

Policy .....	11.02.12
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**ROLE DESCRIPTION**

A. ROLE TITLE: LEADERSHIP COMMITTEE

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of the ANNA.
2. Advances leadership development of elected and appointed members serving at the chapter and National levels to operationalize the mission and philosophy of ANNA.
3. Assists with leadership activities including Nephrology Nurses Week as requested by the National President-Elect.
4. Coordinates and updates the volunteer feedback process using Survey Monkey and other tools as available and applicable.
5. Oversees the leadership content in the ANNA Online Library on the ANNA website.
6. Provides assistance as requested by the ANNA Chapter Support Team (ACST) and the Director of Education Services for Leadership Development And Education (LEAD) Workshop activities. The Leadership Committee Chairperson and Chairperson Designate will be expected to attend the LEAD Workshop.

C. COMPOSITION

1. Committee
  - a. The Committee shall be composed of:
    - (1) Chairperson
    - (2) Chairperson Designate
    - (3) Up to eight (8) additional Members

## 2. Chairperson

- a. Selection Method: Refer to Bylaws Article VII, Section B. Appointed by the National President-Elect, with approval by the Board of Directors (BOD).
- b. Qualifications:
  - (1) Full member of ANNA for at least five (5) years and a member of the current committee.
  - (2) Previously served as a member of the BOD preferred.
  - (3) Baccalaureate degree with BSN preferred.
  - (4) Current certification in nephrology nursing preferred.
  - (5) Knowledge of software and access to computer-facilitated communication for email and word processing.
- c. Selection Criteria:
  - (1) Nephrology nursing experience of at least five (5) years.
  - (2) Demonstrates knowledge of a broad perspective of current health trends that impact organizational development and volunteer and leadership issues.
  - (3) Current practice in a leadership or management role.
  - (4) Prior ANNA elected or appointed leadership role(s) experience at any level, preferably at the National level.
  - (5) Strong verbal and writing skills.
  - (6) Demonstrates leadership ability to:
    - a) Coordinate group activities.
    - b) Meet established guidelines.
    - c) Facilitate group process.
    - d) Promote problem solving process.
  - (7) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

## 3. Chairperson Designate

- a. Selection Method: Refer to Bylaws Article VII, Section B. Appointed by the National President-Elect, with approval by the BOD.
- b. Qualifications:
  - (1) Full active member of ANNA for at least four (4) years and a member of the current committee.
  - (2) Previously served as a member of the BOD preferred.
  - (3) Baccalaureate degree with BSN preferred.
  - (4) Current certification in nephrology nursing preferred.
  - (5) Knowledge of software and access to computer-facilitated communication for email and word processing.

- c. Selection Criteria:
  - (1) Nephrology nursing experience of at least four (4) years.
  - (2) Demonstrates knowledge of a broad perspective of current health trends that impact on organizational development and volunteer and leadership issues.
  - (3) Current practice in a leadership or management role.
  - (4) Prior ANNA elected or appointed leadership role(s) experience, preferably at the National level.
  - (5) Strong verbal and writing skills.
  - (6) Demonstrates leadership ability to:
    - a) Coordinate group activities.
    - b) Meet established guidelines.
    - c) Facilitate group process.
    - d) Promote problem solving process.
  - (7) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

#### 4. Members

- a. Selection Method: Selected by the Chairperson with recommendations from National Officers. Each committee activity will have members representing expertise or experience in the activity or product being planned.
- b. Qualifications:
  - (1) Full active member of ANNA for at least two (2) years.
  - (2) Baccalaureate degree with BSN preferred.
  - (3) Current certification in nephrology nursing preferred.
  - (4) Knowledge of software and access to computer-facilitated communication for email and word processing.
- c. Selection Criteria:
  - (1) Nephrology nursing experience of at least two (2) years.
  - (2) Prior ANNA elected or appointed leadership role(s) experience at any level.
  - (3) Demonstrates an awareness of orientation and leadership issues that influence the ability of elected and appointed volunteers to carry out their roles.
  - (4) Experience in planning educational programs that includes:
    - a) Assessing learning needs of diverse target audiences.
    - b) Recognizing how external leadership and organization changes affect the role of the volunteer.
    - c) Meeting requirements for Nursing Continuing Professional Development (NCPD) approval.
  - (5) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.
- d. Number of Committee Members:
  - (1) Maximum of ten (10) members, inclusive of the Chairperson and Chairperson Designate.

