



Maine Association of Nurse Anesthetists (MeANA) Calls for Nominations: 2018-2019 Board of Directors

The [Maine Association of Nurse Anesthetists \(MeANA\)](#) is pleased to announce the call for nominations for vacant positions on the 2018-2019 Board of Directors.

The following positions are available, starting **Sept. 1, 2018**:

- President-elect
- Directors (2 vacancies)
- Chair, State Government Relations Committee
- Chair, Nominations Committee

Service on the MeANA Board of Directors is a great opportunity to advance the profession and be engaged in your state association. Only active members of MeANA are eligible for nomination to elected office.

POSITION DESCRIPTIONS

PRESIDENT-ELECT

- Assume the duties of the President when the President is unable to serve.
- Assume the office of the President after the completion of the President's term.
- Remain currently informed of all MeANA activities.
- The President-elect shall serve in this capacity for one year. The term of office will begin at the start of the fiscal year (September 1).
- A member shall be eligible for the office of the President or President-elect if that member has served on the Board of Directors and/or is an active Committee Chair, whose eligibility is subject to simple majority approval by the Board of Directors.

DIRECTORS

- Board Liaisons to Committees. Each board member will liaise with one or two committees. While board liaisons attend committee meetings, not all committees meet regularly.
- Communicate regularly with committee chair to stay up to date on committee projects and activities.
- Contact the chair before each board meeting to become fully informed about any agenda items for the board.
- Conduct the general business of MeANA
- Control and manage the funds and property of MeANA.
- Select a place for deposit of funds.
- Provide for auditing of the books as such times as the Board of Directors may deem advisable.



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- Prescribe the amount of expenses that shall be allowed for speakers at annual and regular meetings and amounts to be allowed toward defraying expenses of representatives to the annual congress of the American Association of Nurse Anesthetists (AANA) or to other meetings.
- May conduct business by the following means (but not limited to); face to face meetings, mailings, electronic mailings, conference calling, video conferencing, and/or web based meetings. All such business shall be recorded in the permanent records of the ASSOCIATION.
- Shall develop, adjust and approve a yearly set of standing rules.
- Assume other duties as assigned by the President.
- The Directors shall begin duties at the start of the fiscal year (September 1) of this ASSOCIATION and shall hold that office until the conclusion of the fiscal year in the final year of the director's term of office.
- Directors shall be elected for a term of three (3) years, or until their successors are elected.
- Two (2) Directors shall be elected every year. Directors may not be elected for more than two (2) consecutive terms.
- A Director may resign at any time by written notice delivered to an executive board member of MeANA. A resignation is effective when the notice is delivered unless the notice specifies a date later than the date of delivery.

COMMITTEE CHAIR, STATE GOVERNMENTAL RELATIONS COMMITTEE

This committee shall work with the Board of Directors and lobbyist to monitor pending legislation pertaining to nurse anesthesia in the state of Maine and inform members about such legislation that has the potential to affect their practice. This committee will develop and foster relationships with key state legislators and form alliances with other medical community leaders. They will also develop and maintain a state communication tree for rapid response concerning state legislative and regulatory issues.

- Shall be responsible to the Board of Directors.
- Shall prepare a report of the committee's activities for Board of Directors meetings.
- Shall be responsible for carrying out the duties assigned.
- Committee Chairs and Members appointed to committees shall serve for two (2) years or until their successors are appointed.

COMMITTEE CHAIR, NOMINATING COMMITTEE

The nominating committee shall be composed of three (3) active members elected by the general membership present at any business meeting of MeANA. The chairperson of the committee shall be elected by and from its own membership. The chairperson of the previous year's committee shall serve as an ex-officio member of the committee. No less than sixty (60) days prior to the end of the fiscal year



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(September 1st), the committee shall prepare and present to the Board of Directors, a ballot with nominations for the Executive board and Directors.

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- Shall prepare a report of the committee's activities for Board of Directors meetings.
- Shall be responsible for carrying out the duties assigned.
- Committee Chairs and Members appointed to committees shall serve for two (2) years or until their successors are appointed.

PROCESS

- Except for the election of the Nominating Committee, elections shall be by electronic ballot
- Write-ins: A vote may be cast for a person not on a ballot by writing in the name.
- C. Ballots shall be distributed to voting members no less than thirty (30) days prior to the start of the fiscal year (September 1st) and returned to the Nominating Committee Chair in the manner and time frame established by the Nominating Committee.
- A plurality vote shall elect.

HOW TO APPLY:

- Click [here to submit](#) your information (cv, letter of intent and a short biography).
- Email a copy of your CV to meana@aana.com.

DEADLINE FOR NOMINATIONS:

- **Friday, June 8, 2018**

CONTACT US:

- Email: meana@aana.org
- Tel: 847-939-3520
- <http://www.meana.org/>