



ANNA
American Nephrology
Nurses Association

Policy	11.01.12
Revised	12/23
BOD Reviewed and Approved...	2/24
DEI Reviewed.....	2023-24
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ROLE DESCRIPTION

NOTE: This position may be held by two (2) individuals or combined and held by a single individual, depending on the chapter's needs. For this reason, the distinct duties of each separate office are designated in this role description.

A. ROLE TITLE: CHAPTER SECRETARY

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, vision purpose, objectives, policies, procedures, and strategic plan of ANNA.
2. Ensures that all personal information collected about ANNA members is secure and confidential, per Policy & Procedure 1.08, *Protecting Confidentiality of Members' Information*, and that information is used for chapter business only.
3. Supervises and maintains all official chapter records.
4. ANNA membership and other chapter mailing lists (See Policy & Procedure 6.16 – Chapter Membership Lists, Availability & Usage)

C. COMPOSITION

1. Officer
 - a. Selection Method: Elected by local ANNA members.
 - b. Qualifications: Full member of ANNA.
 - c. Selection criteria:
 - (1) Active in local chapter.
 - (2) Has a working knowledge of the mission, goals, and objectives of ANNA.
 - (3) Actively involved in nephrology related health care services.
 - (4) Has or obtains computer skills and access to a computer and the Internet.

D. TENURE

Elected for a one (1) year term (on the ANNA national election cycle), unless otherwise specified in Chapter Bylaws.

E. GOVERNED BY NATIONAL AND MODEL CHAPTER BYLAWS

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. All local ANNA chapter educational and business meetings.
2. All local Chapter Executive Committee meetings.
3. Encouraged to attend all nationally sponsored meetings held in the chapter area.
4. Encouraged to attend ANNA National Symposium.
5. Encouraged to attend the Leadership Development And Education (LEAD) Workshop (incoming officer), held prior to the National Symposium.

G. RESPONSIBILITIES OF OFFICER

1. Understands, upholds, and supports the mission, vision, purpose, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Serves as a member of the Chapter Executive Committee.
 - b. Submits reports as requested by assigned deadlines [e.g., *ANNA Update* Article, Successful Teamwork = Achievement and Recognition (STAR) points].
 - c. Handles general correspondence as needed.
 - (1) Maintains an ample supply of materials from the National Office, i.e., membership applications, stationery, contact hour applications, etc.
 - (2) Contacts new members with letters of welcome and corresponds with members who fail to renew membership.
 - (3) Prepares and distributes printed materials as requested by chapter officers.
 - d. Ensures that all personal information collected about ANNA members is secure and confidential, per Policy & Procedure 1.08, *Protecting Confidentiality of Members' Information*, and that information is used for chapter business only.
 - e. Reviews Role Description as requested and proposes any changes to the Chapter President.
 - f. Reviews policies and procedures pertinent to the office as requested and proposes any changes to the Chapter President.
 - g. As a member of the Chapter Executive Committee, contributes to the development of the chapter work plan.
 - h. Records the chapter work plan as requested (Chapter Secretary).
 - i. Assumes responsibilities as delegated by the Chapter President.
 - j. Orients successor to the role.

2. Completes officer orientation module as directed by the National Office.
3. Supervises and maintains all official records.
 - a. Records minutes of Chapter Executive Committee meetings and business meetings.
 - b. Submits meeting summaries and attendance rosters to the National Office within thirty (30) days of meeting.
 - c. Documents and maintains official chapter records (completed contact hour applications, meeting summaries and attendance rosters, minutes, etc.). Transfers records to successor in accordance with Policy & Procedure 2.13, *Maintenance of ANNA Records and Equipment*.
 - d. Submits Chapter *ANNA Update* article to include meeting announcements and other pertinent chapter news via the ANNA website by established deadlines.
 - e. Prepares announcement of election results for inclusion in the Chapter Update of the *ANNA Update*.
4. Maintains official ANNA member and other chapter mailing lists.
 - a. Adds non-members from meeting attendance roster.
 - b. Keeps membership roster current (including local dialysis units, transplant units, and other nephrology related units/offices.)
 - c. Adds ANNA members from surrounding areas as requested by individuals per Policy & Procedure 6.09, *Changing Chapter Geographical Boundaries*.
5. Utilizes ANNA Connected to network and collaborate with ANNA members.

H. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Serves as a resource for the chapter.
2. Receives and handles all Chapter update material for the *ANNA Update*.
3. Maintains current chapter file that includes meeting summaries, attendance records, and all communications.
4. Provides a summary of chapter activities for recharter after the 2nd and 3rd Quarters to the Chapter Secretary for review (see Policy & Procedure 6.06, *Chapters: Recharter Status*).
5. Prepares, prints, and mails chapter material as requested and approved.

I. LINES OF COMMUNICATION

Refer to the organizational chart.