

Policy.....	11.01.02
Revised .....	2/20
BOD Reviewed and Approved ...	7/22
Substituted for .....	2/18
Original Date .....	12/84

## ROLE DESCRIPTION

### A. ROLE TITLE NATIONAL PRESIDENT-ELECT

### B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, purpose, objectives, policies, procedures, and strategic plan of ANNA.
2. Serves as liaison between the Board of Directors (BOD) and assigned Committees, Task Forces, and representatives.
3. Recognizes and advises the BOD and Committee Chairpersons of changing outside trends that may influence the decisions of the BOD.
4. Orients to the office of National President.
5. Coordinates assigned functions of ANNA with the National President.
6. Assumes the role of National President in his/her absence.
7. Complies with Policy & Procedure 2.04, *Conflict of Interest Policy*.

### C. COMPOSITION

1. Officer
  - a. Selection Method: Refer to Bylaws Article IV, Section B. The Nominations Committee submits a slate of candidates for each office. Each member will receive a ballot. The plurality of those voting shall decide the election.
  - b. Qualifications: Refer to Policy & Procedure 5.02, *Candidate Criteria and Requirements for National Offices*.

### D. TENURE

Refer to Bylaws Article IV, Section C. The National President-Elect will serve a term of one (1) year and will begin the term of office at the end of the annual business meeting following the election and will serve until succeeding the National President at the close of the next annual business meeting.

E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Articles II through XI.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. All BOD meetings and conference calls.
2. Nationally sponsored ANNA Meetings:
  - a. National Symposium
  - b. Leadership Education And Development (LEAD) Workshop incoming officer (attends and presents)
  - c. Nephrology Nursing Practice, Management & Leadership Conference (Fall Conference)
  - d. Health Policy Workshop
3. Own local ANNA chapter meetings.
4. Annual budget preparation meeting, if applicable.
5. Nursing Organizations Alliance.
6. American Society of Nephrology, if applicable.
7. American Society of Association Executives CEO Symposium.
8. Nurse in Washington Internship. Incoming President-Elect attends immediately after election, if applicable.
9. Canadian Association of Nephrology Nurses and Technicians.
10. Kidney Care Partners meetings, if applicable.
11. National Office orientation meeting.
12. Other meetings as requested and approved by the BOD.

**NOTE** – Complimentary registration and expense reimbursement to ANNA meetings is provided per Policy & Procedure 4.18, *Complimentary Registration and Expense Reimbursement for ANNA Meetings*.

## G. RESPONSIBILITIES OF OFFICER

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
  - a. Serves as an active member of the BOD.
    - (1) Serves as Board Liaison for assigned Committees, Task Forces, representatives and/or projects and fulfills responsibilities per Policy & Procedure 11.01.14, *Board Liaison*.
    - (2) Adheres to Policy & Procedure 2.04, *Conflict of Interest Policy*, for all assignments and responsibilities and discloses any actual, potential, or perceived conflict of interest.
    - (3) In areas where the Officer must recuse him/herself from discussions and activities per Policy & Procedure 2.04, *Conflict of Interest Policy*, the National President will appoint a designee to fulfill specific assignments.
    - (4) Reviews, evaluates, and responds to all materials presented to the BOD.
    - (5) Contributes to preparation of the annual budget
    - (6) Prepares and presents ideas, solutions to problems, or programs of organizational interest to the BOD for consideration.
    - (7) Assumes responsibilities delegated to him/her by the National President or BOD.
    - (8) Reviews policies and procedures pertinent to the office and assigned Committees as needed or requested and proposes changes to the National Secretary.
    - (9) Reviews role descriptions of office and assigned Committees and Task Forces as needed or requested and proposes changes to the National Secretary.
    - (10) Submits reports as assigned or requested by the established deadlines.
    - (11) Submits annual report as requested.
    - (12) Assists in the implementation of the Strategic Plan.
    - (13) Handles general correspondence as needed.
    - (14) Prepares and submits, with recommendations from Committee Chairpersons, ACST Leaders, Specialty Practice Networks (SPN) Leaders, and Board Liaisons, the Organizational Chart for BOD approval at the winter BOD meeting and thereafter as needed.
    - (15) Approves dates and locations for BOD face-to-face meetings for the upcoming year in consultation with the National Treasurer and Executive Director.
    - (16) Submits a column for designated issues of the *Nephrology Nursing Journal* and the *ANNA Update*.
2. Recognizes and advises the BOD and Committee Chairpersons of changing external trends that may influence the decisions of the BOD.
  - a. Reviews and communicates general nursing, health care, and nephrology-specific issues as appropriate.
  - b. Reviews governmental, societal, and economic trends and communicates as necessary.
3. Serves as liaison between the BOD and assigned Committees and representatives.
  - a. Serves as a resource person to chairpersons, committee members, and representatives.
  - b. Guides committees in developing action plans to fulfill ANNA's Strategic Plan.
  - c. Communicates the activities of assigned committees and representatives to/from the BOD.
  - d. Assists committees and representatives as requested.

4. Orients to the office of National President.
  - a. Reviews and responds to all pertinent written communications.
  - b. Discusses major issues with the National President.
  - c. Attends meetings and conference calls; assists as requested in areas pertinent to orientation.
5. Coordinates assigned functions of ANNA with National President.
  - a. Reviews and reports activities of assigned Committees, Task Forces, and representatives with the National President and BOD on schedule and as needed.
  - b. With recommendations from the Committee Chairpersons, ACST Leaders, and SPN Leaders and upon approval of the BOD, appoints the Committee Chairpersons, ACST Leaders, and SPN Leaders to serve for the following ANNA year prior to the National Meeting.
  - c. With recommendations from Board Liaisons and current representatives to organizations with whom ANNA has a formal association professional outreach relationship and upon approval of the BOD, appoints representatives to serve for the following ANNA year prior to the National Meeting.
  - d. Assists with the preparation of the annual report.
  - e. May sign any ANNA check as a second signature.
6. Orients volunteer leaders.
  - a. Oversees planning and implementation of the LEAD Workshop held in conjunction with the National Symposium for incoming leaders, officers, Committee Chairpersons, ACST Leaders, and SPN Leaders.
  - b. Oversees review and revisions of volunteer leaders' orientation materials.
7. Assumes the role of National President in his/her absence.
8. Utilizes ANNA Connected to network and collaborate with ANNA members.
9. Approves artwork, marketing, and implementation strategies to promote Nephrology Nurses Week with support from the National Office and Leadership Committee.
10. Approves annual membership drive. The timeframe for approval is generally in January to February.
11. Membership in the American Nurses Association is encouraged.

## H. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Communicates pertinent information regarding all issues.
2. Initiates or responds to correspondence as requested.
3. Forwards appropriate correspondence with recommendations.
4. Assists in obtaining sites for BOD meetings.
5. Assists in preparation of the Organizational Chart.
6. Communicates day-to-day operations as needed; communicates problems regarding BOD, Committee Chairpersons, ACST Leaders, SPN Leaders, and Task Force Chairs.
7. Develops artwork and marketing strategies to promote Nephrology Nurses Week under the direction of the National President-Elect (and Leadership Committee Chairperson as needed).
8. Develops artwork and marketing strategies to support the annual membership drive under the direction of the National President-Elect.
9. Investigates new concepts.
10. Provides advice as needed.
11. Provides administrative support as requested.
12. Provides data and facilitates research of issues as requested.
13. Other duties as requested.

## I. LINES OF COMMUNICATION

Refer to the organizational chart.