#### D. TENURE

1. The Chairperson is appointed to serve a two (2) year term – one (1) as Chairperson Designate, followed by one (1) as Chairperson. May be reappointed.
2. Committee members are appointed for a term of two (2) years with an optional reappointment of one (1) to two (2) years, at which time the member must rotate off the committee for at least one (1) year.

#### E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Article II, V, and VII.

#### F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. Chairperson
  - a. National Symposium (outgoing).
  - b. LEAD Workshop (incoming/midterm/outgoing).
  - c. Committee conference calls.
  - d. Other conference calls as needed for promotion of Leadership Committee programs/activities.
  - e. Own local ANNA chapter meetings.
2. Chairperson Designate
  - a. LEAD Workshop (incoming).
  - b. Designated educational program(s).
  - c. Committee conference calls.
  - d. Other conference calls as needed for promotion of Leadership Committee programs/activities.
  - e. Own local ANNA chapter meetings.
3. Members
  - a. Designated educational program(s).
  - b. Committee conference calls.
  - c. Other conference calls as needed for promotion of Leadership Committee programs/activities.
  - 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 CHAIRPERSON

1. Oversees the Committee in totality.
2. Obtains input from the Board Liaison and appoints committee members.
3. Provides meeting and conference call schedule at the beginning of the fiscal year.
4. Conducts meetings keeping agenda on track and honoring time commitments.
5. Disseminates information as needed, including but not limited to agendas, meeting minutes, conference call information, articles, and other information as requested.
6. Submits meeting minutes to the Director of Association Services at the National Office within thirty (30) days of meeting.
7. Provides the following for *ANNA Update*:
  - a. Bi-Annual Report
  - b. Additional articles as needed or otherwise requested.
8. Prepares written reports as requested by the established deadlines.
9. Reviews role description of position as requested and proposes changes to the National Secretary.
10. Reviews policies and procedures pertinent to the committee as requested and proposes changes to the Board Liaison.
11. Submits yearly budget and budget for special projects to the National Treasurer. Follows all budget guidelines as directed by ANNA Policy & Procedure.
12. Prepares and presents ideas, problems, solutions, and/or programs of organizational and professional interest to the Board Liaison and/or Director of Education Services for consideration.
13. Submits written status report as requested to the Board Liaison. Notifies the Board Liaison immediately of significant changes or problems.
14. Assumes responsibilities delegated to him/her by the Board Liaison, National President, or the BOD.
15. Recognizes and advises the Board Liaison of changing outside influences which may influence decisions of the BOD.

16. Oversees and works with Committee members to develop, design, implement, and evaluate content for leadership learning opportunities.
  - a. Interviews potential committee members that meet the role qualifications and competencies.
  - b. Guides committee members with assistance from the Director of Education Services to:
    - (1) Assess the overall orientation and leadership needs of the volunteers.
    - (2) Assist members in setting timelines and a plan for each activity.
    - (3) Assist members in determining the purpose, objectives, and needs of the activity.
    - (4) Assist members in planning agenda and conducting conference calls specific to their activity.
  - c. Determines appropriate content, assuring that relevant content ensures development, revision, and implementation of the annual action plan, congruent with the *Nephrology Nursing Scope and Standards of Practice*, to promote the strategic plan.
  - d. Designs presentation format and/or instructional features to maximize learner participation.
  - e. Establishes and works within an approved budget.
  - f. Works with Management Firm in the distribution of product(s).
17. Participates in marketing and promoting products.
  - a. Coordinates the inclusion of descriptive articles pertaining to various components of the leadership program for the *ANNA Update*.
18. Forwards copies of all communications, timelines, and drafts to the Chairperson Designate.
19. Submits an evaluation of the planning process and recommendations for the following year to the Board Liaison.
20. Orients the Chairperson Designate to the role of Chairperson.
21. Serves as a moderator at the National Symposium.
22. Assists with activities during the LEAD Workshop as assigned.
  - a. Assists with onsite coordination of activities.
  - b. Participates in LEAD sessions as a speaker, facilitator, and moderator/monitor.
  - c. Networks with attendees of the LEAD sessions.

