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Title: Code of Ethics	
Approved by: Colorado State Council Board of Directors	Origination Date: 1/7/2025
Revised by: Board of Directors	Approval Date: 1/20/2025
	Revision Date: none

I. PURPOSE

- A. The purpose of the Code of Ethics policy of the Colorado ENA State Council is to provide a clear framework for ethical conduct and professional behavior for our members. This policy is designed to guide and direct members in making informed, ethical decisions in their practice and professional interactions, with particular emphasis on business ethics and the organization's stance on controversial matters. While the State Council trusts that its members will exercise sound judgment, this policy serves as a tool to outline expectations, foster accountability, and promote consistency in ethical decision-making, especially in cases of potential conflicts of interest.
- B. The Colorado ENA State Council Board of Directors is committed to addressing and enforcing any violations of this code, ensuring that members adhere to the highest standards of integrity, professionalism, and

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respect for the values of the organization. Through this policy, COENA seeks to uphold the trust of the public, advance the profession, and support the well-being of both patients and practitioners in the field of emergency nursing.

II. BACKGROUND/DEFINITIONS

- A. **Code of Ethics:** set of ethical principles that establish the foundation for the professional conduct expected of members within a given profession. It serves as a collective statement that reflects the values, beliefs, and moral responsibilities shared by all members of the profession.
 - i. This Code of Ethics articulates the expectations and standards of behavior specific to emergency nurses in Colorado. It outlines the ethical principles that guide practice, decision-making, and interpersonal conduct, while reinforcing the responsibility of each member to adhere to these principles in their professional role.

III. PROTOCOL/PROCESS

- A. Respect and Professionalism
 - i. All members are expected to affirm and respect the human dignity and individual worth of every person, both within and outside the organization. This includes showing courtesy and respect to colleagues, peers, and patients, regardless of race, ethnicity, religious/spiritual beliefs, sexual orientation, gender identity, gender expression, age, or disability.
 - ii. Discriminatory behavior, harassment, and victimization are strictly prohibited. Members are required to promote a culture of inclusivity and respect.
- B. Honesty and Integrity
 - i. Members must conduct themselves with honesty and integrity in all professional and organizational interactions. This expectation is central to maintaining trust with colleagues, the public, and the emergency nursing community.

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- ii. Any form of dishonesty, misrepresentation, or deceit is a violation of Colorado ENA State Council's ethical principles and may result in disciplinary action.

C. Declared Conflicts of Interest

- i. Members must promptly disclose any actual or potential conflicts of interest that may influence their actions or decisions within the organization. Conflicts may be financial, personal, or professional, and should be declared as soon as they are identified.
- ii. A failure to disclose conflicts of interest may undermine the integrity of the organization and the individual's standing within Colorado ENA State Council.

D. Lawfulness

- i. Members must adhere to the laws, regulations, bylaws, and policies that govern both the organization and their practice. This includes compliance with state and federal laws, as well as Colorado ENA State Council's bylaws, policies and procedures.
- ii. Violations of law or regulations may result in the suspension or expulsion of membership, in accordance with Colorado ENA State Council's policies.

E. Accountability

- i. Every member is expected to be accountable for their actions, decisions, and contributions to the organization. This includes taking responsibility for advancing the goals and mission of Colorado ENA State Council, as well as working to improve and elevate the standard of emergency nursing care.

F. Teamwork and Collaboration

- i. Colorado ENA State Council values the collective efforts of its members. Members are expected to collaborate, share knowledge, and support each other to achieve common goals and meet the challenges facing emergency care.

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Title: Social Media and Website	
Approved by: Colorado State Council Board of Directors	Origination Date: 12/23/2022
Revised by: Board of Directors	Approval Date: 12/23/2022
	Revision Date: 1/13/2025

I. PURPOSE

- A. The purpose of this standard operating procedure is to support participation in online communities which can promote better communication with Colorado ENA State Council colleagues and customers, the general public, traditional and non-traditional media, and other community stakeholders. Such participation may include, but is not limited to, postings in online forums, blogs, microblogs, wikis or vlogs (Facebook, LinkedIn, YouTube, Twitter, Instagram, media sites, etc.).
- B. Communications produced by Colorado ENA State Council members or volunteers on behalf of the State Council in the online community must be consistent with Colorado ENA State Council policies, including the current Bylaws. Uses of Colorado-sponsored online communities must be appropriate, and communications must be accurate. This policy is applicable while utilizing Colorado ENA State Council equipment or while off-work utilizing your own personal equipment, PDA, home computer, etc.
- C. Provide guidance for oversight of ColoradoENA.org website.

II. GUIDELINES

- A. Communications in online communities should never contain information that includes a personal patient identifier, such as name, room number, patient number, etc., or release a patient's personal health information in any way.
- B. Caution should be used when sharing member information and photos in online communities. Use prudence when displaying photos and names of members. No personal member information (ex: address, email, phone number) should be shared unless explicitly requested by that member.
- C. Communications must not contain Colorado ENA State Council confidential, proprietary, or trade-secret information or present the organization in a negative way.

