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| Policy .....                 | 11.02.04 |
| Revised .....                | 3/20     |
| BOD Reviewed and Approved... | 4/20     |
| Substituted for .....        | 2/19     |
| Original Date.....           | 2/01     |

**ROLE DESCRIPTION**

A. ROLE TITLE: CONFERENCES COMMITTEE

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. To promote the professional and clinical role development of nephrology nurses through organized educational meetings that enhance learning, networking, and socialization for the purpose of improving patient outcomes.
2. Plan, develop, implement, and evaluate continuing nursing education (CNE) activities provided via conferences, including the National Symposium, Nephrology Nursing Practice, Management & Leadership Conference (Fall Conference), and webinars.
3. Ensure the content of all committee products are congruent with the *Nephrology Nursing Scope and Standards of Practice*.

C. COMPOSITION

1. Committee

a. The Committee shall be composed of:

- (1) Chairperson
- (2) Chairperson Designate
- (3) Up to eight (8) additional Members
- (4) Director of Education Services

2. Chairperson

- a. Selection Method: Refer to Bylaws Article VII, Section B. Becomes Chairperson after serving a minimum of one (1) year, with a maximum of two (2) years, as Chairperson Designate pending approval of the Board of Directors (BOD).
- b. Qualifications:
  - (1) Full member of ANNA for at least four (4) years.
  - (2) Served as a committee member within the past five (5) years and Chairperson Designate.
  - (3) Baccalaureate degree with MSN preferred.
  - (4) Practice in nephrology nursing more than four (4) years.
  - (5) Current certification in nephrology nursing preferred.
  - (6) Knowledge of software and access to computer-facilitated communication for email and word processing.

- c. Selection Criteria:
  - (1) Demonstrates knowledge of a broad perspective of current health care and professional nursing trends that have an impact on organizational development, volunteer leadership, and patient care issues.
  - (2) Current practice in a clinical leadership, management, educator, or advanced practice nursing role.
  - (3) Experience in planning CNE activities, preferably at the national level.
  - (4) Documented oral and written communication skills.
  - (5) Demonstrated leadership ability to:
    - a) Coordinate group activities.
    - b) Meet established guidelines and timelines.
    - c) Facilitate group process.
    - d) Promote problem-solving process.

### 3. Chairperson Designate

- a. Selection Method: Refer to Bylaws Article VII, Section B. Appointed by the National President-Elect after consultation with the outgoing Chairperson and Director of Education Services, with approval of the BOD.
- b. Qualifications and Selection Criteria:
  - (1) Must meet those outlined for the Chairperson.
  - (2) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

### 4. Committee Members

- a. Selection Method: Selected by the Chairperson with input from the Chairperson Designate and Director of Education Services.
- b. Number of Committee Members: Up to eight (8) members, plus the Chairperson, Chairperson Designate, and Director of Education Services
- c. Qualifications:
  - (1) Full member of ANNA for at least two (2) years.
  - (2) Baccalaureate degree with BSN preferred.
  - (3) Practice in nephrology nursing for more than two (2) years.
  - (4) Current certification in nephrology nursing preferred.
  - (5) Knowledge of software and access to computer-facilitated communication for email and word processing.
- d. Selection Criteria:
  - (1) Experience in planning CNE activities.
  - (2) Demonstrates knowledge of current nephrology patient care and nephrology nursing issues and trends.
  - (3) Meets established guidelines and timelines.
  - (4) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

## D. TENURE

1. The Chairperson is appointed to serve a three (3) to four (4) year term – at least one (1) year, with a maximum of two (2) years, as Chairperson Designate, followed by two (2) years as Chairperson. May be reappointed.
  - a. The planning process for the Fall Conference begins at least ten (10) months prior to the actual meeting occurring. Conferences Committee members must be in place prior to the beginning of the planning process. Therefore, Board of Directors (BOD) approval for the incoming Chairperson Designate shall be sought in November (instead of February each year for ANNA's overall organizational chart) in order for the incoming Chairperson Designate to participate in the Fall Conference planning process that begins in December.
  - b. The current Chairperson of the Conferences Committee, when rotating out of his/her role, ends planning responsibilities in December for the National Meetings. However, he/she will complete the term of Chairperson at the last meeting that he/she has planned, i.e., the National Symposium.
  - c. The Chairperson Designate accepts conference planning responsibility in December to begin planning the next Fall Conference. The new incoming Chairperson Designate assumes responsibility at this time and begins functioning as the Chairperson Designate at completion of the National Symposium.
2. Members are appointed for two (2) consecutive years. Appointments are staggered to allow for 50% new appointments every year.

