meals will be sponsored in accordance to the WVANA Travel Policy. The WVANA leaders who are attending the meeting will serve as mentors the SRNA(s). The SRNA(s) will join the WVANA leaders to visit our House and Senate Representatives during the Mid-Year Assembly. The SRNA(s) will be required to attend the entire program and any session, event, forum, luncheon, or similar that has been targeted specifically by the AANA to students.

All application materials must be submitted by **December 1**. Students must be in good standing within the anesthesia program and be recommended by the program director. It is expected that if additional SRNAs plan to attend the meeting that, as a sponsored SRNA, you would be willing to travel with other SRNAs and share lodging with SRNAs of your same gender.

The required application materials must include:

1. Curriculum Vitae (include projected graduation date)
2. Letter of Intent (please answer the following):
 1. Why is leadership important in your career as a CRNA?
 2. How have you been involved in a leadership role in your career?
 3. How does participation in a professional organization make CRNAs stronger as individuals and as a group?
 4. What are your plans for the future?

All applicants will be notified of the selection choice(s) approximately 2 weeks after the application deadline.

If the selected SRNA is unable to attend the planned meeting, the SRNA must refund any money they have received from the WVANA within 30 days.

(Updated April 2023)

GUIDELINES FOR SPONSORING STUDENTS TO AANA ANNUAL CONGRESS

The Board of Directors voted to suspend this scholarship opportunity as of April 11, 2019. It is still listed below as a reference or in case the scholarship is reinstated.

WVANA Leadership Opportunity for SRNAs

The West Virginia Association of Nurse Anesthetists (WVANA) Board is seeking to support SRNA education and the development of leadership skills by encouraging SRNAs to become actively involved in educational, advocacy, and leadership activities. The WVANA believes that this will result in a stronger and more engaged group of future CRNAs.

The WVANA will select and sponsor **one 2nd or 3rd** year SRNA applicant to attend the following meeting:

AANA Nurse Anesthesia Annual Congress

Airfare or ground travel, hotel accommodations (including shuttle fee to hotel), meeting registration, and meals will be sponsored in accordance to the WVANA Travel Policy. The WVANA leaders who are attending the meeting will serve as mentors the SRNA(s). The SRNA(s) will be required to attend the entire program and any session, event, forum, luncheon, or similar that has been targeted specifically by the AANA to students.

All application materials must be submitted by **<typically June 1 each year>**. Students must be in good standing within the anesthesia program and be recommended by the program director. It is expected that if additional SRNAs plan to attend the meeting that, as a sponsored SRNA, you would be willing to travel with other SRNAs and share lodging with SRNAs of your same gender.

The required application materials must include:

1. Curriculum Vitae (include projected graduation date)
2. Letter of Intent (please answer the following):
 1. Why is leadership important in your career as a CRNA?
 2. How have you been involved in a leadership role in your career?
 3. How does participation in a professional organization make CRNAs stronger as individuals and as a group?
 4. What are your plans for the future?

All materials must be returned to **<Executive Director or current President>** on or before **<typically June 1 each year>**.

All applicants will be notified of the selection choice(s) approximately 2 weeks after the application deadline.

If the selected SRNA is unable to attend the planned meeting, the SRNA must refund any money they have received from the WVANA within 30 days.

GUIDELINES FOR SPEAKERS

Reimbursement and Honorarium payments for State Annual Meeting Speakers:

1. CRNA and non-CRNA speakers will be offered an honorarium of \$500 per lecture hour, hotel accommodations, travel reimbursement, and \$75 per diem for food.
3. Speakers travel expenses will be reimbursed based upon the most current WVANA Reimbursement Policy
4. The meeting registration fee for CRNA speakers will be waived.

GUIDELINES FOR BOARD/COMMITTEE/STAFF POSITIONS

AANA State Peer Advisor's Training: WVANA will reimburse round trip air fare, 2 nights hotel, and meals for 1 person per year for the AANA State Peer Advisor's Training, in accordance with the WVANA Travel & Reimbursement Policy (*per board vote, August 2017*).

WVANA State Meeting: WVANA will reimburse the President, President Elect, Peer Assistance Chair, Annual Meeting Chair and Meeting Planner Assistant for hotel room, food, and travel per the WVANA Travel and Reimbursement Policy.

WVANA State Meeting (Lobbyists): WVANA will reimburse lobbyist(s) for hotel room, food, and travel per the WVANA Travel and Reimbursement Policy (*per board vote, April 2018*).

West Virginia Nurses Association Unity Day: WVANA will reimburse up to three students to attend, in accordance with the WVANA Travel & Reimbursement Policy.

AANA Annual Congress: WVANA will sponsor/reimburse the President, President Elect, and 1 Student in accordance with the WVANA Travel & Reimbursement Policy.

AANA Practice Leadership Academy (formerly Fall Leadership Academy): WVANA will sponsor/reimburse the President, President Elect, Government Relations Chair, Federal Political Director, and 1 student in accordance with the WVANA Travel & Reimbursement Policy.

AANA Mid Year Assembly: WVANA will sponsor/reimburse the President, President Elect, Federal Political Director, two students for full sponsorship, and six students for partial sponsorship in accordance with the WVANA Travel & Reimbursement Policy.

