ANNA
Quarterly Calendar

Use the Quarterly Calendar to help you meet deadlines and plan ahead for reports and activities during the year.

Good to know…

- The ANNA year for STAR points: January 1 - December 31
- The ANNA year for Recharter: January 1 - December 31
- Chapter Officer terms: April 1 - March 31.
- Since there is some overlapping of the chapter officer term and the ANNA year, the outgoing officers are encouraged to *mentor and orient the incoming officers during January, February, and March*.
- The minimum requirements for recharter need to be completed between January 1 and December 31 and include:
  - ☐ 1 business meeting
  - ☐ 2 education meetings
    (1 education meeting must provide contact hours/CE)
- This calendar is set up to provide your chapter with 4 business meetings to increase the opportunities for a very successful year.
- Consider holding additional educational meetings (after the minimum of two meetings is met) throughout the year for greater member engagement.
- All reports should be submitted online using the links provided on the Chapter Officers Only webpage. CLICK HERE to access the links to submit a report.

1st Quarter Planning

X	Planning / Business Items for JAN – FEB – MAR	Person (s) Responsible
	Complete chapter elections by the first Monday in January. • The **Chapter Profile** is **DUE 1/15** ***RECHARTER REQ!**	President Pres-Elect
	Begin transition/orientation period for all chapter officers • Watch Fast 15s that apply to your role • Review role responsibilities, role descriptions and expectations • Complete by **4/1**	All
	Hold **Business Meeting #1** with incoming and outgoing chapter officers to create an initial **Chapter Work** *Plan* for the year.	President
	Plan VLW participation for chapter officers: Who will attend? Is a National Travel Grant needed? Does the chapter need to provide additional $ support? Are additional funds needed to support officers who will attend? Is a fundraiser required to support VLW participation?	President Pres-Elect All
	Plan for completion of financial reports. ***RECHARTER REQ!** 1. Calendar Year End 1099 Report, **DUE 1/15** **2.** Fiscal Year End Financial Report, **DUE 4/15**	Treasurer
	Be sure that all meeting reports for the previous year are submitted by **1/15** – no reports will be accepted after this date	Secretary
	Select officer(s) who will be responsible for STAR points. STAR Award period begins 1/1	Designee
	Participate in any officer specific webinars or conference calls offered by the ANNA Chapter Support Team (ASCT)	All
	Celebrate the year that just ended and the team that made it happen!	All

X	1st QUARTER TASK LIST	Person (s) Responsible
	Submit **Chapter Profile** **DUE 1/15** ***RECHARTER REQ!**	Pres-Elect
	Submit **Calendar Year End 1099 Report** by **1/15** ***RECHARTER REQ!**	Treasurer
	Submit ***Update*** article by **2/1**	Secretary
	Submit **Chapter Work Plan #1** **DUE 2/15** and send copy to your ACST Leader	All
	Submit **business meeting** reports within 30 days of a meeting	Secretary
	Submit **education meeting** reports within 30 days of a meeting	Secretary
	Review **Chapter Activity Report** (monthly) and correct any missing activity w/ Nat'l Office	All

Questions? Contact your ACST Leader - helping you is what they do!

2nd Quarter Planning

X	Planning / Business Items for APR – MAY - JUN	Person (s) Responsible
	Submit **Fiscal Year End Financial Report** **DUE 4/15** ***RECHARTER REQ*** • This is the 2nd of the 2 financial reports due every year • If submitted after 4/15 your chapter may be accountable to the IRS	Treasurer
	Begin transition/orientation period for all chapter officers • Watch Fast 15 to review role responsibilities, role descriptions and expectations. If someone needs help – make that a priority!	All
	Hold **Business Meeting #2** with all officers • Use the **Chapter Work Plan** to guide planning and activity	President
	Form a Program Committee to plan educational events for entire year	Pres-Elect
	Discuss $ needs for the years' activities – plan fundraisers as needed.	Pres/Treas
	Keep a list of all business meetings, CE programs & other chapter events – used for STAR points and to confirm activity on the Chapter Activity Report	Secretary or Designee
	Select officer(s) to be responsible for entering and STAR points.	Designate
	Request a member list. Determine how your will communicate with members.	President Secretary
	Review Bylaws – is your Board in agreement?	All
	Coordinate KDAE activities (visits, outreach, letter campaign) for the year	HP Rep
	Start planning now to mentor your own replacement! Contact members who express an interest in volunteering & include them in activities.	All
	Participate in any officer specific webinars or conference calls offered by the ANNA Chapter Support Team (ASCT)	All

