



ANNA
American Nephrology
Nurses Association

Policy	1.04
Revised Policy	8/18
Revised Procedure	9/24
Bylaws & Policy Committee	8/24
BOD Reviewed and Approved .	11/24
DEI Review	2022-23
Substituted for	10/22
Original Date.....	3/82

POLICY & PROCEDURE

ASSOCIATION DIRECTORIES AND EXECUTIVE CALENDAR

POLICY

The American Nephrology Nurses Association (ANNA) Executive Directory is kept current and posted online. It is available to each volunteer leader and member listed in the Executive Directory.

A Chapter Officers' Directory is compiled by chapter number, updated quarterly, and posted online.

The ANNA Executive Calendar is made available online to National and Chapter leaders.

PROCEDURE

ANNA Executive Directory

1. The ANNA Executive Directory includes:

- Board of Directors (BOD)
- ANNA Chapter Support Team (ACST)
- Committees
- Specialty Practice Networks (SPN) Chairperson and Leaders
- Consultants
- Co-Chief Nurse Advisors for Advocacy and Health Policy
- *Nephrology Nursing Journal* (the Journal) Editorial Board
- National Office Staff
- Past Presidents
- Representatives
- Task Forces

2. Prior to the National Meeting, the National Office, with assistance from the National President-Elect, will compile a list of the BOD, ACST, Committee Chairpersons and Chairperson Designates, SPN Chairperson, SPN Leaders, Journal Board, Past Presidents, Task Forces, and other groups as appropriate. The following information will be included on the main group listing page:
 - a. Board of Directors (BOD)
 - b. ANNA Chapter Support Team (ACST)
 - c. Committees
 - d. Specialty Practice Networks (SPN) Chairperson and Leaders
 - e. Consultants
 - f. Co-Chief Nurse Advisors for Advocacy and Health Policy
 - g. *Nephrology Nursing Journal* (the Journal) Editorial Board
 - h. National Office Staff
 - i. Past Presidents
 - j. Representatives
 - k. Task Forces
 - l. Name and Credentials
 - m. Preferred Phone Number
 - n. Preferred Email Address
 - o. Preferred Pronouns
 - p. Organization Affiliation
3. Additional contact information, including additional phone numbers, email addresses, and fax numbers can be viewed by selecting the volunteer's name.
4. A print option allows volunteers to print a group listing.
5. The Executive Directory (electronic version) is prepared and available to each member listed and ANNA leaders.
6. Any changes or corrections to the individual listings within the Executive Directory are made online by the volunteer within his/her membership record or by a National Office staff person and are available online.

Chapter Officers' Directory

1. The Chapter Officers' Directory will contain information as listed in procedure 1, a-e, above for all chapter officers and ACST. The Chapter Officers' Directory will be updated quarterly and posted online. Any member listed in the Executive Directory may access the Chapter Officers' Directory.
2. Chapter membership lists are available to chapter officers via an online request form. Lists that do not include email addresses or contact information are also available to ACST upon request. Membership lists that contain contact information are subject to Policy & Procedure 6.16, *Chapter Membership Lists, Availability & Usage*.
3. The names of the Chapter Presidents and ACST are listed in the March/April issue of the *Nephrology Nursing Journal* and other issues where space is available.

ANNA Executive Calendar

The ANNA Executive Calendar is updated prior to the National Symposium by the Chief of Staff / BOD Liaison and reviewed by the Executive Director and ANNA National President. ANNA's Director, Strategic Communications, posts ANNA's Executive Calendar online and updates as needed.

Note: To view, copy the link below and paste into your browser.

- Calendar
<https://www.annanurse.org/wp-content/uploads/2025/04/002A.pdf>