

North Carolina Association of Nurse Anesthetists

Standard Operating Procedures

Rev. 7/2013

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NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

DISTRICT RULES

I. Purpose

The name shall be Education District #(1,2,3,4) of the North Carolina Association of Nurse Anesthetists. The purposes of this group are to provide easily accessible educational opportunities and Continuing Educational Credits for CRNAs in the district; to provide social contact with the CRNAs in the district; and to improve their relationship within the community. In no way shall the districts activities conflict with those of the State and/or National Associations' bylaws or rules.

II. Bylaws Reference:

233 ARTICLE VII – DISTRICTS

234

235 Section 1. Membership

236 Districts shall be designated by the board of directors. Districts shall function according to rules

237 approved by the board of directors.

238

239 Section 2. Meetings

240 Districts must have at least one meeting per fiscal year which will provide at least one C.E.

241 credit. The district directors shall serve as chairman of the district they represent.

III. Committee Composition

Members of the group shall be Certified Registered Nurse anesthetists, primarily those who reside or work in the area as defined by the Board of Directors of the NCANA. The District's governing body shall appoint a successor in the event of a vacancy.

IV. Duties & Assignments

1. The governing body of the District shall be vested in a group of three; namely, the District Director, the Educational Coordinator, and the Secretary/Treasurer, for a two-year term. The Educational Coordinator and the Secretary/Treasurer shall be elected at the annual business meeting of the District in alternate years.
2. A detailed financial report and report of District activities shall be prepared by the District Director in collaboration with the Treasurer and sent to the State President prior to the NCANA Annual Business Meeting.
3. Educational District groups must have at least one meeting per year, as stipulated in the bylaws of the State Association (Article VII, Section 2). Failure to do so will be cause for the State Board of Directors to dissolve the District.
4. The time and place of future meetings shall be determined by the Educational Coordinator.
5. Ten (10) active members shall constitute a quorum at meetings for the Districts.
6. The District Director shall serve as Chairman of the Educational District. She/he shall preside at the annual meeting of the District (in the Director's absence, the Educational Coordinator shall preside). She/he shall be responsible for notifying the Publications Chairman of the State Association with information concerning the annual District meeting for publication in the State Association's Newsletter.
7. The District Director in collaboration with the Educational Coordinator shall be responsible for arranging the programs. The programs plan shall be sent to the Central Office by the Educational Coordinator no later than 120 days prior to the start date of the meeting.
8. No changes may be made in these rules without the approval of the Board of Directors of the State Association.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

PRESIDENT SOP

I. Purpose

See Bylaws reference below

II. Bylaws reference:

97 ARTICLE IV. OFFICERS

135 Section 3. Duties of Officers

136 A. The president shall:

137 1. Preside at meetings of this association and of the board of directors;

138 2. Be a member ex-officio of all committees, except the nominating committee and ethics
139 committee;

140 3. Prepare and read at each annual meeting of the North Carolina Association of Nurse

141 Anesthetists a report of the work of the year.

142 4. Represent NCANA at AANA meetings;

143 5. Keep the members of the board of directors informed of association affairs.

III. Committee Composition

N/A

IV. Duties & Assignments

Refer to bylaws reference above

1. Delegate tasks to board, committee, & central office as needed.
2. Maintain right to final approval or rejection on all association business.
3. Maintain and uphold existing contracts between the association and outside vendors.
4. Act as liaison between the association and AANA, NCBON, and other related entities.

V. Central Office Responsibilities

1. Assist with administrative tasks as assigned by the President in accordance with the existing contract.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

PRESIDENT-ELECT SOP

I. Purpose

See Bylaws reference below

II. Bylaws reference:

97 ARTICLE IV. OFFICERS

135 Section 3. Duties of Officers

145 B. The president-elect shall be installed at the annual business meeting for a term of one year

146 or until a successor is elected and will succeed to the office of president following this term.

147 The president-elect shall also:

148 1. Assume the duties of the president in the event the latter vacates the office, when so

149 acting shall have the powers of and be subject to all restrictions upon the president.

150 2. Succeed to the office of the president at the close of the annual business meeting

151 following his/her election or in the event of the vacation of the office of president. In

152 the event the president-elect succeeds to the office of president by reason other than

153 natural succession, by expiration of the current president's term of office, the president

154 elect shall serve for the remaining term of the replaced president and in addition shall

155 serve the one-year term of office as president to which he/she would have succeeded if

156 the current president had fulfilled his/her term of office.

178 Section 4. Transition

179 Each officer shall deliver any association property and records to a successor or to the president

180 within one (1) month after the annual meeting.

III. Committee Composition

N/A

IV. Duties and Assignments

Refer to Bylaws reference above

1. Attend all board meetings
2. Work closely with the President to develop a knowledge and preparation which prepares thoroughly for the Presidency
3. Attend national meetings
4. Keep informed of all committee work of the standing committees
5. Prepare an Annual Report as requested by the President
6. Formulate the Strategic Plan for the next fiscal year in an outline format, along with the President's collaboration. The proposed Strategic Plan will be discussed at the Board of Directors retreat that immediately follows the first BOD meeting.

V. Central Office Responsibilities

2. Assist with administrative tasks as assigned and approved by the President.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

VICE-PRESIDENT SOP

I. Purpose

See Bylaws reference below

II. Bylaws reference:

97 ARTICLE IV. OFFICERS

135 Section 3. Duties of Officers

158 C. The vice-president shall be installed at the annual business meeting for a term of one year

159 or until a successor is elected but shall not serve more than two consecutive terms. The vice

160 president shall also assume the duties of president-elect for the remainder of the term, in

161 the event the president-elect vacates the office. In the event the president and president

162 elect vacate office, the vice president shall perform the duties of the president for the

163 remainder of the term.

