



PO Box 2307
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POSITION DESCRIPTIONS

National Association of Nephrology Technicians/Technologists

President

Term: One year, beginning at this year's Annual Symposium and concluding at next year's Annual Symposium

- Communicate decisions of the board to the members
- Listen!
- Accept constructive criticism
- Represent NANT
- Conduct him/herself with a professional demeanor
- Understand the responsibilities of each board member
- Encourage and support all board members

President-elect

Term: One year, beginning at this year's Annual Symposium and concluding at next year's Annual Symposium

General Responsibilities: Renders assistance and counsel as necessary to the Executive Committee, the Board of Directors and Regional Vice Presidents. Second ranking officer in NANT. Prepares for the office of President; will assume that position at the next year's Annual Symposium.

- Participate in all teleconferences
- Fill in for president as needed
- Travel on behalf of NANT when asked by president
- Communicate with the Executive Director and President monthly

Comments: This is a three-year commitment - one year each as President-elect, President and Immediate Past President.

Secretary-Treasurer

Term: Two years, beginning at this year's Annual Symposium and concluding in two years at the Annual Symposium



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General Responsibilities: Over sees the preparation of minutes, the issuance of all notices required by the Constitution and Bylaws and other such duties as may be assigned by the President or the Board of Directors.

Comments: Experience in financial management preferred.

Immediate Past Presidents:

- Support incoming president
- Fulfill tasks as assigned by president
- Continue to work on goals for presidential year
- This position is primarily an advisory position
- Have monthly contact with the President-elect

Regional Vice President

Term: Two years, beginning at this year's Annual Symposium and concluding in two years at the Annual Symposium

Position summary:

- To act as a liaison to the national board of NANT for the local chapters within the region for which you are responsible.
- Follow as instructed by the President or enacting power to act as a representative for NANT.
- To work within the governing rules of the organization.
- To be able to work within a team structure to make decision on behalf of all NANT members.

Qualifications:

- Current member of NANT in good standing
- Demonstrate enthusiasm
- Willing to sacrifice time and energy for an excellent cause
- Be a positive team player
- Have the drive and ambition to work hard

Responsibilities:

- Provide ongoing support to the chapters in your region
- Increase NANT membership.
- Carry out the mission of NANT.



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- Whenever possible, be involved in issues in my coverage area (especially those of legislative nature) pertaining to the licensing and/or certification of dialysis technicians.
- Assisting as much as possible with Chapter development, either in person or by phone or E-mail.
- Assisting other Regional Vice Presidents, when possible, with technician issues.
- Provide on-going education for chapter presidents
- Provide all reports and assignments on time as requested
- Continue to promote NANT to new members to build a positive membership base
- Offer educational assistance to local chapter and other regions if requested
- Support the Chapter Development team to further chapter formations
- Regional VPs should participate in the Chapter President quarterly telecons
- Regional VPs should visit as many units as possible in their region and distribute appropriate literature
- Pursue becoming a member of medical review board
- Contact their ESRD Network organization
- Talk with the President at least once a month
- Write an article for NANT News
- All other duties assigned by the President of the Board or his delegate(s)

Legislative Director

Information Compilation:

- Maintain a database of information from members that have already dealt with state issues.
- Maintain a database of steps involved in current state issues to be used as a guideline in future issues.

Current Certification Criteria State by State:

- Maintain a current listing of all states requiring certification and the required curriculum for each state.
- Maintain a comparison "spreadsheet" format of the differences between states for discussion as needed.

Organization Liaison:

- Maintain communication as needed between legislative counter-parts of BONENT, NNCC, ANNA, AKP, RPA and NRAA concerning certification issues.

Customer Relations:



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- Must be able to communicate effectively with all levels of customers associated with NANT.
- Must be able to work with all levels within the organization from board members to individual members on national or state legislative issues.
- Must be able to effectively address state elected officials concerning Technician issues as required.

Publications:

- As needed, must be able to prepare articles for publication concerning NANT legislative issues.

Director of Corporate Affairs

This should be held by an individual NANT member for at least several years. S/he should have at least served on the board of directors, one full term in any position. The director should be currently involved in the corporate arena. S/he should be prepared to be a complete liaison between NANT and the corporate world and understand how both work together.

This individual should be directly responsible for the approval of all official communications, second to the President, between Vendors and the NANT office. They must also be directly involved in all promotional and follow-up activities generated to the vendors.... via emails, letter, etc.....

This individual must also follow all business activities and opportunities which may generate funds and report/ advise the NANT current President of its (pros/cons) financial potential.

Finally, this individual must be involved in the corporate generation of vendor participation on the NANT Newsletter, as well as in the NANT Annual conference.