



## State Council and Chapter Officer Position Description and Guidelines

The following lists basic responsibilities of the officers and may be changed to fit the state council or chapter while in compliance with the state or chapter bylaws, policies and with ENA Procedures.

### President

The president is an elected officer who is the chief officer of the state council or chapter and is responsible for the overall welfare of the state council or chapter and its various activities. The duties are primarily managerial; he/she ascertains that meetings, educational programs and other activities are properly planned and sees to it that the officers and committees carry out their functions. The president should be familiar with the bylaws, policies, procedures and officer descriptions of the state council or chapter as well as the ENA Bylaws, ENA Procedures, ENA Strategic Plan, ENA Public Policy and ENA Policies. Candidates should be fully cognizant of the president's responsibilities before accepting nomination to the office of president.

### Qualifications/Eligibility

- Current ENA membership
- Current registered nurse licensure
- Active participation at state and/or chapter level

### Responsibilities

- Serve as chief elected officer of the state council or chapter
- Coordinate all state council or chapter administrative activities
- Appoint committee chairpersons and members
- Preside at all meetings of the state council or chapter
- Responsible for recording the incoming officers in the state council online management area by October 31
- Responsible for completing the state council or chapter Annual Report by January 31
- Ensure required financial documents are submitted to ENA (budget, proof of filing IRS documents, IRS change of address form). State Councils/separately incorporated chapters only
- Prepare a calendar and agenda for all board of directors and general membership meetings with assistance as needed from the secretary
- Ensure at least two business meetings and at least one educational program or event that support the purposes and goals of the association are held during each fiscal year.
- Develop and maintain required policies (in accordance with ENA Procedures) and procedures related to the association and position of president. Submit modifications or new policies and procedures to the board of directors for approval
- Plan for officer transition
- When leaving office, pass bylaws, policies, procedures, guidelines and records on to the successor
- Communicate the business, projects and activities of the board of directors to the membership
- Arrange an orientation meeting for all newly installed officers and committee chairs to facilitate the transfer of duties and responsibilities and to formulate the goals of the association for the coming year
- Exercise all responsibilities and privileges as an officer as specified in the *Bylaws* and *Procedures* at the state and chapter levels
- Perform all duties of president as outlined by the state council or chapter procedures
- Delegate responsibilities not otherwise handled by the chapter bylaws to the chapter officers or committees

### Term of Office

- The president shall serve for a term of one calendar year, January 1 through December 31, unless otherwise stated in state or chapter *Bylaws*



## State Council and Chapter Officer Position Description and Guidelines

### President-Elect

The president-elect is an elected officer whose primary responsibility is to assist the president and learn the role of president. The president-elect should be familiar with the bylaws, policies, procedures and officer descriptions of the state council or chapter as well as the ENA Bylaws, ENA Procedures, ENA Strategic Plan, ENA Public Policy and ENA Policies. Candidates must be fully aware and acquainted with not only the responsibilities of the president-elect, but the president's as well before accepting nomination to office.

#### Qualifications

- Current ENA membership
- Current registered nurse licensure
- Active participation at state and/or local level

#### Responsibilities

- Perform any duties assigned by the president of the state council or chapter
- Serve as president-elect of the state council's or chapter's governing body
- Succeed to the office of president at the expiration of the president's term. In the event the position of president becomes vacant, the president-elect shall serve for the unexpired term and the term for which they were elected or as outlined in state council or chapter *Procedures*. In the event the president-elect becomes the president, state council/chapter bylaws should indicate whether or not the president-elect vacancy is to be filled or left vacant. The process for filling such a vacancy should be documented in the state council or chapter *Procedures*
- Exercise all responsibilities and privileges as an officer as specified in the *Bylaws* and *Procedures* at the state and chapter levels
- Perform all duties of president-elect as outlined by the state council or chapter procedures

#### Term of Office

- The president-elect shall serve for a term of one calendar year, January 1 through December 31, unless otherwise stated in state council or chapter *Bylaws*



## State Council and Chapter Officer Position Description and Guidelines

### Secretary

The secretary is an elected officer who is responsible for keeping the records of the state council or chapter. The secretary should be familiar with the bylaws, policies, procedures and officer descriptions of the state council or chapter as well as the ENA Bylaws, ENA Procedures, ENA Strategic Plan, ENA Public Policy and ENA Policies

#### Qualifications

- Current ENA membership
- Current registered nurse licensure
- Active participation at state and/or local level

#### Responsibilities

- Keep a record of the proceedings of the state council or chapter
- Record the minutes of the meetings of the board of directors, state council or chapter meetings and any other proceedings of the state council or chapter
- Perform all duties required of secretary as outlined in state council or chapter Procedures, Parliamentary Procedures and Common Law
- Produce business meeting minutes and distribute to the board of directors

#### Term of Office

- The secretary shall serve for a term of one calendar year, January 1 through December 31, unless otherwise stated in state council or chapter *Bylaws*



## State Council and Chapter Officer Position Description and Guidelines

### Treasurer

The treasurer serves as an elected officer responsible for the operational and administrative control of all funds and material assets of the state council or chapter. The treasurer should be familiar with basic accounting and management control standards. The treasurer should also be familiar with the state council or chapter bylaws, procedures, policies and officer position descriptions as well as the ENA Bylaws, ENA Procedures, ENA Strategic Plan, ENA Public Policy and ENA Policies.