178 Section 4. Transition

179 Each officer shall deliver any association property and records to a successor or to the president

180 within one (1) month after the annual meeting.

III. Committee Composition

N/A

IV. Duties and Assignments

Refer to Bylaw reference above

1. Attend all board meetings
2. Collaborate as assigned by the President with the History Committee Chair to maintain the official records and documents of the Association
3. Prepare an Annual Report as requested by the President

V. Central Office Responsibilities

Assist with administrative tasks as assigned and approved by the President.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

SECRETARY SOP

I. Purpose

See Bylaws reference below

II. Bylaws reference:

97 ARTICLE IV. OFFICERS

135 Section 3. Duties of Officers

165 D. The secretary shall be installed at the annual business meeting for a term of one year or

166 until a successor is elected and shall not serve more than two consecutive terms. The

167 secretary shall also:

168 1. Be responsible for the corporate records of the association;

169 2. Give a written report at the NCANA annual meeting.

178 Section 4. Transition

179 Each officer shall deliver any association property and records to a successor or to the president

180 within one (1) month after the annual meeting.

III. Committee Composition

N/A

IV. Duties and Assignments

Refer to Bylaw reference above

1. Attend all board meetings
2. Prepare summary of Board actions for the Anetic
3. Record, prepare and distribute minutes of all Board meetings.
4. Prepare an Annual Report as requested by the President.

V. Central Office Responsibilities

1. Notify all members of meetings
2. Notify members of the Board of Directors of meetings of the Board.
3. Send to the Executive Director of the AANA, names and addresses of the State Officers and Directors after their election; names of committee members after their appointment; names of Educational District Officers; and reports of meetings.
4. Send copies of important information regarding matters of general business of this association to the President.
5. Keep a database of members and their addresses.
6. Send copies of the association's bylaws to members as requested, and keep an up to date copy on the NCANA website.
7. Maintain digital copies of all minutes and action items lists as composed by the Secretary.
8. Arrange for Parliamentarian to be present at the Annual Business Meeting.
9. Arrange for recording and transcription of Annual Business Meeting.
10. Prepare an Annual Report as requested by the President.
11. Assist with administrative tasks as assigned and approved by the President.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

TREASURER SOP

I. Purpose

See Bylaws reference below

II. Bylaws reference:

97 ARTICLE IV. OFFICERS

135 Section 3. Duties of Officers

171 E. The treasurer shall be installed at the annual business meeting for a term of two years or

172 until a successor is elected but shall not serve more than two consecutive terms. The

173 treasurer shall also:

174 1. Be responsible for the financial affairs of the association;

175 2. Consult with executive director and board of directors concerning investment of funds.

176 3. Give a written report at the annual meeting and upon request to the board of directors.

178 Section 4. Transition

179 Each officer shall deliver any association property and records to a successor or to the president

180 within one (1) month after the annual meeting.

III. Committee Composition

N/A

IV. Duties and Assignments

Refer to Bylaw reference above

1. Attend all board meetings.
2. Review monthly income/expense report from accountant.
3. Maintain oversight of expenses through the year.
4. Prepare Annual Report in collaboration with the Finance Committee Chair to present at the Annual Business Meeting.

V. Central Office Responsibilities

1. Prepare payables for the Treasurer on a monthly basis.
2. Send financial information to the accountant for the monthly financial statement and year-end financial statements.
3. Arrange for tax services in a timely fashion each year.
4. Complete actions on investments as directed by the Treasurer.
5. Keep Treasurer informed of financial situations that arise in committee business.
6. Assist with administrative tasks as assigned and approved by the President.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

FINANCE COMMITTEE SOP

I. Purpose

See Bylaws reference below

II. Bylaws reference:

275 ARTICLE IX – COMMITTEES

276

277 Section 1. Standing Committees.

278 There shall be the following standing committees: bylaws, education & research, ethics,
279 finance, government relations, program, publications, public relations, and other such standing
280 committees as directed by the board.

281

282 Section 2. Appointment.

283 The president, subject to the approval of the board of directors, shall appoint all standing
284 committees. Each committee member must be an active practicing member of NCANA.

285

286 Section 3. Term of Office

287 Members appointed to standing committees shall serve for one year or until their successors
288 are appointed.

289

290 Section 4. Duties

291 A. The chairman of each committee shall be responsible to the board of directors and shall:

292 1. Prepare an annual report and upon request report to the board of directors;

293 2. Be responsible for carrying out the duties as assigned;

294 3. Turn over all records and correspondence to the new chairperson within thirty days

295 after completion of committee year; and

296 4. Confer promptly with members of the committee as to the work assigned.

297

298 B. Specific Duties –

309 4. Finance Committee – This committee shall be composed of at least four members, the
310 treasurer, president-elect, and two other active members. It shall be responsible for

311 planning a budget and investigating the expenses and investments of this association.

325 Section 5. Vacancies

325 In the event of vacancies occurring in committees, the president, subject to the approval of the
326 board of directors, shall appoint members to fill such vacancies. In the event that a member of
327 a committee fails to carry out the assignment, the president may select replacement.

III. Committee Composition

See Bylaws reference

IV. Duties and Assignments

The Chairperson of the Finance Committee shall:

1. Be responsible to the Board of Directors.

2. Be responsible for carrying out the duties as assigned.

3. Turn over all record and correspondences to the President within thirty (30) days after termination of appointment.

4. When possible, the chairperson of the previous year shall be asked to serve as a member of the committee.
5. Prepare Annual Report in collaboration with the Treasurer to present at the Annual Business Meeting.
6. Keep an itemized account of committee expenses and submit these to central office for reimbursement.
7. Chairperson to turn over all committee materials to successor or central office within 30 calendar days of termination of the position.

