



ANNA
American Nephrology
Nurses Association

Policy	11.02.31
Revised	11/23
BOD Reviewed and Approved...	3/24
DEI Reviewed.....	2023-24
Substituted for	2/23
Original Date.....	2/23

ROLE DESCRIPTION

A. ROLE TITLE: DIVERSITY, EQUITY, AND INCLUSION (DEI) CONSULTANT

B. OVERALL PURPOSE AND OBJECTIVES OF THE ROLE

1. Understands, upholds and supports the mission, vision, objectives, policies, procedures, and strategic plan of ANNA.
2. Promotes DEI activities and issues that implement and advance ANNA's Strategic Plan.
3. Represents the positions of ANNA and nephrology nursing as defined in ANNA's Strategic Plan and position statements in discussions with the DEI Committee on matters of diversity, equity, and inclusion policies that affect ANNA members and access to, and care of, individuals with chronic kidney disease (CKD).
4. Assists and advises ANNA in allocating its DEI resources to respond to threats and opportunities in the diversity, equity, and inclusion environment.
5. Reports to the designated Board of Directors (BOD) Liaison and the ANNA National President.
6. Represents ANNA in its relationship with the DEI committee.

C. QUALIFICATIONS

1. Baccalaureate degree required; master's preferred.
2. Demonstrates a level of understanding of issues related to DEI in health care, nursing practice in general, and nephrology nursing.
3. Strong verbal and written communication skills.
4. Knowledge of the DEI processes and education, the development of DEI policy, and the various agencies, associations, and departments.

D. SELECTION METHOD

1. A subcommittee shall be appointed by the ANNA National President to provide advice and input to the Executive Director during the selection process.
2. The Executive Director shall review the subcommittee recommendation and inform the BOD of the selected Consultant.
3. The selection of the Consultant will be approved by the BOD.
4. The Executive Director shall be responsible for hiring the Consultant.
5. The Consultant shall be engaged by contract.

E. TENURE

As per the contract.

F. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Articles V and VII.

G. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. DEI committee meetings and conference calls.
2. Frequent (at least monthly) conference calls and emails with the ANNA National President. Conference calls and/or emails may be more frequent as determined by DEI activity.
3. Participates in calls with the Government Relations Consultants as requested.
4. Diversity, Equity, and Inclusion Workshop as requested.
5. Other meetings as directed by the ANNA National President and approved by the BOD.

H. RESPONSIBILITIES

1. Serves as ANNA's representative/member of the DEI Committee.
2. Monitors DEI activity that is perceived to have a direct impact on the practice of nephrology nursing and reports any issue affecting nephrology nursing to the ANNA National President or designated Board Liaison.
3. Reviews, analyzes, researches, and evaluates ANNA documents, and materials, as requested by ANNA, and communicates as appropriate to the ANNA National President or designated Board Liaison with recommendations for ANNA action and response and the probable resulting action of such responses.
4. Promptly shares updates on DEI issues received from DEI Committee with the ANNA National President or designated Board Liaison.
5. The ANNA National President or designated Board Liaison shares all appropriate information with the BOD.
6. Responds to all requests by ANNA. Coordinates responses with the ANNA National President or designated Board Liaison as appropriate.
7. Communicates salient information affecting ANNA and DEI to the leadership of other organizations. Communication to include, when requested, sharing of non-confidential information related to DEI issues via preparation of articles for the *ANNA Update* and/or presentations for ANNA meetings.
8. Provides direction, support, and guidance to ANNA's leadership about DEI-related issues and activities.
9. Functions under the confidentiality agreement required by ANNA.
10. Reviews the role description as requested and submits changes to the National Secretary.

I. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Supports the DEI Consultant in correspondence and other documents for presentation to the BOD for approval.

J. LINES OF COMMUNICATION

1. The DEI Consultant reports directly to the Executive Director or ANNA National President (or their designee) as identified within the organizational chart.
2. The Executive Director facilitates an Annual Performance Review of the DEI Consultant. The Annual Performance Review will be conducted by the ANNA National President in collaboration with the designated Board Liaison.
3. The ANNA National President shares the DEI Consultant's Annual Performance Review results with the BOD.