



## Bylaws and Policy Committee

### What does the Bylaws and Policy Committee do?

- Reviews the bylaws and policies for consistency.
- Makes recommendations for amendments / changes to the bylaws and policies to the ANNA Board of Directors (BOD).

### Are there specific qualifications to be on the committee?

- Full Member of ANNA for one (1) year.
- Practice in nephrology nursing for more than six (6) months.
- Current certification in nephrology nursing preferred.

### Additional knowledge and skills include:

- Understanding of the need to maintain confidentiality.
- Knowledge of software and access to computer-facilitated communication for email and word processing.
- Consideration will be given to include diversity of practice specialty, age, ethnicity, gender, and geographic representation.

### How long is the commitment for this role?

- 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.

### How/when does the committee meet?

- The Committee meets monthly via Zoom. Two (2) meetings will be held in-person at the National Office.

### What are the expectations of a committee member?

- Assists the Chairperson in the review and revision of policy and procedures.
- Assists in the implementation of the strategic plan and action plan.
- Attends at least 75% of pre-scheduled conference calls or discusses the ability to continue as an effective member with Chairperson.
- Attends at least 75% of the ANNA in-person meetings, including meetings at the National Office.

### How much time, in general, is spent on committee work each month?

- The time varies, but usually no more than 4-6 hours per month.