



COLORADO ENA COMMITTEES 2021

Per the COENA bylaws, there are 5 standing ENA Committees:

Membership, Govt Affairs, IQSIP, Pediatric / Trauma, and Fundraising

The Colorado ENA BOD has decided to include committees for Education and Scholarships

This document is intended to define the charges for each committee, define the chair, the Board of Director liaison, the approved committee members and any specific deadlines.

Per COENA bylaws, all committee chairs are appointed by the President Elect to serve during their year as President. All Committee chairs must sign the Colorado ENA Conflict of Interest Policy and be ratified by the Board prior to accepting their position.

General Criteria for all committees (unless specifically noted) is as follows:

- Strong attention to detail and the ability to meet deadlines
- Professional writing and editing skills o Writing and/or editing samples may be required for consideration
- Ability to provide expert and time-sensitive feedback on documents, as requested by the Association.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Timely response to email and phone calls
- Ability to participate in meetings via phone, WebEx or in person
 - o Some committees require attendance at onsite meetings
 - o Agree to participate in conference calls via WebEx Conferencing and share documents via COENA Office 365

Committee List

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|---|-------------------|
| Membership | 2 |
| Government Affairs | 3 |
| IQSIP: Institute for Quality, Safety, and injury Prevention | 4 |
| ENPC / TNCC | 5 |
| Education | 6 |
| Fundraising | 7 |
| Scholarships | 8 |

| Membership | |
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| | Return |
| Board Liaison | |
| Committee Chair | |
| Members | |
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| Committee Charges | |
| <p>1. Committee chairs must present a written report 2 weeks prior to each COENA State Meeting</p> <p>2021 Specific Goals</p> <ol style="list-style-type: none"> 1) Review the current COENA membership roster and develop a schematic to view membership concentrations 2) Develop a membership drive for 2020. Goal to increase membership by 50 members above the 1/1/2021 membership count. 3) Develop a plan to enhance member retention. Including identifying at least 2 reasons that members are not renewing. 4) Plan a membership engagement / involvement social function 5) To identify 20 hospital liaisons within Colorado. 6) Formalize the ED liaison process and develop the appropriate toolkit / resources. | |

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| Government Affairs | | Return |
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| Board Liaison | | |
| Committee Chair | | |
| Members | | |
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| Committee Charges | | |
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| 1. Committee chairs must present a written report 2 weeks prior to each COENA State Meeting | | |
| 2021 Specific Goals | | |
| <ol style="list-style-type: none"> 1) Compile a list of current state legislative initiatives relevant to Emergency nurses 2) Disseminate mechanisms to identify and communicate a plan to enhance member communication (outside of the committee) with state legislators. 3) Enhance member education on current workplace violence policy and how to become involved. 4) Provide resources, mentoring and coaching for members on legislation that may require testifying. | | |

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| Institute for Quality, Safety, and Injury Prevention (IQSIP) | | Return |
| Board Liaison | | |
| Committee Chair | | |
| Members | | |
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| Committee Charges | | |
| <p>1. Committee chairs must present a written report 2 weeks prior to each COENA State Meeting</p> <p>2. Generate ideas for program development and implementation for quality, safety and injury prevention in accordance with the ENA Strategic Plan</p> <p>2021 Specific Goals</p> <ol style="list-style-type: none"> 1) Develop and implement at least one statewide initiative to focus on quality, safety or injury prevention. 2) Submit this program to ENA Connect for publication. 3) Develop a public service announcement in regards to infection prevention. | | |

| Pediatric / Trauma | | Return |
|--|--|------------------------|
| Board Liaison | | |
| Committee Chair | | |
| Members | | |
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| Committee Charges | | |
| <p>1. Committee chairs must present a written report 2 weeks prior to each COENA State Meeting</p> <p>Specific Criteria:</p> <ul style="list-style-type: none"> • Must have subject matter experience in pediatrics / trauma • Current ENPC and TNCC provider status <p>2021 Specific Goals</p> <ol style="list-style-type: none"> 1) The committee must develop, plan and advertise the annual Instructor Roundup. 2) The committee will review the TNCC / ENPC instructor rosters and maintain compliance with the National ENA Conflict of Interest. 3) The Committee will discuss and decide on developing a resolution for 2021. Should the Course for Advanced Trauma Nursing be brought back to the mixed classroom environment? | | |

| Fundraising Return | |
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| Board Liaison | |
| Committee Chair | |
| Members | |
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| Committee Charges | |
| 1. Committee chairs must present a written report 2 weeks prior to each COENA State Meeting | |
| 2021 Specific Criteria | |
| <ol style="list-style-type: none"> 1) Plan and Implement two Colorado ENA team building / Social event opportunity to be utilized as fundraising events 2) Explore and implement at least 2 additional mechanisms to raise funds to support COENA member education scholarships. 3) Explore fundraising opportunities through Amazon and King Soopers. | |

| Education Return | |
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| Board Liaison | |
| Committee Chair | |
| Members | |
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| Committee Charges | |
| <p>1. Committee chairs must present a written report 2 weeks prior to each COENA State Meeting</p> <p>2021 Specific Criteria:</p> <ol style="list-style-type: none"> 1) Provide a needs assessment to determine membership educational needs. 2) In conjunction with the Fundraising Committee develop a group discount initiative for a National ENA course. IE: Gene, CATN 3) Develop a one-day Education Conference with CE available to members. This Education day is to be separate from a COENA meeting. Initial location and date to be advertised at least 3 months prior to the event. | |

| Scholarships Return | |
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| Board Liaison | |
| Committee Chair | |
| Members | |
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| Committee Charges | |
| <p>1. Committee chairs must present a written report 2 weeks prior to each COENA State Meeting</p> | |
| <p>2021 Specific Criteria</p> <ol style="list-style-type: none"> 1) Committee to develop a plan to increase scholarship awareness within the state. 2) Using data from the membership committee finding and previous scholarships, enhance awareness of scholarship availability to members in underserved areas. 3) The Committee to review and select scholarship recipients based on criteria established by the committee and ratified by the Board of Directors. | |