V. Central Office Responsibilities

1. Maintain a digital copy of the approved budget and distribute to the Board and Committee as directed.
2. Make arrangements for meeting space, mailing notices to membership, and setting up conference calls as requested.
3. Meet with accounting firm to go over final adopted budget in preparation of monthly financial statements.
4. Notify all committee members of budgeted amount for that particular committee.
5. Sends monthly bank statements, check stubs, and paid invoices to accountant in preparation of monthly statements.
6. Sends monthly financial statements to all members of the BOD and Finance Committee.
7. Assist with administrative tasks as assigned and approved by the President.

Finance Committee Budgeting Guidelines

1. When preparing a budget, remember that it is better to overestimate your expenses and underestimate your income.
2. Prepare the budget based on anticipated income only.
3. If a specific item is to receive its funds from the general funds, then it may be earmarked as such. All funds not used for that specific purpose revert back to the general funds. Set a limit when earmarking funds.
4. It is recommended to have in reserve an amount equal to 1 ½ times the yearly anticipated income.
5. Budget funds for all committees so that they may function.
6. The Finance Committee shall review the budget proposals of the President-Elect for his/her Presidential year. The committee shall assist in the preparation of the final budget which shall be approved at the Fall post-convention Board Meeting.
7. Confer with the Board of Directors and Executive Director for information on projected figures and recommendations per their combined experience.
8. This committee has the authority to investigate expenditures at any time during the year and will monitor and review the financial statements of the Association and make reports and recommendations to the Board.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

DISTRICT DIRECTOR SOP

I. Purpose

See District Rules, Page 1
See Bylaws reference below

II. Bylaws reference:

194 ARTICLE VI. BOARD OF DIRECTORS

201 Section 2. Term of Office

202 The term of office for those elected shall commence at the close of the annual meeting at
203 which the election results are presented. The directors shall be installed at the annual business
204 meeting for a term of two years or until a successor is elected and assumes office. One director
205 shall be installed from each of the districts for a term of two years or until a successor is elected
206 and assumes office. Directors from the even numbered districts shall be installed in the even
207 numbered years and directors from the odd numbered districts shall be installed in the odd
208 numbered years. The method of election shall be the same as the election of officers.

233 ARTICLE VII – DISTRICTS

234

235 Section 1. Membership

236 Districts shall be designated by the board of directors. Districts shall function according to rules
237 approved by the board of directors.

238

239 Section 2. Meetings

240 Districts must have at least one meeting per fiscal year which will provide at least one C.E.
241 credit. The district directors shall serve as chairman of the district they represent.

III. Committee Composition

N/A

IV. Duties and Assignments

Refer to District Rules, Page 1
Refer to Bylaws reference above.

1. Attend board meetings
2. Attend district meetings for your district
3. Organize at least one district meeting in your district per year as required in the bylaws and outlined in the district rules.
4. Work with the Education and Research Committee, PR Committee, PAC Committee, Executive Director, and vendors as needed.
5. All aspects of a District meeting are to be monitored from initial planning through the successful conclusion of the meeting by the President and Executive Director.
6. Prepare an Annual Report as requested by the President.

V. Central Office responsibilities

1. Organize and execute scheduled district meetings per the contract with the association.
2. Maintain and distribute lists of members by district to the District Directors as requested.
3. Assist with administrative tasks as assigned and approved by the President.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

BOARD OF DIRECTORS SOP

I. Purpose

See Bylaw reference below

II. Bylaw Reference:

97 ARTICLE IV. OFFICERS

98

99 Section 1. Officers

100 The officers of this association shall be the president, president-elect, vice president, secretary,
101 and treasurer. No member shall be eligible for the office of president-elect who has not served
102 on the board of directors of this association for at least one year within the previous seven
103 years, except for past presidents of the NCANA. No officer or member of the board of directors
104 of the AANA may hold office in this association. In the event that an officer or member of the
105 board of directors of NCANA accepts an office in the national association, office in the North
106 Carolina Association of Nurse Anesthetists is automatically forfeited.

194 ARTICLE VI. BOARD OF DIRECTORS

195

196 Section 1. Composition

197 The board of directors shall be composed of eleven active and associate members, including
198 the president, president-elect, vice-president, secretary, treasurer, four district directors, and
199 two non-voting student representatives appointed by the board on a rotating basis.

200

201 Section 2. Term of Office

202 The term of office for those elected shall commence at the close of the annual meeting at
203 which the election results are presented. The directors shall be installed at the annual business
204 meeting for a term of two years or until a successor is elected and assumes office. One director
205 shall be installed from each of the districts for a term of two years or until a successor is elected
206 and assumes office. Directors from the even numbered districts shall be installed in the even
207 numbered years and directors from the odd numbered districts shall be installed in the odd
208 numbered years. The method of election shall be the same as the election of officers.

209

210 Section 3. Meetings

211 The board of directors shall meet in conjunction with the annual meeting of this association.
212 Other regular or special meetings of the board of directors may be called by the president or
213 upon written request of four members of the board. The board may meet by telephone
214 conference call or other form of electronic communication by which all members can hear and
215 speak to one another in simultaneous communication.

216

217 Section 4. Quorum and Notice

218 Five members of the board of directors shall constitute a quorum at any meeting of the board.
219 Ten days notice shall be given for in-219 person meetings and three days notice shall be given for
220 conference call meetings. Notice may be waived before, during or after the meeting, and such
221 waiver shall be filed with the minutes of said meeting.

222

223 Section 5. Duties

224 The board of directors shall conduct the general business of this association, including funding
225 decisions.

226

227 Section 6. Vacancies.

228 Any vacancy that occurs on the board of directors with the exception of the president and the
229 president-elect shall be filled by the board, and the member so selected shall serve for the
230 remainder of the term.