Section III

WVANA Officers

1. President
2. President-Elect
3. Vice President
4. Treasurer
5. Secretary
6. Board of Directors (8)
7. Immediate Past-President

III.1 OFFICE OF THE PRESIDENT

A. The President shall:

1. Preside at the meetings of this Association and of the Board of Directors.
2. Call the meetings of the Association and Board of Directors and set all such dates for such meetings.
3. Appoint standing ad hoc and special committees, and one member of the Nominating committee, subject to the approval of the Board of Directors.
4. Be a member ex-officio of all committees, accepting the nominating committee.
5. Prepare and read at each annual meeting of the WVANA a report of the work of the year.
6. With Treasurer, approve bills before the Executive Director makes payment.
7. Represent this Association at the AANA Annual Meeting and other National meetings, or designate a representative with the approval of the Board of Directors.
8. Keep the President-elect and the Vice- President informed of the Association affairs.
9. Notify the AANA of newly elected WVANA Board of Directors within one (1) month after the WVANA Annual meeting.
10. Send copies of this Association's Bylaws to new members of the Board.
11. Ensure that a current version of this Association's Bylaws are available to the membership at least through the official association website.
12. Prepare a written report and summarize to the members, as requested by the President.

B. Terms of Office

1. The regular term of office shall begin August 1, following the Annual meeting of this Association.
2. The President shall serve for a term of one (1) year or until his/her successor is elected.

C. Eligibility

13. Officers or members of the Board of Directors of the AANA may not hold office in this Association. In the event that an Officer or member of the Board of Directors accept an office in the national association, office in the WVANA automatically expires.

D. Association Property

14. Each officer shall deliver any Association property and records to the President or his/her respective replacement within one (1) month after August 1st.

III.2 OFFICE OF THE PRESIDENT-ELECT

A. The President-elect shall:

1. Perform the duties of the President when the President is unable to serve. He/she shall succeed to the office of President August 1.
2. Ensure the Executive Directors sends to the AANA names, and contact information of committee chairpersons prior to assuming the role of President August 1.
3. Prepare a written report and summarize to the members, as requested by the President.

B. Terms of Office

1. The regular term of office shall begin August 1, following the Annual meeting of this Association.
2. The President-elect shall serve for a term of one (1) year or until his/her successor is elected, and shall not be eligible for re-election, automatically becoming President in August following the year of election.

C. Eligibility for Office

1. A member shall be eligible for the office of President-elect or Vice President who has previously served on the Board of Directors of this Association for at least one (1) year within the past seven (7) years.
2. An officer or member of the Board of Directors of the AANA may not hold office in this Association. In the event that an Officer or member of the Board of Directors accept an office in the national association, office in the WVANA, Inc., automatically expires.

D. Association Property

Each officer shall deliver any Association property and records to the President or his/her respective replacement within one (1) month after August 1st.

III.3 OFFICE OF THE VICE-PRESIDENT

A. The Vice-President shall:

1. Assume the duties of the President when neither the President nor the President-elect is able to serve.
2. Be responsible for keeping an annual history and important records of this Association in conjunction with the President of the association.
3. Prepare a written report and summarize to the members, as requested by the President.

B. Terms of Office

1. The regular term of office shall begin August 1, following the Annual meeting of this Association.
2. The Vice President shall be elected for a term of one (1) year or until his/her successor is elected and shall be eligible for re-election but shall not serve for more than two (2) consecutive terms.

C. Eligibility for Office

1. A member shall be eligible for the office of President-elect or Vice President who has previously served on the Board of Directors of this Association for at least one (1) year within the past seven (7) years.
2. An officer or member of the Board of Directors of the AANA may not hold office in this Association. In the event that an Officer or member of the Board of Directors accept an office in the national association, office in the WVANA, Inc., automatically expires.

D. Association Property

Each officer shall deliver any Association property and records to the President or his/her respective replacement within one (1) month after August 1st.

III.4 OFFICE OF THE TREASURER

A. The Treasurer shall:

1. Approve actions of the Executive Director regarding the receipt of monies of this Association, payment of bills and disbursement and deposit of funds
2. At the discretion of the Board of Directors, be bonded and the fee paid by the Association.
3. Prepare a written report and summarize to the members, as requested by the President.

B. Terms of Office

1. The regular term of office shall begin August 1, following the Annual meeting of this Association.
2. The Treasurer shall be elected for a term of two (2) years or until his/her successor is elected and shall be eligible for re-election but shall not serve for more than three (3) consecutive terms.

C. Eligibility for Office

1. An officer or member of the Board of Directors of the AANA may not hold office in this Association. In the event that an Officer or member of the Board of Directors accept an office in the national association, office in the WVANA, Inc., automatically expires.

D. Association Property

Each officer shall deliver any Association property and records to the President or his/her respective replacement within one (1) month after August 1st.

III.5 OFFICE OF THE SECRETARY

A. The Secretary shall:

1. Approve the minutes of the meetings of the Board of Directors and of the Annual meeting of this Association taken by the Executive Director.
2. Notify officers of their election and members of their committee appointments.
3. Send copies of minutes of the meetings and important correspondence and information regarding matters of general business of the Association to the President.
4. Keep an alphabetical list of the members and their addresses.
5. Be responsible for tracking which board member has possession of the Association's laptop computer used for secretarial duties, or other such activity where the Association requires a laptop.

B. Terms of Office

1. The regular term of office shall begin August 1, following the Annual meeting of this Association.
5. The Secretary shall be elected for a term of one (1) year or until his/her successor is elected and shall be eligible for re-election but shall not serve for more than three (3) consecutive terms

C. Eligibility for Office

An officer or member of the Board of Directors of the AANA may not hold office in this Association. In the event that an Officer or member of the Board of Directors accept an office in the national association, office in the WVANA, Inc., automatically expires.

D. Association Property

Each officer shall deliver any Association property and records to the President or his/her respective replacement within one (1) month after August 1st.

