Policy 5-110

Political Action Committee (PAC) Charter

Statement of Purpose

To raise money to further the political goals of the Washington Association of Nurse Anesthetists (WANA) within guidelines set by the Washington State Public Disclosure Commission (PDC).

The committee is a registered business with active non-reporting status in the State of Washington and a Political Action Committee registered with the state PDC.

Leadership and Membership

The committee is composed of a chair and a minimum of two additional members appointed by the WANA President with approval of the Board of Directors (BOD).

The President shall appoint a board member to act as board liaison between the PAC and the BOD.

Specific Duties

Chairperson Responsibilities

1. Fundraising: Develop & implement an annual fundraising plan.
2. Educate WANA members about fundamental operation of the PAC and importance of political campaign contributions by constituents.
3. Distribute campaign contributions to political incumbents, candidates and committees identified by the State GRC using CRNA constituents whenever possible.
   a. Funds must be collected, reported, and distributed according to regulations set forth by the Washington State PDC within the appropriate legislative time window.
   b. The chair is responsible for reporting financial activity monthly to the PDC, closing the committee at the end of the year and opening the subsequent committee.
4. Report actions and plans twice yearly to the WANA BOD and the membership at the membership meeting and in a biannual article for the WASHANA newsletter.
5. Accounting:
   a. Keep accurate and balanced accounts of all funds.
   b. Designate a committee member as electronic auditor to monitor PAC transactions on a quarterly basis.
   c. A record will be kept that these audits were done and acceptable.
   d. Accounts will be available to the board on request.

Member Responsibilities

1. Members are solicited by the chair.
2. Responsibilities are governed by charter and assigned by chairperson.
3. Responsibilities may include specific functions needed by the committee such as meeting preparation, research, communication, fundraising, and arranging donations to candidates.

**Annual Objectives**

1. Quarterly fundraising goals, including outreach to membership through email campaign.
2. Biannual fundraising at WANA meetings. May include a fundraising activity such as a silent auction, live auction, raffle, benefit dinner, etc.
3. Biannual written report to the BOD at spring and fall educational meetings, including activities, priorities, and financial report.
5. Communication with WANA Lobbyist and WANA State Government Relations Committee (GRC) during periods of legislative activity pertaining to the CRNA profession.
6. Annual Legislative Day activity in Olympia, usually early February. Generate productive face-to-face appointments with legislators and/or Health Legislative Aides with constituents from each district. May consider alternative activities depending on legislative climate.
7. Annual closure of books through PDC.

**Outcome Measurements**

The State GRC and WANA Lobbyist will provide feedback to the PAC regarding its activity.

1. Meet stated fundraising goals on behalf of the state nurse anesthesia organization that is a subsidiary of AANA.
2. Distribute funds within specified legal window to candidates’ election committees and other organizations as approved by the WANA GRC with input from the WANA lobbyist.
3. Meet legal requirements of Washington State PDC regulatory requirements to collect, spend, and distribute funds.
4. Member comments and contributions.

**Annual Budget and Spending Authority**

1. The committee will distribute WANA PAC funds as recommended by the WANA lobbyist and WANA GRC Chair.
2. Operating expenses will be minimized in order to maximize funds available for disbursement and described in the biannual report to the WANA BOD.

**Reporting Requirements**

1. The WANA BOD will evaluate the performance of the committee twice yearly at board meetings, based on the goals stated above.

**Authority Reserved to the Board**

1. The PAC is separate from the WANA, but as an organization representing the membership its actions fall under the authority of the BOD.
2. The PAC chair is named by the President with approval of the BOD.
3. Accounts will be available to the board on request.
4. The WANA BOD will approve the Committee Charter.