

Policy	11.02.13
Revised	1/22
BOD Reviewed and Approved...	8/22
Substituted for	2/20
Original Date.....	12/84
Reinstated	1/20

ROLE DESCRIPTION

A. ROLE TITLE: NOMINATIONS COMMITTEE

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
2. Initiates and coordinates the solicitation, review, and presentation of candidates for National Office.
3. Assists in identification and development of potential leaders within ANNA membership

C. COMPOSITION

1. Composition

- a. The Committee shall be composed of:
 - (1) Chairperson
 - (2) Chairperson Designate
 - (3) Three (3) Committee Members

2. Chairperson

- a. Selection Method:
 - (1) Refer to Bylaws Article VII, Section B.
 - (2) Appointed by the National President-Elect, with approval by the Board of Directors (BOD).
- b. Qualifications:
 - (1) Full Member of ANNA for minimum of five (5) years.
 - (2) Agrees not to run for a National BOD position during term.
- c. Selection Criteria:
 - (1) Actively involved in nephrology related health care services.
 - (2) Prior BOD member preferred. Members who have not served on the BOD may be considered if they have experience as a Committee Chairperson and two (2) years experience on the Nominations Committee.
 - (3) Demonstrates ability to lead a group and communicate effectively.
 - (4) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (5) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

3. Chairperson Designate

- a. Selection Method:
 - (1) Refer to Bylaws Article VII, Section B.
 - (2) Appointed by the National President-Elect, with approval by the BOD.
- b. Qualifications:
 - (1) Full Member of ANNA for a minimum of four (4) years.
 - (2) Agrees not to run for National BOD position during term.
- c. Selection Criteria:
 - (1) Actively involved in nephrology related health care services.
 - (2) Prior BOD member preferred. Members who have not served on the BOD may be considered if they have experience as a Committee Chairperson and one (1) year experience on the Nominations Committee.
 - (3) Demonstrates ability to lead a group and communicate effectively.
 - (4) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (5) 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.
- b. Number of Committee Members: Three (3), plus the Chairperson and Chairperson Designate.
- c. Qualifications:
 - (1) Full Member of ANNA for a minimum of three (3) years.
 - (2) Agrees not to run for a National BOD position during term.
- d. Selection Criteria:
 - (1) Actively involved in nephrology related health care services.
 - (2) Current certification in nephrology nursing preferred.
 - (3) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (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 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) or two (2) years, at which time member must rotate off the committee for at least one (1) year.
- 3. Three (3) committee members at large with two (2) year staggered.

E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Articles II, III, IV, V, VI, and X.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. Chairperson

- a. National Symposium (outgoing).
- b. Committee conference calls.
- c. Own local ANNA chapter meetings.

2. Chairperson Designate

- a. Committee conference calls.
- b. Own local ANNA chapter meetings.

3. Committee Members

- a. Committee conference calls.
- b. 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. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.

a. Serves as a standing Committee Chairperson.

- (1) Ensures development, revision, and implementation of annual action plan congruent with the *Nephrology Nursing Scope and Standards of Practice*, to promote the strategic plan.
- (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) Disseminates information as needed, including but not limited to agendas, meeting minutes, conference call information, background information, articles, and other information as requested.
- (5) Conducts meetings keeping agenda on track and honoring time commitments.
- (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*:
 - Annual Report
 - Additional articles as needed or otherwise requested
- (8) Reviews role description of position as requested and proposes changes to the National Secretary.
- (9) Reviews policies and procedures pertinent to the position as requested and proposes changes to the appropriate Board Liaison.
- (10) Submits written status report as requested to the Board Liaison. Notifies the Board Liaison immediately of significant changes or problems.

- (11) Submits yearly budget and budget for special projects to the National Treasurer. Follows all budget guidelines as directed by ANNA Policy & Procedure.
 - (12) Reviews, evaluates, and responds to all materials presented to Committee Chairperson.
 - (13) Prepares and presents ideas, problems, solutions, or programs of organizational and professional interest to the Board Liaison for consideration.
 - (14) Assumes responsibilities delegated to him/her by the National President or BOD.
 - b. Recognizes and advises the Board Liaison of changing outside influences which may influence the decisions of the BOD.
2. Initiates and coordinates the solicitation, review, and presentation of candidates for national office.
- a. Solicits direct input from membership in selection process of national candidates via *ANNA Update* and/or the ANNA Website. (See Policy & Procedure 5.01, *Solicitation of Candidates for National Office*)
 - b. Actively organizes recruitment of candidates for national offices throughout the entire fiscal year.
 - c. Actively encourages qualified members to seek elected leadership roles throughout ANNA's fiscal year.
 - d. Provides potential candidates with pertinent information.
 - e. Assures compliance of candidates to policy and procedures for the candidate process and campaign rules.
 - f. Assures that candidates are qualified for offices they are seeking.
 - (1) Contacts previous Committee Chairpersons/Board Liaisons identified by the candidate as references for the role they are seeking.
 - (2) Contacts the National Office staff and provides an opportunity to provide input for each candidate in their previous national role(s).
 - (3) Discusses available educational opportunities in the ANNA Online Library with the potential candidates.
 - (4) Consults with the Board Liaison of prior Committee Chairpersons/Board Liaisons input as needed, if the potential candidate is not qualified for the position they are considering.
 - g. Keeps the BOD Liaison informed of status of candidates throughout the process; notifies the BOD of the lack of candidates for any position.
 - h. Reviews the Candidate Packet yearly for appropriateness of materials and solicits input for potential revision.

H. RESPONSIBILITIES OF THE CHAIRPERSON DESIGNATE

- 1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Assists the Chairperson in completing his/her responsibilities as requested.
 - b. Assists in planning/implementation of action plan, strategic plan review, and suggestions for revision.
 - c. Recognizes and advises the Chairperson of changing outside influences which may influence the decisions of the BOD.

2. Initiates and coordinates the solicitation, reviewing, and presentation of candidates for national office.
 - a. Reviews and suggests revision of policies and procedures for nominations as requested.
 - b. Actively encourages qualified members to seek elected leadership roles throughout ANNA's fiscal year.
 - c. Encourages candidate selection from the membership, ACST, Chapter Presidents, and Committee Chairpersons.
3. Orients to the role of Chairperson.

I. RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Understand, uphold, and support the mission, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Assists the Chairperson in completing his/her responsibilities as requested.
 - b. Assists in planning/implementation of action plan, strategic plan review, and suggestions for revision.
2. Initiate and coordinate the solicitation, reviewing, and presentation of candidates for national office.
 - a. Reviews and suggests revision of policies and procedures for nominations as requested.
 - b. Actively encourages qualified members to seek elected leadership roles throughout ANNA's fiscal year.
 - c. Encourages candidate selection from the membership, ACST, Chapter Presidents, and Committee Chairpersons.
3. Attends at least 75% of pre-scheduled conference calls or discusses ability to continue as effective member with Chairperson.

J. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Distributes correspondence at the request of the Chairperson.
2. Notifies Chairperson when candidate packets are requested and completed packets are received in the National Office.
3. Revises and distributes Candidate Packet as instructed by the Chairperson.
4. Forwards candidate material by established deadlines to the Chairperson.
5. Facilitates placement of Candidate Packet and completed Bio Form on the ANNA Website as directed by the Chairperson.
6. Implements design and mailing/emailing of the ballots at direction of the Chairperson.
7. Coordinates electronic voting process with contracted agency.
8. Prior to appointment, verifies appointee for the role of Committee Chairperson meets the qualifications outlined within the role description.

K. LINES OF COMMUNICATION

Refer to the organizational chart.