III.6 BOARD OF DIRECTORS

A. Terms of office

1. Four (4) Directors shall be elected each fiscal year. All directors shall be elected for a term of two (2) years or until their successor is elected.
2. No Director shall serve more than two (2) consecutive terms and shall not be eligible for renomination until the lapse of one (1) year after completion of his/her term of office. Any active member in good standing is eligible to be nominated and to hold office.
3. Any Director missing three (3) consecutive regular meetings of the Board of Directors shall, at the discretion of the Board of Directors, be removed from the Board of Directors and the vacancy shall be filled as provided for in ARTICLE III GOVERNMENT, SECTION 2 Board of Directors, Powers and Duties.
4. Any Board member failing to perform the duties of his/her position may be removed from his/her position by a two-thirds (2/3) vote of the remainder of the Board and the vacancy shall be filled as provided for in ARTICLE III GOVERNMENT, SECTION 2 Board of Directors, (C) Powers and Duties and (7) Fill Vacancies.

B. Meetings

1. The Board of Directors shall have a regular meeting immediately preceding and/or immediately following the Annual meeting of this Association and regular meetings at other times as determined by the President or the board. Notice must be given at least 10 days before the meeting.
2. Special meetings of the Board of Directors may be called by the President when the business of this Association requires, or upon the written request of three members of the Board of Directors filed with an officer of the Association. The purpose of the meeting shall be stated in the call, which must be given at least twenty-four hours before the meeting.
3. Board members may participate in meetings via telephone conference or through other electronic communication media so long as all the members can simultaneously hear each other and participate during the meeting. Such participation constitutes attendance at the meeting.
4. Matters requiring action between meetings may be handled with a vote of the Board of Directors via electronic and/ or postal mail or other form of communication.
5. A majority of the members of the Board of Directors shall constitute a quorum.

C. Powers and Duties

The Board of Directors shall conduct the general business of this Association and shall:

1. Determine its policies and make its plans.
2. Control and manage its funds and property and adopt its budget.
3. Authorize an audit to be performed by a Certified Public Accountant when deemed necessary by a vote of the Board of Directors.
4. Prescribe the amount of expense that shall be allowed for meetings held by this Association and for travel of representatives to the annual meeting of the AANA and other meetings.
5. Define the duties and rules of procedure of committees.

6. Approve committee appointments of the President.

7. Fill Vacancies

a. Any vacancy that occurs on the Board of Directors with the exception of the offices of President and President-elect shall be filled by the Board of Directors, the members so elected to serve until the following July 31. In the event of a vacancy in the office of President, the President-elect shall become the President in addition to his/her own term. A vacancy in the office of President-elect shall not be filled until the Association's next annual election.

b. In the event of vacancies occurring in committees, the President subject to approval of the Board of Directors shall appoint members to fill such vacancies.

c. In the event that a member of a committee fails to carry out the assignment, the President subject to approval of the Board of Directors may select a replacement.

8. Contract or hire an Association Manager or Association Management Company to manage and direct the affairs of the Organization, per Article IV.

III.7 OFFICE OF THE IMMEDIATE PAST PRESIDENT

A. The immediate Past President shall:

1. May serve as a consultant and ex-officio to the Board.
2. Prepare a written report and summarize to the members, as requested by the President.

B. Terms of Office

1. The regular term of office shall begin August 1, following the Annual meeting of this Association.

C. Eligibility for Office

1. An officer or member of the Board of Directors of the AANA may not hold office in this Association. In the event that an Officer or member of the Board of Directors accept an office in the national association, office in the WVANA, Inc., automatically expires.

Section IV

WVANA Committees

- 1. Guidelines for all Committees**
- 2. Advanced Practice Registered Nurse (APRN) Committee**
- 3. Professional Development (Program and Convention) Committee**
- 4. Education Committee**
- 5. Finance Committee**
- 6. Government Relations Committee**
- 7. Nominating Committee**
- 8. Communications Committee**
- 9. Political Action Committee**
- 10. Ad Hoc and Special Committees**

IV.1 GUIDELINES FOR ALL COMMITTEES

Appointment and Terms

All committees shall consist of active members to be appointed for a one (1) year term by the President who shall designate its chairperson subject to the approval of the Board of Directors. Such committees shall be subject to such rules and regulations consistent with these Bylaws as are established by the Board of Directors. The Board of Directors may delegate such additional duties to any of the appointed committees, as the Board deems advisable.

Duties

A. Chairperson of Committee shall:

1. Be responsible to the Board of Directors.
2. Prepare a report to the Board of Directors and present at each Association Board meeting and prepare special reports upon the request of the Board of Directors.
3. Be responsible for carrying out the duties assigned.
4. Deliver to the successor all papers necessary to carry on the work of that committee within one (1) month after the expiration of their term of office.

B. Committee Members shall cooperate with the chairperson in carrying out the duties assigned.

IV.2 Advanced Practice Registered Nurse (APRN) Committee

The APRN Committee shall monitor the legal and regulatory practice environment affecting advanced practice nursing, and in particular nurse anesthesia, in the State of West Virginia and nationally. It shall further study and formulate recommendations for consideration to the WVANA Board of Directors. The President with the approval of the Board of Directors shall appoint the Chairperson for this committee. The Chairperson shall be responsible for acting as a liaison between the WVANA and the WV Board of Examiners for Registered Professional Nurses, WV Nurses Association, or any other organization regarding APRN related issues and topics. The Chairperson must represent the WVANA in a manner that compliments the strategic plan of this Association.

IV.3 Professional Development (Program and Convention) Committee

The Professional Development Meeting committee shall prepare a program and make local arrangements for the Annual Meeting under the direction of the President. A draft of the program shall be submitted to the President three (3) months in advance of the Annual Meeting for presentation to and approval by the Board of Directors and the program shall be made available to the members not later than thirty (30) days before the Annual Meeting.

Organization:

1. This committee shall meet as necessary to plan for educational meetings.
2. An agenda will be prepared by the chair and submitted to committee members in sufficient time before the scheduled meeting.
3. Minutes shall be kept for all committee meetings.