## E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Article V and Article VII.

## F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. Chairperson
  - a. National Symposium (outgoing).
  - b. Orientation webinar as required by the President-Elect (incoming/midterm).
  - c. Fall Conference.
  - d. Webinars, if applicable.
  - e. Planning meeting and conference calls.
  - f. Own local ANNA chapter meetings.
2. Chairperson Designate
  - a. National Symposium
  - b. Orientation Webinar as required by the President-Elect (incoming).
  - c. Fall Conference
  - d. Webinars, if applicable
  - e. Planning meeting and conference calls
  - f. Own local ANNA chapter meetings

### 3. Committee Members

- a. National Symposium
- b. Fall Conference.
- c. Planning meeting and conference calls.
- d. Own local ANNA chapter meetings.

\* **NOTE** – Complimentary registration and/or expense reimbursement to ANNA meetings is provided per Policy & Procedure 4.18, *Complimentary Registration and Expense Reimbursement for ANNA Meetings*, and Policy & Procedure 4.19, *Withdrawal of Complimentary Registration and Expense Reimbursement to ANNA Meetings for Non-Functional Committee Member*.

## G. RESPONSIBILITIES OF ALL COMMITTEE MEMBERS

### 1. Communication

- a. Chairperson submits reports and requested information to the Board Liaison, Director of Education Services, and designated National Office staff.
- b. Chairperson Designate and committee members submit requested reports and information to the Chairperson.

2. Participates in all meetings and conference calls. If not able to attend at least 75% of pre-scheduled conference calls, discusses ability to continue as effective member with Chairperson.

3. Plans, develops, implements, and evaluates content of CNE activities.

- a. Selects appropriate topics and speakers for the program based on the assessment of members' leadership and educational needs, evaluation of past activities and input gathered from networking.
- b. Assures content is congruent with *Nephrology Nursing Scope and Standards of Practice*.
- c. Reviews and selects submitted proposals and abstracts for presentation at National Symposium.

4. Serves as point of contact for selected speakers.

- a. Invites and confirms availability of selected speakers.
- b. Forwards completed speaker information forms to the National Office.
- c. Follows up with speakers as necessary to obtain information for fulfillment of their responsibility as a speaker (such as audiovisual requirements, disclosure form, etc.).

5. Reviews, evaluates, and responds to all material as requested.

6. Reviews policies and procedures pertinent to the committee as requested and proposes changes to the Chairperson and/or Director of Education Services.

7. Prepares and presents ideas, problems, solutions, or programs of organizational and professional interest to the Chairperson for consideration.

8. Assumes responsibilities delegated by the BOD, the Director of Education Services, or the Chairperson of the committee.