III. Committee Composition

Officers: President, President-Elect, Vice President, Secretary, Treasurer

Board Members: District Directors (4)

Non-Voting Members: Student Representatives (2)

IV. Duties and Assignments

1. Control and manage the funds and property of this association.
2. Select place for deposit of funds.
3. Prescribe the amount of expense that shall be allowed for reimbursements to board members, committee members, speakers, and staff in compliance with any existing contracts.
4. Conduct the general business of the association.
5. Conduct business between meetings by email or other means of communication.
6. Maintain and establish contracts and liaisons with outside entities.
7. Keep an itemized account of President -approved expenses and submit these to central office for reimbursement.
8. Board member to turn over all board materials to successor or central office within 30 calendar days of termination of the position.

V. Central Office Responsibilities

1. Conduct the general business of the association.
2. Assist with administrative tasks as assigned and approved by the President.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

NOMINATING COMMITTEE SOP

I. Purpose

See Bylaws reference below.

II. Bylaws Reference:

97 ARTICLE IV. OFFICERS

108 Section 2. Nominations

109 A. The nominating committee shall be composed of five members, one from each of the four
110 districts, elected by the membership on the official ballot, and one shall be appointed by
111 the board of directors. The board appointed member shall be a former officer of the
112 NCANA. This committee shall elect its own chairman, and shall prepare a ballot for board
113 review. The ballot shall be reviewed by the board of directors prior
114 to submission to the members.

115

116 B. Only active members shall be eligible for nominations. Additional names may be written in
117 on a ballot provided written consent of the candidate has been filed with the nominating
118 committee chair.

119

120 C. The method of conducting the ballot shall be determined by the board of directors. If
121 electronic balloting is used, paper ballots shall be made available on request.

122

123 D. The nominating committee shall notify all active members of the distribution method of the
124 ballots not less than six weeks prior to the annual meeting. Ballots shall be distributed to
125 each active member not less than four weeks prior to the annual meeting, and shall be
126 returned not later than one week prior to the annual meeting.

127

128 E. The tellers shall be active members and appointed by the president and shall be responsible
129 for election procedures, including counting the ballots, and making an official report to the
130 members.

131

132 F. A plurality vote shall elect. In the event of a tie vote by mailed or electronic ballot, the tie
133 shall be broken by lot at the annual business meeting.

275 ARTICLE IX – COMMITTEES

276

277 Section 1. Standing Committees.

278 There shall be the following standing committees: bylaws, education & research, ethics,
279 finance, government relations, program, publications, public relations, and other such standing
280 committees as directed by the board.

281

282 Section 2. Appointment.

283 The president, subject to the approval of the board of directors, shall appoint all standing
284 committees. Each committee member must be an active practicing member of NCANA.

285

286 Section 3. Term of Office

287 Members appointed to standing committees shall serve for one year or until their successors
288 are appointed.

289

290 Section 4. Duties

291 A. The chairman of each committee shall be responsible to the board of directors and shall:

292 1. Prepare an annual report and upon request report to the board of directors;

293 2. Be responsible for carrying out the duties as assigned;

294 3. Turn over all records and correspondence to the new chairperson within thirty days

295 after completion of committee year; and

296 4. Confer promptly with members of the committee as to the work assigned.

III. Committee Composition

See Bylaws reference above (Article IV, Section 2, Part A)

IV. Duties and Assignments

See Bylaws reference above (Article IV, Section 2, Parts A-F)

1. As soon as the Committee is finalized, the chairman should contact each member concerning assigned and required tasks, and begin the recruitment of eligible and willing candidates.
2. The entire committee should take part in preparing the list of candidates, and should consider past years' defeated candidates.
3. Candidates must be well-informed of the duties, terms, and responsibilities of the position for which they are running.
4. Use sample letters and forms as held and updated by central office.
5. Retain confidential copies of all communication with members and nominees.
6. A meeting or conference call of the entire committee should be held prior to the June 30th deadline to discuss and finalize the ballot.
7. Send the final ballot by June 30th to the Executive Director and President for the board to review and approve at the summer meeting of the board of directors.
8. Keep an itemized account of committee expenses and submit these to central office for reimbursement.
9. Prepare a formal report of the election results to announce at the Annual Business Meeting.
10. Chairperson to turn over all committee materials to successor or central office within 30 calendar days of termination of the position.

V. Central Office Responsibilities

1. Distribute correspondence to the membership regarding nominations and elections as directed by the Nominations Chair.
2. Contract with a vetted and board-approved online voting service, and compile the digital data for the ballot.
3. Distribute the ballot to all voting members prior to deadline via email. Distribute paper ballots by request.
4. Names will appear on the ballot in alphabetical order per position. Position statements will be included on the ballot if received from the candidate in the time frame set out by the committee.
5. The Executive Director will draw an electronic report of the election results per the system of the online voting service. If there are any paper ballots, they will be opened and counted in the presence of two witnesses not associated with the association.
6. The Executive Director will notify the NCANA President and President-Elect with the election results. The President-Elect will contact each candidate as well as the Secretary with said results. In the event that the President-Elect is unable to distribute results to candidates in a timely fashion, this task may be completed by the President or Secretary, as arranged.
7. Assist with administrative tasks as assigned and approved by the President.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

BYLAWS COMMITTEE SOP

I. Purpose

See Bylaws reference below

II. Bylaws Reference:

275 ARTICLE IX – COMMITTEES

276

277 Section 1. Standing Committees.

278 There shall be the following standing committees: bylaws, education & research, ethics,
279 finance, government relations, program, publications, public relations, and other such standing
280 committees as directed by the board.

281

282 Section 2. Appointment.

283 The president, subject to the approval of the board of directors, shall appoint all standing
284 committees. Each committee member must be an active practicing member of NCANA.