Function and scope:

In conjunction with the Executive Director:

1. Plan, implement, monitor, and manage the programs for WVANA meetings.
2. Assess the educational needs of the membership and incorporate them into the program plans.
3. Select qualified speakers for general sessions and workshops.
4. Review and evaluate topics for which workshops may be necessary and suggest possible means for their implementation.
5. Select appropriate topics relevant to new ideas and future trends in anesthesia.
6. Provide and plan for continuity of leadership among senior committee members.
7. Work with Executive Director in site selection, social functions, and speaker determination.

Objectives:

1. Maintain a history of the WVANA meetings as to cost, attendance, topics presented, and evaluation of speakers. Reference information in index portion of this Handbook.
2. Submit meeting evaluation no later than two months following the meeting.
3. Submit CE credit application to the AANA.
4. Submit documentation of attendance for WVANA members to the AANA for CE credit.

IV.4 Education Committee

The Education Committee maintains contact with Nurse Anesthesia educational programs in West Virginia in order to establish any specific needs in which the Association may provide assistance.

IV.5 Finance Committee

The Finance Committee shall be composed of the Treasurer and two (2) active members (preferably past officers or members of the Board of Directors.) It shall prepare both for presentation and for approval of the annual budget and shall make recommendations for financing the long-range plans of the Association.

The committee shall be available to the Board and present fiscal policy for operation of WVANA. A current budget shall be presented to the Board as a guideline for operating expenses.

Organization:

1. The committee shall be composed of the Treasurer and at least two other active members who are appointed by the President and confirmed by the Board.
2. The committee shall meet at least once a year and as needed to carry out committee functions.
3. An agenda should be prepared and submitted to members of the committee in sufficient time before a meeting.
4. Minutes shall be kept for all committee meetings.
5. Recommendations of the committee shall be presented to the WVANA Board of adoption or recommendation.
6. The fiscal year for the WVANA runs January 1 through December 31.

Function & Scope:

1. Receive the previous year's financial statement by the Treasurer of this organization by November 1.
1. To prepare an annual fiscal year budget to be submitted to the board of directors at the January board meeting for approval.
2. To serve in an advisory capacity of the WVANA Board in all matters of fiscal responsibilities concerning the financial operations of all aspects of WVANA.
3. To serve in an advisory capacity to the WVANA to help implement and provide sound fiscal responsibility and review WVANA investments.
4. Provide an updated financial report, including investments, at each board and business meeting.

IV.6 Government Relations Committee

The Government Relations Committee shall study problems pertaining to legislation and legal situations that may lead to legislation affecting nursing and in particular nurse anesthesia in the State of West Virginia and nationally. It shall further study and formulate recommendations for consideration to the Board of Directors and the AANA Government Relation Committee.

Rationale:

The committee shall be available to the Board and present matters pertaining to state and federal legislation and issues pertaining to nurse anesthesia practice.

Organization:

1. The committee shall consist of a Chair and at least one active member appointed by the chair and approved by the board.
2. The committee shall meet at least once during the year or as often as necessary to evaluate and direct the membership efficiently.
3. An agenda should be prepared and submitted to members of the committee in sufficient time before a meeting.
4. Minutes shall be kept for all committee meetings.
5. The committee shall present its recommendations to the Board for adoption or consideration.

Function & Scope:

1. To serve in an advisory capacity to the WVANA Board in all matters concerning state and federal legislation.
2. The committee shall keep abreast of the legislative, regulatory and economic situations and educate the members of the WVANA accordingly.
3. The committee shall be responsible for oversight of the coalition's sub-committee.
4. The committee shall be responsible for maintaining and updating a state and federal key contact list.
5. The committee shall monitor the state and federal legislative body for legislation affecting the practices of nurse anesthesia and other areas of interest and keep the WVANA Board apprised on current matters.
6. The committee shall keep the AANA Director of State Government Affairs informed of state legislation.
7. The committee shall work closely with the Washington, D.C. AANA Federal Government Affairs office.
8. The committee shall participate in liaison meetings and networking activities with other professional associations within the state.
9. The committee shall disseminate information to WVANA members under the direction of the Board via: newsletters, mailings, communications network, and state meetings.
10. The committee shall be responsible for monitoring the activities of the State Board of Nursing, State Board of Medicine, and other Boards and/or agencies/associations dealing with issues related to the health care industry as necessary.

FEDERAL POLITICAL DIRECTOR

Term of appointment:

The term shall be for one year, subject to re-appointment by the President.

Eligibility: Member in good standing of WVANA.

Function and scope of this appointment:

1. Serve as the designated state contact for federal political issues.
2. Serve as the liaison between CRNAs in the state and the AANA Federal Government office.
3. Develop a legislative contact network for their state by identifying and educating a key contact in each congressional district.
4. Raise awareness of the importance of CRNA-PAC, and assists the AANA with fundraising efforts.
5. Meet with congressional and senatorial candidates to brief them on AANA issues as requested by the AANA Federal Government Affairs office.
6. Encourage state members to get involved in federal campaigns on the state level.
7. Attend FPD meetings and others as directed by the WVANA President.
8. Coordinate appointments with congressional leaders for WVANA members attending Mid Year Assembly.

IV.7 Nominating Committee

The committee shall be responsible for slating, and if necessary, solicitation of candidates for office for WVANA board of directors and elected committees.

Organization:

1. The Immediate Past President shall be a member, and Chair of the committee. Nominations shall be made from the floor and election shall be by plurality vote.
2. Incorporate all areas of the state more efficiently and effectively into the nomination process.
3. Increase membership participation in candidate selection and voting processes.
4. Minutes shall be kept for all committee meetings.
5. Recommendations of the committee shall be presented to the WVANA Board for adoption or recommendation.

