

1. Responsibilities

As the President of a state council or chapter, you are responsible for leading your organization to help further the mission of ENA in your area. Additionally, your role is to establish and maintain member satisfaction and state and chapter operational health.

The President is responsible for the overall welfare of the state council or chapter and its various activities. The President serves in a managerial role and ascertains that meetings, educational programs, and other activities are properly planned and sees to it that the officers, Board of Directors, and committees carry out their functions. Another key element is making sure the state council or chapter is in compliance with its bylaws, ENA Procedures (Compliance and Operational Procedures), and ENA Bylaws.

State Council and Chapter President Responsibilities

Your responsibilities as outlined in the *ENA Procedures (Compliance and Operational Procedures)* are:

MANAGEMENT

- Serve as chief elected officer of the state council or chapter
- Serve as President of the state council or chapter's governing body
- Coordinate all state council or chapter administrative activities
- Appoint committee chairpersons and members
- Preside at all meetings of the state council or chapter
- Ensure at least two business meetings and at least one educational program or event that supports the purposes and goals of the association are held during each fiscal year
- Prepare a calendar and agenda for all Board of Directors and general membership meetings with assistance as needed from the Secretary
- Plan for *officer transition* by developing potential new leaders and sharing key information, such as bylaws, policies, guidelines, and records, to successor
- 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
- Communicate the business, projects, and activities of the Board of Directors to the membership
- Set aside dedicated time daily to check and respond to state- or chapter-related emails and phone calls. Checking your emails daily will ensure you are not missing out on critical deadlines, reminders, updates, and other pertinent information from the ENA national office or important local member questions or needs.
- Participate in and stay informed of leadership development opportunities, such as state and chapter webinars, and encourage your fellow leaders to participate as well
- If unable to respond to ENA business on a daily basis for a short period of time (i.e., on vacation, traveling, etc.), presidents should make arrangements for another officer to respond to requests and inquiries
- 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
- Establish and maintain member satisfaction

FINANCIAL

- Review monthly bank reconciliations prepared by the Treasurer
- Prepare, together with the Treasurer, other officers, and committee chairs, a recommended budget for the year and submit to the Board for approval
- Ensure required financial documents are submitted to ENA (budget narrative, proof of filing IRS documents, IRS change of address form). *State Councils/separately incorporated Chapter Presidents only.*

COMPLIANCE

- Ensure that required updates, documents, and reports are submitted to the ENA national office by their designated deadlines
- Develop, maintain, and enforce policies and procedures as outlined in ENA Procedures (Compliance and Operational Procedures). Submit modifications or new policies and procedures to the Board of Directors for approval.
- Ensure the overall welfare of the state council or chapter to remain in good standing with compliance requirements

Outcomes

A President should provide direction and plans to accomplish the following:

- Sustain and increase membership base
- Recruit new members into the organization and encourage their active participation
- Develop leaders and recruit first-time volunteers and officers to create a strong leadership pipeline for after your term is complete
- Work with your committees and members to implement education, networking, and advocacy programming on a regular basis throughout the year
- Create a state or chapter culture that supports the goals of ENA and the ENA Foundation
- Ensure all officers are working in accordance with *ENA Procedures (Compliance and Operational Procedures)* and that your state council or chapter remains in compliance

Qualifications

Presidents must meet and maintain the following qualifications:

- Have a current *ENA membership*
- Hold a current registered nurse licensure
- Be an active participant at the state and/or chapter level

Term of Office

The President shall serve for a term of one calendar year, January 1 through December 31, unless otherwise stated in the state or chapter bylaws.

*TIP

Reach out to your Immediate Past President or other Past Presidents to learn from their experience. Past leaders are usually more than happy to share their advice or lessons learned.