



ANNA
American Nephrology
Nurses Association

Policy	11.02.30
Revised	10/25
BOD Reviewed and Approved.	10/25
Substituted for	4/25
Original Date.....	10/20

ROLE DESCRIPTION

A. **ROLE TITLE: NEPHROLOGY NURSING CULTURE, COMMUNITY, & CONNECTION COMMITTEE (NNCCC)**

B. **OVERALL PURPOSE AND OBJECTIVES OF ROLE**

1. Understands, upholds, and supports the mission, vision, objectives, policies, procedures, and strategic plan of the American Nephrology Nurses Association (ANNA).
2. Improve members' lives through education, advocacy, networking, and science to increase diversity, increase cultural humility, and reduce implicit bias within the organization and areas of influence. Enhances members' professional growth and engagement through education, advocacy, networking, and evidence-based practice to strengthen collaboration, respect for individual differences, and professionalism within the organization and the broader nephrology community.
3. Influence kidney health by engaging with the communities we serve to address social determinants of health, to improving health equity, and advocating for improved access to and quality nephrology healthcare and education for all. Promotes kidney health by engaging with the communities we serve to improve access to care, address factors that affect health outcomes, and advocate for high-quality nephrology healthcare and education for all individuals,
4. Builds a diverse and inclusive association that ensures that our practices and policies are not discriminatory, and promote equity for all members.
5. Fosters an association culture built on fairness, respect, and equal opportunity, ensuring that organizational practices and policies uphold integrity, treat all members equitably, and support a welcoming and professional environment.
6. Create an ongoing educational process to build health access competencies.

C. COMPOSITION

1. Committee

- a. The Committee shall be composed of:
 - (1) Chairperson
 - (2) Chairperson Designate
 - (3) Up to seven (7) additional members
 - (4) NNCCC Consultant

2. Chairperson

- a. Selection Method: Refer to Bylaws Article VII, Section C. Appointed by the National President-Elect, with approval by the Board of Directors (BOD).
- b. Qualifications:
 - (1) Full Member of ANNA for one (1) year 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's 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 difference 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, with approval by the BOD.
- b. Qualifications:
 - (1) Full Member of ANNA for one (1) year 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's 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 differences in practice specialty, age, ethnicity, gender, and geographic representation.)

4. Committee Members

a. Qualifications:

- (1) Full Member of ANNA for six (6) months.
- (2) Practice in nephrology nursing for more than six (6) months.
- (3) One (1) year commitment.
- (4) Current certification in nephrology nursing preferred.
- (5) Describe your understanding of diversity and why it is important to this position.

b. 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 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) 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. Orientation Webinar as required by the President-Elect (incoming/midterm).
- c. Committee conference calls.
- d. Own local ANNA chapter meetings.

2. Chairperson Designate

- a. Orientation Webinar as required by the President-Elect (incoming).
- b. Committee conference calls.
- c. 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. Serves as a standing Committee Chairperson.

- (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*:
 - Annual Report
 - Additional articles as needed or otherwise
- (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 National Secretary.
- (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 received.
- (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. Mentors and orients the Chairperson Designate.

H. RESPONSIBILITIES OF CHAIR DESIGNATE

1. Assists the Chairperson in reviewing and revising policies and procedures.
2. Assumes responsibilities delegated by the Chairperson.
3. Reviews and offers suggestions for change of strategic plan and action plan and assists in its' implementation.
4. Participates in orientation to the role of Chairperson.
5. Assumes the role of Chairperson after the National Symposium.

I. RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Assists the Chairperson in reviewing and revising policies and procedures.
2. Assists in the implementation of the strategic plan and action plan.
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. Distributes correspondence at the request of the Chairperson.
2. Assists with the implementation of the strategic plan and action plan.
3. Provides administrative services as requested.
4. At the request of the NNCCC Chairperson, confirms that potential NNCCC are full ANNA members in good standing.

K. LINES OF COMMUNICATION

Refer to the organizational chart.