



ANNA
American Nephrology
Nurses Association

Policy	11.02.13
Revised	10/25
BOD Reviewed and Approved.	10/25
Substituted for	11/23
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, vision, 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 the 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 C.
 - (2) Appointed by the National President-Elect, with approval by the Board of Directors (BOD).
- b. Qualifications:
 - (1) Full Member of ANNA for a minimum of three (3) years.
 - (2) Agrees not to run for a National BOD position while serving on the Nominations Committee.
- c. Selection Criteria:
 - (1) Nephrology nursing experience of at least three (3) years.
 - (2) Active in nephrology-related health care services.
 - (3) 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.
 - (4) Demonstrates ability to lead a group and communicate effectively.
 - (5) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (6) Consideration will be given to include difference in practice specialty, age, ethnicity, gender, and geographic representation.

3. Chairperson Designate

- a. Selection Method:
 - (1) Refer to Bylaws Article VII, Section C.
 - (2) Appointed by the National President-Elect, with approval by the BOD.
- b. Qualifications:
 - (1) Full Member of ANNA for a minimum of two (2) years.
 - (2) Agrees not to run for National BOD position while serving on the Nominations Committee.
- c. Selection Criteria:
 - (1) Nephrology nursing experience of at least two (2) years.
 - (2) Active in nephrology-related health care services.
 - (3) 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 of experience on the Nominations Committee.
 - (4) Demonstrates ability to lead a group and communicate effectively.
 - (5) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (6) Consideration will be given to include difference in 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 one (1) year.
 - (2) Agrees not to run for a National BOD position during the term.
- d. Selection Criteria:
 - (1) Nephrology nursing experience of at least one (1) year)
 - (2) Active in nephrology-related health care services.
 - (3) Current certification in nephrology nursing preferred.
 - (4) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (5) 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 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 the member must rotate off the committee for at least one (1) year.

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, vision, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Ensures development, revision, and implementation of the annual action plan congruent with the 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 minutes to the Director of Association Services at the National Office within thirty (30) days of the meeting.
 - g. Provides the following for *ANNA Update*:
 - (1) Annual Report
 - (2) Additional articles as needed or otherwise requested
 - h. Reviews the role description of the position as requested and proposes changes to the National Secretary.
 - i. Reviews policies and procedures pertinent to the position as requested and proposes changes to the appropriate Board Liaison.
 - j. Submits a written status report as requested to the Board Liaison. Notifies the Board Liaison immediately of significant changes or problems.
 - k. Submits yearly budget and budget for special projects to the National Treasurer. Follows all budget guidelines as directed by ANNA Policy & Procedure.
 - l. Reviews, evaluates, and responds to all materials presented to the Committee Chairperson.
 - m. Prepares and presents ideas, problems, solutions, or programs of organizational and professional interest to the Board Liaison for consideration.
 - n. Assumes responsibilities delegated to them by the National President or BOD.
2. Recognizes and advises the Board Liaison of changing outside influences that may influence the decisions of the BOD.

3. Initiates and coordinates the solicitation, review, and presentation of candidates for national office.
 - a. Solicits direct input from membership in the 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. Active in organizing the recruitment of candidates for national offices throughout the entire fiscal year.
 - c. Encourages qualified members to seek elected leadership roles throughout ANNA's fiscal year.
 - d. Provides potential candidates with pertinent information.
 - e. Ensures compliance of candidates with policy and procedures for the candidate process and campaign rules.
 - f. Collaborates with the National Office, to ensure that candidates for the offices they are seeking.
 - g. Keeps the BOD Liaison informed of the status of candidates throughout the process and notifies the BOD of any position for which there are no candidates.
 - h. Reviews the Candidate Packet annually for the appropriateness of materials and solicits input for potential revisions.

H. RESPONSIBILITIES OF THE CHAIRPERSON DESIGNATE

1. Understands, upholds, and supports the mission, vision, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Assists the Chairperson in completing their 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 that 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. 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, vision, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Assists the Chairperson in completing their responsibilities as requested.
 - b. Assists in planning/implementation of action plan, strategic plan review, and suggestions for revision.
2. Initiates 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. 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 the ability to continue as an effective member with the Chairperson.

J. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Committee
 - a. Verifies that the committee appointee for the role of Chairperson, Chairperson designee and members meets the qualifications outlined within the role description.
 - b. Collaborates in revision of the Candidate profile and role qualifications (hereafter referred to candidate profile) as needed.
2. Qualified Candidates
 - a. Distributes correspondence at the request of the Chairperson.
 - b. Notifies the Chairperson when the candidates' profiles are requested, completed, and received by the National Office.
 - c. Forwards candidates' profiles by established deadlines to the Chairperson.
 - d. Posts the Candidate Profile and Role Qualifications and Candidate Poster the Election Center on the ANNA website.
 - e. Implements the design and distribution mailing/emailing of the ballots at the direction of the Chairperson.
 - f. Coordinates the electronic voting process with the contracted agency.

K. LINES OF COMMUNICATION

Refer to the organizational chart.