

Outcomes

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

- Sustain and increase membership base
- Engage 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 work in accordance with ENA policies and procedures and that your state council or chapter remains in compliance

Qualifications

President-elects 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-elect shall serve for a term of one calendar year, Jan. 1 through Dec. 31, unless otherwise stated in state council or chapter bylaws.

*TIP

Understand the significant role of the President elect — the amount of effort, time, and enthusiasm you give to your office as President-elect will have a direct relationship to how you serve as the incoming President of your state council or chapter.

2. Tools and Resources

Many tools and resources are mentioned throughout this manual and the President's Manual and are also included below in the appendix.

Specific items are outlined below that will be very helpful to you as you prepare for your term as President-elect and ultimately President.

STATE SPECIFIC MATERIALS

- State or chapter bylaws
- State or chapter strategic plan
- State or chapter policies and procedures
- Officer job description (ensure all responsibilities are being met)
- Goals and objectives from the last year
- Status reports for ongoing projects
- Previous meeting minutes, officer reports, and annual reports
- Financial records/budget
- Determine future state council or chapter meeting dates (ensure posted on website)

ENA NATIONAL MATERIALS

- *President's Manual*
- State Council and Chapter *Activity Plan* that indicates month-to-month activities and critical dates
- *State Council and Chapter section* of the ENA website at www.ena.org/membership/statecouncils
- *State and Chapter Leaders Online Community*
- *State Council/Chapter Management Area*
- *State and Chapter Leader webinars*
- *ENA Brand Center*

KEY CONTACTS

- ENA Component Relations, componentrelations@ena.org, 847.460.2627
- *Board Liaison*
- *Fellow state council and chapter officers*

ADDITIONAL REFERENCE MATERIALS

- *Robert's Rules of Order Newly Revised* (most current edition)
- *The Art of Membership: How to Attract, Retain, and Cement Member Loyalty*, by Sheri Jacobs
- *A Great Meeting Needs A Great Chair*, by A Great Meeting, Inc.
- *A Great Meeting Needs a Great Member*, by A Great Meeting, Inc.