



**ANNA**  
American Nephrology  
Nurses Association

Policy .....	11.02.36
Revised .....	New
BOD Reviewed and Approved...	7/24
Substituted for .....	New
Original Date.....	7/24

## ROLE DESCRIPTION

### A. ROLE TITLE: EDUCATION STEERING 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 education development of elected and appointed members serving at the chapter and National levels to operationalize the mission and philosophy of ANNA.
3. Assists with educational activities as requested by the Board of Directors (BOD).
4. Provide oversight and coordinates the educational initiatives provided to the membership by the education related committees: Conferences, Research and Publications.

### C. COMPOSITION

1. The Steering Committee shall be composed of:
  - a. Director of Education Services
  - b. Conferences Committee – Chairperson & Chairperson Designate
  - c. Research Committee – Chairperson & Chairperson Designate
  - d. Publication Committee – Chairperson & Chairperson Designate
  - e. As needed, members of the Conferences Committee, Research Committee, and Publications Committee

### D. TENURE

Per Role Descriptions of Conferences Committee, Research Committee, and Publications Committees.

E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Article II, V, and VII.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

Per Role Descriptions of Conferences, Research and Publications Committees.

G. 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 the Board Liaison of changing external trends which may influence the decisions of the BOD.
2. Serves as a member of the Education Steering 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 Board of Directors
  - 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 and proposes changes.
  - e. Prepares and presents ideas, problems, solutions, and/or programs of organizational and professional interest.
4. Provide programming that improves and expands ANNA's Virtual Community by providing excellent, relevant learning opportunities.
5. In conjunction with the National Office, provides leadership content to be added to the ANNA Online Library.
6. Recognizes and advises the BOD Liaison of changing outside influences which may influence decisions by the BOD.
7. Assumes responsibilities delegated by BOD.
8. Attends at least 75% of pre-scheduled conference calls.

## H. 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 in conference calls for planning content.

## I. LINES OF COMMUNICATION

Refer to the organizational chart.