

Policy .....	11.02.02
Revised .....	1/22
BOD Reviewed and Approved...	8/22
Substituted for .....	4/20
Original Date.....	4/88

**ROLE DESCRIPTION**

A. ROLE TITLE: AWARDS AND SCHOLARSHIP COMMITTEE

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
2. Coordinates the preparation, recommendation, approval, and awarding of the annual ANNA and corporate awards, scholarships, and grants.
3. Promotes the process for awards, scholarships, and grants.

C. COMPOSITION

1. Committee
  - a. The Committee shall be composed of:
    - (1) Chairperson
    - (2) Chairperson Designate
    - (3) Up to ten (10) additional Members
2. Chairperson
  - a. Selection Method: Refer to Bylaws Article VII, Section B. Appointed by the National President-Elect, with approval by the Board of Directors (BOD).
  - b. Qualifications:
    - (1) Full Member of ANNA for two (2) years with nephrology nursing experience.
    - (2) Current certification in nephrology nursing preferred.
    - (3) Previous experience as an ANNA chapter officer or committee member.
  - c. Selection Criteria:
    - (1) Knowledge of ANNA organizational structure.
    - (2) Understanding of the need to maintain confidentiality.
    - (3) Demonstrated ability to lead a group.
    - (4) Knowledge of software and access to computer-facilitated communication for email and word processing.
    - (5) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

### 3. Chairperson Designate

- a. Selection Method: Refer to Bylaws Article VII, Section B. Appointed by the National President-Elect, with approval by the BOD.
- b. Qualifications:
  - (1) Full Member of ANNA for two (2) years with nephrology nursing experience.
  - (2) Current certification in nephrology nursing preferred.
  - (3) Previous experience as an ANNA chapter officer or committee member.
- c. Selection Criteria:
  - (1) Knowledge of ANNA organizational structure.
  - (2) Understanding of the need to maintain confidentiality.
  - (3) Demonstrated ability to lead a group.
  - (4) Knowledge of software and access to computer-facilitated communication for email and word processing.
  - (5) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

### 4. Committee Members

- a. Selection Method: Selected by the Chairperson.
- b. Qualifications:
  - (1) Full Member of ANNA for one (1) year.
  - (2) Current certification in nephrology nursing preferred.
- c. Selection Criteria:
  - (1) Understanding of the need to maintain confidentiality.
  - (2) Knowledge of software and access to computer-facilitated communication for email and word processing.
  - (3) Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.
- d. Number of Committee Members: A maximum of twelve (12) members including the Chairperson Designate.

## D. TENURE

- 1. The Chairperson is appointed to serve a two (2) year term – one (1) year as Chairperson Designate, followed by one (1) year as Chairperson. May be reappointed.
- 2. Committee Members are appointed for a term of two (2) years with an optional reappointment of one (1) or two (2) years, at which time the member must rotate off the committee for at least one (1) year.

## E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Article V & Article VII.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. Chairperson

- a. National Symposium (outgoing).
- b. Orientation Webinar as required by the President-Elect (incoming/midterm).
- c. Committee conference calls.
- d. Research Committee conference calls as requested.
- e. Own local ANNA chapter meetings.

2. Chairperson Designate

- a. Orientation Webinar as required by the President-Elect (incoming).
- b. Committee conference calls.
- c. Own local ANNA chapter meetings.

3. Committee Members

- a. Committee conference calls.
- b. Own local ANNA chapter meetings.

- \* **NOTE** – Complimentary registration and/or expense reimbursement to ANNA meetings is provided per Policy & Procedure 4.18, *Complimentary Registration and Expense Reimbursement for ANNA Meetings*, and Policy & Procedure 4.19, *Withdrawal of Complimentary Registration and Expense Reimbursement to ANNA Meetings for Non-Functional Committee Member*.

