



**ANNA**  
American Nephrology  
Nurses Association

Policy.....	11.02.37
Revised .....	10/25
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## **ROLE DESCRIPTION**

- A. ROLE TITLE: FELLOW OF THE AMERICAN NEPHROLOGY NURSES ASSOCIATION (FANNA) SELECTION COMMITTEE
  
- B. OVERALL, PURPOSE AND OBJECTIVES OF ROLE
  - 1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of the American Nephrology Nurses Association (ANNA).
  
  - 2. Coordinates the preparation, recommendation, approval, and awarding of the FANNA distinction.
  
  - 3. Promotes the process for FANNA.
  
- C. COMPOSITION
  - 1. Committee
    - a. The Committee shall be composed of:
      - (1) Chairperson
      - (2) Chairperson Designate
      - (3) Up to six (6) 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) Current Fellow of ANNA.
- c. Selection Criteria:
  - (1) Knowledge of the 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) Differences in practice specialty, age, ethnicity, gender, and geographic representation will be considered.

## 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) Current Fellow of ANNA.
- c. Selection Criteria:
  - (1) Knowledge of the 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) Differences in specialty, age, ethnicity, gender, and geographic representation will be considered.

## 4. Committee Members

- a. Selection Method: Selected by the Chairperson.
- b. Qualifications:
  - (1) Current Fellow of ANNA.
- 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) Differences in practice specialty, age, ethnicity, gender, and geographic representation will be considered.
- d. Number of Committee Members: A maximum of eight (8 members including the Chairperson Designate).

#### D. TENURE

1. The Chairperson is appointed to serve a three- (3) year term—one (1) year as Chairperson Designate, followed by two (2) years as Chairperson. They 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 BYLAWS

Article V & Article VII.

#### F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

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

## 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 the development, revision, and implementation of an annual action plan that is congruent with the *Nephrology Nursing Scope and Standards of Practice* promoting the strategic plan.
    - (2) Obtains input from the Board Liaison and appoints committee members.
    - (3) Provides meeting and conference call schedules 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 the 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 the meeting.
    - (7) Provides the following for the *ANNA Update*:
      - Annual Report
      - Additional articles as needed or otherwise requested
    - (8) Reviews the role description of the 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 a written status report to the Board Liaison as requested. 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 the ANNA Policy & Procedure.
    - (12) Reviews, evaluates, and responds to all materials received.
    - (13) Prepares and presents ideas, problems, solutions, or programs of organizational and professional interest to the Board Liaison for consideration.
    - (14) Assumes responsibilities delegated to them by the National President or BOD.
2. Mentors and orients the Chairperson Designate.

## H. RESPONSIBILITIES OF CHAIRPERSON DESIGNATE

1. Assists the Chairperson in the reviewing and revising of policies and procedures.
2. Assists the Chairperson in selecting the annual recipients in accordance with established procedures.
3. Assumes responsibilities delegated by the Chairperson.
4. Observes confidentiality in the review of candidates.
5. Reviews and offers suggestions for change of strategic plan and action plan and assists in its' implementation.
6. Participates in orientation to the role of Chairperson.
7. Assumes the role of Chairperson after the National Symposium.

## I. RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Assists the Chairperson in the reviewing and revising of policies and procedures.
2. Assists the Chairperson in selecting recipients according to the defined procedures.
3. Observes confidentiality in the review of applicants.
4. Assists in the implementation of strategic and action plans.
5. Attends at least 75% of pre-scheduled conference calls or discusses the ability to continue as an influential member with the Chairperson.
6. Assists the Chairperson and Chairperson Designate in promoting the FANNA distinction.

## J. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Distributes correspondence at the request of the Chairperson.
2. Assists in reviewing, revising, and implementing policies and procedures.
3. Assists with the implementation of strategic and action plans.
4. Publishes solicitation of applications at the request of the Chairperson, according to established procedure.
5. Facilitates the process of soliciting applications.
  - a. Coordinates and distributes all applications received by the deadline to committee members, per the direction of the Chairperson.
  - b. Coordinates the presentation of the induction at the National Symposium.
6. Publishes a list of recipients at the request of the Chairperson.
7. Upon receipt of names of possible appointees for the roles of Committee Chairperson and Chairperson Designate, it confirms that candidates meet the qualifications outlined within this role description before their appointment.
8. At the request of the Committee Chairperson, confirm that potential committee members are full ANNA members in good standing.

## K. LINES OF COMMUNICATION

Refer to the organizational chart.