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- D. Individuals may be held personally liable for defamatory, proprietary, or libelous commentary or be subject to the appropriate level of discipline, based on the current Colorado ENA State Council Bylaws.
- E. Colorado ENA State Council website, Facebook, Instagram, and Twitter access is provided to support State Council business purposes which must be held in a professional image and manner. While users who are given access to these tools may make incidental personal use of them, they may not create inflammatory or derogatory posts. Each user has the right and responsibility to determine in good faith what is appropriate, non-biased and respectful. The Board of Directors may counsel a member and revoke privileges for abuse of the system, if necessary.
- F. Colorado ENA State Council may require that a member discontinue use of the State Council-sponsored online communities if it believes their communications are in violation of organizational policies, values or local, state, or federal laws, including state and federal patient privacy laws.
- G. Colorado ENA State Council members using the State Council-sponsored online communities should refrain from using copyrighted materials (written, audio, video and all other electronic forms), as well as, language that is obscene, defamatory, derogatory, profane, libelous, threatening, harassing, abusive, hateful, or humiliating to another person or entity. Such activities are against this policy and, based on the circumstances, will result in the appropriate level of discipline, up to and including escalating to National ENA.
- H. Colorado ENA State Council members who have concerns regarding State Council conduct or inappropriate behavior are encouraged to contact the Web Administrator (Media Chair) and/or President. Online forums are not the most effective way to resolve such organizational issues.
- I. A Colorado ENA State Council Board of Directors member must always have access to the management of ColoradoENA.org. The website is ideally maintained by a present or past board member. Any qualified member or contracted designee may maintain the website if unanimously agreed upon by the Board.

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III. UNOFFICIAL PARTICIPATION IN ONLINE FORUMS

- A. Unless an individual is serving as an approved, official spokesperson for Colorado ENA State Council in online communications, such communications are the individual's personal opinions and do not reflect the opinion of the State Council. Each individual member of Colorado ENA State Council is personally responsible for their posts (written, audio, video or otherwise).
- B. If members of Colorado ENA State Council acknowledge their relationship with the State Council in an online community, they shall include disclaimers in their online communications advising that they are not speaking officially on behalf of the organization.

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Title: Conflict of Interest	
Approved by: Colorado State Council Board of Directors	Origination Date: 1/28/2018
Revised by: Board of Directors	Approval Date: 1/28/2018
	Revision Date: 1/13/2025

I. PURPOSE

The purpose of this policy is to ensure that the Colorado ENA State Council maintains the highest standards of ethics and professionalism across all its operations. The organization is committed to protecting its integrity by preventing and managing potential conflicts of interest. All board members, committee members, and other leaders associated with the State Council (referred to as "Covered Persons") are required to disclose any situation, relationship, or activity that could reasonably be seen as a conflict of interest, whether real or perceived.

II. BACKGROUND/DEFINITIONS

- A. The Colorado ENA State Council acknowledges that various situations may give rise to potential conflicts of interest. The State Council is committed to addressing each case objectively, carefully considering all relevant circumstances.
- B. A **conflict of interest** exists when a Covered Person's outside activities or financial interests conflict, or could be perceived to conflict, with the interests of Colorado ENA State Council. Conflicts of interest can arise in various forms and should be reported immediately. The following situations, among others, are considered conflicts of interest:
 - i. **Involvement with ENA's Partners and Affiliates:** Any involvement or financial interest in ENA's members, sponsors, donors, providers, vendors, consultants, or insurers.
 - ii. **Ownership Interests:** Holding a material financial interest in any entity that does business with Colorado ENA State Council or its affiliates.
 - iii. **Positions with Outside Entities:** Serving as a director, officer, partner, consultant, or employee for any entity that does business with or competes against Colorado ENA State Council.

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- iv. **Accepting Gifts or Benefits:** Accepting gifts, services, loans, or favors from any entity with which ENA does business, other than nominal gifts or entertainment.
- v. **Misuse of Information:** Misusing or disclosing confidential information obtained through one's position within ENA for personal gain or the gain of others.
- vi. **Competitive Interests:** Holding financial or other interests in organizations that compete or may compete with ENA.

III. **PROTOCOL/PROCEDURE**

A. Disclosure Requirements

- i. All Covered Persons are required to complete and submit an annual *Conflict of Interest Disclosure Statement*. This statement must detail any affiliations, transactions, or outside interests that may potentially represent a conflict of interest.
- ii. Covered individuals must disclose:
 - a. Any potential, perceived, or actual conflicts of interest.
 - b. Immediate updates to the disclosure if new conflicts arise during their service.
- iii. The disclosure should include all material facts relevant to any proposed transaction or arrangement.

B. Review and Management of Conflicts

- i. Upon submission, the Colorado ENA State Council Secretary will review each completed *Conflict of Interest Disclosure Statement*.
- ii. If a potential conflict of interest is identified, the matter will be presented to the Board of Directors for further consideration.
 - a. The Board of Directors, excluding any interested members, will review and resolve each potential or actual conflict to prevent harm to the organization's integrity.

