



ANNA
American Nephrology
Nurses Association

Policy	11.02.34
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BOD Reviewed and Approved.	10/25
Substituted for	3/24
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ROLE DESCRIPTION

A. ROLE TITLE: MEMBERSHIP 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. Advances recruitment and retention strategies education development of elected and appointed members serving at the chapter and National levels to operationalize the mission and philosophy of ANNA.
3. Develop strategies to recruit and retain student nurses, new nephrology nurses, and current members of the American Nephrology Nurses Association (ANNA).
4. Assists with recruitment and retention educational activities as requested.

C. COMPOSITION

1. Committee
 - a. The Committee shall be composed of:
 - (1) Chairperson
 - (2) Chairperson Designate
 - (3) Up to eight (8) additional members

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 at least two (2) years
 - (2) Minimum baccalaureate degree with BSN preferred.
 - (3) Current certification in nephrology nursing preferred.
 - (4) 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 trends that impact organizational development and volunteer and leadership issues.
 - (2) Current practice in leadership, management, or nursing education with recruitment and retention experience preferred.
 - (3) Strong verbal and writing skills.
 - (4) Demonstrates leadership ability to:
 - a) Coordinate group activities.
 - b) Meet established guidelines.
 - c) Facilitate group process.
 - d) Develop problem-solving processes.
- d. 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, with approval by the BOD.
- b. Qualifications:
 - (1) Full active member of ANNA for at least two (2) years
 - (2) Minimum baccalaureate degree with BSN preferred.
 - (3) Current certification in nephrology nursing preferred.
 - (4) 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 trends that impact organizational development and volunteer and leadership issues.
 - (2) Current practice in a leadership, management, or nursing education with recruitment and retention experience preferred.
 - (3) Strong verbal and writing skills.
 - (4) Demonstrates leadership ability to:
 - a) Coordinate group activities.
 - b) Meet established guidelines.
 - c) Facilitate group processes.
 - d) Develop problem-solving processes.
 - (5) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

4. Members

- a. Selection Method: Selected by the Chairperson with recommendations from National Officers. Each committee activity will have members representing expertise or experience in the activity or product being planned.
- b. Qualifications:
 - (1) Full active member of ANNA for at least one (1) year.
 - (2) Minimum baccalaureate degree with BSN preferred.
 - (3) Current certification in nephrology nursing preferred.
 - (4) Knowledge of software and access to computer-facilitated communication for email and word processing.
- c. Selection Criteria:
 - (1) Nephrology nursing experience of at least one (1) year.
 - (2) Demonstrates an awareness of orientation and leadership issues that influence the ability of elected and appointed volunteers to carry out their roles.
 - (3) Current practice in leadership, management, patient care, or nursing education.
 - (4) Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.
- d. Number of Committee Members:
 - (1) Maximum of ten (10) members, inclusive of Chairperson and Chairperson Designate

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) to 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 II, V, and VII.

F. RESPONSIBILITIES OF ALL COMMITTEE MEMBERS

1. Recognizes and advises the Board Liaison of changing external trends that may influence the decisions of the BOD.
2. Reviews policies and procedures pertinent to the committee objectives as requested.
3. Participates in the work of the committee as delegated by the Committee Chairperson.
 - a. Prepares written reports as requested, adhering to established deadlines.
 - b. Provides information to the Chairperson to assist in the preparation of their reports.
 - c. Reviews, evaluates, and responds to all material as requested.
 - d. Prepares and presents ideas, problems, solutions, and/or programs of organizational and professional interest to the Chairperson for consideration.

G. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Prior to appointment, verifies that the Chairperson, Chairperson Designate, and Committee Members meet the qualifications outlined within the role description.
2. Distributes correspondence at the request of the Chairperson.
3. Forwards appropriate correspondence with recommendations as appropriate.
4. Provides on-site management for activities at National programs or makes provisions for the same.
5. Ensures that appropriate content is added to the ANNA Online Library.
6. Develops media and marketing strategies to promote recruitment and retention activities under the direction of the National President-Elect (and Leadership Committee Chairperson as needed).
7. Produces promotional and handout materials.

H. LINES OF COMMUNICATION

Refer to the organizational chart.