### Qualifications

- Current ENA membership
- Current registered nurse licensure
- Active participation at state and/or local level

### Responsibilities

- Maintain financial records in accord with generally accepted accounting procedures
- Maintain records and provide for a mechanism to transfer records (general and financial) upon the installation of a new treasurer
- Work with the president and president-elect to present a budget proposal annually
- Maintain banking accounts and disbursement thereof
- Apply for and maintain an Employer Identification Number and file this number with ENA
- Ensure all signature cards relating to banking and investment accounts are kept current
- Maintain appropriate documents for incorporation. Since procedures vary among states, contact the Secretary of State's Office in your state to be sure your state council or chapter is in compliance
- Complete and file the annual Form 990N, 990, 990EZ, or 990-T directly with the Internal Revenue Service, as applicable, to maintain and ensure compliance with Not-For-Profit financial status as a 501(c)(3) organization
  - Submit copies of the Form 990 to ENA Component Relations by May 31
- Submit an annual Financial Report for officer and member review, as well as Financial Reports for scheduled meetings
- Submit your council's most current budget to ENA National Headquarters by January 31 each year
- Perform all duties required of the treasurer as outlined in state council or chapter *Procedures*, *Parliamentary Procedures* and *Common Law*

### Term of Office

- The treasurer shall serve for a term of one calendar year, January 1 through December 31, unless otherwise stated in state council or chapter *Bylaws*



## State Council and Chapter Officer Position Description and Guidelines

### **Committees**

State councils and chapters may appoint committees as necessary to research and address the objectives, educational needs, professional practice, special interests and programs of the council or chapter while simultaneously serving as resource consultants. In addition, each state council and chapter may want to maintain one or more of the following committees: education, pediatrics, trauma nursing, government affairs, nursing practice, research, membership, IQSIP and general assembly delegation. The state council or chapter should also follow any committee recommendations set forth in the respective state council *Procedures*.

To assist in developing procedures and defining the purpose of a given committee, sample committee descriptions are listed below.

**Education Committee:** The Education Committee is responsible for serving as an educational resource by monitoring and addressing the educational issues, needs and interests of the membership and emergency nurses in general. The committee is also responsible for promoting the nature of emergency nursing and the advancement of emergency nursing as a discipline through continuing education.

**Government Affairs Committee:** The Government Affairs Committee serves the interests of emergency nursing/care by developing, implementing and maintaining effective methods to influence legislation impacting the practice of emergency nursing. The committee is also responsible for developing and maintaining communication among the state council and chapter members to share information and obtain support on issues, which require legislation on the federal, state or local levels. In addition, the Government Affairs Committee should coordinate efforts to increase voter registration among emergency nurses.

However, those state councils and chapters that are exempt from federal income tax under Section 501c3 of the Internal Revenue Code are subject to limitations in their lobbying efforts. Organizations with this designation are **banned** from participating in a political campaign for federal, state, or local candidates as well as from forming, supporting, or administering a political action committee (PAC). Failure to comply with these rules may result in the loss of 501c3 status.

**Trauma (TNCC) Committee:** The Trauma Committee is responsible for serving as an educational resource by monitoring and addressing the educational, legislative, clinical and research issues related to trauma care as well as addressing TNCC-related issues. The Trauma Committee serves as the networking body with other nursing and health care organizations to impact trauma prevention and quality of care. This committee is charged with monitoring and evaluating the quality of the TNCC courses and instructors within their state.

**Pediatric (ENPC) Committee:** The Pediatric Committee is responsible for serving as an educational resource by monitoring and addressing the educational, legislative, clinical and research issues related to pediatric emergency nursing and care as well as addressing ENPC-related issues. The Pediatric Committee serves as the networking body with other nursing and health care organizations to impact pediatric emergency care. This committee is charged with monitoring and evaluating the quality of the ENPC courses and instructors within their state.

**Membership Committee:** The Membership Committee is responsible for developing and implementing strategies for recruiting and retaining members. This committee monitors and promotes activities or benefits available to members at the state and local level as well as the national level. In addition, the Membership Committee is responsible for developing a method of surveying members to determine whether or not members' needs are being met at the state and local level and what can be done to better address their needs. The Membership Committee conducts an annual membership campaign either on its own or in conjunction with ENA. They are encouraged to contact the ENA Member and Course Services Department for information regarding the ENA Membership Campaigns.



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**IQSIP Committee:** The Institute for Quality, Safety and Injury Prevention (IQSIP) Committee promotes quality, safety, and injury prevention efforts and maintains initiatives of ENA IQSIP at the state level. The IQSIP Committee works in collaboration with the state council or chapter to ensure adequate resources are available to maintain or expand quality, safety, and injury prevention efforts. The IQSIP Committee networks within the state and with other similar organizations to advance quality, safety and injury prevention. The IQSIP Committee may also explore funding opportunities, participate in advocacy efforts and contribute to publicity efforts with state public relations and media contacts.

**Nursing Practice Committee:** The Nursing Practice Committee has the responsibility of identifying and monitoring emergency nursing practice issues. This committee develops programs and services to address the needs and interests of nurses involved in emergency health care. The committee works collaboratively with other groups regarding issues that directly or indirectly impact emergency nursing.

**Research Committee:** The Research Committee has the responsibility for assisting the state council or chapter in the promotion, conduction, utilization and dissemination of research.