285

286 Section 3. Term of Office

287 Members appointed to standing committees shall serve for one year or until their successors
288 are appointed.

289

290 Section 4. Duties

291 A. The chairman of each committee shall be responsible to the board of directors and shall:

292 1. Prepare an annual report and upon request report to the board of directors;

293 2. Be responsible for carrying out the duties as assigned;

294 3. Turn over all records and correspondence to the new chairperson within thirty days

295 after completion of committee year; and

296 4. Confer promptly with members of the committee as to the work assigned.

297

298 B. Specific Duties –

299 1. Bylaws Committee - This committee shall receive proposed amendments and present
300 them to the board of directors and to the members for consideration.

III. Committee Composition

See Bylaws reference above (Article IX, Section 2)

IV. Duties and Assignments

See Bylaws reference above (Article IX, Section 4, Parts A-B)

Recommended proposed revisions may be made by any member of the association, by the Executive Director, or by the Parliamentarian, and must be reviewed by this committee. The committee may refrain from moving the adoption of the proposed revision if it does not recommend it.

1. Meet or conference with Parliamentarian regarding any proposed change.
2. Create a draft of the proposed change and send to central office to review and forward to the Board of Directors for review no later than June 30th.
3. Upon board approval, the revision will be included in the ballot for a vote by the membership.

4. Chairperson to present Bylaws changes at the Annual Business Meeting; notes adoption, deletion, amendments, etc. made by members.
5. Send any bylaws revisions to AANA.
6. Keep an itemized account of committee expenses and submit these to central office for reimbursement.
7. Chairperson to turn over all committee materials to successor or central office within 30 calendar days of termination of the position.

V. Central Office Responsibilities

1. Prepare the Bylaw amendments for inclusion in the ballot and newsletter as directed by the Chairperson and approved by the Board.
2. Assist in organizing meetings with committee and Parliamentarian as directed.
3. Assist with administrative tasks as assigned and approved by the President.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

EDUCATION AND RESEARCH COMMITTEE SOP

I. Purpose

See Bylaws reference below

II. Bylaws reference:

275 ARTICLE IX – COMMITTEES

276

277 Section 1. Standing Committees.

278 There shall be the following standing committees: bylaws, education & research, ethics,
279 finance, government relations, program, publications, public relations, and other such standing
280 committees as directed by the board.

281

282 Section 2. Appointment.

283 The president, subject to the approval of the board of directors, shall appoint all standing
284 committees. Each committee member must be an active practicing member of NCANA.

285

286 Section 3. Term of Office

287 Members appointed to standing committees shall serve for one year or until their successors
288 are appointed.

289

290 Section 4. Duties

291 A. The chairman of each committee shall be responsible to the board of directors and shall:

292 1. Prepare an annual report and upon request report to the board of directors;

293 2. Be responsible for carrying out the duties as assigned;

294 3. Turn over all records and correspondence to the new chairperson within thirty days

295 after completion of committee year; and

296 4. Confer promptly with members of the committee as to the work assigned.

298 B. Specific Duties –

301 2. Education Committee - This committee shall assist in the development of educational

302 standards of this association and that of the American Association of Nurse

303 Anesthetists.

III. Committee Composition

See Bylaws reference above (Article IX, Section 2)

IV. Duties and Assignments

See Bylaws reference above (Article IX, Section 4, Parts A-B)

1. Obtain from members of the educational districts suggestions as to improvements that may be made in preparing programs for the annual meetings and workshops.
2. Chair to schedule conference calls as needed.
3. Chair to be a member of the Program Committee and participate in their meetings.
4. Arrange and conduct Anesthesia Bowl.
5. Sponsor the NCANA Student Poster Presentation each year at the state meeting.
6. Work in conjunction with the Federal Political Director to raise and distribute moneys for the Sponsor a Student fund to the Midyear Assembly.

7. The Sponsor a Student Program funds will be directed as follows:
 - a. All donations will go to a common fund collected from March 1-March 1 of each year.
 - b. Funds will be divided equally among the 6 nurse anesthesia programs in the state and will be distributed by the FPD/ERC on or about March 2 of that year.
 - c. Directed donations can be specified for a particular nurse anesthesia program, however, this donation will decrease the amount that the program receives from the SAS fund.
 - d. The program director from each program will distribute the money to students interested in attending the Midyear Assembly.
 - e. The names of the students who receive funds and the amount that they receive will be reported to the FPD and the ERC chair by the program directors from each nurse anesthesia program. This information will be retained by the NCANA.
 - f. Students who receive funds will be expected to write an individual letter of thanks to each donor, assist with the promotion of the Sponsor a Student Program at subsequent meetings, and report their experiences to their fellow classmates in a manner approved by the program director.
8. Chairperson to turn over all committee materials to successor or central office within 30 calendar days of termination of the position.

V. Central Office Responsibilities

1. Set up conference calls as directed by Chair.
2. Maintain all CE records digitally. Hard copies to be held on a retention schedule.
3. Maintain a meeting calendar for all scheduled association-held continuing education activities. Make this calendar available on the association website.
4. Assist the committee in distributing correspondence to the membership regarding the Anesthesia Bowl and Student Poster Presentations.
5. Organize with the hotel the setup for the Anesthesia Bowl as directed by the ERC Chair and Program Committee Chair.
6. Organize with the hotel the setup of the Student Poster Presentations.
7. Maintain and store materials for both the Anesthesia Bowl and Student Poster Presentations.

