

Job Description and Responsibilities of ANA Delegates and Observers

1. You must send in your registration to ANA. There is no registration fee for Delegates. Observers will be charged a fee by ANA at time of registration. This fee will be reimbursed by ONA.
2. Make your own travel arrangements. **Your attendance is required for the entire ANA Membership Assembly so schedule your flights accordingly.** You will be notified where the President and Executive Director will be staying.
3. Attend the ANA delegate pre-Membership Assembly meeting. Be ready to discuss the issues, candidates and ANA Action Reports and to help formulate ONA's position. Call the ONA office with requests for other information, if needed, at least one week in advance of the meeting.
4. The ANA delegate and observer pledge form must be signed at the initial delegate meeting.
5. Be present and seated with the ONA delegation and/or observer group for all sessions of the Membership Assembly, reference hearings and ONA caucuses. Delegates and observers may consult with the ONA President or designee, who will be present and available at all Membership Assembly functions.
6. Speak at the microphone as assigned on ONA's position on issues and action reports.
7. Establish contact with other CMA delegations as assigned. Lobby other CMAs about ONA's position on issues.
8. Interview or review questionnaire response form about the ANA candidates as assigned and make recommendations to the ONA delegation.
9. ONA delegates and observers may attend optional sessions, such as CE sessions, staff nurse caucus, ANA PAC, other national labor affiliates, or ANF functions provided they do not conflict with delegate or observer responsibilities.
10. Shall complete the ANA delegate and observer evaluation form with recommendations and return to the ONA President within 30 days of the conclusion of the ANA Membership Assembly.
11. Report back to your constituent association on the ANA Membership Assembly.
12. While at the ANA Membership Assembly, delegates will be on call for special or unscheduled meetings related to ANA.
13. If after being elected, you cannot attend the ANA Membership Assembly in its entirety, you must contact the President as soon as possible so an alternate can replace you.