



ANNA
American Nephrology
Nurses Association

Policy	11.02.35
Revised	New
BOD Reviewed and Approved ...	5/24
DEI Reviewed	N/A
Substituted for	New
Original Date	3/24

ROLE DESCRIPTION

A. ROLE TITLE: PUBLICATION 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. Coordinates the identification of an editor for the development and timely revision of ANNA textbook publications such as the Core Curriculum for Nephrology Nursing and Contemporary Nephrology Nursing.
3. Assists with additional publication activities, such as webinars or podcasts, as requested by the Board of Directors (BOD).
4. Collaborates with the education related committees (Conferences, Research and Publications) and Director of Education Services to provide education content for ANNA.

C. COMPOSITION

1. Committee
 - a. The Committee shall be composed of:
 - (1) Chairperson
 - (2) Chairperson Designate
 - (3) Up to three (3) 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 at least two (2) years with a minimum of two (2) years nephrology nursing experience.
 - (2) Current certification in nephrology nursing preferred.
 - (3) Completed a minimum of master's degree in nursing or a related field preferred. If the member is enrolled in an MSN/DNP or MSN/PhD program that confers both degrees at the same time, the member will be eligible to serve on this committee if the credits equal to the number required for the master's degree have been completed.
- c. Selection Criteria:
 - (1) Familiarity and/or expertise with organizational structure of ANNA.
 - (2) Experience and/or sound knowledge base in several nephrology nursing subspecialties.
 - (3) Demonstrates ability in group process to delegate responsibility to others and follow through to assure completion of tasks.
 - (4) Strong verbal and writing skills, previously published preferred.
 - (5) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (6) 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 active member of ANNA for two (2) years with nephrology nursing experience.
 - (2) Current certification in nephrology nursing preferred.
 - (3) Completed a minimum of master's degree in nursing or a related field preferred. If the member is enrolled in an MSN/DNP or MSN/PhD program that confers both degrees at the same time, the member will be eligible to serve on this committee if the credits equal to the number required for the master's degree have been completed.
- c. Selection Criteria:
 - (1) Familiarity and/or expertise with organizational structure of ANNA.
 - (2) Experience and/or sound knowledge base in several nephrology nursing subspecialties.
 - (3) Demonstrates ability in group process to delegate responsibility to others and follow through to assure completion of tasks.
 - (4) Strong verbal and writing skills, previously published preferred.
 - (5) Knowledge of software and access to computer-facilitated communication for email and word processing.
 - (6) Consideration will be given to include diversity of 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 member of ANNA for one (1) year.
 - (2) Baccalaureate degree with BSN preferred.
 - (3) Practice in nephrology nursing for more than one (1) year.
 - (4) Current certification in nephrology nursing preferred.
 - (5) Knowledge of software and access to computer-facilitated communication for email and word processing.
- c. Selection Criteria:
 - (1) Strong verbal and writing skills, previously published preferred.
 - (2) Demonstrates knowledge of current nephrology patient care and nephrology nursing issues and trends.
 - (3) Meets established guidelines and timelines.
 - (4) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.
- d. Number of Committee Members:
 - (1) Maximum of five (5) members, inclusive of the 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) 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) 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. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. Chairperson
 - a. National Symposium (outgoing).
 - b. Committee conference calls.
 - c. Other conference calls as needed for planning of publications.
 - d. Own local ANNA chapter meetings.
2. Chairperson Designate
 - a. Committee conference calls.
 - b. Other conference calls as needed for planning of publications.
 - c. Own local ANNA chapter meetings.
3. Members
 - a. Committee conference calls.
 - b. Other conference calls as needed for planning of publications.
 - 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 CHAIRPERSONS

1. Oversees the Committee in totality.
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. Conducts meetings keeping agenda on track and honoring time commitments.
5. Disseminates information as needed, including but not limited to agendas, meeting minutes, conference call information, and other information as requested.
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*:
 - a. Bi-Annual Report
 - b. Additional articles as needed or otherwise requested.