Election process:

1. The committee shall be responsible for slating, and if necessary, solicitation of candidates for office for WVANA board of directors and elected committees. The committee shall observe all WVANA Bylaws regarding elections.
2. The Nominations committee shall solicit each candidate in writing requesting a copy of their curriculum vitae and a photograph for the slate of candidates. This task may be delegated to the Executive Director.
3. Not less than sixty (60) days prior to the Annual Meeting the Nominating Committee shall prepare and present to the Board of Directors a ballot with one or more nominations for each of the following officers and directors: President-elect, Vice-President, Secretary, Treasurer (on even fiscal years), and four (4) Directors each fiscal year.
4. The election of officers and directors shall be held by mailed or electronic ballot. Ballots shall be made available to qualified members three (3) weeks prior to the Annual Meeting, said ballots to be returned not later than one (1) week prior to the Annual Meeting. The method of conducting the ballot shall be determined by the Board of Directors. Names may be written in on a ballot if a written consent of the nominee has been given and sent to the Chairperson of the Nominating Committee.
5. In the event of a tie, in a state election ballot, a ballot vote shall be taken by those in attendance and eligible to vote at the annual meeting.
6. Ballots shall be marked for authenticity as described and approved by the Board of Directors.

Criteria for valid ballots:

- One ballot per active member.
- The ballot must be filled out according to the directions.
- Incorrect spellings of write-in candidate's name will be accepted as valid if intent is clear to the Teller.
- Each office on the ballot will be considered individually for validity.

IV.8 Communications Committee

The purpose of this committee shall be to plan and implement the transmission of information to WVANA members and members of the general public, and to review the methods of communication being used for this transmission. This committee shall work to educate the public and increase

community awareness. This committee will be active in the creation and review of WVANA publications and promotional documents, including the WVANA website. The Communications Committee shall have charge of the official Association website (www.wvana.com) and all electronic communications via Constant Contact or similar email service. It shall designate one (1) of its members to serve as the Association website administrator and the editor of all electronic communications.

The Communications Committee shall be responsible for promoting the role of nurse anesthetists to the health care community and consumer public by the available media.

1. Promote awareness of nurse anesthesia profession to the public and legislators.
2. To serve in an advisory capacity to the WVANA Board in all matters concerning public relations.
3. Prepare and help implement promotion of CRNA Week and additional educational and legislative events.
4. Manage the WVANA Social Media outlets such as Facebook, Twitter, blogs or coordinate management with the WVANA Executive Director

IV.10 Political Action Committee

Organization:

1. This Association will establish and maintain a CRNA PAC OF WV as its political action committee.
2. The representation of this Association in the CRNA PAC OF WV. Appointment of the representatives will be made by the Board of Directors of this Association
3. The CRNA PAC OF WV will monitor legislation and candidates for office and the impact of each on nursing and nurse anesthetists.
4. Activities of the CRNA PAC OF WV will be reported to the Board of Directors of the Association for dissemination to the general membership.
5. The Chair of the CRNA PAC OF WV will be appointed by the President subject to approval by the Board of Directors and serve as a committee chairman on the Board of Directors.
6. In accordance with the by-laws, the CRNA PAC of WV must have a chair and treasurer at all times.

Function and scope:

1. The treasury of the CRNA PAC of WV will be autonomous from the WVANA Board for purposes of collecting and disbursing contributions as per West Virginia law.
2. The CRNA PAC of WV chair will work closely with WVANA lobbyist since he/she offers expertise in political matters, which are of concern to CRNAs.
3. The PAC treasury contributions will be made for major West Virginia elections at the discretion of the chair and lobbyist, to candidates who have supported CRNA objectives.
4. The CRNA PAC of WV chair may disburse a single contribution to one elected official or campaign in an amount up to and including \$500.00 within the fiscal year. In the event that the amount contributed in one year to one particular elected official or campaign exceeds \$500.00, the CRNA PAC OF WV chair shall contact the WVANA lobbyist, the State GRC chair and the President prior to given the contribution.
5. The CRNA PAC OF WV chair shall have available to them the service of a tax accountant.
6. The PAC Chair provides a written report to the WVANA Board.
7. Meetings should be held between the CRNA PAC of WV, Lobbyist, and GRC on a quarterly basis.
8. The Association Manager/Executive Director will act as the CRNA PAC of WV Treasurer and is responsible for reporting, dispersing approved contributions and receiving contributions.
9. Association Manager/Executive Director will file reports as required by the West Virginia Secretary of State Office and Campaign Expense Reporting Laws.
10. Association Manager/Executive Director maintains a bank account for CRNA PAC of WV funds and maintains records of all contributions received and disbursements made by CRNA PAC of WV.

IV.11. Ad Hoc and Special committees

The Board of Directors, or the President with the approval of the Board of Directors, may appoint Ad Hoc and Special Committees not otherwise provided for in the Bylaws as the need arises. Special committees are appointed by the President, subject to the approval of the Board. These committees shall be available to the Board and present matters pertaining to the committee's activities.

Organization:

1. The committee shall be composed of a chair who is appointed by the President, and confirmed by the Board; the chair shall appoint committee members.
2. The committee shall meet as often as necessary to carry out their purpose.
3. An agenda shall be prepared and submitted to members of the committee in sufficient time before a meeting.
4. Minutes shall be kept at all committee meetings.
5. Recommendations of the committee shall be presented to the WVANA Board for adoption or consideration.

Function and scope:

1. To serve in an advisory capacity to the WVANA Board in all matters of the committee's special function.
2. To establish or plan a program to carry out the committee's activities.
3. To implement programs and submit for Board approval the specific activities intended.
4. To maintain the channels of communication between officers, Board, and committee members.

