



Candidate Packet for Student Representative to the AANA Education Committee

American Association of Nurse Anesthetists

222 South Prospect Avenue, Park Ridge, IL 60068-4001 ■ Phone (847) 692-7050 ■ Fax: (847) 692-6968 ■ <http://www.aana.com>

Dear Candidate:

Thank you for your interest in running for the position of Student Representative to the AANA Education Committee. Carefully read the following list, as it explains what you must submit in order to be considered as a candidate for the Student Representative ballot.

Note: All material submitted **MUST** be typed!

1. Consent form (complete the enclosed Official Consent Form)
2. Letter from your program director giving consent for you to attend all required functions of the AANA Education Committee.
3. Curriculum vitae
A suggested format would include:
 - Name
 - Address
 - Licensure
 - Education
 - Professional memberships
 - Professional activities
 - Miscellaneous
4. Position statement (single-spaced, not to exceed one page). This material will be displayed at Annual Congress and also be posted on the AANA website.
5. Biographical sketch (not to exceed six sentences). This will also be displayed at the Annual Congress (see enclosed form) and posted on our website prior to the Annual Congress.
A suggested format would include:
 - Educational background
 - Participation in nursing related organizations
 - Committees and office held
 - Employment
 - Program you attend
6. Please provide a photo of yourself with your e-mail submission. **The photo must be in .jpg format, and of you only.** You should be in professional dress (scrubs) or formal business clothes (suit or dress). **This photo will be posted on the website prior to the Annual Congress with your position statement and biographical sketch.**

Please note that once the above material (candidate packet) is submitted, it cannot be changed or returned. Position statements and biographical sketches will be printed as presented (upon approval of the Education Specialist), so you may wish to pay extra attention to grammar and punctuation.

The candidate packet must be received by **JUNE 1**. Completed candidate packets received after June 1 will not be considered for placement on the ballot unless there is a deficiency of candidates for the office. You will receive a letter of acknowledgment from the Education Department by June 15.

Also enclosed with this letter you will find: a description of position, the election process, the campaign policy, the consent form and an application packet check list.

If you have any questions, please feel free to contact the Education Department at 847-655-1161 or education@ana.com.

STUDENT REPRESENTATIVE TO THE AANA EDUCATION COMMITTEE

DESCRIPTION OF POSITION

The following description is provided for your benefit in matching individual's abilities to meet the demand of the position.

1. The Student Representative is a committee member to the AANA Education Committee for one year.
2. The Student Representative functions as an information source that provides guidance to students and enhances communication between the student body and the objectives and philosophies of the AANA.
3. The Student Representative writes for the Student News Column in the AANA NewsBulletin. This column serves as a forum and information source for student issues.
4. The Student Representative provides opportunities for all students, particularly those sitting on affiliated Councils, to utilize the Student News Column for dissemination of information.
5. The Student Representative functions under the guidance of the AANA Education Committee.
6. The Student Representative attends all AANA Education Committee meetings.
7. Expenses for travel and lodging will be assumed by the AANA in compliance with the policy. The Student Representative submits expense reports for reimbursement after each meeting.
8. Planning the Student Luncheon and the Student Session at the AANA Annual Congress is the primary responsibility of the Student Representative.
 - a. Duties relating to the Student Luncheon include the following:
 1. Host the Student Luncheon activities.
 2. Deliver the student address.
 - b. The incumbent will properly orient the newly elected Student Representative to the functions and duties of the office.

STUDENT REPRESENTATIVE TO THE AANA EDUCATION COMMITTEE ELECTION PROCESS

1. The Student Representative is elected only by those students in attendance at the Annual Congress Student Leadership Session. Voting is conducted by secret ballot. Students are given one ballot after showing their Annual Congress name badge that identifies them as "Associate Member" or their AANA card.

All students must be seated when voting takes place. The Education Committee members will distribute ballots to those individuals with the above indicated identification and students will mark their ballots. Education Committee members will then pick up the ballots. Only students in their seats at this time and possessing the above indicated identification will be given ballots and allowed to vote. Each student will only be given one ballot.

Ballots are counted by tellers (two Education Committee members) assigned by the AANA Education Committee Chair. Election results are announced by the incumbent at the Student Luncheon. The newly elected representative will have the opportunity to make a brief speech. Vote distribution is not revealed and ballots are returned to the AANA Education Committee Chairman to be destroyed. In the event of a tie, a run-off election will be held using the above election procedures.

