Chapter Officer Roles at a Glance

President:
- In charge of the day to day management of the chapter (Business meetings, Educational meetings, Communication, Chapter work plan)
- Assures reports are submitted on time
- Assures re-charter criteria are met
- Liaison between chapter members, National Office, ACST, ANNA Committees.

President Elect:
- In charge of planning and providing education to chapter members
- Orient to chapter president role
- In charge of planning and implementing chapter elections and submitting the Chapter Profile
- Fills in for the Chapter President as needed

Secretary:
- Takes meeting minutes and submits meeting reports
- Submits chapter Update articles
- Handle chapter correspondence (writes letters: welcome to new members, non-renewing members, welcome to first time meeting attendees)
- Creates and distributes chapter newsletters (prn)
- Requests chapter membership list

Treasurer:
- In charge chapter financial records, maintains records for the last 7 years and passes them on to the next treasurer
- Submits financial reports on time
- Maintains chapter accounts
- Provide chapter financial report at all meetings
- Writes checks

Health Policy Representative:
- Writes letters of introduction to local, state, and national elected and regulatory officials
- Educates member about advocacy and ANNA Health Policy resources (CapWiz, KDAE week...)
- Serves as a Health Policy liaison between ANNA National Office/Health Policy Committee and chapter members
- Plans and conducts Kidney Disease Awareness and Education Week (KDAE) activities
- Monitors local and state legislation and regulatory activities for policies, regulations, or laws that impact Nephrology related practice.