



**ANNA**  
American Nephrology  
Nurses Association

Policy & Procedure Addendum 2.02A	
Reviewed/Updated .....	8/24
Bylaws & Policy Committee .....	8/24
BOD Reviewed/Approved .....	9/24
DEI Reviewed .....	2022-23
Substituted for .....	9/22
Original Date .....	11/20

## **POLICY & PROCEDURE ADDENDUM**

### **10 STEPS TO SELECTION AND PREPARATION OF AN ANNA REPRESENTATIVE**

The American Nephrology Nurses Association (ANNA) may be requested to appoint a short-term or long-term member to represent the Association in an external committee, task force, technical expert panel, etc. Representatives are appointed per Policy & Procedure 2.02, *Representation Authority*. For those times that a member or group of members believes that ANNA should have a Representative to a select organization, group or association, the following steps must be followed:

1. Determine the need for representation by addressing the following points:
  - a. Describe how the position would be of value to ANNA.
  - b. What patient population, professional practice group and/or modality of therapy will benefit from the representation?
  - c. How will the representation contribute to the continued growth of professionalism in nephrology nursing?
  - d. How does this representation support the mission and strategic plan of ANNA?
  - e. Is the new representative role consistent with, and not in conflict with or duplicative of, any current ANNA Committee, Specialty Practice Network, or Task Force?
2. The need for a Representative will be brought to the Board of Directors (BOD) through the appropriate Board Liaison or may be submitted by a current BOD Member.
3. The BOD will discuss the following issues before deciding:
  - a. Describe the role of the Representative and expectations for fulfillment of the role. What will constitute success for the role?
  - b. Discuss the budget implications.
  - c. How long is the commitment to this role?
  - d. What are the criteria and the selection process for this role?
  - e. Will there be requests of the organization for ANNA to sign onto various documents or approve content of letters, practice guidelines, or legislation?

4. The BOD will vote on whether or not to endorse the representative role.
5. If approved, the Representative will be selected by the National President with approval by the BOD.
6. The National Treasurer and Executive Director will formulate a budget for the role.
7. The National Secretary will write a role description if required.
8. The Representative will be directed to review a copy of the ANNA Policy & Procedure Manual on the ANNA website, specifically Policy & Procedure 2.02, *Representation Authority*, and Policy & Procedure 2.03, *Association Professional Outreach (APO)*.
9. The Representative will be instructed to provide periodic recap status reports to the BOD regarding their activity [at least two (2) times per year on June 30 and December 31] by completing Policy & Procedure 2.03A, *APO and Affiliations Form*.
10. The Representative will be prepared by the Board Liaison to understand the scope of the role and the expected support of ANNA's position on issues. For example, the National Office will provide the Representative with information that may include the following:
  - a. Mission of ANNA.
  - b. Position Statements that may impact the role.
  - c. Strategic Plan.
  - d. Strategic Actions (completed, in process, and future) that may impact the role.
  - e. Minutes of previous BOD meetings and other background decisions that may assist the Representative in fulfilling the role.
  - f. Budgetary guidance.
  - g. Membership profile.
  - h. Member surveys and other research that may impact the role.
  - i. Articles from *Nephrology Nursing Journal* that provides evidence for the role.
  - j. General advice and guidance.
  - k. Diversity, equity, and inclusion positions if applicable.