



**ANNA**  
American Nephrology  
Nurses Association

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## **POLICY & PROCEDURE**

### **COMMITTEE, GENERAL: SELECTION OF CHAIRPERSONS AND COMMITTEE MEMBERS**

#### **POLICY**

The National President-Elect, with the approval of the Board of Directors (BOD), appoints the Chairpersons and Designates of the standing committees and the Specialty Practice Network (SPN) Chairperson and SPN Chairperson Designate for their designated terms of office at the Winter BOD meeting.

The Committee Chairpersons and Designates will be selected according to the specific qualifications listed in the role descriptions. The Committee Chairpersons, in collaboration with the Board Liaison, will choose the respective committee members. Ideally, volunteer leaders will not be selected for multiple roles during the same year.

#### **PROCEDURE**

1. Refer to Bylaws Article VII Section A. Committees. The BOD may establish committees as necessary to accomplish the objectives and business of the American Nephrology Nurses Association (ANNA).
2. All appointments not completed by the time of the National Symposium will be finalized by May 1. The National President will have the option to extend the deadline in any year in which the National Symposium is completed after April 24.
3. The National President may appoint the leaders of Task Forces as these are established with approval of the BOD.
4. Committee Chairperson vacancies shall be filled within sixty (60) days of the occurrence by appointment from the National President with approval of the BOD.
5. Chairpersons and Designates may be appointed for a term of one (1) year or two (2) years, as specified within the role description for the committee. They may be reappointed. Length of service as Chairperson should not exceed two (2) terms except by special approval of the BOD.
6. Chairpersons and Designates must meet the qualifications and selection criteria outlined within the role description for the committee. The National President will work with the National Office to confirm potential appointees meet the requirements of the role description.

7. 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*.
8. A resignation of a Chairperson or Designate may be requested by a majority vote of the BOD based on non-compliance with the role description, objectives, and reports.
9. Efforts should be made to appoint the Chairperson Designate from among existing committee members to ensure continuity of the committee.
10. Appointments:
  - a. Non-SPN Committee Members:
    - (1) The Chairperson of each committee, in collaboration with the Board Liaison and Chairperson Designate, will appoint members of the committee. Vacancies during the year may be filled at the discretion of the Chairperson.
    - (2) Prior to considering potential committee members, the Committee Chairperson will contact the National Office to confirm potential committee member(s) are full ANNA members in good standing.
    - (3) The Chairperson will give consideration to the past involvement and performance of a potential committee member. This information may be available through the Board Liaison.
    - (4) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.
    - (5) Committee member appointments should provide a balance of new and seasoned members, with the goal of approximately half the committee members being new each year.
    - (6) When evaluating a potential member, the individual's other commitments to ANNA should be considered. Ideally, volunteer leaders will not be selected for multiple roles during the same year.
    - (7) 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.
    - (8) If the function of a committee should expand, a Chairperson may appoint additional members. If an additional budgetary allotment would be required, prior approval of the National President and National Treasurer is required.
    - (9) All committee members should be chosen, and their names sent to the National Office for distribution by May 1. The National President will have the option to extend the deadline in any year in which the National Symposium is completed after April 24.
  - b. SPN Leaders, Advisors, and Members
    - (1) SPN Leaders are appointed by the National President-Elect, with input from the SPN Chairperson/Chairperson Designate, current SPN Leader, and Advisors per Role Description 11.02.26, *Specialty Practice Networks*.
    - (2) SPN Advisors are appointed by the SPN Leader with input from the SPN Chairperson/Chairperson Designate, current SPN Advisors, and SPN members per Role Description 11.02.26 *Specialty Practice Networks*.
    - (3) SPN Members may choose to join more than one SPN per Role Description 11.02.26, *Specialty Practice Networks*.