IV.11.1 Possible Ad Hoc Committee - Bylaws Committee

Committee shall be available to the Board and present matters pertaining to and relating to the rules and regulations by which this organization functions. It shall be the aim of this committee to suggest and maintain changes in the WVANA bylaws in order to keep the WVANA intact, and work for the good of the membership to maintain a sound, viable organization. This committee shall be responsible for an annual review of the WVANA Procedures Manual.

The Bylaws Committee shall consider proposed amendments of the Articles and bylaws of Association and shall draft them in proper form for submission to the membership at the Annual meeting. The proposed amendments must be considered by the Board of Directors and shall then be distributed to the members of the Association at least thirty (30) days prior to the Annual meeting. The Chairperson shall provide the Executive office of the AANA with a copy of the Association's bylaws whenever its bylaws are amended.

Organization:

1. The committee shall be composed of a chair and members who are appointed by the President and confirmed by the Board.
2. The committee shall be responsible for reviewing the bylaws yearly and proposing changes as they are needed.
3. The committee shall meet no less than once a year and as required to meet committee functions.
4. An agenda should be prepared and submitted to members of the committee in sufficient time before a meeting.
5. Minutes shall be kept for all committee meetings.
6. Recommendations of the committee shall be presented to the WVANA Board for adoption or recommendation.

Functions & Scope:

1. To serve in an advisory capacity to WVANA Board in all matters concerning Bylaws changes of the organization.
2. To review requests for bylaw changes by an active WVANA member.
3. To present the proposed bylaw revisions to the WVANA Board and print said proposed changes in a WVANA publication or election information prior to the WVANA annual meeting. These must be received by the members at least thirty (30) days prior to the date of the annual meeting.
4. To present proposed WVANA Bylaw changes to the membership at the annual meeting.
5. The revised bylaws should be dated.
7. Review the WVANA handbook on an annual basis and propose recommended revisions to the WVANA Board.
8. Conduct an annual review of the WVANA policies and make recommendations to the WVANA Board as needed.

IV.11.2 Possible Ad Hoc Committee - Strategic Planning Committee

The Strategic Planning Committee shall consist of the President-elect, Treasurer and active members appointed by the President. This committee shall conduct, as needed a review and evaluation of the WVANA programs, organizational structure and financial resources. This committee will develop a strategic plan to guide the development of the Association, which is consistent with the mission of the Association. Final approval and implementation of the plan will be the responsibility of the Board of Directors.

IV.11.3 Possible Ad Hoc Committee - Peer Assistance and Wellness Committee

This Committee shall be responsible for the promotion of peer assistance and professional wellness for this Association. This shall be done by the dissemination of pertinent information through all available channels.

Organization:

1. The committee shall be composed of a chair and members appointed by the President and confirmed by the Board.
2. The committee shall meet at least once during the year and as often as necessary to perform their duties.
3. An agenda should be prepared and submitted to members of the committee in sufficient time before meeting.
4. Minutes shall be kept for all committee meetings.
5. Recommendations of the committee shall be presented to the WVANA Board for adoption or consideration.

Function and scope:

1. Be the educational resource to the members on issues involving peer assistance and wellness.
2. To serve in an advisory capacity to the WVANA Board in all matters concerning peer assistance and wellness.
3. Support a booth at the annual meeting for the promotion of this committee and its work.
4. Conduct AIR/PAIR meetings at the annual meeting as directed by the chair.

Section V

Staff & Contractor Job Descriptions

1. WVANA Legal Counsel
2. WVANA Executive Director
3. WVANA Lobbyist

Section V.1

WVANA LEGAL COUNSEL

WVANA legal counsel will be appointed by the WVANA board and will be subject to removal by the Board if it is in the best interest of the organization. Tasks performed by the legal counsel can include and are not limited to researching issues pertinent to WVANA, drafting letters or briefs, representing the association. Additional information on the employed firm can be obtained by contacting the WVANA Executive Director.

Section V.2

EXECUTIVE DIRECTOR – JOB DESCRIPTION

WVANA will use an association management firm for its executive director role. WVANA Executive Director will be appointed by the WVANA board and will be subject to removal by the Board if it is in the best interest of the organization. In the event of termination of services for any reason, all records pertaining to WVANA shall be rendered to the association within thirty (30) days of the termination. A written contract will remain on file at the association offices. Anyone can receive a copy of this file at any time.

BASIC FUNCTION:

The WVANA Executive Director and/or the management firm shall perform general duties to assist with the functions of the association. The Executive Director and/or management firm is under the direction of the officers of the WVANA Board of Board of Directors and may be utilized by the Board members as approved by the President or President-Elect.

ADMINISTRATION:

The Executive Director shall assume responsibility for the following administrative activities as required by the WVANA:

1. Maintain all records, files and meeting minutes at a designated WVANA office.
2. Maintain and update all database records pertaining to WVANA business.
3. Handle daily correspondence by mail, fax and e-mail and respond or refer to appropriate committee chair or Board member as necessary.
4. Distribute minutes of meetings to the Board of Directors no later than four (4) weeks following the respective meeting of the Board.
5. If unavailable to record minutes at any meeting of the association will arrange for a replacement and notify the President.

FINANCIAL MANAGEMENT:

The Executive Director shall assume responsibility for the following financial management as required by the WVANA:

1. Work with a system of checks and balances which complies with association best practices.
2. Assist in forecasting, budgeting and managing WVANA financial resources.
3. Process all receipts and invoices.
4. Maintain all necessary records and accounts, including a general ledger and check register.
5. Prepare and issue to the treasurer monthly financial statements.
6. Coordinate an annual audit, as directed by the WVANA Board.
7. Coordinate the annual filing of all tax forms.