8. Serves as a member of the Education Committee.
 - a. Participates in conference calls.
 - b. Reviews the Education Committee Role Description as requested and proposes changes.
 - c. Reviews policies and procedures pertinent to the Education Committee as requested and proposes changes.
9. Prepares written reports as requested by the established deadlines.
10. Reviews Publications Committee role descriptions as requested and proposes changes to the National Secretary.
11. Reviews policies and procedures pertinent to the Publications Committee as requested and proposes changes to the Board Liaison.
12. Submits yearly budget and budget for special projects to the National Treasurer. Follows all budget guidelines as directed by ANNA Policy & Procedure.
13. Prepares and presents ideas, problems, solutions, and/or programs of organizational and professional interest to the Board Liaison and/or Director of Education Services for consideration.
14. Submits written status report as requested to the Board Liaison. Notifies the Board Liaison immediately of significant changes or problems.
15. Assumes responsibilities delegated to them by the Board Liaison, National President, or the BOD.
16. Recognizes and advises the Board Liaison of changing outside influences which may influence decisions of the BOD.
17. Oversees and works with Committee members & National Treasurer to develop a plan for each publication including identifying editor, purpose, budget & timeline.
 - a. Interviews potential committee members that meet the role qualifications and competencies.
 - b. Guides committee members with assistance from the Director of Education Services to:
 - (1) Assess the overall orientation and leadership needs of the volunteers.
 - (2) Assist members in setting timelines and a plan for each publication.
 - (3) Assist members in determining the purpose, objectives, and needs of the publication.
 - (4) Assist members in planning agenda and conducting conference calls specific to the publication & identification of the publication editor.
 - c. Establishes and works within an approved budget.
 - d. Works with Management Firm in the distribution of product(s).
18. Forwards copies of all communications, timelines, and drafts to the Chairperson Designate.
19. Submits an evaluation of the publication planning process and recommendations for the following year to the Board Liaison.
20. Orients the Chairperson Designate to the role of Chairperson.
21. Serves as a moderator at the National Symposium.

H. RESPONSIBILITIES OF CHAIRPERSON DESIGNATES

1. Participates in the work of the Committee as a full committee member.
2. Orients to the position of Chairperson.
3. Assists the Chairperson in completing their responsibilities as requested.

I. RESPONSIBILITIES OF ALL COMMITTEE MEMBERS

1. Understands, upholds, and supports the mission, vision, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Recognizes and advises Board Liaison of changing external trends which may influence the decisions of the BOD.
2. Serves as a member of the Publication Committee.
 - a. Participates in conference calls.
 - b. Reviews the Role Description as requested and proposes changes.
 - c. Reviews policies and procedures pertinent to the position as requested and proposes changes.
3. Participates in the work of the committee as delegated by the BOD.
 - a. Prepares written reports as requested by the established deadlines.
 - b. Provides information to assist in the preparation of their reports.
 - c. Reviews, evaluates, and responds to all material as requested.
 - d. Reviews policies and procedures pertinent to education & publication and proposes changes.
 - e. Prepares and presents ideas, problems, solutions, and/or programs of organizational and professional interest.
4. Recognizes and advises the BOD Liaison of changing outside influences which may influence decisions by the BOD.
5. Assumes responsibilities delegated by BOD.
6. Attends at least 75% of pre-scheduled conference calls or discusses ability to continue as effective member with the Chairperson.

J. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Distributes correspondence at the request of the Director of Education or the BOD.
2. Forwards appropriate correspondence with recommendations as appropriate.
3. Provides onsite management for activities at National programs or makes provisions for same.
4. Ensures that appropriate content is added to the ANNA Online Library.
5. Assists with the planning, implementation, and evaluation of membership and/or learning needs survey.
6. Develops artwork and marketing strategies to promote leadership activities under the direction of the National President-Elect (and Leadership Committee Chairperson as needed).
7. Writes and disseminates press releases through the Public Relations department.
8. Produces all promotional and handout materials.
9. Participates on conference calls for planning content.
10. Prior to appointment, verifies appointee for the role of Committee Chairperson meets the qualifications outlined within the Role Description.

K. LINES OF COMMUNICATION

Refer to the organizational chart.