Best Practice: Division and Affiliate Relationships with Local Professional Council Chapters

In 1972, the National Kidney Foundation formed ad hoc committees representing nephrology social work, nutrition and nursing. These committees formed themselves into three NKF Professional Councils. They recruited members, adopted rules and regulations and launched activities to further professional education and communication within their fields.

They became: the Council of Nephrology Social Workers (CNSW), Council on Renal Nutrition (CRN) and Council of Nephrology Nurses and Technicians (CNNT). In 2008, NKF welcomed its fourth Professional Council, the Council of Advanced Practitioners (CAP), whose members include nurse practitioners and physician assistants.

NKF Division/Affiliates and Local Chapters of CNSW, CRN and CNNT can offer each other support and services as they pursue their missions. Currently there are no Local Chapters of CAP. If they develop, these same concepts will apply.

Working together, Affiliates/Divisions and the Local Professional Council Chapters can enhance the mission of the NKF. These Best Practice concepts outline a basic system for mutual support and high quality professional education and communication. The Headquarters Professional Membership Department is available to assist you in the implementation of these best practices.

Best Practice: The Local Chapter and the Division/Affiliate participate in cooperative activities in education, communication and fundraising to the extent their financial and human resources allow.

1. Each year in February, Local Chapter officers and NKF Division/Affiliate staff meet to agree on:
   - Expectations
   - Education, communication and fundraising activities for the next fiscal year, including the development of a budget.

   This meeting should be part of the Division/Affiliate's annual strategic planning and budgeting process.

2. Membership dues and revenue from Local Chapter activities are maintained by the NKF Division/Affiliate, deposited into the Division/Affiliate's bank account and applied to appropriate budget categories (i.e., membership or program revenue) in the Division/Affiliate's general operating fund.

3. Each Local Chapter Chair participates in NKF Division/Affiliate activities, and may serve as a member or liaison of its Medical Advisory Board.
4. Division/Affiliate appropriate staff members are invited to all Local Chapter meetings, including Executive Committee, and attend whenever possible.

**Recommendations for successful implementation of this NKF Best Practice:**

Begin by including your Local Professional Council Chapters in your Division/Affiliate’s planning process for FY17. Meet with their leaders to tell them of your plans for the year, hear about their plans and ideas, and discuss how to provide mutual support.

1. Clear expectations need to be part of this planning process. The Local Chapter needs to understand that its work is part of the NKF mission, and the Division/Affiliate needs to understand that the Chapters provide a good partnership that is important to NKF’s mission.

2. This should include a discussion of the activities the Division/Affiliate is planning and how Chapter members can help by assisting with programs like KEEP Healthy; Professional Education Programs; Kidney Walks and the recruitment of Teams; advice on local patient programs and issues; and including their members as an important resource and integral part of the Affiliate/Division. Local Chapters should present activities they are planning and discuss how the Division/Affiliate can assist. Such assistance might include facilitating professional education programs and resources for their members; setting up communication systems among their members; assisting with meeting notices and logistics; and collaboration on sponsorship solicitation.

3. As Affiliates/Divisions and Local Professional Council Chapters both need to have positive revenue, it is important that expectations be clear and that a budget be created which shows how the funding for the council has been or will be generated from membership dues, meeting fees, sponsorships, or other revenue-generating activities.

4. Council activities should be a part of the final budget that is submitted to Headquarters by Divisions and to the Board by Affiliates.

Questions? Contact:

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