**PRESIDENT RESPONSIBILITIES**

Qualifications: Full member of ANNA

Ideal background: Active in local chapter. Has a working knowledge of the mission, goals and objectives of ANNA. Actively involved in Nephrology related health care or services.

Tenure: Elected for a two (2) year term of office, the first year serving as president-elect/ Program Chairperson of the chapter and one year as President. WI ANNA allows the President to remain on the Board of Directors as Past President for 1 year.

Responsibilities of office:

1. Ensures criteria for recharter are met each year.

2. Promotes continuing education and communicates general information to members about ANNA.

3. Reviews and responds to all regional and national communications.

4. Assumes responsibilities delegated to her by the regional officers

5. Reviews chapter role descriptions of office annually.

6. Reviews policies and procedures pertinent to chapters annually.

7. Prepares and presents ideas, solutions to problems and programs of professional and organizational interest to the Regional Executive Committee for consideration.

8. Reviews chapter checklists at beginning of year to ensure all materials are received from previous president.

9. Reviews president-elect checklist to ensure she has appropriate materials.

10. Responsible for the day-to-day management of an ANNA chapter

11. Serves as liaison between members and the Regional Executive Committee.

12. Submits Chapters/Membership Committee Chapter Evaluation Tool directed by CCE.

13. Coordinates with chapter secretary ANNA Update items to be sent to CCE.

14. Submits Chapter Profile by deadline for upcoming year.

15. Responds to mailings/communications from national and regional officers by deadlines requested.

16. Reviews president-elect checklist to ensure she has appropriate materials.

17. Serves as member of Nominations Committee facilitating call for nomination, contacting members to verify interest in office, prepares and distributes ballot for election to current full members of chapter, provides for ballot counting and notifies chapter President of election results.

18. The President is expected to attend 75% of chapter meetings.

**PRESIDENT-ELECT RESPONSIBILITIES**

Qualifications: Full member of ANNA

Ideal background: Active in local chapter. Has a working knowledge of the mission, goals and objectives of ANNA. Actively involved in Nephrology related health care or services.

Tenure: Elected for a two (2) year term of office, the first year serving as president-elect/ Program Chairperson of the chapter and one year as President. WI ANNA allows the President to remain on the Board of Directors as Past President for 1 year.

Responsibilities:

1. Serves as member of Chapter executive committee.

2. Plans programs in a timely fashion so that notification of membership and application for contact hours can be completed.

3. Reviews chapter role descriptions of office annually and proposes changes to the Chapter President.

4. Reviews chapter president-elect checklists to ensure all appropriate materials are on hand.

5. Serves as chairperson of the Chapter Program committee

6. Solicits input from chapter members to aid in program planning.

7. Prepares a master schedule of programs for the year.

8. Selects topics, speakers, and program outline for each program.

9. Verifies location, topics, date, and times with speakers (in writing) and requests AV needs, CV and presentation outline to submit for contact hours.

10. Prepares and submits contact hour application as per CEAB requirements.

11. Notifies the Chapter secretary of program specifics for notification of membership and publication in ANNA Update.

12. Assures that AV needs of speakers are met.

13. Communicates appreciation to speakers after program.

14. Provides time at educational meetings for business meeting.

15. Coordinates local audio conference sites.

16. Prepares for and orients to office of the President

17. Attends annual Chapters of Congress or other leadership offerings as funds permit.

18. Assumes role of President in her absence.

19. The president-elect expected to attend 75% of all board meetings

**TREASURER RESPONSIBILITIES**

Qualifications: Full member of ANNA

Ideal background: Active in local chapter. Has a working knowledge of the mission, goals and objectives of ANNA. Actively involved in Nephrology related health care or services.

Tenure: Elected for a two (2) year term starting in even years.

Responsibilities:

1. Keep accurate records of financial transactions.

2. Be responsible for checking account and balancing said account each month.

3. Use an appropriate ledger or journal to document all income and expenses. Electronically file fiscal year end report in January and calendar year end report in December. Information is on the ANNA website for submittals.

4. Document all debts (expenses) identifying the person or organization or both (usually entered on the left side of an account)

5. Document all credits (income) identifying the person or organization or both (usually entered on the right side of an account)

6. Register all debits and credits in their specific budget categories.

7. Present a written report to the Board of Directors at each meeting.

8. Have available all records for audit upon request of the Board of Directors.

9. Meet with the incoming Treasurer to review chapter accounts and verify the checking account balance.

10. Serve as a mentor to the incoming Treasurer for an orientation to the position and review

 basic accounting principles.

11. A financial review of records will occur BEFORE the term of office expires.

12. Financial records will be saved for seven (7) years.

13 . Employer ID number for Wisconsin ANNA Chapter #304 is 80-0633256. This is the number given to vendors for grant requests.

**SECRETARY RESPONSIBILITIES**

Qualifications: Full member of ANNA

Ideal background: Active in local chapter. Has a working knowledge of the mission, goals and objectives of ANNA. Actively involved in Nephrology related health care or services.

Tenure: Elected for a two (2) year term starting in odd years.

Responsibilities:

1. Transmit the board meeting minutes to all board members within two (2) weeks of the meeting date

2. Minutes will be approved and corrected by the Board of Directors BEFORE transmitting to the Regional and National Offices of the ANNA.

3. Business meetings: Record the meeting minutes and "Chapter Meeting Summary' electronic form and forward it electronically within thirty (30) days.

4. The Chapter Secretary will include the meeting minutes on the next Board of Directors meeting agenda.

5. Work with the Program Chairperson of the related meeting to facilitate timely distribution of the "Chapter Meeting Summary" form, meeting attendance records, contact hour certificates and the meeting evaluation form to the Regional and National offices of the ANNA. Electronically submit each educational program to National via Chapter Educational Summary form.

6. Submit a copy of the ANNA Update notices for chapter news to the Regional CCE on the following dates:

January 15 for March/ April

March 15 for May/ June

May 15 for July/ August

July 15 for September/ October

September 15 for November/ December

November 15 for January/ February

7. All documents shall be kept on file for seven (7) years.

8. The Secretary prepares the call for nominations in October. The call for nomination includes the offices that will be vacant and a brief job description of each office along with the term of office for each office. The secretary prepares, mails and tabulates ballots and notifies the President and candidates of election results. Ballots are sent out in December with results by Jan 1st of each year

9.The secretary is expected to attend 75% of board meetings.