

Association of Veterans Affairs Nurse Anesthetists



AVANA Handbook

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Incorporation

1. The AVANA shall be incorporated in the State of South Dakota.
2. The Registered Agent must live in the State of South Dakota in accordance with the laws of Incorporation.

AVANA Board of Directors Duties

1. President
 - a. Shall preside at all meetings of the AVANA and the Board of Directors.
 - b. Shall appoint Standing Committees (with the exception of the nominating committee) and Special Committees with the approval of the Board of Directors
 - c. Shall be an ex-officio member of all committees except the Nominating Committee. .
 - e. Shall be an ex-officio officer of the Board for two (2) years following term of office with no voting privileges.
2. President-Elect
 - a. Shall preside at meetings in the absence of the President.
 - b. Shall become President following the term of the incumbent President.
 - c. Shall fill the office of the President in the event of a vacancy in the President's office during their term of office.
3. Secretary
 - a. Shall be responsible for maintain the records of the organization, to include but is not limited to: meeting minutes, reports, official correspondence
 - b. Shall oversee the development of official communication with the members, e.g. AVANA newsletter
4. Treasurer
 - a. Shall maintain a financial accounting of the organization in accordance with best accounting principles.
 - b. Shall be responsible for distribution of funds, at the direction of the AVANA board of directors
 - c. Shall prepare and present the financial report to the members of AVANA during the AVANA annual meeting and at other times as determined by the AVANA Board of Directors
 - d. Shall be an ex-officio member of the Audit and Budgeting committee
5. Directors
 - a. The Association shall have four (4) Directors and one (1) Director at Large.
 - b. One Director shall be elected from each of the four (4) regions from the geographical organization of VA facilities.
 - c. The Director at Large shall be elected from the membership at large. In the event no one runs for Director at Large, an appointment shall be made by majority vote of the Board of Directors.

Duties of Directors

- a. Shall preside over any Regional meeting.
- b. Shall prepare an annual report to present at the annual AVANA education business meeting.
- c. The Director at Large shall attend the AANA Midyear Assembly in Washington DC,
- d. and shall prepare a report for presentation at the Association's annual meeting.
- e. Shall perform any adjunct duties as directed by the President

Executive Director

- a. An Executive Director may be appointed by the incoming Board of Directors
 - i. from a roster of past presidents for a term of two (2) years.
- b. The Executive Director shall perform such duties as shall be assigned by the Board of Directors. Specific duties will be outlined by the Board of Directors and periodically reviewed.
- c. The Executive Director shall have no voting privileges.

Standing Committee Duties and Responsibilities

Committees

1. Auditing and Budget Committee:
 - a. The Committee shall be comprised of three (3) active members and the Treasurer as the ex-officio member
 - b. Shall review the AVANA financial records prior to the AVANA annual spring meeting and conduct an audit before the election of a new treasurer.
 - c. A report of the financial records of the AVANA shall be prepared and presented by the committee to the Board of Directors at the pre-board meeting just prior to the AVANA annual spring meeting for their approval
 - d. The financial report shall be presented to the members of the Association at the AVANA annual spring meeting for approval
2. Membership Committee:
 - a. Shall be comprised of the region directors with the director at large serving as the chairperson
 - b. Shall work to increase membership by contacting current and past members and/or VA facilities.
3. Bylaws & Standing Rules Committee:
 - a. Consists of three active AVANA members
 - b. Shall receive all amendments to the Bylaws ninety (90) days prior to the AVANA annual spring meeting.
 - c. Shall be responsible for submitting all proposed amendments to the Board of Directors for consideration forty-five (45) days prior to the AVANA annual spring meeting.
 - d. Shall consider all amendments to the bylaws and the standing rules and draft them in proper form for publication and approval by the Board of Directors.

- e. Present the Bylaw changes and changes in standing rules to the General Membership for approval and passage into law.
 - f. Shall perform an annual review of current and proposed standing rules present to membership for passage into law.
 - g. Presents rules to Board of Directors for consideration when time permits.
 - h. When preparing rules for publication, presents to Board of Directors forty-five (45) days prior to annual spring meeting.
4. Education Committee:
- a. The committee shall consist of a chairperson; on site person, term one (1) year; board member (not Pres./Pres-elect),
 - b. Shall be responsible for coordination of the AVANA Annual Educational Meeting typically held in April or May.
 - c. Shall study the educational needs of the membership, research sites, plan and present the annual workshop of AVANA and provide assistance for the annual meeting as directed.
 - d. Shall make recommendations to fulfill the educational needs of members
5. Government Relations Committee:
- a. Chairperson will be outgoing President of Association unless otherwise designated by current President.
 - b. Shall study matter pertaining to VA Nurse Anesthetists and create communication to facilitate efficient cooperation with organizations of mutual interest.
 - c. Shall work with and under the direction of the Board of Directors.
6. Nominating Committee:
- a. The committee shall consist of three (3) members appointed by consensus of the Board of Directors.
 - b. The committee shall elect its own Chairperson.
 - c. The Nominating Committee shall present to the Board of Directors a list of nominations for President-elect, Secretary, Treasurer, and Regional Director candidates.
 - d. Forty-five (45) days prior to the annual meeting, the Nominating Committee shall mail/electronic each active member a ballot with the list of candidates and their qualifications.
 - e. Only active members may vote at meetings
 - f. Only active members are allowed to vote in elections of Officers and Directors.
 - g. Only active members shall be eligible to be nominated for an office or directorship.