2. Candidates for office are invited to give a short presentation at the Student Session. At this time, they are to present their platforms and qualifications for office. Only eligible candidates are permitted to make presentations. All candidates are advised of candidate eligibility by a letter of confirmation from the AANA Education Department. Any candidate who has not received a letter of confirmation by June 15 should immediately contact the AANA Education Department to ascertain if their candidate packet was received.
3. There are no onsite nominations. Nominations for office are taken only from those candidate packets received by the AANA Education Specialist prior to June 1 that meet the qualifications for candidacy.
4. In the event that the Student Representative is terminated by the program, or his/her educational process is interrupted by leave of absence, the position must be relinquished to another student assigned by the AANA Education Committee.
5. Qualifications for Candidacy
 - a. The candidate must have a grade average of "B" or above.
 - b. The candidate must have at least one year remaining in their program.
 - c. The candidate must be an Associate Member of the AANA.
 - d. The candidate must be willing to spend the time and effort to meet the responsibilities of the office and strengthen student participation in the AANA.
 - e. The candidate must submit a completed candidate packet by **June 1**.
6. The term of office for the Student Representative to the AANA Education Committee shall commence at the close of the AANA Annual Congress at which the election results are presented.

STUDENT REPRESENTATIVE TO THE AANA EDUCATION COMMITTEE

CAMPAIGN POLICY

Campaigning

Campaigning for office may begin any time after receiving a confirmation letter of eligibility from the AANA. Campaign flyers are acceptable provided the following guidelines are adhered to:

- Campaign flyers cannot be found to be offensive or illegal.
- Candidates may **NOT** use the AANA logo or any other AANA distinction on any kind of material.
- Candidates can **ONLY** hand out (***place in a person's hand***) campaign flyers.
- **No** other materials, including but not limited to posters, signs, banners, food items, buttons, trinkets or any other campaign propaganda will be allowed.
- Flyers may only be handed out (***handed to a student***) at the student session. No flyers may be left on tables.
- Candidates' photos, position statements, biographical sketches and CVs will be posted on the AANA website. A campaign video up to two (2) minutes in length also may be submitted for posting on the AANA website (MP4 file **only**). Videos must be approved by AANA staff and may **NOT** use the AANA logo or any other AANA distinction. **Candidates are not allowed to post the video on public or personal pages.** However, **candidates are allowed to post a link** to the page which contains their video on the AANA website.

AANA Meetings

No official announcements of campaign social events may be made at AANA functions. Announcements may be handed out (***placed in a person's hand***) regarding campaign social events.

Campaign social events may be held on a candidate's behalf at AANA national meetings provided the event does not conflict with any other AANA sponsored event and the event occurs at the site of the AANA meeting. All activities must be coordinated through the AANA's Convention and Meeting Planning Department to minimize the risk of violating hotel contracts, fire codes and other regulations.

Ballot

The ballot becomes official after June 15. No candidate is ensured placement on the ballot until he/she receives a confirmation letter from the AANA.

Student Session

Candidates will be allowed to make a short verbal presentation at the Student Session, usually two to three minutes in length depending on the number of candidates. No graphics, slides, overheads or handout material will be allowed as part of this presentation.

**CANDIDATE FOR
STUDENT REPRESENTATIVE TO THE
AANA EDUCATION COMMITTEE**

OFFICIAL CONSENT FORM

I hereby give my consent to have my name and photo placed on the AANA ballot for the position of Student Representative to the AANA Education Committee. I understand that my name, photo, CV, position statement, biographical sketch and optional campaign video will be posted on the AANA website. Printed materials will be posted at the upcoming AANA Annual Congress.

AANA Member #: _____

Expected Graduation Date (MM/DD/YY): _____

Signed: _____

Date: _____

Please complete the following information as you would like it to appear in the committee roster, if you are elected.

Name: _____

Credentials: _____

Address: _____

Phone: _____

Fax Number: _____

E-mail: _____

**CHECK LIST FOR SUBMISSION OF
CANDIDATE PACKET FOR
STUDENT REPRESENTATIVE TO THE
AANA EDUCATION COMMITTEE**

- _____ Consent form (**enclosed**)
- _____ Letter from program director
- _____ Curriculum vitae
- _____ Position statement (**single-spaced, not to exceed one page**)
- _____ Biographical sketch
- _____ Photo ***Required: Submit in jpg. format. Picture must be of you only in professional dress (scrubs) or formal business clothes (suit or dress).***
- _____ Campaign Video ***Optional. Submit MP4 file only, no more than two (2) minutes in length.***

Please e-mail all of the above materials in one e-mail to education@aana.com