

# Chapter President Elect: Role Expectations

Starting the ANNA year on the right foot  
(ANNA year is January 1<sup>st</sup> to December 31<sup>st</sup>)

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Thank you for accepting the responsibility of the Chapter President Elect- this typically will begin a two year term the first year as the President Elect and the second year as the President. The President Elect is responsible for providing education to chapter members and chapter elections. This is a quick guide to help keep you and your chapter on track for a successful ANNA year!

Legend: **\*Required for Re-charter\***

**-Due Dates-**

**+Optional for STAR Points+**

## January and February:

### Outgoing Chapter President Elect

- Complete elections and finalize elections results and submit **\*Chapter Profile\*** by **-January 15<sup>th</sup>-**
- Have a party to celebrate a successful ANNA year!
- Plan the year's first **\*Business Meeting\*** with the outgoing chapter officers (may be face to face or via conference call).
  - At this meeting:
    - Watch the Chapter Work Plan Fast 15
    - Help develop the initial chapter work plan focusing on education. Consider having goals for fundraising, Advocacy activities, Nephrology Nurses' Week celebrations, Chapter Newsletters, Chapter Facebook Page, Chapter website...
    - Help brainstorm on how to get all the chapter officers to the Volunteer Leaders' Workshop (VLW)
    - If the chapter has unique by-laws review and submit to the membership for approval

### Incoming Chapter President Elect

- Review the role descriptions for each of the chapter officer positions
- Complete the **+Officer Orientation Fast 15's+**
- Help complete chapter supply checklist
- Provide contact information to the Secretary for the "Officer Introduction Letter"
- Use the Winter Webinar as your chapter's first **\*Education Meeting\*** for the year. Assure the outgoing secretary has submitted the on line Education Meeting report
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ANNA Chapter Support Team (ACST) liaison.
- Review the entered STAR points and enter any missing ones

## March and April

- Plan to attend the Volunteer Leaders Workshop - just prior to the National Symposium
- Help finalize **+Work Plan+**
- Start process to provide education to chapter members- Develop education committee
- Attend any business meetings
- Incoming officers "officially" take over their officer roles after the National Symposium
- Familiarize yourself with the "Chapter Officers Only" section on the ANNA web site
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.
- Review the entered STAR points and enter any missing ones

## May and June

- May 6<sup>th</sup> is National Nurses Day - send out a message to the chapter members via ANNA Connected
- You are half way through the ANNA year...Assure that at least one **\*Education Meeting\*** has been completed and the report has been submitted. To make re-charter must provide 2 educational meetings (one must supply CNE's)
- Watch **+Providing Education and Recruiting Chapter Officer Fast 15s+**
- Help plan activities for Nephrology Nurses' week (NNW) and buy NNW products - see ANNA web site under *Education/Nephrology Nurses Week*
- Assist Health Policy Representative (HPR) with Kidney Disease Awareness and Education Week (KDAE) activities.
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.
- Review the entered STAR points and enter any missing ones

## July and August

- Summer is typically a slow time for ANNA chapters---Don't lose your momentum!!
- July 4<sup>th</sup> - Send out a "Happy 4<sup>th</sup> of July" message to your members
- Contemplate sending out a quarterly chapter newsletter, if your chapter has a website make sure it is up to date.
- Remind members that applications for national positions are due **~August 15<sup>th</sup>~**
- **~Second week of August~** Hold a KDAE week activity and assure the HPR has submitted the on line KDAE report
- Help finalize plans to celebrate NNW
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.
- Review the entered STAR points and enter any missing ones
- **Are you struggling...life has gotten in the way of your ANNA chapter officer duties?? DO NOT LET YOUR CHAPTER GO DOWN IN FLAMES! Contact the other chapter officers and your ACST liaison ASAP - send out a SOS to your members!!**

## September and October

- Haven't had an educational meeting yet...UH OH!! Use the *Fall Webinar* as an educational meeting. Remember you need 2 education meetings
- Assure that **\*Education Meeting\*** report has been submitted.
- **~Third week of September~** Celebrate NNW
- Remind members Awards and Scholarship applications/nominations are due **~October 15<sup>th</sup> ~**
- Remind members Nurse in Washington Internship Scholarships (NIWI) applications are due **~November 15<sup>th</sup>~**
- Fall meeting is in October - contemplate "raffling" off complementary registration for one of your members
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.
- Review the entered STAR points and enter any missing ones

## November and December

- Your year is almost over...Finish STRONG!!
- Nurse in Washington Internship Scholarships (NIWI) applications are due **~November 15<sup>th</sup>~**
- Find replacements for chapter officer positions (contemplate having 2 year terms for your officers: President Elect becomes President during his/her second year. Secretary, Treasurer and HPR - alternate years when these positions "rotate off". Need to fill President Elect position and other officer positions as needed)
- Hold Elections for chapter officer positions - Voting deadline **~January 1<sup>st</sup> ~**
- Review and enter all STAR points - final date to enter STAR points for the current year (January 1 to December 31) is **~December 31<sup>st</sup>~**
- Has your chapter completed the re-charter criteria?? If "Yes"...CELEBRATE your success!
- Review Chapter Activity Report - if meetings, credit for *Update* Articles, etc. are missing contact the National Office and your assigned ACST liaison.

## Ongoing Responsibilities:

- Follow your chapter work plan, review and update at each meeting
- Recruit chapter members to help with chapter activities - be on the lookout for future leaders
- Balance work and fun! Plan informal get together to exchange ideas
- Orient president elect to the president position
- Maintain contact with your assigned ACST liaison.

## Things to remember

- The year goes by FAST!! Don't let it slip by.
- Business meetings do not have to be super formal...do you work with fellow officers? If you discuss chapter business during a break in the action this can be counted as a business meeting.
- Education meetings do not have to be full day events. ANNA has many free CNE opportunities.
  - Set a time period in which you ask your members to watch the free on-line CNE then schedule a follow up conference call to discuss the content -as long as you have 3 or more members on the call this can count as a chapter education meeting
  - Have a follow up conference call with your chapter members after a webinar (offer to reimburse the members the \$5 fee if they attend the call) to discuss the webinar content -as long as you have 3 or more members on the call this can count as a chapter education meeting
  - Meet at a member's home, restaurant, meeting room...and watch the free monthly CNE or webinar together and discuss the content -as long as you have 3 or more members at the meeting this can count as a chapter education meeting
  - Discuss a journal article with your co-workers at work during a break in action - as long as you have 3 or more members discussing the article together this can count as a chapter education meeting
- If you are struggling to meet your volunteer responsibilities contact your assigned ACST member - we are here to help you SUCCEED!!