

Chapter President: Role Expectations

Starting the ANNA year on the right foot
(ANNA year is January 1st to December 31st)

Thank you for accepting the responsibility of the Chapter President. This is a quick guide to help keep you and your chapter on track for a successful ANNA year!

Legend: *Required for Re-charter* -Due Dates- +Optional for STAR Points+

January and February:

- Assure that chapter has met all the re-charter criteria during the year (January 1st to December 31st.) Assure that all reports have been submitted for the previous chapter year by **-January 15th-**.
If re-charter criteria was not met the chapter will be placed on Provisional Status.
- Make sure elections and elections results are finalized and ***Chapter Profile*** is submitted by **-January 15th-**
- Assure that the outgoing treasurer has submitted the ***Chapter Calendar Year End Report*** is submitted by **-January 15th-** (*Outgoing President*)
- Have a party and celebrate a successful ANNA year!
- Plan the chapter's first ***Business Meeting*** of the year with the outgoing and incoming chapter officers (may be face to face or via conference call).
 - At this meeting:
 - Watch the **+Chapter Work Plan Fast 15+**
 - Develop the initial chapter work plan (include goals for education and consider having goals for fundraising, Advocacy activities, Nephrology Nurses' Week celebrations, Chapter Newsletters, Chapter Facebook Page, Chapter website...)
 - Make a plan on how to get all your chapter officers to the Volunteer Leaders' Workshop (VLW) - apply for funding from the National Office, designate chapter funds for other non-funded officers, make travel plans...
 - If the chapter has unique by-laws review and submit to the membership for approval
 - Assure that outgoing secretary has submitted the on line report for this business meeting.
- If contacted by the ANNA Chapter Support Team (ACST) Chairperson stating your chapter is in the running for the Outstanding STAR award submit application letter to the ACST Chairperson by January 31st

Incoming President

- Review the role descriptions for each of the chapter officer positions
- Complete the **+Officer Orientation Fast 15's+**
- Complete chapter supply checklist
- Assure that the incoming Secretary completed the "Officer Introduction Letter" and sent out via mail, email, or ANNA Connected to the members by the end of February. (Template available on the ANNA website Chapter Officers' Only section under *Letter Templates and ANNA Logo*)
- Submit **+Initial Work Plan+** to the National Office and assigned ACST liaison by **-February 15th-**
- Use the Winter Webinar as your chapter's first ***Education Meeting*** for the year. Assure the outgoing secretary has submitted the on line Education Meeting report
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.
- Enter STAR points

March and April

Outgoing President

- Finalize plans for in-coming officers to attend the VLW and the outgoing president to attend the National Symposium.
- Assure that all incoming officers have watched their specific role Fast 15's
- Finalize **+Work Plan+**
- Assure that President-Elect has started process to provide education to chapter members.
- Assure that the outgoing treasurer has submitted the ***Chapter Fiscal Year End Report*** (Note this is a different report than the Chapter Calendar Year End Report) by **~April 15th~**

Incoming President

- Hold business meetings PRN and assure that the reports are submitted to the National Office
- Incoming officers “officially” take over their officer roles after the National Symposium
- Familiarize yourself with the “Chapter Officers Only” section on the ANNA web site
- Assure that Secretary has submitted *Update* Article by **~April 1st ~**
- Contemplate sending out a quarterly chapter newsletter, if your chapter has a website make sure it is up to date.
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.
- Enter STAR points

May and June

- May 6th is National Nurses Day - send out a message to the chapter members via ANNA Connected
- You are half way through the ANNA year...Assure that at least one ***Education Meeting*** has been completed and the report has been submitted. To make re-charter must provide 2 educational meetings (one must supply CNE's)
- Watch **+Providing Education Fast 15+**
- Submit **+Finalized Work Plan+** to the National Office and assigned ACST liaison by **~June 15th~**
- Plan activities for Nephrology Nurses' week and buy NNW products - see ANNA web site under *Education/Nephrology Nurses Week*
- Assure that Secretary has submitted *Update* Article by **~June 1st ~**
- Assist HPR with Kidney Disease Awareness and Education Week (KDAE) activities.
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.
- Enter STAR points

