

NCCAA Commissioner Role, Selection & Election

Thank you for your interest in serving as a CAA Commissioner on the NCCAA Board of Commissioners. This document is designed to provide guidance on the application process, including the qualifications and expectations of NCCAA Commissioners. Please review the enclosed information carefully and ensure that if interested in serving, all required documents are submitted to NCCAA at governance@nccaa.org.

This is an exciting opportunity to contribute to the work of NCCAA. As the certifying body for CAAs, we are committed to serving the public by ensuring high standards in the anesthesiologist assistant profession. NCCAA believes that Certified Anesthesiologist Assistants (CAAs) play a crucial role in the healthcare system, providing anesthetic care to thousands. The growing recognition and increasing number of both educational programs for CAAs and states that recognize CAA practice highlight the essential contributions of CAAs across the country. As the profession continues to expand, NCCAA remains dedicated to the public interest of promoting safe anesthesia care as well as supporting CAAs and other stakeholders.

BOARD ROLE

The primary role of the NCCAA Board of Commissioners is to guide and drive the organization through strategic leadership. The Board sets the vision and mission of the organization and is responsible for setting policy and making all decisions related to the affairs of the NCCAA including but not limited to the following important roles:

- * Establish the eligibility standards of applicants for initial certification by the NCCAA.
- * Establish standards for continued certification of the Certified Anesthesiologist Assistant (CAA).
- * Establish and enforce policies and procedures related to Certified Anesthesiologist Assistant (CAA) disciplinary action(s) taken related to NCCAA certification.
- * Establish criteria and polices governing the development, administration, scoring, and reporting of NCCAA examinations.
- * Establish the criteria and determine the selection and removal of subject matter experts and all other committee members of NCCAA standing and ad hoc committees.

Commissioners each bring an individual perspective to their role as a Commissioner, but each Commissioner should possess the following in service to the NCCAA:

- * Foundational grasp of the role of the CAA.
- * Familiarity with the NCCAA's certification program.
- * Commitment to making data-driven decisions whenever possible.
- * Ability to apply knowledge, personal insight, and data to benefit the NCCAA.
- * Willingness to engage in the conversations regarding the organization's present and future vision.
- * Capacity to contribute actively, confidently, and collaboratively to discussions and decision-making processes.
- * Comprehension and acknowledgment that the Board is responsible for ensuring the interests of stakeholders are considered when appropriate, but the interest of the public is paramount to all other interests.
- * Dedication to NCCAA and its purpose and mission.

BOARD COMMITMENT

The NCCAA Board convenes four times per year to provide strategic leadership and oversight, working in close collaboration with the NCCAA staff to fulfill the organization's mission. Additionally, Commissioners typically participate in two to three workgroups, committees or task forces annually. These meetings often take place virtually, but may require some in-person meetings.

Example Board Meeting Dates from 2025 schedule:

Q1 February 11, 2025

Q2 April 5, 2025

Q3 August 9, 2025

Q4 November 8, 2025

* It is reasonable to expect similar dates for future meetings, however, the Board has full discretion on the setting of the scheduled meeting dates.

Meetings last several hours and typically require 8-10 hours of preparation to be fully prepared to engage in the work of the NCCAA.

Service as a Commissioner is a volunteer position and does not include financial compensation for participation as a Commissioner. NCCAA does cover all travel, lodging, and meal expenses for official Board and committee meetings/business.

Commissioners once elected, serve a **three-year term** and may be re-elected for up to two additional three-year terms.

BOARD COMPOSITION

The Board of Commissioners consists of not less than nine members and no more than eleven members. The Board must consist of the following Commissioners:

- * Seven CAA Commissioners, one of which must be a recently certified anesthesiologist assistant having been initially certified by the NCCAA in the five years immediately preceding their election to the Board.
- * One physician anesthesiologist Commissioner.
- * One public member Commissioner.

CAA BOARD MEMBER QUALIFICATIONS

CAA members of the NCCAA Board must be NCCAA certified, in good standing. They must maintain compliance with conflict of interest reporting and documentation as required by NCCAA. They must discharge their responsibilities in a manner that the board member, in good faith, believes to be in the best interest of the NCCAA.

CAA Board members shall not concurrently serve as an officer, director, board member or employee of any of the following entities:

- 1) American Academy of Anesthesiologist Assistants

- 2) Accreditation Review Committee for Anesthesiologist Assistants
- 3) American Society of Anesthesiologists
- 4) The Association of Anesthesiologist Assistant Education Programs

A CAA Commissioner of the NCCAA shall not concurrently serve in an administrative position as Program Director for an AA education program.

APPLICATION REQUIREMENTS

CAAs that desire to be considered for a CAA Commissioner position should submit the following to the NCCAA at governance@nccaa.org:

- 1) Completed CAA Commissioner Application
- 2) Curriculum Vitae and/or resume
- 3) One letter of recommendation

The above items should be submitted together and clearly marked with the individuals name.

APPLICATION & SELECTION PROCESS

As the needs of the NCCAA Board vary depending on the terms of members, member acceptance of positions affecting their ability to serve on the NCCAA Board and Board composition requirements, the NCCAA is accepting applications for **CAA Commissioner**, on an open basis. Properly submitted applications will be reviewed by the NCCAA Board or a committee of the Board as appointed. As it becomes necessary to fill a CAA Board seat, competitive candidates will be notified and queried as to their continued interest, then interviewed by telephone or video call. If by a committee of the Board, the committee will make recommendations to the full Board for elections.

Candidates will be notified following the election results at a duly called NCCAA Board meeting.

APPLICATION

Found here: <https://nccaa.org/2024CommissionerApplicationv3.pdf>