

Policy .....	11.01.11
Revised .....	2/22
BOD Reviewed and Approved...	7/22
Substituted for .....	4/20
Original Date.....	11/80

**ROLE DESCRIPTION**

A. ROLE TITLE: CHAPTER PRESIDENT-ELECT

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, purpose, objectives, policies, procedures, and strategic plan of ANNA.
2. Serves as chairperson of the Chapter’s Program Committee.
3. Prepares for, and orients to the office of Chapter President.
4. Assumes role of Chapter President in his/her absence.
5. Serves as chairperson of the Chapters' Nominations Committee.

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.

D. TENURE

Elected for a two (2) year term, serving the first year as Chapter President-Elect and the second year as Chapter President.

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. All convened meetings of Chapter Presidents if possible.
4. Encouraged to attend all nationally sponsored meetings held in the chapter area.
5. Encouraged to attend the ANNA National Symposium.
6. 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, objectives, policies, procedures, and strategic plan of ANNA.
  - a. Serves as member of the Chapter Executive Committee.
  - b. Plans programs in a timely fashion so that notification of membership and applications for contact hours can be completed.
  - c. 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.
  - d. Reviews role description as assigned and proposes changes to the Chapter President.
  - e. Reviews policies and procedures pertinent to the chapters as assigned and proposes changes to the Chapter President.
  - f. As a member of the Chapter's Executive Committee, contributes to the development of the chapter work plan.
  - g. Assumes responsibilities delegated to him/her by the ANNA Chapter Support Team (ACST) Leader.
  - h. Reviews Chapter Supply Checklists to ensure all appropriate materials are on hand. The most recent Chapter Supply Checklist may be obtained from the National Office by the Chapter President-Elect.
  - i. Assumes responsibilities delegated to him/her by the Chapter President.
  - j. Reviews and responds to all national communications.
2. Completes officer orientation module as directed by the National Office.

3. Serves as chairperson of the Chapter Program Committee.
  - a. Appoints committee members as needed.
  - b. Solicits input from chapter members to aid in program planning.
  - c. Guides committee members in fulfilling role responsibilities to ensure that:
    - (1) A master schedule of programs for the year is prepared.
    - (2) Topics, speakers, and program outline for each program are selected.
    - (3) Location, topics, dates, and times are confirmed with speakers in writing and requests made for audio visual needs, curriculum vitae, and presentation outline for Nephrology Continuing Professional Development (NCPD) application are completed.
    - (4) Notifies the Chapter Secretary/Treasurer of program specifics to allow notification of membership and publication in *ANNA Update*.
    - (5) Plans for audio-visual needs of speakers.
    - (6) Distributes thank you letters to speakers.
  - d. Incorporates time for a business meeting at educational programs as needed.
  - e. Encourages member participation in National webinars.
    - (1) As requested by members, plans and organizes sites for group participation.
4. Prepares for and orients to the office of Chapter President.
  - a. Reviews all material received from National Office, Board of Directors, and the ACST with the Chapter President.
  - b. Discusses pertinent issues with the Chapter President.
  - c. Communicates with the ACST Leader as needed.
  - d. Attends annual leadership offerings as funds permit.
5. Assumes role of Chapter President in his/her absence.
  - a. Represents the chapter in the absence of the Chapter President at local and national meetings/events.
6. Provides succession planning by:
  - a. Mentoring/supporting members to become more active in local chapter.
  - b. Identifying members with potential for chapter leadership.
  - c. Encouraging capable members to accept nomination for chapter office.
7. Assures annual chapter elections are held per Policy & Procedure 6.12, *Chapter Elections*.

8. Serves as member of the Chapter Nominations Committee and facilitates the following:
  - a. Ensures that a call for nominations is provided to all members at least thirty (30) days before election is held.
  - b. Contacts ANNA members for potential nominees.
  - c. Contacts nominees to verify interest/willingness/qualifications to run for office.
  - d. Provides slate of candidates to the Chapter Executive Committee for approval/disapproval.
  - e. Prepares and distributes a hard-copy and/or email ballot to all current full chapter members.
  - f. Introduces candidates at the appropriate business meeting.
  - g. Provides for ballot counting.
  - h. Notifies chapter officers and all candidates of election results.
9. Submits chapter profile to the National Office within requested timeline.
10. Utilizes ANNA Connected to network and collaborate with ANNA members.

#### H. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Serves as a resource for the chapter.
2. Maintains current file on all chapter educational programs. This includes meeting summaries and attendance records, and all communications.
3. Prepares, prints, and mails chapter material as requested and approved.
4. Provides a copy of any correspondence relevant to the recharter status of the chapter to the Chapter President-Elect.

#### I. LINES OF COMMUNICATION

Refer to the organizational chart.