

Policy	11.01.12
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ROLE DESCRIPTION

NOTE: This position may be held by two (2) individuals or combined and held by a single individual, depending on the chapter's needs. For this reason, the distinct duties of each separate office are designated in this role description.

A. ROLE TITLE: CHAPTER SECRETARY/TREASURER

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, purpose, objectives, policies, procedures, and strategic plan of ANNA.
2. Supervises and maintains all official records (Chapter Secretary).
3. Maintains official ANNA member and other chapter mailing lists (Chapter Secretary).
4. Supervises treasury and submits chapter financial reports as requested meeting all deadlines (Chapter Treasurer).

C. COMPOSITION

1. Officer
 - a. Selection Method: Elected by local ANNA members.
 - b. Qualifications: Full member of ANNA.
 - c. Selection criteria:
 - (1) Active in local chapter.
 - (2) Has a working knowledge of the mission, goals, and objectives of ANNA.
 - (3) Actively involved in nephrology related health care services.
 - (4) Has or obtains computer skills and access to a computer and the Internet.

D. TENURE

Elected for a one (1) year term (on the ANNA national election cycle), unless otherwise specified in Chapter Bylaws.

E. GOVERNED BY NATIONAL AND MODEL CHAPTER BYLAWS

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. All local ANNA chapter educational and business meetings.
2. All local Chapter Executive Committee meetings.
3. Encouraged to attend all nationally sponsored meetings held in the chapter area.
4. Encouraged to attend ANNA National Symposium.
5. Encouraged to attend the Leadership Development And Education (LEAD) Workshop (incoming officer), held prior to the National Symposium.

G. RESPONSIBILITIES OF OFFICER

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Serves as a member of the Chapter Executive Committee.
 - b. Submits reports as requested by assigned deadlines [e.g., *ANNA Update* Article, Successful Teamwork = Achievement and Recognition (STAR) points].
 - c. Solicits input from all chapter officers and reviews financial history of chapter to prepare annual chapter budget (Chapter Treasurer).
 - d. Maintains and keeps bank account records up-to-date (Chapter Treasurer).
 - e. Handles general correspondence as needed (Chapter Secretary).
 - (1) Maintains ample supply of materials from the National Office, i.e., membership applications, stationary, contact hour applications, etc.
 - (2) Contacts new members with letters of welcome and corresponds with members who fail to renew membership.
 - (3) Prepares and distributes printed materials as requested by chapter officers.
 - f. Ensures that all personal information collected about ANNA members is secure and confidential, per Policy & Procedure 1.08, *Protecting Confidentiality of Members' Information*, and that information is used for chapter business only.
 - g. Reviews Role Description as requested and proposes any changes to the Chapter President.
 - h. Reviews policies and procedures pertinent to the office as requested and proposes any changes to the Chapter President.
 - i. As a member of the Chapter Executive Committee, contributes to the development of the chapter work plan.
 - j. Records the chapter work plan as requested (Chapter Secretary).
 - k. Assumes responsibilities as delegated by the Chapter President.
 - l. Orients successor to the role.

2. Completes officer orientation module as directed by the National Office.
3. Supervises and maintains all official records (Chapter Secretary).
 - a. Records minutes of Chapter Executive Committee meetings and business meetings.
 - b. Submits meeting summaries and attendance rosters to the National Office within thirty (30) days of meeting.
 - c. Documents and maintains official chapter records (completed contact hour applications, meeting summaries and attendance rosters, minutes, etc.). Transfers records to successor in accordance with Policy & Procedure 2.13, *Maintenance of ANNA Records and Equipment*.
 - d. Submits Chapter *ANNA Update* article to include meeting announcements and other pertinent chapter news via the ANNA website by established deadlines.
 - e. Prepares announcement of election results for inclusion in the Chapter Update of the *ANNA Update*.
4. Maintains official ANNA member and other chapter mailing lists (Chapter Secretary).
 - a. Adds non-members from meeting attendance roster.
 - b. Keeps contact mailing list current (including local dialysis units, transplant units, and other nephrology related units/offices.)
 - c. Adds ANNA members from surrounding areas as requested by individuals per Policy & Procedure 6.09, *Changing Chapter Geographical Boundaries*.
5. Supervises treasury (Chapter Treasurer).
 - a. Maintains financial records of the chapter (copies of bank statements, checks, etc.) for seven (7) years in a manner that facilitates required tax reporting.
 - b. Prepares and presents financial reports for each chapter business meeting.
 - c. Prepares and signs checks as approved by Chapter President.
 - d. Submits chapter financial reports per Policy & Procedure 6.13, *Chapters: Financial Reporting*, by requested deadlines.
 - e. Immediately communicates concerns and questions regarding financial reporting to Chapter President, ANNA Chapter Support Team (ACST), and National Treasurer.
 - f. Maintains chapter copy of the financial report.
 - g. Submits additional information as requested by ACST, National Treasurer, or National Office.
 - h. Assumes other financial responsibilities as delegated by the Chapter President or Chapter Executive Committee.
 - i. Establishes a minimum of two (2) signatories for each chapter account.
 - j. In the case of chapter dissolution, assures that all financial statements and accounts are returned to ANNA. This includes closing accounts and sending remaining money to the National Office, per Policy & Procedure 6.18, *Dissolution of Defunct Chapter*.
6. Utilizes ANNA Connected to network and collaborate with ANNA members.

H. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Serves as a resource for the chapter.
2. Receives and handles all Chapter update material for the *ANNA Update*.
3. Maintains current chapter file that includes meeting summaries, attendance records, and all communications.
4. Provides a summary of chapter activities for recharter after the 2nd and 3rd Quarters to the Chapter Secretary for review (see Policy & Procedure 6.06, *Chapters: Recharter Status*).
5. Facilitates financial reporting per Policy & Procedure 6.13, *Chapters: Financial Reporting*.
6. Coordinates compilation of financial reports and sends to the designated accountant. Notifies the Chapter Treasurer if financial reports are not received.
7. Prepares, prints, and mails chapter material as requested and approved.
8. Submits report forms to Chapter Treasurer for submission at calendar year-end and fiscal year-end reports.

I. LINES OF COMMUNICATION

Refer to the organizational chart.