



ANNA
American Nephrology
Nurses Association

Policy	11.02.32
Revised	New
BOD Reviewed and Approved...	3/24
DEI Reviewed.....	N/A
Substituted for	New
Original Date.....	3/24

ROLE DESCRIPTION

A. ROLE TITLE: BYLAWS AND POLICY COMMITTEE

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, vision, purpose, objectives, policies, procedures, and strategic plan of ANNA.
2. Reviews the bylaws and policies for consistency.
3. Makes recommendations for amendments/changes to the bylaws and policies to the ANNA Board of Directors (BOD).
4. Provide advice, guidance and interpretation of bylaws and policies to the ANNA BOD and members of ANNA.

C. COMPOSITION

1. Committee
 - a. The Committee shall be composed of:
 - (1) Chairperson
 - (2) Chairperson Designate
 - (3) Maximum of six (6) additional members

2. Chairperson

- a. Selection Method: Refer to Bylaws Article VII, Section B. Appointed by the National President-Elect, with approval by the Board of Directors (BOD).
- b. Qualifications:
 - (1) Full Member of ANNA for two (2) years with nephrology nursing experience.
 - (2) Practice in nephrology nursing for more than one (1) year.
 - (3) Current certification in nephrology nursing preferred.
 - (4) Previous experience as an ANNA chapter officer or committee member.
- c. Selection Criteria:
 - (1) Knowledge of ANNA organizational structure.
 - (2) Understanding of the need to maintain confidentiality.
 - (3) Demonstrated ability to lead a group.
 - (4) Knowledge of software and access to computer-facilitated communication for email and Word processing.
 - (5) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

3. Chairperson Designate

- a. Selection Method: Refer to Bylaws Article VII, Section B. Appointed by the National President-Elect, with approval by the BOD.
- b. Qualifications:
 - (1) Full Member of ANNA for two (2) years with nephrology nursing experience.
 - (2) Practice in nephrology nursing for more than one (1) year.
 - (3) Current certification in nephrology nursing preferred.
 - (4) Previous experience as an ANNA chapter officer or committee member.
- c. Selection Criteria:
 - (1) Knowledge of ANNA organizational structure.
 - (2) Understanding of the need to maintain confidentiality.
 - (3) Demonstrated ability to lead a group.
 - (4) (Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (5) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.
- d. Number of Committee Members. A maximum of seven (7) members, including the Chairperson Designate.

4. Committee Members

- a. Selection Method: Selected by the Chairperson based on the following processes:
 - (1) Promoted to ANNA members.
 - (2) Members can either be nominated by someone else or self-nominated.
 - (3) Potential candidates can either accept or decline the nomination.
- b. Qualifications:
 - (1) Full Member of ANNA for one (1) year.
 - (2) Practice in nephrology nursing for more than six (6) months.
 - (3) Current certification in nephrology nursing preferred.
- c. Selection Criteria:
 - (1) Understanding of the need to maintain confidentiality.
 - (2) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (3) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.
- d. Number of Committee Members: A maximum of seven (7) members, including the Chairperson Designate

D. TENURE

1. The Chairperson is appointed to serve a two (2) year term – one (1) year as Chairperson Designate, followed by one (1) year 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

Article V & Article VII

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. Chairperson
 - a. National Symposium (outgoing).
 - b. ANNA National Office (two times per year)
 - c. Orientation Webinar as required by the President-Elect (incoming/midterm).
 - d. Committee conference calls.
 - e. Own local ANNA chapter meetings.
2. Chairperson Designate
 - a. ANNA National Office (two times per year)
 - b. Orientation Webinar as required by the President-Elect (incoming).
 - c. Committee conference calls.
 - d. Own local ANNA chapter meetings.

3. Committee Members

- a. ANNA National Office (two times per year).
- b. Committee 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 CHAIRPERSON

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Serves as a standing Committee Chairperson.
 - (1) Ensures development, revision, and implementation of annual action plan, congruent with the *Nephrology Nursing Scope and Standards of Practice*, to promote the strategic plan.
 - (2) Obtains input from the Board Liaison and appoints committee members.
 - (3) Provides meeting and conference call schedule at the beginning of the fiscal year.
 - (4) Disseminates information as needed, including but not limited to agendas, meeting minutes, conference call information, background information, articles, and other information as requested.
 - (5) Conducts meetings keeping agenda on track and honoring time commitments.
 - (6) Submits meeting minutes to the Director of Association Services at the National Office within thirty (30) days of meeting.
 - (7) Provides the following for ANNA Update:
 - Annual Report
 - Additional articles as needed or otherwise requested.
 - (8) Reviews Role Description of position as requested and proposes changes to the National Secretary.
 - (9) Reviews policies and procedures pertinent to the position as requested and proposes changes to the National Secretary.
 - (10) Submits written status report as requested to the Board Liaison. Notifies the Board Liaison immediately of significant changes or problems.
 - (11) Submits yearly budget and budget for special projects to the National Treasurer. Follows all budget guidelines as directed by ANNA Policy & Procedure.
 - (12) Reviews, evaluates, and responds to all materials received.
 - (13) Reviews and submits any needed revision of bylaws, policies, and/or procedures to the ANNA National Secretary.
 - (14) Prepares and presents ideas, problems, solutions, or programs of organizational and professional interest to the Board Liaison for consideration.
 - (15) Assumes responsibilities delegated to him/her by the National President or BOD.
 - b. Recognizes and advises the Board Liaison of changing outside influences which may influence the decisions of the BOD.
2. Mentors and orients the Chairperson Designate.

H. RESPONSIBILITIES OF CHAIRPERSON DESIGNATE

1. Understands, upholds, and supports the mission, vision, objectives, policies, procedures, and strategic plan of ANNA.
2. Assists the Chairperson in review and revision of bylaws, policies, and procedures.
3. Assumes responsibilities delegated by the Chairperson.
4. Reviews and offers suggestions for change of strategic plan and action plan and assists in its implementation.
5. Participates in orientation to the role of Chairperson.
6. Assumes role of Chairperson after National Symposium.

I. RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Understands, upholds, and supports the mission, vision, objectives, policies, procedures, and strategic plan of ANNA.
2. Assists the Chairperson in review and revision of bylaws, policies, and procedures.
3. Assists in implementation of strategic plan and action plan.
4. Attends at least 75% of pre-scheduled conference calls or discusses ability to continue as effective member with Chairperson.
5. Attends at least 75% of the ANNA in-person meetings (including meetings at the National Office).

J. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Distributes correspondence at the request of the Chairperson.
2. Assists with implementation of strategic plan and action plan.

K. LINES OF COMMUNICATION

Refer to the organizational chart.