

SAMPLE Letter: CALL FOR CHAPTER OFFICER VOLUNTEERS

To use, copy and paste the text below onto a BLANK letter template

If you have a chapter Website or a list of chapter events, include them in your letter.

Visitors will also welcome a list of chapter officers, their roles and contact information.

If you wish to purchase ANNA letterhead for your chapter to use, contact anna@aji.com

Keep your letter short! If your meeting schedule or officer contact list takes up too much room, consider adding a second page with this information.

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Date

Dear Chapter Member,

Wow, it's hard to believe that we are half way through another ANNA year. Our chapter has been busy (list of chapter activities such as developing educational programs, supporting local charities, sponsoring nursing student scholarships, and raising funds through raffles.) It truly has been a productive year so far, yet we continue to strive towards excellence as our work is never finished.

The success of our chapter starts with a *strong leadership team* to guide and direct our future.

As we prepare for another ANNA year, it is time for us to look for next year's new chapter leaders! If you have enjoyed the programs provided by our chapter and would like to see these programs continue and get *better*, or, if what you have been a part of has left you wanting for more and you have ideas about how to make it better, then our chapter needs you in the lead! Our chapter desires to pursue excellence in all areas of our local nephrology community, and we need individuals like you to keep nephrology nursing future secure.

Martin Luther King said: ***"The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy."*** As nephrology nurses, most of us lead very busy lives. It can be challenging to add volunteer responsibilities to an already busy schedule, yet, if no one leads, who will be the leader? If we want to continue providing educational and networking opportunities for our local area, we must all share the responsibilities. Now the good news...there are many resources available to help members learn how to take on a chapter officer role, like short online orientation modules that you can view in 15 minutes or less and refer back to as often as you need them. ANNA also provides an outstanding two-day orientation workshop with complimentary registration for volunteers. You'll meet other leaders who will mentor and guide you in your role as a chapter leader. And our current chapter officers will still be available to help you, too. You do not have to do this alone!

The following leadership positions are currently available in our chapter:

☐President-Elect ☐Secretary ☐Treasurer ☐Health Policy Representative

The term of office for each of these roles is just one year, beginning April 1. We will be accepting candidate names until . Please contact me today to discuss how you can become a volunteer leader for the Chapter. We need fresh ideas and your enthusiasm to continue the work our chapter is doing in the local area.

Sincerely,
Name, Title
Phone:
E-mail:

SAMPLE Email: CALL FOR CHAPTER OFFICER VOLUNTEERS

To use, copy and paste the text below into your email. You can send this out via your default email server or use ANNA Connected – which is the preferred method of communicating with ANNA members.

If you are unsure how to use ANNA Connected see the “How To” instructions *Using ANNA Connected for Chapter Officers and Members*

If you have a chapter Website or a list of chapter events, include them in your email.
Visitors will also welcome a list of chapter officers, their roles and contact information.
Add pertinent information as needed but always keep your messages short!

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Dear Chapter member,

Wow, it’s hard to believe that we are half way through another ANNA year! Our chapter has been busy developing programs and planning for events this year.

We’re also looking for new leaders – volunteers that will help us plan for the future of the chapter. It’s not a hard job and only takes a short amount of time, but the rewards are many! Our chapter officers develop deeper friendships with other ANNA members and get an opportunity to share ideas and develop activities that make a real difference for the nephrology nurses in our area. The average officer spends just 1 – 2 hours per week, and there are plenty of orientation/online resources to help you learn your role. Are you recently retired with some time to spare? Are you a people person that enjoys talking to others? Are you looking for something new and different? Do you have a heart for nephrology nurses and want to help us continue to provide a chapter for nurses in our area? We need you!

If you have an interest in taking your membership to the next level, consider running for chapter office. Let me know if you have questions and I will provide you with more information about the positions that are available.

Thank you!
Name, role
Your email

Volunteers do not necessarily have the time; they just have the heart. ~Elizabeth Andrew

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