

## Chapter Officer Roles at a Glance

### President:

- ✓ In charge of the day to day management of the chapter (Business meetings, Educational meetings, Communication, Chapter work plan)
- ✓ Assures reports are submitted on time
- ✓ Assures re-charter criteria are met
- ✓ Liaison between chapter members, National Office, ACST, ANNA Committees.

### President Elect:

- ✓ In charge of planning and providing education to chapter members
- ✓ Orients to chapter president role
- ✓ In charge of planning and implementing chapter elections and submitting the Chapter Profile
- ✓ Fills in for the Chapter President as needed

### Secretary:

- ✓ Takes meeting minutes and submits meeting reports
- ✓ Submits chapter Update articles
- ✓ Handle chapter correspondence (writes letters: welcome to new members, non-renewing members, welcome to first time meeting attendees)
- ✓ Creates and distributes chapter newsletters (prn)
- ✓ Requests chapter membership list

### Treasurer:

- ✓ In charge chapter financial records, maintains records for the last 7 years and passes them on to the next treasurer
- ✓ Submits financial reports on time
- ✓ Maintains chapter accounts
- ✓ Provide chapter financial report at all meetings
- ✓ Writes checks

### Health Policy Representative:

- ✓ Writes letters of introduction to local, state, and national elected and regulatory officials
- ✓ Educates member about advocacy and ANNA Health Policy resources (CapWiz, KDAE week...)
- ✓ Serves as a Health Policy liaison between ANNA National Office/Health Policy Committee and chapter members
- ✓ Plans and conducts Kidney Disease Awareness and Education Week (KDAE) activities
- ✓ Monitors local and state legislation and regulatory activities for policies, regulations, or laws that impact Nephrology related practice.