



ANNA
American Nephrology
Nurses Association

Policy	11.01.10
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ROLE DESCRIPTION

A. ROLE TITLE: CHAPTER PRESIDENT

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, vision, mission, purpose, objectives, policies, procedures, and strategic plan of ANNA.
2. Is responsible for the day-to-day management of an ANNA chapter.
3. Serves as liaison between members and the ANNA Chapter Support Team (ACST).

C. COMPOSITION

1. Officer
 - a. Selection Method: Elected by local ANNA members.
 - b. Qualifications: Full member of ANNA.
 - c. Selection Criteria:
 - (1) Active in local chapter.
 - (2) Has a working knowledge of the mission, goals, and objectives of ANNA.
 - (3) Actively involved in nephrology related health care services.

D. TENURE

Elected for a two (2) year term (on the ANNA national election cycle), the first year serving as Chapter President-Elect; the second year as Chapter President.

E. GOVERNED BY NATIONAL AND MODEL CHAPTER BYLAWS

F. MEETING EXPECTATIONS

1. All local ANNA chapter educational and business meetings.
2. All local Chapter Executive Committee meetings.
3. All convened meetings of Chapter Presidents.
4. Encouraged to attend all nationally sponsored meetings held in the chapter area, serving as host when requested.
5. Encouraged to attend ANNA National Symposium.
6. Encouraged to attend the Leadership Education And Development (LEAD) Workshop (incoming officers), held prior to the National Symposium.
 - a. Oversees funding available from the National Office to chapter officers attending LEAD.

G. RESPONSIBILITIES OF OFFICER

1. Understands, upholds, and supports the mission, vision, purpose, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Ensures criteria for recharter are met each year (Policy & Procedure 6.05, *Chapters: Criteria For Recharter*).
 - b. Promotes nephrology continuing professional development (NCPD) and communicates general information to members about ANNA.
 - c. Encourages active participation in activities of ANNA through dissemination of information concerning the national organization.
 - d. Ensures that all personal information collected about ANNA members is secure and confidential, per Policy & Procedure 1.08, *Protecting Confidentiality of Members' Information*, and that information is used for chapter business only.
 - e. Reviews and responds to all national communications (i.e., National Office, ACST Leader, etc.)
 - f. Leads the Chapter Executive Committee in developing an annual chapter work plan, as directed by the National Office.
 - g. Keeps ACST Leader informed of chapter issues and collaborates on problem-solving.
 - h. Assumes responsibilities delegated by ACST Leader.
 - i. Reviews Chapter Officer Role Descriptions as assigned and proposes changes to the ACST Chairperson.
 - j. Prepares and presents ideas, solutions to problems, and programs of professional and organizational interest to the ACST for consideration.
 - k. Reviews policies and procedures pertinent to the chapters as assigned and proposes changes to the ACST Chairperson.
 - l. Assumes responsibility for transfer of ANNA chapter records and equipment in accordance with Policy & Procedure 2.13, *Maintenance of ANNA Records and Equipment*.
 - m. Represents the chapter in and promotes all local and national functions of ANNA.

2. Completes chapter officer orientation as directed by the National Office.
3. Is responsible for the day-to-day management of an ANNA chapter.
 - a. Plans, organizes, and coordinates the activities of the chapter.
 - (1) Assures educational programming for the chapter.
 - (2) Upholds and maintains updated bylaws, policies, and procedures of ANNA and the chapter.
 - (3) Provides a nominating and electing procedure.
 - (4) Establishes committees as needed.
 - (5) Conducts all chapter business meetings or appoints appropriate alternate.
 - a) Ensures previous minutes are reviewed and approved
 - b) Ensures financial reports are presented by Treasurer
 - c) Discusses Old Business, i.e.:
 - Event planning
 - Strategic work plan review
 - Tabled discussions
 - Review of all STAR (Successful Teamwork = Achievement & Recognition) points awarded for chapter activity
 - Correspondence from other organizations
 - d) Addresses New Business
 - e) Adjourns meeting
 - (1) Authorizes disbursements from the local treasury.
 - (2) Assists in defining methods of obtaining local funds.
 - b. Collaborates with chapter's executive committee to develop a work plan for the chapter and assures that the work plan is submitted to the National Office by established deadlines.
 - (1) Appoints local committee chairperson(s).
 - (2) Suggests committee members.
 - (3) Works with officers, committees, and ACST to set goals, objectives, and deadlines.
 - c. Provides succession planning by:
 - (1) Mentoring/supporting members to become more active in local chapter.
 - (2) Identifying members as potential chapter leaders.
 - (3) Encouraging capable members to accept nomination for chapter office.
 - (4) Orients Chapter President-Elect to role of Chapter President.

4. Serves as liaison between chapter members and the ACST.
 - a. Maintains open line of communication with the assigned ACST Leader.
 - b. Responds and communicates to the ACST Leader regarding the Chapter Activity Report as directed by policy and procedure.
 - c. Reviews and reports chapter membership status to the ACST Leader.
 - d. Informs membership of current issues and actively solicits their input via meetings and written, telephone, or other communications.
 - e. Participates in national ANNA functions as requested.
 - f. Communicates local needs or problems to the ACST Leader.
 - g. Informs the membership of upcoming ANNA sponsored meetings.
 - h. Communicates information from the ACST Leader regarding current issues and decisions made by the Board of Directors to the chapter membership.
 - i. Coordinates with the Chapter Secretary to ensure *ANNA Update* items are submitted via the ANNA website by the required deadlines.
 - j. Assures submission of chapter profile, financial reports, and meeting paperwork to National Office by established deadlines.
 - k. Responds to mailings/communications from national officers by deadlines requested.
 - l. Ensures documentation of chapter activities is sent to the National Office.
 - m. If applying for a Chapter STAR Award, assigns responsibility of point tabulation to a Chapter Executive Committee member.
5. Utilizes ANNA Connected to network and collaborate with ANNA members.

H. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Serves as a resource for the chapters.
2. Receives, responds, and refers to chapter inquiries.
3. Updates chapter resource materials on the ANNA website, including ANNA's Policies and Procedures and Volunteer Leadership Resources for chapter officers.
4. Distributes all updated chapter material as available to Chapter Presidents.
5. Maintains current file on all chapters that include:
 - a. Petitions and profiles.
 - b. Meeting summaries and attendance records.
 - c. All written communications.
 - d. Maintain current chapter membership list per Policy & Procedure 6.16, *Chapter Membership Lists: Availability & Usage*.
6. Provides a monthly summary of chapter activity for recharter to ACST. The ACST Leader sends the monthly summary to all chapter officers via ANNA Connected (see Policy & Procedure 6.06, *Chapters: Recharter Status*).

7. Receives and honors chapter requests for materials as per Policy & Procedures:

- 1.06, *Distribution and Use of Official Stationery*
- 1.07, *Distribution and Use of Official ANNA Logo or chapter logo*

8. Refers all communications relating to potential chapter problems to the ACST Chairperson.

9. Assists in reviewing, revising, and implementing chapter policies and procedures and role descriptions.

10. Facilitates the distribution and submission of chapter profiles (see Policy & Procedure 6.05, *Chapters: Criteria for Recharter*)

I. LINES OF COMMUNICATION

Refer to the national organizational chart.