AVANA Scholarship Fund

AVANA SCHOLARSHIP FUND consists of the a) AANA Foundation Maureen Riley Scholarship and b) AVANA Leadership Program for Student Registered Nurse Anesthetists (ALPS).

SECTION 1 – OBJECTIVES

1. The scholarship fund is intended to support the training, recruitment and retention of the best- qualified VA nurse anesthetists.
2. The Association of Veterans Affairs Nurse Anesthetists (AVANA) Scholarship Fund, contribution to the AANA Foundation Scholarship and the AVANA Leadership Program for Student Registered Nurse Anesthetists (APLS) have been created to promote quality anesthesia care for patients served by the Veterans Health Administration through the promotion of nurse anesthesia education. Each year at the Annual AVANA meeting, the Board of Directors will determine if AVANA will offer a scholarship

SECTION 2– ADMINISTRATION OF THE FUNDS

1. The AVANA Scholarship Fund will be administered by a Board of Directors.
2. The AVANA Scholarship Fund Board of Directors will consist of three members: Chairperson, Treasurer (AVANA Treasurer) and another AVANA member selected by the board of directors.
3. The AVANA Board of Directors will appoint the Chairperson
4. The term of office for the AVANA Scholarship Fund Board members will be two years.
5. The Board shall establish policy, direct activities and approve all actions pertaining to the business of the AVANA Scholarship Fund.
6. The AVANA Board of Directors, at its next scheduled meeting, shall approve all actions of the AVANA Scholarship Fund Board
7. The AVANA Scholarship Board shall have the responsibility to conduct the fiduciary affairs of the AVANA Scholarship Fund in a prudent manner in accord with AVANA bylaws and the laws under which it is governed.

SECTION 3 – DUTIES OF THE AVANA SCHOLARSHIP FUND BOARD CHAIRPERSON

1. Duties of the AVANA Scholarship Fund Board Chairperson
2. Facilitate scholarship board activities on establishing policy, procedures and approve all actions pertaining to the business of the AVANA Scholarship Fund.
3. Appoint AVANA Scholarship Fund selection committee.
4. Review scholarship applications for completeness and forward to selection committee.
5. Present selection committee recommendations to AVANA Board at Annual Meeting.
6. Present Annual report of selection committee to AVANA Board at the annual AVANA meeting.
7. Notify applicants of award status.

SECTION 4 - MEETINGS

1. The AVANA Scholarship Fund Board of Directors will meet at least annually, subject to the call of the Chairperson. A meeting will be held at the AVANA Annual Meeting.

SECTION 5 – COMPENSATION

1. The AVANA Scholarship Fund Board shall not be compensated for their service to the AVANA Scholarship Fund, except for reimbursement of usual and proper expenses incurred in the attendance of Board meetings and those other necessary activities in the course of duties in accordance with the policies set forth by the AVANA Board of Directors.

SECTION 6 – FUNDING

1. AVANA members and the community at large fund the scholarship through voluntary donations. All funds are forwarded to the AVANA Treasurer and accounted for in accordance to the AVANA bylaws and the Association's tax-exempt status.

SECTION 7 – DISSOLUTION

1. In the event of the dissolution of the AVANA Scholarship Fund, all assets shall be disposed of in keeping with its tax-exempt status and governing laws.

SECTION 8 – AMMENDENTS

1. This charter may be amended by the AVANA Scholarship Board of Directors provided the amendment is submitted in writing to the AVANA Board of Directors at least thirty (30) days prior to a Business Meeting and is approved by the AVANA Board of Directors.

Original Announcement regarding the ALPS program

The Association of Veteran's Affairs Nurse Anesthetists (AVANA), Board of Directors and Scholarship Committee are unveiling an exciting new leadership development opportunity for Student Nurse Anesthetists (SRNAs), the AVANA Leadership Project for SRNAs (ALPS).

AVANA 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. AVANA believes that this will result in a stronger and more engaged group of future CRNAs. This project promises to be a very enriching educational experience and career development opportunity for the two selected SRNAs.

AVANA will sponsor two SRNA applicants to attend one of the following meetings:

- A. AVANA Annual Education Meeting
AVANA will sponsor airfare and two night's hotel accommodations. The SRNA will meet with the host of the

conference and will be asked to present one lecture at the conference on topic of their own research or area of interest. The SRNA will be asked to stay for the conference for one or two days and to join AVANA members for the annual banquet.