## G. RESPONSIBILITIES OF CHAIRPERSON

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
  - a. Serves as a standing Committee Chairperson.
    - (1) Ensures development, revision, and implementation of annual action plan, congruent with the *Nephrology Nursing Scope and Standards of Practice*, to promote the strategic plan.
    - (2) Obtains input from the Board Liaison and appoints committee members.
    - (3) Provides meeting and conference call schedule at the beginning of the fiscal year.
    - (4) Disseminates information as needed, including but not limited to agendas, meeting minutes, conference call information, background information, articles, and other information as requested.
    - (5) Conducts meetings keeping agenda on track and honoring time commitments.
    - (6) Submits meeting minutes to the Director of Association Services at the National Office within thirty (30) days of meeting.
    - (7) Provides the following for *ANNA Update*:
      - Annual Report
      - Additional articles as needed or otherwise requested
    - (8) Reviews role description of position as requested and proposes changes to the National Secretary.
    - (9) Reviews policies and procedures pertinent to the position as requested and proposes changes to the National Secretary.
    - (10) Submits written status report as requested to the Board Liaison. Notifies the Board Liaison immediately of significant changes or problems.
    - (11) Submits yearly budget and budget for special projects to the National Treasurer. Follows all budget guidelines as directed by ANNA Policy & Procedure.
    - (12) Reviews, evaluates, and responds to all materials received.
    - (13) Prepares and presents ideas, problems, solutions, or programs of organizational and professional interest to the Board Liaison for consideration.
    - (14) Assumes responsibilities delegated to him/her by the National President or BOD.
  - b. Recognizes and advises the Board Liaison of changing outside influences which may influence the decisions of the BOD.
  - c. Maintains a collaborative relationship with the Research Committee Chairperson.
2. Coordinates the preparation, recommendation, approval, and awarding of the annual ANNA awards, scholarships, and grants.
  - a. Recommends the criteria and procedure for new awards, scholarships, and grants as appropriate to the BOD.
  - b. Identifies timelines and deadlines for calendar.
  - c. Coordinates the selection of recipients according to the defined procedures for each award. This includes working with the Research Committee Chairperson for all research related grants and awards.
  - d. Participates in the presentation of awards, scholarships, and grants at the National Symposium.

3. Promotes the award process.
  - a. Coordinates the display of award projects for the ANNA booth at the National Symposium.
  - b. Writes articles for the *ANNA Update* and other association publications.
  - c. Writes letters to the leaders of ANNA to encourage award applications and nominations.
4. Mentors and orients the Chairperson Designate.

#### H. RESPONSIBILITIES OF CHAIRPERSON DESIGNATE

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
2. Assists the Chairperson in review and revision of policies and procedures.
3. Assists the Chairperson in selection of the annual award recipients according to defined procedures for each award.
4. Assumes responsibilities delegated by the Chairperson.
5. Observes confidentiality in review of nominations.
6. Reviews and offers suggestions for change of strategic plan and action plan and assists in its' implementation.
7. Participates in orientation to the role of Chairperson.
8. Assumes role of Chairperson after National Symposium.

#### I. RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
2. Assists the Chairperson in review and revision of policy and procedures.
3. Assists the Chairperson in selection of award recipients according to the defined procedures for each award.
4. Observes confidentiality in review of nominations.
5. Assists in implementation of strategic plan and action plan.
6. Attends at least 75% of pre-scheduled conference calls or discusses ability to continue as effective member with Chairperson.
7. Assist Chairperson and Chairperson Designate in promoting ANNA Awards, Scholarships, and Grants via ANNA Connected and Chapter Meetings.

## J. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Distributes correspondence at the request of the Chairperson.
2. Assists in reviewing, revising, and implementing awards, policies, and procedures.
3. Assists with implementation of strategic plan and action plan.
4. Publishes solicitation of nominations and applications at request of Chairperson, according to established procedure.
5. Facilitates the process to solicit applications and nominations for awards, scholarships, and grants.
  - a. Coordinates and distributes all applications received for awards, scholarships, and grants by the deadline to committee members, per direction of the Chairperson.
  - b. Coordinates the presentation of awards, scholarships, and grants at the National Symposium.
6. Disburses funds to recipients.
7. Publishes list of recipients of awards at request of Chairperson.
8. Upon receipt of names of possible appointees for the roles of Committee Chairperson and Chairperson Designate, confirms that candidates meet the qualifications outlined within this role description prior to their appointment.
9. At request of the Committee Chairperson, confirms that potential committee members are full ANNA members in good standing.

## K. LINES OF COMMUNICATION

Refer to the organizational chart.