MEETINGS:

The Executive Director shall coordinate the following activities with the appropriate WVANA

Committee:

1. Responsibility for pre-meeting planning, on-site administration and post-meeting activities including:
 - a) Contact speakers regarding their specific needs relating to hotel room, A/V equipment, directions to the venue and collateral material; once they have been identified and initially confirmed by members of the appropriate committee.
 - b) Identification of potential site locations, based on direction from the committee, available on dates suggested by the committee.
 - c) Negotiation of costs and terms regarding sleeping room rates, meeting space requirements, A/V requirements, breaks, meals. Complimentary rooms or other incentives are to be applied to the contract between the venue and WVANA.
 - d) Prepare necessary materials and execute solicitation of sponsors and exhibitors for meetings.
 - e) Prepare and execute production and distribution of all necessary marketing materials to publicize the meeting.
 - f) Prepare conference material packet for distribution to all attendees.
 - g) Receive registrations at the WVANA office.
 - h) Provide adequate staff to assist at registration and throughout meetings. Make necessary arrangements for Board and committees meetings, including space, meals, rooms and teleconferences.
 - i) Attend and participate in Board meetings subject to adequate notification and prior commitments.
2. Prepare a packet of all material, submitted by deadline established, for Board Meetings.
3. Prepare minutes at Board meetings and submit to Secretary for initial approval within two (2) weeks of the meeting. Distribute to board members upon initial approval of the Secretary.

ELECTION PROCESS:

1. Assist WVANA designees in planning and timing of the election process; provide needed forms to designees to send to nominees; assist in preparation of ballot and election information packet; distribute ballots and tally votes as appointed by board President.

Section V.3

WVANA LOBBYIST–JOB DESCRIPTION

WVANA Lobbyist will be appointed by the WVANA board and will be subject to removal by the Board if it is in the best interest of the organization. In the event of termination of services for any reason, all records pertaining to WVANA shall be rendered to the organization within thirty (30) days of the termination.

QUALIFICATIONS:

1. Knowledge in the area of State and National legislative processes.
2. Experience as a West Virginia Lobbyist with satisfactory references.

DUTIES:

1. Detect introduction of legislation that may affect nurse anesthetists (hereafter, "pertinent legislation").

2. Track progress of pertinent legislation that has been introduced.
3. Lobby legislators and staff concerning pertinent legislation.
4. Communicate via email (and verbally as necessary) with the Executive Director and State President at least once per week during the legislative session. Communication will be concerning the status, prospects, movement, opposition, support, etc., of pertinent legislation as it pertains to Certified Registered Nurse Anesthetists in West Virginia.
5. Develop and implement, along with state association leadership, plans of action for pertinent legislation.
6. Communicate via email (and verbally as necessary) with the Executive Director and State President at least once per month when the legislature is not in session. Communication will be concerning actions to be taken out of session or drafting of legislation to be introduced.
7. Assist state association with interpreting and drafting legislative and regulatory language.
8. Regularly communicate with key legislative committee chairs, members and staff to inform them of CRNA interests and learn about potential legislative developments before they occur.
9. Review each issue of the state administrative register and identify any proposed regulations that may affect nurse anesthetists (hereinafter, "pertinent regulations").
10. Subscribe to mailing lists, when available, for key regulatory boards and departments, including the boards of nursing, medicine, dentistry, and the department of health.
11. Monitor the status, opposition/support and prospects of pertinent proposed regulations.
12. Maintain a thorough understanding of the administrative rulemaking process in the state, including both the stages required under state law, and those at the discretion of the agencies.
13. Assist the state association in scheduling meetings with legislators and staff and regulatory officials and staff.
14. Attend the WVANA Annual Meeting and provide an update to the membership reviewing the past year.
15. Attend in person or via conference call GRC Committee, PAC Committee, and WVANA Board meetings as requested.
16. Has a basis for his/her fees/charges and has communicated and/or agreed to those with the state association. (E.g., retainer; retainer plus hourly; hourly; annual flat fee; base charges; expenses; per item charges for additional requested services.)
17. Has a written contract with the state association.
18. Provides regular bills detailing the nature of the services rendered.
19. Provides updated lists of legislators, with their committee assignments, to the state association at least once per year.
20. Makes recommendations regarding the amounts and recipients of PAC contributions for each election cycle. Assist state association with overall management of the PAC.
21. Recommends development of appropriate coalitions.
22. Works for the state association all year.

REPORTING STRUCTURE:

Reports directly to the WVANA Board of Directors.

Section VI

PARLIAMENTARY PROCEDURES

Basic Parliamentary Procedures From Roberts Rules of Order

To Make a Motion

1. Obtain the floor when appropriate and state 'President XXX, I move that we ____.'
2. Wait for a second to your motion. If there is no second, a motion will not be considered.
3. Once seconded, the motion is ready for discussion. The person who made the motion is allowed to speak first during discussion.
4. Once discussion is at a close, or once determined by the President, the President will ask 'Are you ready for the question (or to vote)?'
5. A majority of votes is required for motions to pass the Board.
6. A majority of the members of the Board shall constitute a quorum at meetings of the Board.
7. Motions made at the direction of the Board or a Committee do not require a second.
8. WVANA typically uses voice-voting procedures at its board meetings, unless information is sensitive and therefore may conduct ballot voting.

APPENDIX A - FINANCE and INVESTMENT POLICIES

INVESTMENT POLICIES AND GUIDELINES – GENERAL FUND

STATEMENT OF PURPOSE

The purpose of this policy is to institute proper guidelines for the ongoing management of the West Virginia Association of Nurse Anesthetists (WVANA) short to intermediate term investments.

