

Chapter Health Policy Representative: 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 Health Policy Representative. The HPR is responsible for keeping current on the legislative and regulatory activity occurring within his/her chapter area and state. He/she is also responsible for keeping the chapter members up to date on what is happening legislatively and regulatory at the local, state, and federal levels. This is a quick guide to help keep you and your chapter on track for a successful ANNA year!

Legend: **-Due Dates-** **+Optional for STAR Points+**

January and February:

- Have a party and celebrate a successful ANNA year!
- Attend 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 advocacy)
 - Help make a plan to get all 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...
- Complete the **+Officer Orientation Fast 15's+**
- Enter STAR points in Advocacy category

March and April

- Finalize plans to attend the VLW.
- Apply to attend Health Policy Workshop held every other year
- Familiarize yourself with the "Chapter Officers Only" and "Advocacy" sections on the ANNA web site
- Enter STAR points in Advocacy category

May and June

- Send letters of introduction to your national, state, and local legislative and regulatory members letting them know you are available to assist with Nephrology related issues.
- May 6th is National Nurses Day - send out a message to the chapter members via ANNA Connected
- Start planning Kidney Disease Awareness and Education Week (KDAE) activities.
- Attend Health Policy Workshop every other year
- Enter STAR points in Advocacy category

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~** Hold a KDAE week activity and submit the on line KDAE report
- Enter STAR points in Advocacy category

September and October

- **~Third week of September~** Celebrate NNW
- Remind members Awards and Scholarship applications/nominations are due **~October 15th ~**
- Nurse in Washington Internship Scholarships (NIWI) applications are due **~November 15th~**
- Fall meeting is in October -
- Enter STAR points in Advocacy category

November and December

- Your year is almost over...Finish STRONG!!
- Nurse in Washington Internship Scholarships (NIWI) applications are due **-November 15th-**
- Enter all STAR points in Advocacy category - final date to enter STAR points for the current year (January 1 to December 31) is **-December 31st-**

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 Health Policy Committee liaison.
- Pass all advocacy information obtained from the National Office onto the chapter members via ANNA Connected
- Respond to any “Calls to Action”
- Educate chapter members about advocacy
- Attend any Health Policy Committee Webinars

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 Health Policy Committee, ANNA Chapter Support Team (ACST), and National office to help.
- If you are struggling to meet your volunteer responsibilities contact your fellow officers and assigned Health Policy Committee member - we are here to help you SUCCEED!!