9. Recognizes and advises the Director of Education Services of outside influences that may impact decisions of the BOD.

## H. RESPONSIBILITIES OF CHAIRPERSON

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
  - a. Ensures development, revision, and implementation of annual committee action plan, congruent with the ANNA *Nephrology Nursing Scope and Standards of Practice*, to promote the strategic plan.
  - b. Obtains input from the Board Liaison and appoints committee members.
  - c. Provides meeting and conference call schedule at the beginning of the fiscal year.
  - d. Disseminates information as needed, including but not limited to agendas, meeting minutes, conference call information, background information, articles, and other information as requested.
  - e. Conducts meetings keeping agenda on track and honoring time commitments.
  - f. Reviews role description of position as requested and proposes changes to the National Secretary.
  - g. Reviews policies and procedures pertinent to the position as requested and proposes changes to the National Secretary.
  - h. Submits written status update reports prior to BOD meetings and as requested to the Board Liaison and Director of Education Services. Notifies the Board Liaison immediately of significant changes or problems.
  - i. Submits yearly budget and budget for special projects to the National Treasurer. Follows all budget guidelines as directed by ANNA Policy & Procedure.
2. Works collaboratively with the Director of Education Services and BOD to achieve the education goals of ANNA.
  - a. Assumes leadership responsibilities for the National Symposium, Fall Conference, and webinars.
  - b. Identifies, interviews, and selects potential committee members who meet the qualifications and selection criteria.
  - c. Guides committee members, with assistance from the Director of Education Services, to:
    - (1) Determine a plan for each activity to meet established timelines.
    - (2) Use evaluations and feedback from conferences and knowledge of current health care trends in the planning process.
    - (3) Assist members in determining the purpose, objectives, and onsite needs of the activity.
      - a) Assessing learning needs of the target audience.
      - b) Performance of a gap analysis
      - c) Writing goals and behavioral objectives.
    - (4) Implement the committee action plan adhering to established timelines.
    - (5) Meet the American Nurses' Credentialing Center - Commission on Accreditation (ANCC-COA) requirements, where applicable.
    - (6) Plan agenda and conduct conference calls.
    - (7) Delegate conference call responsibilities to the Chairperson Designate as appropriate.
  - d. Is available for interview by telephone, if necessary, during the accreditation visit by the ANCC-COA for continuing education, which occurs every five (5) years.

3. Mentors and orients the Chairperson Designate and committee members. Oversees and works with members to develop, design, implement, and evaluate specific programs.
  - a. Assures that Chairperson Designate is included in all communications.
  - b. Mentors Chairperson Designate to assist in determining appropriate educational content.
  - c. Mentors the planning and implementation of educational activities.
  - d. Ensures committee members fulfill their duties to provide proper coverage at the National Symposium and Fall Conference.
  - e. Assists Chairperson Designate in planning agendas for meetings and conference calls as needed.
  - f. Collaborates with Chairperson Designate in preparing status reports.
  - g. Mentors Chairperson Designate in achieving consensus in committee activities.
4. Submits an evaluation of the planning process and recommendations for next year to Director of Education Services.

#### I. RESPONSIBILITIES OF CHAIRPERSON DESIGNATE

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
  - a. Submits written reports as requested to the Chairperson to assist in preparation of status reports.
  - b. Assists the Chairperson in preparing an annual report.
  - c. Assists the Chairperson to ensure development, revision, and implementation of annual committee action plan to promote the strategic plan.
  - d. Assists the Chairperson in preparing an annual committee budget.
2. Works collaboratively with the Chairperson and Director of Education Services to achieve the educational goals of ANNA.
  - a. Provides recommendations to the Chairperson for potential committee members who meet the qualifications and selection criteria. Interviews potential members as directed by the Chairperson.
  - b. Participates in orientation of new committee members.
  - c. Helps determine appropriate educational content.
  - d. Helps design presentation format and/or instructional features to maximize learner participation.

## J. RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Provides information to the Chairperson to assist in preparation of reports by the established deadlines.
2. Works with the Chairperson and Chairperson Designate to develop and implement content for educational activities.
  - a. Determines the purpose, objectives, and onsite needs of each educational activity.
  - b. Assists in developing a plan for each educational activity.
  - c. Implements committee action adhering to the established timelines.
  - d. Meets ANCC-COA requirements where applicable.
  - e. Contributes to agenda and participates in conference calls.
3. Assists Chairperson to write, review, and update role description as requested.

## K. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Distributes correspondence at the request of the Chairperson, Chairperson Designate, or Director of Education Services.
2. Forwards correspondence with recommendations as appropriate.
3. Provides onsite management for activities or makes provisions for same.
4. Assists with the planning, implementation, and evaluation of membership and/or learning needs survey.
5. Assists in the compilation of evaluation data (scores and comments) for all programs.
6. Provides storage of continuing education records.
7. Retrieves continuing education records as needed and requested.
8. Coordinates production and distribution of all promotional and handout materials.
9. Prior to appointment, upon receipt of names of potential appointees, confirms that candidates for Committee Chairperson and Chairperson Designate meet the qualifications specified within the Role Description.
10. At request of the Committee Chairperson, confirms that potential committee members are full ANNA members in good standing.

## L. LINES OF COMMUNICATION

Refer to the organizational chart.