



## 2024-2025 Board of Directors Candidate Information Packet

Dear ANNA Members:

The ANNA Nominations Committee is excited to announce the call for nominations for the 2024-2025 Board of Directors (BOD) positions. ANNA welcomes applications for the following positions:

- **President-Elect:** Three-year commitment; one-year term as President-Elect, one-year term as President, one-year term as Immediate Past President
- **Secretary:** Three-year term
- **Director:** Three-year term

Serving on the BOD can be a rewarding experience. As a BOD member, you will have the opportunity to influence policy, make fiduciary decisions, and set strategic direction. Board service requires a substantial time commitment, including reviewing and drafting documents, serving on ad hoc committees, and attending board conference calls and meetings. To help you decide if a BOD position is right for you, the Nominations Committee has developed a Candidate Packet. The packet outlines the rewards and responsibilities of board leadership and the process for submitting an online nominations application. After reviewing the packet, if you decide that you are ready to serve on the highest governing body of ANNA, the BOD, follow the instructions in the packet to complete your application for nomination. The last day to submit an online application is, **Friday, July 1, 2023** by midnight in your time zone.

If you have questions, please contact:

- Nominations Committee Chairperson, Glenda Payne at [gpayneful@aol.com](mailto:gpayneful@aol.com) or
- National Office Staff Member, Emily Parry at [emily.parry@annanurse.org](mailto:emily.parry@annanurse.org)

Sincerely,

A handwritten signature in black ink that reads "Glenda M. Payne". The signature is written in a cursive style.

Glenda Payne, MS, RN, CNN  
ANNA Nominations Chairperson, 2023-2024  
Dallas Chapter #208

## Timelines and Checklist for 2024-2025 Potential Candidates

### Prior to July 2023

#### Before you Apply

- Review the Candidate Packet and accompanying resources, including role descriptions, realities of the position, and policies and procedures
- Contact the ANNA Board of Directors (BOD) member, who currently holds the position(s) you are interested in, to learn more about the role. To request their contact information, send an email to National Office staff member, Emily Parry at [emily.parry@annanurse.org](mailto:emily.parry@annanurse.org)
- Verify that your ANNA membership, your certification, and all information in your online membership profile is current

#### *Meet the Candidates webinar*

- The Nominations Committee will host a Board of Directors Candidate Webinar allowing the ANNA membership to learn about each candidate before the election.
- During the webinar, the candidates will address questions from the Nominations Committee and members regarding their candidacy. All candidates are required to participate in both a practice and live webinar scheduled for:
  - **Practice Date:** Tuesday, September 19 @ 8:00 pm EST
  - **Live Event Date:** Thursday, October 5 @ 8:00 pm EST
- Members are encouraged to register for the webinar to assist with making an informed vote during the election

### Complete the Online Application (deadline is Friday, July 1, 2023)

The following information and documents are required when submitting your application:

- Attestation that the candidate understands and agrees to comply with the policies and procedures relating to candidacy and the BOD position of interest
- Agreement to comply with campaign policy and guidance
- Conflict of Interest Disclosure and electronic signature
- Biographical data, personal information, and eligibility criteria related to the position

#### **Additional required documents:**

- Professional colored headshot photograph – must be high resolution suitable for printing
- Copy of diploma of highest degree earned
- Copy or verification of current RN license
- Copy of current CNN, CDN, CNN-NP, CCTC, or other nephrology certifications

- Campaign poster promotional copy and write-up in bullet format only – maximum 250 words
- Updated curriculum vitae (CV) or resume which must contain a listing and description of all ANNA leadership roles. Additional suggested information to include in your CV/resume:
  - Number of years as an ANNA member
  - Number of years in nephrology nursing
  - Employment history, including dates, current to past
  - Education, including dates of earned degrees
  - List of all current certifications
  - Professional affiliations/memberships
    - Presentations/publications
    - Nursing awards/honors/grants

You will receive an email from the ANNA National Office confirming receipt of your application within three (3) working days of submission. If confirmation is not received, contact National Office staff member, Emily Parry at [emily.parry@annanurse.org](mailto:emily.parry@annanurse.org) or 856-256-2320.

