

# Chapter Health Policy Representative: Calendar

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Thank you for accepting the responsibility of the Chapter Health Policy Representative (HPR). The HPR is responsible for keeping current on the legislative and regulatory activity occurring within their chapter area and state. The HPR is also responsible for keeping the chapter members up to date on what is happening legislatively and regulatory at the local, state, and federal levels. This is a quick guide to help keep you and your chapter on track for a successful ANNA year!

**Legend:** ~Due Dates~                    +Optional for STAR Points+

## March and April

- Finalize plans to attend/complete LEAD workshop
- Complete chapter orientation
- Assure contact information is accurate and correct on your ANNA Website Profile
- Establish communication with your ANNA Chapter Support Team (ACST) Health Policy Liaison
- Join ANNA Connected Advocacy News & Alerts community
- Familiarize yourself with the “Chapter Officers Only” and “Advocacy” sections on the ANNA web site
- Review the Health Policy Handbook
- Familiarize yourself with the Legislative Action Center
- Review and familiarize yourself with your state government
- Apply to attend Health Policy Workshop held every other year (odd years)
- Enter STAR points in Advocacy category

## May and June

- Set up a system to monitor state health policy activity
  - Sign up for advocacy alerts / newsletter distribution lists / and follow social media sites
- Sign up for emails from elected officials and State Board of Nursing
- Follow elected officials on social media
- Become familiar with your State Nurse Practice Act and complete the State Nurse Practice Act Summary
- Send letters of introduction to your national, state, and local legislative and regulatory members letting them know you are available to assist with Nephrology Nursing related issues (sample letters are in the Health Policy Handbook **+Optional for STAR Points+**)
- Write a letter of introduction to Executive Director of your State Board of Nursing **+Optional for STAR Points+**
- May 6 is National Nurses Day - send out a message to the chapter members via ANNA Connected **+Optional for STAR Points+**
- Complete Chapter Health Policy Representative Activity Report **~June 15~**
- Finalize plans/attend Health Policy Workshop every other year **+Optional for STAR Points+**
- Check the Legislative Action Center for new action items.
- Participate on ANNA Connected Advocacy News & Alerts
- Enter STAR points in Advocacy category

## July and August

- Summer is typically a slow time for ANNA chapters---Don't lose your momentum!!
- July 4 - Send out a “Happy 4<sup>th</sup> of July” message to your members via ANNA Connected **+Optional for STAR Points+**
- Plan VIP site/virtual visits - there are multiple opportunity for STAR points! **+Optional for STAR Points+**
- Start planning for Nephrology Nurses' Week and obtaining proclamation **+Optional for STAR Points+**
- Remind members that applications for national positions are due **~August 15~**
- Check the Legislative Action Center for new action items.
- Participate on ANNA Connected Advocacy News & Alerts
- Enter STAR points in Advocacy category

## September and October

- -Second full week of September~ Celebrate Nephrology Nurses' Week
- Remind members Awards and Scholarship applications/nominations are due **-October 15-**
- Check the Legislative Action Center for new action items.
- Participate on ANNA Connected Advocacy News & Alerts
- Enter STAR points in Advocacy category

## November and December

- Your year is almost over...Finish STRONG!!
- Complete Chapter Health Policy Representative Activity Report **-November 15-**
- Enter all STAR points in Advocacy category - final date to enter STAR points for the current year (January 1 to December 31) is **-December 31-**
- Check the Legislative Action Center for new action items.
- Participate on ANNA Connected Advocacy News & Alerts

## January and February:

- Have a party and celebrate a successful ANNA year!
- Attend the chapter's first **\*Business Meeting\*** of the year with the outgoing and incoming chapter officers (may be face to face or virtual). At this meeting:
  - Develop the initial chapter work plan (include goals for advocacy be sure to look at the Star Guidelines for some ideas!)
  - Help make a plan to get all chapter officers to LEAD - apply for funding from the National Office, designate chapter funds for other non-funded officers, make travel plans
- Check the Legislative Action Center for new action items.
- Participate on ANNA Connected Advocacy News & Alerts
- Enter STAR points in Advocacy category

## Ongoing Responsibilities:

- Balance work and fun! Plan informal get together to exchange ideas
- Follow your chapter work plan, review and update at each meeting
- Assist chapter with goal setting and overall chapter leadership
- Provide update on health policy initiatives at chapter meetings/events **+Optional for STAR Points+**
- Educate chapter members about advocacy **+Optional for STAR Points+**
- Maintain contact with the ACST Health Policy liaison.
- Pass all advocacy information obtained onto the chapter members via ANNA Connected **+Optional for STAR Points+**
- Respond to any "Calls to Action" **+Optional for STAR Points+**
- Recruit chapter members to help with chapter activities - be on the lookout for future leaders

## Things to remember

- The year goes by FAST!! Don't let it slip by.
- Create a calendar system to help you keep on track.
- Utilize all the ANNA tools...need something or have a question? There is most likely a tool created to help you and there is always the ACST Health Policy Liaison, the Health Policy Committee, and National office to help.
- Keep up with your Star points - get credit for the work that you do!
- If you are struggling to meet your volunteer responsibilities contact your fellow officers and ACST Health Policy Liaison - we are here to help you SUCCEED!!