



**ANNA**  
American Nephrology  
Nurses Association

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Revised .....	10/25
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## ROLE DESCRIPTION

### A. ROLE TITLE: CONFERENCES COMMITTEE

### B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. To promote the professional and clinical role development of nephrology nurses through collaboration/development of organized educational meetings that enhance learning, networking, and socialization for the purpose of improving patient outcomes.
2. Plan, develop, implement, and evaluate Nursing Continuing Professional Development (NCPD) activities provided via conferences, including the National Symposium and Nephrology Nursing Summit.
3. Ensure the content of all committee products are congruent with the *Nephrology Nursing Scope and Standards of Practice*.

### C. COMPOSITION

#### 1. Committee

##### a. The Committee shall be composed of:

- (1) Chairperson
- (2) Chairperson Designate
- (3) Up to eight (8) additional Members
- (4) Director of Education Services

## 2. Chairperson

- a. Selection Method: Refer to Bylaws Article VII, Section C. Becomes Chairperson after serving a minimum of one (1) year, with a maximum of two (2) years, as Chairperson Designate pending approval of the Board of Directors (BOD).
- b. Qualifications:
  - (1) Full member of ANNA for at least three (3) years.
  - (2) Served as a committee member within the past five (5) years and Chairperson Designate.
  - (3) Baccalaureate degree with MSN preferred.
  - (4) Practice in nephrology nursing for more than two (2) years.
  - (5) Current certification in nephrology nursing preferred.
  - (6) Knowledge of software and access to computer-facilitated communication for email and word processing.
- c. Selection Criteria:
  - (1) Demonstrates knowledge of a broad perspective of current health care and professional nursing trends that have an impact on organizational development, volunteer leadership, and patient care issues.
  - (2) Current practice in a clinical leadership, management, education, or advanced practice nursing role.
  - (3) Experience in planning NCPD activities, preferably at the national level.
  - (4) Documented oral and written communication skills.
  - (5) Demonstrated leadership ability to:
    - a. Coordinate group activities.
    - b. Meet established guidelines and timelines.
    - c. Facilitate group process.
    - d. Promote problem-solving process.
  - (6) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

## 3. Chairperson Designate

- a. Selection Method: Refer to Bylaws Article VII, Section C. Appointed by the National President-Elect after consultation with the outgoing Chairperson and Director of Education Services, with approval of the BOD.
- b. Qualifications and Selection Criteria:
  - (1) Full member of ANNA for at least two (2) years.
  - (2) Must meet those outlined for the Chairperson.
  - (3) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

#### 4. Committee Members

- a. Selection Method: Selected by the Chairperson with input from the Chairperson Designate and Director of Education Services.
- b. Number of Committee Members: Up to eight (8) members, plus the Chairperson, Chairperson Designate, and Director of Education Services
- c. Qualifications:
  - (1) Full member of ANNA for at least one (1) year.
  - (2) Baccalaureate degree with BSN preferred.
  - (3) Practice in nephrology nursing for more than one (1) year.
  - (4) Current certification in nephrology nursing preferred.
  - (5) Knowledge of software and access to computer-facilitated communication for email and word processing.
- d. Selection Criteria:
  - (1) Experience in planning NCPD activities.
  - (2) Demonstrates knowledge of current nephrology patient care and nephrology nursing issues and trends.
  - (3) Meets established guidelines and timelines.
  - (4) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

#### D. TENURE

1. The Chairperson is appointed to serve a three (3) to four (4) year term – at least one (1) year, with a maximum of two (2) years, as Chairperson Designate, followed by two (2) years as Chairperson. May be reappointed.
  - a. The Board of Directors approval of the incoming Chairperson Designate will occur two years prior to the start of their Chairperson role.
  - b. The Chairperson Designate assumes planning responsibilities for the Nephrology Nursing Summit, typically in January, that takes place in the year they begin their Chairperson role, which officially starts after the National Symposium.
  - c. The Outgoing Chairperson remains on the committee for one (1) additional year to support the transition and provide continuity.
2. Members are appointed for two (2) consecutive years. Appointments are staggered to allow for 50% new appointments every year.