## H. RESPONSIBILITIES OF CHAIRPERSON DESIGNATE

1. Participates in the work of the Committee as a full committee member
2. Orients to the position of Chairperson.
3. Assists the Chairperson in completing his/her responsibilities as requested.
4. Assists with activities during the LEAD Workshop as assigned.
  - a. Assists with onsite coordination of activities.
  - b. Participates in LEAD sessions as a speaker, facilitator, and moderator/monitor.
  - c. Networks with attendees of the LEAD sessions.

## I. RESPONSIBILITIES OF ALL COMMITTEE MEMBERS

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
  - a. Recognizes and advises Board Liaison of changing external trends which may influence the decisions of the BOD.
2. Serves as a member of the Leadership Committee.
  - a. Participates in conference calls.
  - b. Reviews the Role Description as requested and proposes changes to the Chairperson of the Leadership Committee.
  - c. Reviews policies and procedures pertinent to the position as requested and proposes changes to the Chairperson of the Leadership Committee.
3. Participates in the work of the committee as delegated by the Leadership Committee Chairperson
  - a. Prepares written reports as requested by the established deadlines.
  - b. Provides information to the Chairperson to assist in preparation of his/her reports.
  - c. Reviews, evaluates, and responds to all material as requested.
  - d. Reviews policies and procedures pertinent to education and proposes changes to the Chairperson.
  - e. Prepares and presents ideas, problems, solutions, and/or programs of organizational and professional interest to the Chairperson for consideration.
4. Provide programming that improves and expands ANNA's Virtual Community by providing excellent, relevant learning opportunities.
5. In conjunction with the National Office, provides leadership content to be added to the ANNA Online Library.

6. Assists with activities during LEAD as requested.
  - a) Prepares written reports as requested by the established deadlines.
  - b) Provides information to the Chairperson to assist in preparation of his/her reports.
7. Recognizes and advises the Chairperson of changing outside influences which may influence decisions by the BOD.
8. Assumes responsibilities delegated to him/her by the Leadership Committee Chairperson.
9. Attends at least 75% of pre-scheduled conference calls or discusses ability to continue as effective member with the Chairperson.

#### J. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Prior to appointment, verifies Chairperson, Chairperson Designate, and Committee Members meet the qualifications outlined within the role description.
2. Distributes correspondence at the request of the Chairperson.
3. Forwards appropriate correspondence with recommendations as appropriate.
4. Provides onsite management for activities at National programs or makes provisions for same.
5. Ensures that appropriate content is added to the ANNA Online Library.
6. Assists with the planning, implementation, and evaluation of membership and/or learning needs survey.
7. Develops artwork and marketing strategies to promote leadership activities under the direction of the National President-Elect (and Leadership Committee Chairperson as needed).
8. Writes and disseminates press releases through the Public Relations department.
9. Produces all promotional and handout materials.
10. Participates on conference calls for planning content.
11. Prior to appointment, verifies appointee for the role of Committee Chairperson meets the qualifications outlined within the Role Description.
12. At request of the Committee Chairperson, confirms that potential committee members are full ANNA members in good standing.

#### K. LINES OF COMMUNICATION

Refer to the organizational chart.