X	2nd QUARTER TASK LIST	Person (s) Responsible
	Submit **Fiscal YE Report** to National Office by **4/15** ***RECHARTER REQ***	Treasurer
	Submit ***Update*** article by **4/1**	Secretary
	Send out officer introduction letter to chapter members by **5/1**	Secretary
	Submit ***Update*** article by **6/1**	Secretary
	Submit **Chapter Work Plan #2** by **6/15** and send copy to your ACST Leader	All
	Submit **business & education meeting** reports within 30 days of a meeting	Secretary
	Enter **STAR points** for all 2nd quarter activities by **6/30**	Designee
	Review **Chapter Activity Report** and correct any missing activity with National Office	All

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3rd Quarter Planning

X	Planning / Business Items for JUL – AUG - SEP	Person (s) Responsible
	Check Recharter Progress: the chapter year is half over. The chapter should have held at least one business meeting and one educational meeting/activity by now	Pres-Elect
	Hold **Business Meeting #3** with all officers • Use the **Chapter Work Plan** to guide planning and activity	President
	Get an update from Program Committee for all educational events through year end.	Pres-Elect
	Coordinate chapter activities to honor nephrology nurses during ***Nephrology Nurses Week***: **(2nd full week in September)**	All
	Plan fundraising activity (if needed)	Designate
	Form a nominations committee for chapter elections by **9/1**	Pres-Elect
	Participate in any officer specific webinars or conference calls offered by the ANNA Chapter Support Team (ASCT)	All
	Mentor any member that expresses an interest in volunteering. Find ways to include them in planning and activities.	All

X	3rd QUARTER TASK LIST	Person (s) Responsible
	Submit ***Update*** article on **8/1**	Secretary
	Submit **business meeting** reports within 30 days of a meeting	Secretary
	Submit **education meeting** reports within 30 days of a meeting	Secretary
	Enter **STAR points** for all 3rd Quarter activities by **9/30**	Designee
	Review **Chapter Activity Report** and correct any missing activity with National Office	All

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4th Quarter Planning

X	Planning / Business Items for OCT – NOV - DEC	Person (s) Responsible
	Hold **Business Meeting #4** with all officers • Use the **Chapter Work Plan** to guide planning and activity • Update the **Chapter Work Plan** with results achieved and submit by **11/15**	President
	Complete elections and announce officer candidates before **1/15** • Chapter Profile is due **1/15**	Pres-Elect
	Encourage all chapter members to vote in the national elections.	All
	Prepare for financial report due **1/15**	Treasurer
	Enter all STAR points by **12/31**	Designee
	Participate in any officer specific webinars or conference calls offered by the ANNA Chapter Support Team (ASCT)	All
	Have you found your own replacement yet?? Personally contact any member who has helped in the past year and encourage them to consider running for office.	All

X	4th QUARTER TASK LIST	Person (s) Responsible
	Submit ***Update*** article by **10/1**	Secretary
	Award Applications are due **10/15** • Consider submitting a nomination for deserving members/officers	All
	Contact your members with a **Call for Nominations** by **11/1**	Pres-Elect
	Submit **Chapter Work Plan #3** for the year by **11/15** and send copy to your ACST Leader	All
	Submit ***Update*** article by **12/1**	Secretary
	Submit **business meeting** reports within 30 days of a meeting	Secretary
	Submit **education meeting** reports within 30 days of a meeting	Secretary
	Enter ALL Chapter STAR points by **12/31**. No submissions will be accepted after 12/31	Designee
	Review **Chapter Activity Report** and correct any missing activity with National Office.	All

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