

Subject	<b>Job Description and Responsibilities of ANA Delegates and Observers</b>
Section	ANA
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**Policy:**

1. Attend all sessions of the ANA Membership Assembly, reference hearings and ONA caucuses from June 20-22, 2018 in Washington, DC. Location to be announced.
2. Confirm registration information and process with ONA staff.
3. After receiving information from the ONA staff regarding hotels and travel dates, make your own travel arrangements which will be reimbursed by ONA. ***\*See policy 2.18 for information on ANA delegate reimbursement.***
4. Registration fees for the event will be paid directly by ONA. Delegates/representatives who are unable to attend need to inform staff at least 45 days prior to the start of the event in order to make it possible to obtain a refund for their registration fees. If delegates do not do this they will be responsible for the fee unless the circumstance is of an emergent nature.
5. Review all materials provided by ANA and ONA and attend an ONA delegation planning meeting prior to the ANA Membership Assembly to discuss issues, ANA candidates, and other issues coming before the Assembly. Vote in support of ONA priorities per the designated process.
6. While at the ANA Membership Assembly, delegates will be on call for special unscheduled meetings related to ANA
7. Optional but encouraged attendance at ANA Hill day to lobby for ANA priority issues.
8. Optional but encouraged attendance at ANA PAC and American Nurses Foundation events.
9. Turn in expense reports to ONA for reimbursement in a timely manner after attendance at the entire ANA Membership Assembly. Process as determined by ONA policy.
10. Report back to the ONA regarding the experience via evaluation survey provided by ONA staff.

11. Contact ONA staff if you are unable to fulfill any of the above duties prior to registration to the event, or in the case of illness or other emergency which interferes with your attendance