NCANA ANNUAL ANESTHESIA BOWL

Rules of Competition

- I. The NCANA Anesthesia Bowl will be held during the annual meeting.
- II. The Anesthesia Bowl will be organized and administrated by the members of the Education and Research Committee or their designees.
- III. The competition will be held in the spirit of professionalism and good sportsmanship.
- IV. Team Composition
 - A. Each program within the state of North Carolina will have a team.
 - B. The team will consist of four (4) students with one (1) alternate.
 - C. The team members must be currently enrolled in the program at the time of competition.
 - D. Team names, team members' names and shirt sizes will be submitted to the Senior Account Executive of the NCANA [Diana Mills] no later than August 1.
- V. Moderator
 - A. Will select and present the questions in the order and pace he/she deems appropriate.
 - B. Will be selected by the Education and Research Committee.
 - C. Will explain the game, rules and regulations, introduce team members and panel members.
 - D. Is in charge and will control the actions of the teams, judges, scorekeeper, timekeeper and audience during playing of the game.
 - E. Shall review all questions *prior* to the competition to determine the limits of acceptable alternate responses to each question and to select questions for actual competition.
- VI. Judges, Timekeeper, Scorekeeper
 - A. A minimum of three judges, one time keeper and one scorekeeper shall be appointed by the Education and Research Committee.
 - B. The judges shall rule on the response to any question and indicate whether to accept or reject a team's answer. All decisions are final.
 - C. Scorekeeper will monitor that each round runs for 15 minutes.
 - D. Scorekeeper will monitor the time from when a team indicates that they will answer a question to when they begin that response. The maximum time allowed is 10 (ten) seconds.
- VII. The Competition
 - A. The Game

A game will consist of :

Round 1:

 - a) All five teams participating simultaneously.
 - b) Each round will run for fifteen (15) minutes. No preset number of questions will be asked.
 - c) The three (3) teams with the highest score after 15 minutes advance to the next round.

Round 2:

 - a) Three (3) teams will participate simultaneously.
 - b) The round will run for fifteen (15) minutes. No preset number of questions will be asked.
 - c) The two (2) teams with the highest score after 15 minutes advance to the final round.

Third and final round:

- a) The two remaining teams will participate.
 - b) The round will run for fifteen (15) minutes. No preset number of questions will be asked.
 - c) The team with the highest score after 15 minutes is named the winner.
- B. The moderator will introduce members of each team and alternates for each game.
 - C. Practice questions will be run to familiarize the participant with the Anesthesia Bowl process.
 - D. The moderator shall signal the beginning of each round.
 - E. The moderator will ask the pre-selected questions, indicate the team that has responded first, and await the answer. The judges will assess the answer given as to its correctness and if correct indicate so to the scorekeeper and moderator.
 - F. Each team, after responding to a question, will have 10 seconds to begin an answer. Failure to either begin to answer or to answer correctly within the allotted time will give the team that responded second 10 seconds to respond. Team members have the liberty to confer during this time period.
 - G. If a team responds to a question before the moderator has read the complete question and does not answer correctly, the moderator will reread the complete question to the opposing team(s).
 - H. If no team responds to a question within 10 seconds after the moderator has completed its reading, the question will be set aside and questioning will continue.
 - I. If a team, while answering, responds with 2 answers from team members, the answer heard first will be the accepted response. The second response, even if correct, will not be accepted.
 - J. Each correct answer to a question will have a value of one point.
 - K. The moderator at all times shall have the freedom to select question in the order he/she sees fit and to throw out questions at any time he/she deems necessary.
 - L. Tie games shall be resolved by a sudden death play-off. In a sudden death, the first team to score wins.
 - M. Tie breaker questions will be selected by the moderator.

VIII. The Questions

- A. All program directors may submit 5 questions per year to the Education and Research Committee.
- B. The members of the ERC will review all received questions and annually monitor the existing question pool for updates.
- C. Questions will be constructed in such a manner that there are no true/false type questions and no multiple choice type questions.
- D. Categories from which questions will be asked are:
 1. chemistry
 2. anatomy and physiology
 3. pediatric/neonatal
 4. obstetrics
 5. pharmacology
 6. pathophysiology
 7. regional techniques
 8. safety
 9. trauma
 10. equipment
 11. history
- E. Questions should be designed to elicit short answers and appropriately referenced from a current edition anesthesia text.

IX. Multi state competition

- A. In the event of a joint state meeting, each state will conduct their own Anesthesia Bowl to determine a winning team.

- B. If there is agreement between each state, the winning teams from the two states will meet and play from the final round.
 - C. The round will run for 10 minutes. The team with the highest score at that time is declared the winner.
- X. NCANA Trophy
- A. Immediately after the competition the trophy will be engraved with the winning team member names by MCI.
 - B. Once engraving is complete the trophy will be sent to the winning team's nurse anesthesia program for the ensuing year.
 - C. At the end of the year the nurse anesthesia program shall bring the trophy to the NCANA Annual meeting.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

GOVERNMENT RELATIONS COMMITTEE SOP

I. Purpose

See Bylaws reference below

II. Bylaws reference:

275 ARTICLE IX – COMMITTEES

276

277 Section 1. Standing Committees.

278 There shall be the following standing committees: bylaws, education & research, ethics,
279 finance, government relations, program, publications, public relations, and other such standing
280 committees as directed by the board.

281

282 Section 2. Appointment.

283 The president, subject to the approval of the board of directors, shall appoint all standing
284 committees. Each committee member must be an active practicing member of NCANA.

285

286 Section 3. Term of Office

287 Members appointed to standing committees shall serve for one year or until their successors
288 are appointed.

289

290 Section 4. Duties

291 A. The chairman of each committee shall be responsible to the board of directors and shall:

292 1. Prepare an annual report and upon request report to the board of directors;

293 2. Be responsible for carrying out the duties as assigned;

294 3. Turn over all records and correspondence to the new chairperson within thirty days

295 after completion of committee year; and

296 4. Confer promptly with members of the committee as to the work assigned.

298 B. Specific Duties –

312 5. Government Relations Committee – This committee shall consist of the active members

313 appointed by the president. This committee shall work with and under the direction of

314 the board of directors regarding legislation on health care issues.

