



Policy	11.01.04
Revised	11/23
BOD Reviewed and Approved...	2/24
DEI Reviewed.....	2023-24
Substituted for	2/22
Original Date.....	12/84

ROLE DESCRIPTION

A. ROLE TITLE: NATIONAL SECRETARY

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, vision, purpose, objectives, policies, procedures, and strategic plan of ANNA.
2. Serves as a liaison between the Board of Directors (BOD) and assigned Committees, Task Forces, and representatives.
3. Supervises and maintains all official records.
4. Serves as a communications contact for the membership.
5. Ensures ANNA's business is conducted in accordance with Constitution and Bylaws (hereafter named Bylaws), Policies & Procedures, and Roberts Rules of Order.
6. Provides a mechanism for review and revision of the Bylaws.
7. Maintains the Bylaws as an orderly framework for ANNA.
8. Complies with Policy & Procedure 2.04, *Conflict of Interest Policy*.

C. COMPOSITION

1. Officer
 - a. Selection Method: Refer to Bylaws Article IV, Section B. The Nominations Committee submits a slate of candidates for each office. Each member in good standing will receive a ballot. The plurality of those voting shall decide the election.
 - b. Qualifications: Refer to Policy & Procedure 5.02, *Candidate Criteria and Requirements for National Offices*.

D. TENURE

Refer to Bylaws Article IV, Section C. The term of the National Secretary will be three (3) years beginning at the close of the annual national business meeting immediately following the election. The National Secretary will be elected for a three (3) year term beginning in 2024 and continue on a three (3) year cycle. Beginning with the election in 2023, individuals may serve no more than two (2) full terms on the National Board of Directors, plus completion of an unexpired term, if they are elected or chosen to fill an unexpired term.

E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Articles II through XI.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. All BOD meetings and conference calls.
2. Nationally sponsored ANNA Meetings:
 - a. National Symposium
 - b. Leadership Education And Development (LEAD) Workshop, incoming or continuing officer
 - c. Nephrology Nursing Summit
 - d. Health Policy Workshop
3. Own local ANNA chapter meetings.
4. National Office orientation meeting.
5. Other meetings as requested and approved by the BOD.

NOTE – Complimentary registration and expense reimbursement to ANNA meetings is provided per Policy & Procedure 4.18, *Complimentary Registration and Expense Reimbursement for ANNA Meetings*.

G. RESPONSIBILITIES OF OFFICER

1. Understands, upholds, and supports the mission, vision, purpose, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Serves as an active member of the BOD.
 - (1) Serves as Board Liaison for assigned Committees, Task Forces, representatives, and/or projects and fulfills responsibilities per Policy & Procedure 11.01.14, *Board Liaison*.
 - (2) Adheres to Policy & Procedure 2.04, *Conflict of Interest Policy*, for all assignments and responsibilities and discloses any actual, potential, or perceived conflict of interest.
 - (3) In areas where the Officer must recuse self from discussions and activities per Policy & Procedure 2.04, *Conflict of Interest Policy*, the National President will appoint a designee to fulfill specific assignments.
 - (4) Reviews, evaluates, and responds to all material presented to the BOD.
 - (5) Contributes to preparation of the annual budget.
 - (6) Prepares and presents ideas, solutions to problems, or programs of organizational interest to the BOD for consideration.
 - (7) Assumes responsibilities delegated by the National President or BOD.
 - (8) Reviews policies and procedures pertinent to the office and assigned Committees and Task Forces as needed or requested.
 - (9) Reviews role descriptions of office and assigned Committees, Task Forces, and representatives as needed or requested and proposes changes.
 - (10) Submits reports as assigned or requested by the established deadlines.
 - (11) Submits annual report as requested.
 - (12) Assists in the implementation of the Strategic Plan.
 - (13) Handles general correspondence as needed.
 - b. Recognizes and advises the BOD of changing external trends that may influence decisions of the BOD.
 - c. Orients incoming National Secretary to the role.
 - d. Serves as Executive Editor of the *ANNA Update*.
2. Serves as liaison between the BOD and assigned Committees, representatives, and Task Forces.
 - a. Serves as a resource person to chairpersons, committee members, and representatives.
 - b. Guides committees in developing action plans to fulfill the Strategic Plan.
 - c. Communicates the activities of assigned Committees, representatives, and Task Forces to/from the BOD.
 - d. Assists Committees, Task Forces, and representatives as requested.