INVESTMENT OBJECTIVES

The assets represent the present and working funds for the present and future operations of the association. The primary objectives of these assets include capital preservation, investment diversification, and the ability to generate attractive yields. Secondly, these assets should provide liquidity and capital appreciation opportunities for WVANA.

INVESTMENT GUIDELINES

A. Appropriate Investments:

Direct obligations of the U.S. Treasury, including treasury bills, notes, and bonds.

Federal agency securities that carry the direct or implied guarantee of the U.S. government, including Government National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, and Federal National Mortgage Association, including notes, discount notes, medium term, and floating rate notes.

Bank Certificates of Deposit.

Corporate securities, including commercial paper (rated A1/P1 or better) and corporate debt instruments (carrying a rating of A or better) are acceptable for initial purchases. Cumulative preferred securities carrying a rating of A or better. Moody's and S&P rating agency will establish ratings for investments. Investments that become downgraded below the previously described ratings after the initial purchase will be evaluated on an individual basis.

As to each investment manager the policies and restrictions apply only with respect to the portion of assets actually managed by the Investment Manager. All policies and restrictions are measured as of the time of purchase.

Mutual Funds may be purchased.

B. Investment Concentration Limits:

U.S. Treasury and agency securities – no limit.

Municipal, corporate, and bank obligations – no more than 40% of the account can be invested here. In addition, individual issuers not to exceed 5% of the total portfolio at the time of acquisition. No more than 25% of the account can be invested in securities with limited downside exposure.

Individual Mutual Fund investments should not exceed 10% of the entire portfolio.

Investments in preferred securities should not exceed 20% of the entire portfolio.

C. Maturity Limits:

- There is no limit on percentage of account invested in one (1) month to five (5) years maturities.
- No more than 50% of the account can be invested in securities with maturities ranging from five (5) to ten (10) years.
- No more than 40% of the account can be invested in securities with maturities ranging from eleven (11) to twenty (20) years. No fixed income investment may exceed 20 years in maturity.
- Preferred securities are exempt from maturity calculations.

Review and Monitoring:

The treasurer will monitor the account through monthly statements and the use of online reporting. In addition, the treasurer will conduct a quarterly review with the financial advisor and report to the membership on a semi-annual basis.

This investment policy is hereby adopted by the Finance Committee and board of Directors of the West Virginia Association of Nurse Anesthetists (WVANA) for the purpose of setting minimum standards for investment vehicles to provide for the timely review of actions by the WVANA Treasurer and for the information of the Finance Committee.

The Finance Committee will be comprised of the President, the Treasurer, and at least two other association members as appointed by the President.

The Treasurer and Finance Committee of WVANA are charged with the responsibility of investing WVANA funds under the preceding guidelines.

- 5% of dues revenue shall be moved to WVANA investment account at the end of each fiscal year - *Board vote, January 2018.*

INVESTMENT POLICIES AND GUIDELINES – LEGAL FUND

STATEMENT OF PURPOSE

The purpose of this policy is to institute proper guidelines for the ongoing management of the West Virginia Association of Nurse Anesthetists (WVANA) short to intermediate term investments.

INVESTMENT OBJECTIVES

The assets represent the funds for the present and future legal concerns of the association. The primary objectives of these assets include capital preservation, investment diversification, and the ability to generate attractive yields. Secondly, these assets should provide liquidity for WVANA's legal needs.

INVESTMENT GUIDELINES

A. Appropriate Investments:

Direct obligations of the U.S. Treasury, including treasury bills, notes, and bonds.

Federal agency securities that carry the direct or implied guarantee of the U.S. government, including Government National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, and Federal National Mortgage Association, including notes, discount notes, medium term, and floating rate notes.

Bank Certificates of Deposit.

Corporate securities, including commercial paper (rated A1/P1 or better) and corporate debt instruments (carrying a rating of A or better) are acceptable for initial purchases. Cumulative preferred securities carrying a rating of A or better. Moody's and S&P rating agency will establish ratings for investments. Investments that become downgraded below the previously described ratings after the initial purchase will be evaluated on an individual basis.

As to each investment manager the policies and restrictions apply only with respect to the portion of assets actually managed by the Investment Manager. All policies and restrictions are measured as of the time of purchase.

B. Investment Concentration Limits:

U.S. Treasury and agency securities – no limit.

Municipal, corporate, and bank obligations – no more than 40% of the account can be invested here. In addition, individual issuers not to exceed 5% of the total portfolio at the time of acquisition.

No more than 25% of the account can be invested in securities with limited downside exposure

Investments in preferred securities should not exceed 10% of the entire portfolio.

C. Maturity Limits:

- There is no limit on percentage of account invested in one (1) month to five (5) years maturities.
- No more than 30% of the account can be invested in securities with maturities ranging from five (5) to ten (10) years.
- No more than 20% of the account can be invested in securities with maturities ranging from eleven (11) to twenty (20) years. No fixed income investment may exceed 20 years in maturity.
- Preferred securities are exempt from maturity calculations.

Review and Monitoring:

The treasurer will monitor the account through monthly statements and the use of online reporting. In addition, the treasurer will conduct a quarterly review with the financial advisor and report to the membership on a semi-annual basis.

This investment policy is hereby adopted by the Finance Committee and board of Directors of the West Virginia Association of Nurse Anesthetists (WVANA) for the purpose of setting minimum standards for investment vehicles to provide for the timely review of actions by the WVANA Treasurer and for the information of the Finance Committee.

The Finance Committee will be comprised of the President-Elect, the Treasurer, and at least two other association members as appointed by the President.

The responsibility of the Treasurer will be to review the monthly statement of investment activity to insure that the placement of WVANA funds adheres to this investment policy and to monitor the adequacies of this investment policy.

The Treasurer and Finance Committee of WVANA are charged with the responsibility of recommending investment strategies to the WVANA Board.