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

Article V and Article VII.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. Chairperson

- a. In-person attendance is required for the following meetings:
  - National Symposium Planning Meeting and onsite attendance at the National Symposium
  - Nephrology Nursing Summit Planning Meeting and onsite attendance at the Nephrology Nursing Summit
- b. Conference planning calls.
- c. Own local ANNA chapter meetings.

2. Chairperson Designate

- a. In-person attendance is required for the following meetings:
  - National Symposium Planning Meeting and onsite attendance at the National Symposium
  - Nephrology Nursing Summit Planning Meeting and onsite attendance at the Nephrology Nursing Summit
- b. Conference planning calls
- c. Own local ANNA chapter meetings

3. Committee Members

- a. In-Person attendance is required for the following meetings:
  - National Symposium Planning Meeting and onsite attendance at the National Symposium
  - Nephrology Nursing Summit Planning Meeting and onsite attendance at the Nephrology Nursing Summit
- b. Planning meetings and conference calls.
- c. 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 ALL COMMITTEE MEMBERS

1. Communication
  - a. Chairperson submits reports and requested information to the Board Liaison, Director of Education Services, and designated National Office staff.
  - b. Chairperson Designate and committee members submit requested reports and information to the Chairperson.
2. Participates in all meetings and conference calls. If unable to attend at least 75% of pre-scheduled conference calls, discusses the ability to continue as an effective member with the Chairperson.
3. Plans, develops, implements, and evaluates the content of NCPD activities.
  - a. Collaborates to select appropriate topics and speakers for the program based on the assessment of members' leadership and educational needs, evaluation of past activities and input gathered from networking.
  - b. Assures content is congruent with *Nephrology Nursing Scope and Standards of Practice*.
  - c. Reviews and collaborates to select submitted proposals and abstracts for presentation at the National Symposium.
4. Serves as a point of contact for selected speakers.
  - a. Invites and confirms the availability of selected speakers.
  - b. Forwards completed speaker information forms to the National Office.
  - c. Follows up with speakers as necessary to obtain information for fulfillment of their responsibility as a speaker (such as audiovisual requirements, disclosure form, etc.).
5. Reviews, evaluates, and responds to all material as requested.
6. Reviews policies and procedures pertinent to the committee as requested and proposes changes to the Chairperson and/or Director of Education Services.
7. Prepares and presents ideas, problems, solutions, or programs of organizational and professional interest to the Chairperson for consideration and review.
8. Assumes responsibilities delegated by the BOD, the Director of Education Services, or the Chairperson of the committee.
9. Recognizes and advises the Director of Education Services of outside influences that may impact decisions of the BOD.

## H. RESPONSIBILITIES OF CHAIRPERSON

1. Understands, upholds, and supports the mission, vision, objectives, policies, procedures, and strategic plan of ANNA.
  - a. Ensures development, revision, and implementation of the annual committee action plan, congruent with the ANNA *Nephrology Nursing Scope and Standards of Practice*, to promote the strategic plan.
  - b. Obtains input from the Board Liaison and appoints committee members.
  - c. Provides a meeting and conference call schedule at the beginning of the fiscal year.
  - d. Disseminates information as needed, including but not limited to agendas, meeting minutes, conference call information, background information, articles, and other information as requested.
  - e. Conducts meetings, keeping the agenda on track and honoring time commitments.
  - f. Submits meeting grids to the Chief of Staff / Board Liaison at the National Office for review by the Board of Directors within thirty (30) days of the planning meeting.
  - g. Reviews the role description of the position as requested and proposes changes to the National Secretary.
  - h. Reviews policies and procedures pertinent to the position as requested and proposes changes to the National Secretary.
  - i. Submits written status update reports as requested to the Board Liaison and Director of Education Services. Notifies the Board Liaison immediately of significant changes or problems.
  - j. Submits yearly budget and budget for special projects to the National Treasurer. Follows all budget guidelines as directed by ANNA Policy & Procedure.
2. Works collaboratively with the Director of Education Services and BOD to achieve the education goals of ANNA.
  - a. Assumes leadership responsibilities for the National Symposium, and Nephrology Nursing Summit.
  - b. Identifies, interviews, and selects potential committee members who meet the qualifications and selection criteria.
  - c. Guides committee members, with assistance from the Director of Education Services, to:
    - (1) Determine a plan for each activity to meet established timelines.
    - (2) Utilizes evaluations and feedback from conferences, combined with knowledge of current healthcare trends, in the planning process.
    - (3) Assist members in determining the purpose, objectives, and onsite needs of the activity.
      - a) Assessing the learning needs of the target audience.
      - b) Performance of a gap analysis
      - c) Writing learning objectives and behavioral learning outcome statements.
    - (4) Implement the committee action plan, adhering to established timelines.
    - (5) Meet the American Nurses' Credentialing Center - Commission on Accreditation (ANCC-COA) requirements, where applicable.
    - (6) Plan an agenda and conducts conference calls.
    - (7) Delegate conference call responsibilities to the Chairperson Designate as appropriate.
3. As requested, be available during the accreditation visit by the ANCC-COA for continuing education.