3. Supervises and maintains all official records.
 - a. Records the minutes of all BOD meetings, conference calls, the annual business meeting, and other meetings as requested.
 - (1) Submits a draft copy of the minutes to the National President and Executive Director within one (1) week of the meeting.
 - (2) Addresses suggested edits (if any) and prepares the minutes for consent agenda. The consent agenda will be presented at the next BOD Meeting or BOD Conference Call.
 - b. Works with National Office staff to assure the official records and documents of ANNA are maintained on file at National Office. Maintains copies in personal files when indicated.
 - c. Coordinates review, and revision as necessary, of policies, procedures, and role descriptions.
 - (1) Reviews one-half of the policies and procedures each year to ensure that they accurately reflect current and expected practices.
 - (2) Reviews all proposed changes to policies, procedures, and role descriptions to assure that they are written in accordance with ANNA Bylaws, and in proper format.
 - (3) With input of involved members, develops new policies, procedures, and role descriptions, assuring they accurately reflect current and expected practices and are written in accordance with ANNA Bylaws, and in proper format.
 - (4) Presents new and revised policies and procedures to BOD for approval as per Policy & Procedure 1.01, *Overall Policy and Procedure*.
 - d. Coordinates biennially review of all position statements
 - (1) Reviews one-half of the position statements each year.
 - (2) Presents proposed changes to the BOD via the National President or designee.
 - e. Working with the National Office, manages Mail Feedback system for BOD response.
 - (1) Sends agenda items by email for response by Mail Feedback.
 - (2) Records Mail Feedback responses and reports results of these items to the BOD at the completion of the response or after the established deadlines, whichever is sooner.
 - (3) Submits record of all Mail Feedback items at each BOD meeting.
4. Provides a mechanism for revisions of the Bylaws as necessary, for the proper function of ANNA.
 - a. Collects and organizes suggestions for changes.
 - b. Submits the proposed revisions to the membership according to the Bylaws.
 - c. Is available to propose or discuss amendments to the Bylaws at the annual meeting.
5. Maintains the Bylaws as an orderly framework for ANNA.
 - a. Formulates proposed changes to the Bylaws in clear, specific, and concise language.
 - b. Works with the Management Firm and legal counsel as indicated in developing final form and publication of ratified Bylaws.
 - c. Reviews format, content, and other Association's Bylaws to provide ANNA with up-to-date Bylaws.

6. Serves as a communications contact for the membership.
 - a. Solicits and submits articles for the *ANNA Update* on issues of importance identified by the BOD.
 - b. Assures coverage of national and chapter topics in the *ANNA Update*.
 - c. Reviews the proofs of the *ANNA Update* for content.
 - d. Submits summaries of the BOD meetings, conference calls, decisions, and other BOD activities to the *ANNA Update* and the ANNA Website.

7. Utilizes ANNA Connected to network and collaborate with ANNA members.

H. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Distributes correspondence.
2. Takes notes and records all meetings and conference calls of the BOD and promptly provides the notes and recordings to the National Secretary for use in preparing the official minutes of these meetings.
3. Distributes minutes from BOD meetings, the annual business meeting, and other meetings appropriately.
4. Assists in managing the Consent Agenda and Mail Feedback system.
5. Maintains the official copies of all documents related to the function of ANNA to include: BOD minutes, Committee minutes, policies and procedures, Strategic Plan, Strategic Action List, To Do List, role descriptions, position statements, and health policy statement.
6. Keeps an up-to-date electronic history of all actions/major decisions from BOD Meetings, BOD Conference Calls, Consent Agendas, and Mail Feedback.
7. Provides administrative support as requested.
8. Provides data and facilitates research of issues as requested.

I. LINES OF COMMUNICATION

Refer to the organizational chart.