July and August

- Summer is typically a slow time for ANNA chapters---Don't lose your momentum!!
- July 4th - Send out a “Happy 4th of July” message to your members
- Contemplate sending out a quarterly chapter newsletter, if your chapter has a website make sure it is up to date.
- Remind members that applications for national positions are due **~August 15th~**
- Assure that Secretary has submitted *Update* Article by **~August 1st ~**
- **~Second week of August~** Hold a KDAE week activity and assure the HPR has submitted the on line KDAE report
- Finalize plans to celebrate NNW
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.
- Enter STAR points
- **Are you struggling...life has gotten in the way of your ANNA chapter officer duties?? DO NOT LET YOUR CHAPTER GO DOWN IN FLAMES! Contact your fellow officers and ACST liaison ASAP and send out a SOS to your members!!**

September and October

- Haven't had an educational meeting yet...UH OH!! Use the Fall Webinar as an educational meeting.
- Assure that *Education Meeting* report has been submitted. Remember you need 2 education meetings
- ~Third week of September~ Celebrate NNW
- Assure that Secretary has submitted *Update* Article by ~October 1st ~
- Remind members Awards and Scholarship applications/nominations are due ~October 15th ~
- Remind members Nurse in Washington Internship Scholarships (NIWI) applications are due ~November 15th~
- Fall meeting is in October - contemplate "raffling" off complementary registration for one of your members
- Assure that Secretary has submitted *Update* Article by ~October 1st ~
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.
- Enter STAR points

November and December

- Your year is almost over...Finish STRONG!!
- Nurse in Washington Internship Scholarships (NIWI) applications are due ~November 15th~
- Assure President Elect has nominees for chapter officer positions (contemplate having 2 year terms for your officers: President Elect becomes President during his/her second year. Secretary, Treasurer and HPR - alternate years when these positions "rotate off". Need to fill President Elect position and other officer positions as needed)
- Hold Elections for chapter officer positions - Voting deadline ~January 1st ~
- Contemplate sending out a quarterly chapter newsletter, if your chapter has a website make sure it is up to date.
- Enter all STAR points - final date to enter STAR points for the current year (January 1 to December 31) is ~December 31st~
- Assure that Secretary has submitted *Update* Article by ~December 1st ~
- Has your chapter completed the re-charter criteria?? If "Yes"...CELEBRATE your success!
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.

Ongoing Responsibilities:

- Follow your chapter work plan, review and update at each meeting
- Recruit chapter members to help with chapter activities - be on the lookout for future leaders
- Balance work and fun! Plan informal get together to exchange ideas
- Orient president elect to the president position
- Maintain contact with your assigned ACST liaison.

Things to remember

- The year goes by FAST!! Don't let it slip by.
- Create a calendar system to help you keep on track.
- Utilize all the ANNA tools...need something or have a question? There is most likely a tool created to help you and there is always the ANNA Chapter Support Team (ACST) and National office to help.
- Business meetings do not have to be super formal...do you work with fellow officers? If you discuss chapter business during a break in the action this can be counted as a business meeting.
- Education meetings do not have to be full day events. ANNA has many free CNE opportunities.
 - Set a time period in which you ask your members to watch the free on-line CNE then schedule a follow up conference call to discuss the content -as long as you have 3 or more members on the call this can count as a chapter education meeting
 - Have a follow up conference call with your chapter members after a webinar (offer to reimburse the members the \$5 fee if they attend the call) to discuss the webinar content -as long as you have 3 or more members on the call this can count as a chapter education meeting
 - Meet at a member's home, restaurant, meeting room...and watch the free monthly CNE or webinar together and discuss the content -as long as you have 3 or more members at the meeting this can count as a chapter education meeting
 - Discuss a journal article with your co-workers at work during a break in action - as long as you have 3 or more members discussing the article together this can count as a chapter education meeting
- If you are struggling to meet your volunteer responsibilities contact your fellow officers and assigned ACST member - we are here to help you SUCCEED!!