



ANNA
American Nephrology
Nurses Association

Policy	2.02
Revised Policy	9/24
Revised Procedure	9/24
Bylaws & Policy Committee	8/24
BOD Reviewed and Approved ...	9/24
DEI Reviewed	2022-23
Substituted for.....	12/22
Original Date.....	1/81

POLICY & PROCEDURE

REPRESENTATION AUTHORITY

POLICY

All Officers, Chairpersons, Committee Members, ANNA Chapter Support Team (ACST) Leaders, Specialty Practice Network (SPN) Leaders and Advisors, appointed representatives, members of the National Office staff, Consultants/Co-Chief Nurse Advisors, and Independent Contractors are charged with the responsibility to represent the American Nephrology Nurses Association (ANNA) and uphold its philosophies, objectives, standards, and policies and procedures. When a member represents ANNA and utilizes their title within ANNA such as chapter president, committee chairperson, etc., all such communications must follow this policy and procedure.

PROCEDURE

General:

1. All elected officers, as representatives of the Board of Directors (BOD), will uphold ANNA decisions. The discussion of personal negative stance is not acceptable while functioning as an ANNA representative.
2. Volunteer or elected leader may be appointed to represent ANNA as follows:
 - a. Short-term Representation. Generally, assignments that are twelve (12) months or less are considered short-term.
 - (1) When requested, the National President may represent ANNA for short-term assignments.
 - (2) The National President has the authority to appoint representatives to serve ANNA in short-term assignments. All appointments will be communicated to the BOD.
 - (3) If the request involves an appearance or function with financial costs involved, proposed expenses must be approved through the appropriate budgetary process.
 - (4) Vacancies that occur during the year may be filled by Presidential appointment and communicated to the BOD.

- b. Long-term Representation. Generally, assignments that are more than twelve (12) months are considered long-term.
 - (1) The National President will appoint long-term representatives with approval by the BOD. Appointments must have a stated completion or expiration date, based on terms of the applicable Role Description or expected timeframe for completion of project/issue. Reappointment of the same representative may be considered at the time the Communication Chart is presented to the BOD. As a rule, the same representative should not serve longer than four (4) years. Succession planning may require overlapping terms for the current and future representative to allow for orientation.
 - (2) Vacancies that occur during the year may be filled in the short term by Presidential appointment and must be communicated to the BOD. Assignments that extend into the next year's Communication Chart must be approved by the BOD.
 - c. The objectives and outcome of appointments and representation will be communicated by the representative to the BOD via Policy and Procedure Form 2.03A, *ANNA Representation, Affiliations, and Association Professional Outreach (APO) Report Form*, due June 30th, and December 31st of each year. More active relationships should provide more frequent updates through the Board Liaison.
3. When the ANNA Board of Directors (BOD) nominates or appoints a representative to another entity, ANNA will communicate to the other entity that ANNA should be acknowledged as the organization associated with the appointed representative.
 4. Representatives appointed by ANNA will ensure that ANNA is recognized by the requesting entity in all acknowledgements of participation, including participant lists.
 5. Representatives appointed by ANNA must present the position(s) of ANNA on an issue rather than their personal or employer-related opinions.
 6. ANNA's existing position statements will be used whenever possible to represent ANNA's voice in each matter and to maintain consistency.
 7. If ANNA does not have a formal position on a given issue, the National President will determine the course of action to be taken for ANNA's representation.
 8. Representatives will promote activities and issues that implement and advance ANNA's Strategic Plan.
 9. A representative appointed by ANNA who is identified to have, or indicates, an actual, potential, or perceived conflict of interest may be removed temporarily or permanently from their representative appointment for those issues or organizations that present the conflict of interest as per Policy and Procedure 2.04, *Conflict of Interest Policy*.
 10. To properly represent ANNA, representatives will be oriented by their Board Liaison. Representatives should be familiar with ANNA's governance structure, bylaws, mission, strategic plan, position statements, and general details about ANNA, etc.
 11. Representatives should review Policy & Procedure 2.02A, *10 Steps to Selection and Preparation of an ANNA Representative*.

12. Representatives should review background and resource materials about ANNA on ANNA's website, including:
 - a. Organizational profile
 - b. Fact sheet
 - c. Bylaws
 - d. Strategic plan
 - e. Position statements
13. Additional materials may be available to assist the representative. Representatives may request additional information and materials to assist them in their role through their Board Liaison.
14. When ANNA's stationery is utilized in communications, its use must conform to Policy & Procedure 1.06, *Distribution and Use of Official Stationery*.

Responsibilities of Representatives:

1. Serves as ANNA's representative to the organization.
2. Monitors the organization's activity that is perceived to have a direct impact on the practice of nephrology nursing and reports any issue affecting nephrology nursing to the ANNA designated Board Liaison.
3. Reviews, analyzes, researches, and evaluates relevant documents and materials and communicates as appropriate to the ANNA designated Board Liaison with recommendations for ANNA action and response and the probable resulting action of such responses.
4. All representatives will report to an assigned Board Liaison (see Policy & Procedure 11.01.14, *Board Liaison*) to facilitate communication to and from the BOD.
5. Promptly shares relevant information with the ANNA designated Board Liaison.
6. The ANNA designated Board Liaison shares all appropriate information with the BOD.
7. When selected as a member of a workgroup, functions as an active participant and provides status reports to the ANNA designated Board Liaison based on the workgroup's timeline.
8. When the organization requests an official response from ANNA, the representative shares the information with the ANNA designated Board Liaison and responds as directed.
9. Requests to add ANNA's name to any document, such as a letter to a government agency or a letter in support for a clinical measure/guideline, must be presented to the National President for approval. A copy of the relevant document must be provided to the National President prior to or at the time of the request for approval.
10. Submits *Representation, Affiliations, and Association Professional Outreach (APO) Report Form* to the ANNA designated Board Liaison as scheduled and requested.