

Chapter Secretary: 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 Secretary- this typically will begin a two year term. The Secretary is responsible for maintaining the chapter member list, submitting chapter reports and Update Articles, and distributing any chapter correspondences. 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:

Outgoing Secretary

- Obtain the chapter member list from the National Office to give to the incoming secretary
- Review the role descriptions for each of the chapter officer positions
- Attend the ANNA year's first ***Business Meeting*** with the outgoing and incoming chapter officers (may be face to face or via conference call) - Prior to the meeting assist President with meeting agenda and distribute the agenda to the chapter members
 - At this meeting:
 - Take minutes
 - Watch the **+Chapter Work Plan Fast 15+**
 - Help 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...)
 - Assist with the plan on how to get all chapter officers to the Volunteer Leaders' Workshop (VLW)
 - If the chapter has unique by-laws review them and send out to the chapter members for approval
 - Submit the chapter business meeting report within 30 days of the meeting
- Obtain contact information from all the chapter officers and complete the "Officer Introduction Letter" and send 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*)
- If the Winter Webinar was used as the chapter's first ***Education Meeting*** for the year. Submit the on line Education Meeting report
- Submit the *Update* article by **February 1**
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ANNA Chapter Support Team (ACST) liaison.
- Review the entered STAR points and enter any missing ones

Incoming Secretary

- Complete the **+Officer Orientation Fast 15's+**
- Obtain the member list from the outgoing secretary
- Help complete chapter supply checklist
- Watch the **+Submitting Update Articles and Completing Meeting Reports Fast 15s +**

March and April

- Finalize plans to attend the VLW.
- Help finalize **+Work Plan+**
- Attend business meetings PRN and take minutes, submit the meeting report within 30 days of the meeting
- Incoming officers “officially” take over their officer roles after the National Symposium
- After the National Symposium obtain chapter records from the outgoing Secretary
- Familiarize yourself with the “Chapter Officers Only” section on the ANNA web site
- Outgoing secretary - Submit the *Update* article by **April 1**
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.
- Review the entered STAR points and enter any missing ones

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)
- Help plan activities for Nephrology Nurses' week (NNW) and selecting NNW products - see ANNA web site under *Education/Nephrology Nurses Week*
- Assist Health Policy Representative (HPR) with Kidney Disease Awareness and Education Week (KDAE) activities.
- Submit the *Update* article by **June 1**
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.
- Review the entered STAR points and enter any missing ones

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
- Remind members that applications for national positions are due **~August 15th~**
- **~Second week of August~** Assist the Health Policy Representative (HPR) by hosting a KDAE week activity and assure the HPR has submitted the on line KDAE report
- Help finalize plans to celebrate NNW
- Submit the *Update* article by **August 1**
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.
- Review the entered STAR points and enter any missing ones
- **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!! Talk to the President Elect about using the *Fall Webinar* as an educational meeting.
- Submit ***Education Meeting*** report for any educational meeting held within 30 days of the meeting
- **~Third week of September~** Celebrate NNW
- 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
- Submit *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.

- Review the entered STAR points and enter any missing ones

November and December

- Your year is almost over...Finish STRONG!!
- Nurse in Washington Internship Scholarships (NIWI) applications are due **~November 15th~**
- Find 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)
- Assist President Elect with elections for chapter officer positions - Voting deadline **~January 1st ~**
- Submit the *Update* article by **December 1**
- Review the entered STAR points and enter any missing ones - final date to enter STAR points for the current year (January 1 to December 31) is **~December 31st~**
- 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.
- Begin orienting the incoming secretary

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
- 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!!