4. Mentors and orients the Chairperson Designate and committee members. Oversees and works with members to develop, design, implement, and evaluate specific programs.
  - a. Assures that Chairperson Designate is included in all communications.
  - b. Mentors Chairperson Designate to assist in determining appropriate educational content.
  - c. Mentors the planning and implementation of educational activities.
  - d. Ensures committee members fulfill their duties to provide proper coverage at the National Symposium and Nephrology Nursing Summit.
  - e. Assists Chairperson Designate in planning agendas for meetings and conference calls as needed.
  - f. Collaborates with Chairperson Designate in preparing status reports.
  - g. Mentors Chairperson Designate in achieving consensus in committee activities.
5. Submits an evaluation of the planning process and recommendations for next year to Director of Education Services.

#### I. RESPONSIBILITIES OF CHAIRPERSON DESIGNATE

1. Understands, upholds, and supports the mission, vision, objectives, policies, procedures, and strategic plan of ANNA.
  - a. Submits written reports as requested to the Chairperson to assist in the preparation of status reports.
  - b. Assists the Chairperson in preparing an annual report.
  - c. Assists the Chairperson in preparing the annual committee budget request form.
2. Works collaboratively with the Chairperson and Director of Education Services to achieve the educational goals of ANNA.
  - a. Provides recommendations to the Chairperson for potential committee members who meet the qualifications and selection criteria. Interviews potential members as directed by the Chairperson.
  - b. Participates in the orientation of new committee members.
  - c. Helps determine appropriate educational content.
  - d. Helps design presentation format and/or instructional features to maximize learner participation.

## J. RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Provides information to the Chairperson to assist in preparing meeting grids as needed by established deadlines.
2. Works with the Chairperson and Chairperson Designate to develop and implement content for educational activities.
  - a. Determines the purpose, objectives, and onsite needs of each educational activity.
  - b. Assists in developing a plan for each educational activity.
  - c. Implements committee actions in accordance with established timelines.
  - d. Meets ANCC-COA requirements where applicable.
  - e. Contributes to the agenda and participates in conference calls.
3. Assists the Chairperson in writing, reviewing, and updating the role description as requested.

## K. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Director of Education Service will provide orientation related to the American Nurses Credentialing Center (ANCC) criteria at planning meetings.
2. Distributes correspondence at the request of the Chairperson, Chairperson Designate, or Director of Education Services.
3. Forwards correspondence with recommendations as appropriate.
4. Provides onsite management for activities or makes provisions for the same during ANNA national meetings.
5. Assists with the planning, implementation, and evaluation of membership and/or learning needs surveys.
6. Assists in the compilation of evaluation data (scores and comments) for all programs.
7. Provides storage of all required NCPD records.
8. Retrieves NCPD records as needed and requested.
9. Coordinates the production and distribution of all promotional and handout materials.
10. Prior to appointment, upon receipt of names of potential appointees, confirms that candidates for Committee Chairperson and Chairperson Designate meet the qualifications specified within the Role Description.
11. At the request of the Committee Chairperson, confirms that potential committee members are full ANNA members in good standing.

## L. LINES OF COMMUNICATION

Refer to the organizational chart.