B. AANA Mid-Year Assembly, Washington DC

Airfare and two night's hotel accommodations will be sponsored. The SRNA will meet with the AVANA members who attend Mid-Year Assembly. The SRNA will enjoy a sponsored meal and discussion with AVANA members and will join them during visits to the House and Senate Committees on Veterans Affairs.

All application materials must be submitted between October 1 and December 1, of ALPS year.

The required application materials will include:

Curriculum Vitae (include projected graduation date)

Letter of Intent: (please answer the following)

- a. Why is leadership important in your career as a CRNA
- b. How have you been involved in a leadership role in your career so far
- c. How does participation in a professional organization make CRNAs stronger as an individual and group
- d. What are your plans for the future
- e. Which award is sought, A. or B. (as described above)

Program Director Confirmation of current cumulative GPA

One Letter of Recommendation by either clinical or didactic faculty or a CRNA in a leadership role

All materials should be scanned and emailed to stephcorbett@msn.com. (ALPS coordinator at the time of ALPS launch)

AVANA Leadership Project for SRNAs (ALPS)

f. Name of Program:

AVANA Leadership Project for SRNAs (ALPS)

g. Program Objectives:

- 1) To support SRNA education and development of leadership skills
- 2) To encourage employment at the VA for CRNAs and to inform about VA opportunities and current events

- 3) To educate about the AVANA mission, purpose, activities and leadership opportunities
- 4) To promote involvement in AVANA as SRNA/CRNA member
- 5) To involve SRNAs in pertinent political activities, issues and actions

h. Application:

- 1) Graduation Date
- 2) Curriculum Vitae
- 3) Letter of Intent: (please answer the following)
 - Why is leadership important in your career as a CRNA
 - How have you been involved in a leadership role in your career so far
 - How does participation in a professional organization make CRNAs stronger as an individual and group
 - Which award is sought, A or B as described below
 - What are your plans for the future
- 4) Transcript
- 5) One Letter of Recommendation

i. Grading Criteria

Overall Professional Presentation (grammar, spelling, current) 1(weak) – 5(strong)

▪ Curriculum Vitae		
• Strong leadership background		1– 5
• Extracurricular/Volunteer activities		1– 5
• Commitment to the VA		1(never employed) -
		2(was or is employed)
▪ Letter of Intent		
• Leadership		1 - 5
• Past Activities		1 – 5
• Professional Involvement		1 – 5
• Plans for the Future		1 – 5
▪ Letter of Recommendation		1 – 5
▪ Transcript	GPA	
○	3.0 – 3.5	1
○	3.5 – 3.7	2
○	3.7 – 4.0	3
▪ Total		45

j. Awards:

- 1) Two awards will be given to the highest two scoring applicants.
- 2) The award will not be based on financial need but will focus on leadership interest and potential.
- 3) The student will book own airfare and hotel (at recommended location) and will be reimbursed by AVANA. Possible maximum reimbursement (\$1500) subject to annual fundraising

AANA Mid-Year Assembly

Airfare and two nights hotel accommodations will be paid for. SRNA will meet with those AVANA members who attend mid-year assembly. The SRNA will enjoy a sponsored meal and discussion with AVANA members and will attend the House and Senate Committee on Veterans Affairs with them.

AVANA Annual Conference

Airfare and two nights hotel accommodations will be paid for. SRNA will meet with the host of the conference and will be asked to present one lecture at the conference on topic of their own research, interest or choice. SRNA will be asked to stay for the conference for one or two days and to join AVANA members for the last evening dinner banquet.

k. Annual Timeline

- Promotion of ALPS commences September 1
- Applications are accepted October 1
- Final Date of Application Acceptance December 1
- ALPS Committee begins review December 15
- ALPS Committee Conference Call/Decision January 15
- Recommendation made to AVANA BOD (BOD approves or disapproves at that time) January 20
- Notice to Applicants January 30
- Awarded SRNA bio/picture to ALPS Chairperson (to be posted on AVANA website) March 1

l. Promotion of ALPS in the Community

- AVANA Website Announcement
- SRNA Programs – Email (can be printed and posted at program site)
- VA Chief CRNA – Email (can be printed and posted at VAs with SRNAs)
- AANA Website

Fundraising
AVANA Conference

Coffee Walk 5K (one early morning walk at \$20-\$30 entrance fee)

Silent Auction

AVANA T-shirt or Fleece jacket that can be worn in the OR

This will be great for promoting AVANA at our own facilities (two birds one stone)

Sell for slightly over cost

Create jacket with simple professional AVANA Logo and Lettering embroidered

Sell on AVANA website and at Annual Conference

Valentines Day Fund Drive "Have a little heart"

Fall Harvest Fund Drive