III. Committee Composition

See Bylaws reference above (Article IX, Section 2)

IV. Duties and Assignments

See Bylaws reference above (Article IX, Section 4, Parts A-B)

1. Attend AANA annual Government Relations Boot Camp.
2. Attend other meetings as directed by the president.
3. Identify State legislators and regions that they serve.
4. Identify legislators who serve on Health Care Committees.
5. Monitor the State Legislative Body for legislation affecting the practice of nurse anesthesia and other areas of interest pertaining to nursing practice.
6. Make members aware of the importance of knowing their respective legislators.
7. Assist the President in maintaining communication with members.

8. Keep State Government Relations Committee manual current.
9. Work with the Executive Director, board, and lobbyists to schedule, organize, and execute an annual Lobby Day and Legislative Reception.
10. Prepare annual report as directed by the President.
11. Maintain and update the Chief CRNA list and Key Contact List.
12. Chairperson to keep itemized account of expenditures and submit to central office for reimbursement.
13. Chairperson to turn over all committee materials to successor or central office within 30 calendar days of termination of the position.

V. Central Office Responsibilities

1. Work with board, committee, and lobbyists to schedule, organize, and execute annual Lobby Day and legislative Reception.
2. Execute these events as outlined in existing contract.
3. Distribute information to membership regarding upcoming events and legislation as directed by the Chair and approved by the President.
4. Store a digital hard copy of the Chief CRNA list and Key Contact List that includes available database information.
5. Assist with administrative tasks as assigned and approved by President.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

PROGRAM COMMITTEE SOP

I. Purpose

See Bylaws reference below

II. Bylaws reference:

275 ARTICLE IX – COMMITTEES

276

277 Section 1. Standing Committees.

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280 committees as directed by the board.

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284 committees. Each committee member must be an active practicing member of NCANA.

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288 are appointed.

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290 Section 4. Duties

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292 1. Prepare an annual report and upon request report to the board of directors;

293 2. Be responsible for carrying out the duties as assigned;

294 3. Turn over all records and correspondence to the new chairperson within thirty days

295 after completion of committee year; and

296 4. Confer promptly with members of the committee as to the work assigned.

298 B. Specific Duties –

315 6. Program Committee – This committee shall prepare the program for the annual

316 meeting.

III. Committee Composition

See Bylaws reference above (Article IX, Section 2)

IV. Duties and Assignments

See Bylaws reference above (Article IX, Section 4, Parts A-B)

1. Meet or conference with President, committee, and Executive Director to review program plan.
2. Facilitate the planning of presentations, speakers and objectives.
3. Confer with Treasurer and Executive Director to formulate a budget.
4. Make initial contact with speakers to confirm their involvement and request contract, CV, and lecture info.
5. Forward all speaker information to central office as soon as possible and no later than 6 months prior to the start of the program. So that approval forms may be submitted to AANA.
6. Proof final promotional program and registration form prior to being mailed to CRNAs.
7. Work in close collaboration with committee and Executive Director on all aspects of the meeting.
8. Prepare annual report as requested by the President.

9. Chairperson to keep itemized account of expenditures and submit to central office for reimbursement.
10. Chairperson to turn over all committee materials to successor or central office within 30 calendar days of termination of the position.

V. Central Office Responsibilities (to be held in accordance with existing contract)

1. Research sites and contacts with hotel, sign contracts at direction of President.
2. Upon obtaining program and speaker information from Program Chair, complete appropriate AANA forms and send to AANA for program number and credit approval.
3. Prepare brochure and registration form to be approved by committee and President.
4. Prepare email notices to members regarding meeting updates and encouraging registration.
5. Contract with printing company and mailing house to distribute brochure.
6. Prepare brochure and registration form for vendors to be approved by committee and President.
7. Prepare email notices to vendors regarding meeting updates and encouraging registration.
8. Contract with printing company and mailing house to distribute both brochures.
9. Communicate with speakers, vendors, and members to confirm their arrangements.
10. Arrange lodging, travel, and required AV for speakers, VIPs, and board members.
11. Create forms and documents including all meeting information and order supplies as needed to compile badges and packets.
12. Create custom FileMaker database and complete data entry to track all pertinent aspects of event registrations.
13. Arrange for gratis vendor booths at meeting for PAC, AANA Foundation, etc.
14. Arrange all aspects of Banquet Event Orders with hotel, including room setup, guarantees, menus, AV, deliveries, special requests, etc., conferring with meeting chairs periodically to make sure all requests are met.
15. Arrange all aspects of pre- and post- board meeting with the hotel, conferring with the President as needed.
16. Prepare personalized meeting packets for registrants, speakers, board, and vendors.
17. Prepare board packets and agenda for both board meetings with collaboration from the President.
18. Set up Anesthesia Bowl with hotel including buzzer delivery and hook up, room set up, AV, music queueing, menus, schedule, etc.
19. Maintain all hard documents on a retention schedule.
20. Maintain digital copies of all documents, database, and communication with all parties.
21. Update speaker and vendor lists.
22. Order NCANA Achievement Award plaque if applicable
23. Order NCANA President's pin if applicable
24. Order flowers, gavel, and gift for outgoing President and prepare for President-Elect to present at business meeting.
25. Organize and set up all aspects of business meeting, including room setup, head table, AV, recording arrangements, printed documents as directed by the Parliamentarian, etc.
26. Be present at head table and monitor agenda, orchestrating cues.
27. Order promotional items for sale or free distribution to attendees.
28. Arrange schedule, contract, travel, lodging, and payments with photographer.
29. Arrange schedule, contract, travel, lodging, and payment with Parliamentarian.
30. Purchase and wrap speaker gifts.
31. Set up and manage registration desk as central hub for all membership.
32. Keep registration open a minimum of 5 hours per day.
33. Check all meeting rooms for proper set up and AV needs as requested.
34. Check all meal and drink numbers, and sign off on daily BEOs.
35. Monitor meeting budget and advise meeting chairs accordingly.
36. Contract transcription service to type recorded business meeting for distribution at winter board meeting, and approval at spring board meeting.
37. Any other tasks as designated by the committee chair and approved by the President.