**If your completed packet is not received by July 1, 2023  
you will not be considered for candidacy.**

## **Candidate Packet Resources**

### **Online Application:**

[ANNA Candidacy Application for National Office](#)

### **Role Descriptions:**

[11.01.02 National President-Elect](#)

[11.01.04 National Secretary](#)

[11.01.06 Director](#)

### **Realities of the Position:**

[11.01.02 Realities National President-Elect](#)

[11.01.05 Realities National Secretary](#)

[11.01.06 Realities Director](#)

### **Policies and Procedures:**

[2.04 Conflict of Interest Policy](#)

[5.02 Candidate Criteria and Requirements for National Offices](#)

[5.04 Communication Regarding Slate of Candidates](#)

[5.05 Campaign Regulations for National Offices](#)



## Summary of Campaign Guidelines

ANNA candidates running for an elected Board of Directors (BOD) position can engage in campaign activities to garner support from ANNA members. Campaigning provides an opportunity for members to learn about how candidates can best support the members' interest and advocate on their behalf. Campaigning is encouraged and should be conducted in accordance with ANNA policies and procedures; however, candidates who fail to adhere to the campaign guidelines run the risk of having their name removed from the election ballot. If you have questions about campaigning, please contact the Nominations Committee Chairperson, Glenda Payne at [gpayneful@aol.com](mailto:gpayneful@aol.com).

### Permitted Campaign Activities:

- Candidates can use non-corporate email lists and their personal social media channels to solicit support.
- Candidates can use ANNA Connected to solicit support only from their chapter members.
- The candidate's chapter can:
  - Write an article of endorsement in the September/October *ANNA Update*.
  - Fund the candidate to ANNA's Nephrology Nursing Practice, Management & Leadership Conference (Fall Conference).
- The National Office will:
  - Produce and print posters for each candidate and create a downloadable version which can be reproduced and distributed as an 8" x 10 flyer.
  - Display campaign posters of each candidate at ANNA's Fall Conference and on the ANNA website.
  - Host a virtual experience where each candidate will respond to 2-3 questions posed by the Nominations Committee. The activity will occur prior to national elections. A video recording of this virtual experience will be posted on the ANNA website and social media platforms. All candidates are expected to participate in this activity.

### Prohibited Campaign Activities:

- Potential candidates cannot publicize their intent to run for a position prior to the BOD's formal announcement.
- Candidates cannot solicit endorsement from the ANNA Board of Directors (as a body; they can solicit individual members), the ANNA Executive Director, National Office staff, or, the Nominations Committee.
- Candidates cannot use corporate sponsorship for promotional activities in support of your candidacy, or use a corporate distribution email listserv to solicit support.
- Neither candidates, nor their friends/supporters can campaign while functioning in an official capacity as an ANNA presenter or moderator at an ANNA-funded symposium, meeting, or workshop.

Reference – [Policy and Procedure 5.05 Campaign Regulations for National Offices](#)

## Campaign Poster Guidelines and Instructions

All potential candidates are required to provide promotional copy to be included on a campaign poster. The National Office will print posters for each candidate and create a downloadable version which can be reproduced and distributed as an 8” x 10 flyer. Campaign posters will be displayed at ANNA’s Fall Conference and on the ANNA website.

### Poster Specifications

- Poster will be vertical in size and approximately 22” x 28”
- Poster will be uniform with all other candidate posters
- Poster will contain color photo
- Poster will contain promotional copy

### Poster Content Instructions:

Include the following with your online candidate application:

- Professional colored headshot photograph – must be high resolution suitable for printing
- Promotional copy and write-up in bullet format only – maximum 250

Information received **will not be edited** for grammar, spelling, or context

If you have questions, contact National Office staff member, Emily Parry at [emily.parry@annanurse.org](mailto:emily.parry@annanurse.org) or 856-256-2320.

**Your completed application and supporting materials must be received by July 1, 2023**

**Reference – Policy and Procedure 5.05 Campaign Regulations for National Offices**

