



American Academy of Anesthesiologist Assistants | American Society of Anesthesiologists
In collaboration with Commission on Accreditation of Allied Health Education Programs

Position Description to ARC-AA

Periodically, each sponsor will submit nominations to the ARC-AA for election of a representative to the ARC-AA Board of Directors. The following information will assist sponsoring organizations with identifying nominees who possess the expertise, interest, and commitment to serve on the ARC-AA Board of Directors and to assist the nominees in understanding the commitment to serve on the ARC-AA Board of Directors. Nominations are due to the ARC-AA Executive Director no later than July 1 in the year of election.

Mission Statement / Purpose of the Organization

The purpose of the ARC-AA is to act under the auspices of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), or its successor, which is the national voluntary accreditation agency for the anesthesiologist assistant, through development and review of the *CAAHEP Standards and Guidelines for Educational Programs of Anesthesiologist Assistants*, assessment of educational outcomes, and recommendation to CAAHEP for accreditation of those education programs which meet the *CAAHEP Standards and Guidelines* for national accreditation.

The sponsors of the ARC-AA consist of the American Academy of Anesthesiologists Assistants (AAAA) and the American Society of Anesthesiologists (ASA).

Functions

Program Review

The primary function of the committee is to assess the merits of applicant educational programs for accreditation by CAAHEP in accordance with the *Standards and Guidelines for the Accreditation of Educational Programs for the Anesthesiologist Assistant*.

Educational Outcomes Assessment

ARC-AA is responsible for evaluating and recommending means by which its collaborating sponsors may favorably influence the quality and availability of education for anesthesiologist assistants as a service to the public and professions.

Review Standards & Guidelines of Accreditation

ARC-AA conducts periodic reviews of the *CAAHEP Standards and Guidelines* and revises them as necessary.

Accreditation Process Evaluation

ARC-AA develops policies and processes that comply with the standards established for national accrediting agencies and performs other functions pertinent to education program accreditation.

Essential Representative Duties

To advance the ARC-AA's mission, each director of the board will:

- Participate on at least 2 conference calls;
- Attend two face-to-face board meetings;
- Willingness to attend CAAHEP meetings;
- Review documents for accreditation, including self-study reports, annual reports, interim reports; and
- Participate on standing committee and ad hoc committees.

Roles/Time Commitment

ARC-AA is a working board; each director plays an active role in the governance of the organization and the review of Anesthesiologist Assistant programs. Board members must be willing and are expected to serve in their assigned roles and participate in the various activities as listed below.

Board Meetings

The board meets twice per year face-to-face for approximately four (4) hours each in conjunction with the AAAA Annual Meeting (April) and the ASA Annual Conference (October), and twice per year by conference call for approximately two (2) hours each (January and July). Preparation for the Board meetings involves approximately two (2) to four (4) hours each. Whenever practicable, Board members are asked to provide advance notice to the Chair/Executive Director in the event the board member is unable to attend a required meeting or participate in a required conference call.

Site Visitor

Board members are expected to participate on at least one site visit as either an observer or as a member of the team. Site visits usually last three days, including a travel day. Travel costs are covered by the ARC-AA.

Criteria & Qualifications of this Representative

Individuals who possess the majority of the following criteria and qualifications are more likely to be successful as a board member:

- AA currently practicing and certified or an active physician anesthesiologist
- AAAA or ASA (educational) member in good standing
- Equitable region representation
- Past or current commissioner to CAAHEP
- Past or current board experience (any board)
- Past or current accreditation experience (any type)
- Past or current experience as instructor (clinical or didactic of any type)
- Collaborator
- Attention to detail
- Ability to assess degree of compliance with the CAAHEP *Standards*
- Excellent communication skills
- Collegiality
- Ability to articulate position
- Ambassador for education
- Commitment to advance the quality of Anesthesiologist Assistant education
- Comfortable with or willing to learn web-based meeting software (e.g., Zoom) for conference calls and cloud based file storage (e.g., Dropbox) for downloading documents

Selection & Terms of Office

Each sponsoring organization may nominate at least two representatives for each open director seat; the ARC-AA Board of Directors elects the representative.

Members of the board serve three-year terms and can serve for a maximum of two (2) consecutive terms.

Number of Representatives, Including Terms of Appointment

For a copy of the ARC-AA Bylaws (revised October 2019) in their entirety, visit www.caahep.org/arc-aa.

SECTION 3 – BOARD OF DIRECTORS

The governing and policy-making responsibilities of the Corporation are vested in the Board of Directors, which has full and final authority on all matters affecting the management and welfare of the Corporation. The Board of Directors may prescribe rules and policies consistent with these Bylaws for the routine conduct of the Corporation's business, which rules and policies may be altered or amended from time to time at any meeting of the Board of Directors by a majority of Directors present.

A. ELECTION OF DIRECTORS

Each Sponsoring Organization shall nominate representatives of the Sponsoring Organization to serve as Directors on the Corporation's Board of Directors. The Board of Directors shall elect these nominees by a simple majority vote (in person or by other means) if they are found to be satisfactory, provided a quorum of Directors cast a vote. The Corporation will promptly notify the nominating Sponsoring Organization of any of its nominees that fail to be elected so that additional nominations (including re-nominating) may be made.

B. NON DISCRIMINATION

The Corporation does not discriminate on the basis of gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability, and cultural and religious backgrounds.

C. REPRESENTATION

The Board of Directors shall include four (4) representatives from each Sponsoring Organization consisting of the following at the time of appointment: at least two (2) anesthesiologist assistants who are not a program director or assistant program director and no more than two (2) anesthesiologist assistants with appropriate academic education experience who are either a program director or assistant program director and at least two (2) anesthesiologists who are not a medical director with an accredited anesthesiologist assistant program and no more than two (2) anesthesiologists who are either a medical director or assistant medical director of an accredited anesthesiologist assistant program.

D. TERMS OF OFFICE

Directors shall serve for a term of three (3) years. Terms of service shall begin January 1 following election at the annual meeting. Directors may serve a maximum of two (2) consecutive terms (six (6) years). After serving two (2) full terms, the Director shall be retired from the Corporation for at least one (1) year before being eligible for reelection. Such term limits as herein stated shall be suspended for the time a Director serves on the Executive Committee.

The Board of Directors shall appoint a Director to fill a partial term vacancy by a vote of the majority of the remaining Directors. Completion of an unexpired term does not count toward the six-year limit of service. Directors whose terms have expired may continue serving until they are either reelected or until their successors are chosen.

E. RESIGNATIONS OR REMOVAL

Directors who are absent from two (2) consecutive meetings are considered to have resigned. The Chair may excuse an absence from a meeting. Any Director may be removed with or without cause by a majority vote of all of the other Directors then in office. Notice shall be provided, in writing, to the Sponsoring Organization that a representative has missed two (2) consecutive meetings or has been removed.

F. DUTIES OF DIRECTORS

Each Director shall be required to participate fully in all activities of the Corporation. When acting in the capacity as a Director, each Director shall have a fiduciary duty to act in the best interests of the Corporation, irrespective of that Director's obligations to any other organization.

G. COMPENSATION

Except as otherwise provided herein, all Directors shall serve without pay or honorarium.