38. All other tasks in the best interest of the attendees and the bottom line at the discretion of the Executive Director's professional expertise.
39. Executive Director to oversee and manage every aspect of meeting, as empowered by the existing contract and under the supervision or approval of the President.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

PUBLIC RELATIONS COMMITTEE SOP

I. Purpose

See Bylaws reference below

II. Bylaws reference:

275 ARTICLE IX – COMMITTEES

276

277 Section 1. Standing Committees.

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279 finance, government relations, program, publications, public relations, and other such standing
280 committees as directed by the board.

281

282 Section 2. Appointment.

283 The president, subject to the approval of the board of directors, shall appoint all standing
284 committees. Each committee member must be an active practicing member of NCANA.

285

286 Section 3. Term of Office

287 Members appointed to standing committees shall serve for one year or until their successors
288 are appointed.

289

290 Section 4. Duties

291 A. The chairman of each committee shall be responsible to the board of directors and shall:

292 1. Prepare an annual report and upon request report to the board of directors;

293 2. Be responsible for carrying out the duties as assigned;

294 3. Turn over all records and correspondence to the new chairperson within thirty days

295 after completion of committee year; and

296 4. Confer promptly with members of the committee as to the work assigned.

298 B. Specific Duties –

321 8. Public Relations Committee – This committee shall conduct the public relations of this
322 association.

III. Committee Composition

See Bylaws reference above (Article IX, Section 2)

IV. Duties and Assignments

See Bylaws reference above (Article IX, Section 4, Parts A-B)

1. Arrange meeting with committee and President quickly to begin making arrangements for Nurse Anesthesia Week in January.
2. Arrange for at least one project for Nurse Anesthesia Week. Look to previous committees and the Executive Director for guidance and feedback.
3. Organize and execute all aspects of project with assistance from central office.
4. Update contact lists for future projects and forward to central office for storage.
5. Chairperson to keep itemized account of expenditures and submit to central office for reimbursement.
6. Chairperson to turn over all committee materials to successor or central office within 30 calendar days of termination of the position.

VI. Central Office Responsibilities

1. Work with committee to schedule, organize, and execute one or more projects for Nurse Anesthesia Week.
2. Distribute information to membership and other associations, hospitals, vendors, etc. promoting the profession of nurse anesthesia as directed by the Chair and approved by the President.
3. Store a digital copy of contact lists as compiled by the committee.
4. Assist with administrative tasks as assigned and approved by President.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

PUBLICATIONS SOP

I. Purpose

See Bylaws reference below

II. Bylaws reference:

275 ARTICLE IX – COMMITTEES

276

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298 B. Specific Duties –

321 8. Public Relations Committee – This committee shall conduct the public relations of this

322 association.

III. Committee Composition

See Bylaws reference above (Article IX, Section 2)

IV. Duties and Assignments

See Bylaws reference above (Article IX, Section 4, Parts A-B)

The responsibilities of this committee are now handled by central office pending future contracts or bylaws amendments.

1. Update the ad rate form and distribute to members, school directors, and vendors along with a call for submissions.
2. Calls for submissions should be made 2 months prior to deadline, with at least one reminder send in the median, and a last call.
3. Submissions are to be due no fewer than three weeks prior to publication.
4. Collect, compile, edit, and format reports and articles from school directors, board members, committee chairs, and members for publication in the newsletter.

5. Collect and format ads, process payments, and distribute receipts and publication copies to advertisers.
6. Design and compile the document as a whole.
7. The newsletter is to be published once in the spring and once in the fall.
8. The newsletter is a digital pdf only.
9. The driving and singular purpose of this publication shall be to keep members informed of the activities of the group and stimulate interest in their association.
10. A digital copy will be distributed to all members and advertisers, and made available on the website.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

MEETING CANCELLATION POLICY

The following represents policy which applies to district and state meetings for the NCANA, relative to meeting cancellation/inclement weather conditions:

The NCANA may choose to cancel a scheduled meeting due to inclement weather which it believes to be in the best interest and safety of the participants scheduled or planning to attend. Registration fees will be refunded in full to the attendees, or transferred to the new date or the next meeting date, the choice of which lies with the payor pending approval by the Executive Director.

Participants who have pre-registered will be assessed the following administrative fees upon cancellation for any purpose.

Cancellation up to 14 days before the event	full refund
Cancellation within 3-14 days of an event	administrative fees: \$25 CRNA, \$10 Student
Cancellation within the 3 days prior to an event	no refund
No show	no refund

Pre-registered participants may choose to have their registration fee applied to the next available meeting of their choice at the discretion of the Executive Director and/or meeting chair.

Speakers who cancel receive no reimbursement, and can be held responsible for any non-refundable travel arrangements at the discretion of the meeting chair, pending approval by the President.

Vendor cancellation policy is outlined in the vendor contracts.

In the case of inclement weather, NCANA will execute due diligence in contacting all registrants by phone and email, and a message will be available at the NCANA Central Office either by person or voice mail by dialing (919)779-7881, and posted on the website at www.ncana.com.

NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS

ALCOHOL POLICY

It is the policy of the North Carolina Association of Nurse Anesthetists that the Association will not pay for alcohol served at any NCANA meeting or event. Nor will the Association reimburse any Board member or Officer for the expense of alcohol purchased at any NCANA or AANA event. The only exception to this policy will be Legislative/Lobby/Capitol Day, when NCANA hosts members of the N.C. General Assembly.