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- b. The discussion and resolution of each conflict will be documented in the meeting minutes according to the standard procedures.
 - c. Covered Persons involved in a potential conflict of interest will not participate in any discussions or voting on the matter.
 - iii. Any proposed transaction involving a conflict of interest will not be approved unless it is authorized by the affirmative vote of the majority of disinterested members of the Board, even if the disinterested members are less than a quorum. In some cases, full disclosure of the facts may be sufficient to protect the interests of the Colorado ENA State Council.
 - iv. If a violation of this policy is identified, further actions may be taken, including potential termination of leadership/committee position with Colorado ENA.
 - v. The Board of Directors may seek additional guidance from the National ENA Board Liaison if needed.
- C. Organizational Endorsement and Use of the Colorado ENA Name
 - i. Members representing the Colorado ENA State Council or using its name in public events must ensure there is no conflict with this policy. If uncertain about the presence of a conflict, members are encouraged to consult with the State Council President.
 - ii. The use of the Colorado ENA State Council name or title in association with for-profit ventures or solicitations is prohibited without prior approval from the Board of Directors.
 - iii. Members approached to represent the State Council or participate in media events should also consult with the State Council President to ensure that no potential conflicts arise. Members must take reasonable steps to ensure their affiliation with the Colorado ENA State Council is not misrepresented in any context.
- D. Confidentiality and Process for Conflict of Interest Disclosures

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- i. Disclosures related to conflicts of interest are considered confidential. The primary purpose of these disclosures is to ensure ethical decision-making and protect the integrity of the Colorado ENA State Council. These disclosures will not be used for personal gain by the organization or its members.
- ii. All reported conflicts of interest, whether involving a member or between members, will be reviewed in accordance with this policy. Each conflict will be evaluated thoroughly to ensure transparency, fairness, and adherence to the State Council's standards.

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Title: Antitrust Policy	
Approved by: Colorado State Council Board of Directors	Origination Date: 1/28/2018
Revised by: Board of Directors	Approval Date: 1/28/2018
	Revision Date: 1/7/2025

I. PURPOSE

The purpose of this policy is to ensure monitoring of organization activities in order to prevent violations of antitrust laws, Colorado ENA State Council will adhere to federal and state antitrust laws and regulations application to 501 (c)(3) organizations.

II. BACKGROUND/DEFINITIONS

- A. Under federal and state antitrust laws, Colorado ENA State Council may be held liable for action that constitutes a restraint of trade.
- B. Colorado ENA State Council exercises extreme caution regarding its business decisions and does not engage in any activity that may result in an unreasonable restraint of trade.
- C. Colorado ENA State Council bases business decisions on stated, reasonable criteria that are applied objectively, considers all potential vendors, and documents the basis for decisions.

III. PROTOCOL/PROCEDURE

- A. Colorado ENA State Council consults National ENA's legal counsel in advance of all new programs or changes in existing programs that have potential antitrust implications.
- B. Minutes of all Colorado ENA State Council meetings accurately reflect the business conducted and reflect compliance with antitrust laws.
- C. A Colorado ENA State Council member who has concerns regarding antitrust should immediately contact the President. The President consults with the State Council and National ENA legal counsel as warranted.

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Title: Whistleblower Protection	
Approved by: Colorado State Council Board of Directors	Origination Date: 1/28/2018
Revised by: Board of Directors	Approval Date: 1/28/2018
	Revision Date: 1/7/2025

I. PURPOSE

- A. The purpose of this policy is to protect a volunteer who reports an activity viewed as unlawful or unethical from retaliatory action and to offer a volunteer a mechanism to report such activity.
- B. To ensure that the Colorado ENA State Council is as compliant as possible to the Sarbanes-Oxley Act of 2002.

II. BACKGROUND/DEFINITIONS

Criminal whistleblower provisions of Sarbanes-Oxley Act of 2002 apply to not-for-profits. It is possible that a criminal action could be brought against Colorado ENA State Council for harassing or interfering with the lawful employment of a volunteer because he or she reports a suspected violation of federal law.

III. PROTOCOL/PROCEDURE

- A. The Colorado ENA State Council, including its Board of Directors and other volunteers, will not take retaliatory action against or interfere with the lawful employment or livelihood of any volunteer:
 - i. reporting an activity suspected to be in violation of state or federal law, questionable corporate accounting practices, internal controls or audit matters (collectively, “protected disclosure”); or
 - ii. who has refused to obey an illegal or unethical request.
- B. A volunteer with knowledge or a concern relative to activity suspected to be illegal, dishonest, fraudulent, and/or unethical should communicate these concerns by contacting the Colorado ENA State Council President, or any member of the board. If this is not an option, the volunteer should contact National ENA legal counsel.
- C. The Colorado ENA State Council President will deliver immediately an accurate and complete report of illegal or dishonest activity to appropriate National ENA Leadership or Legal Counsel. It will then be determined who is responsible for investigating and coordinating corrective action.

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- D. Protected disclosures may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an investigation and pursue necessary legal or disciplinary action.
- E. The whistleblower is protected from retaliation based on reporting the activity in accordance with this policy and procedure, including any adverse employment action such as termination, harassment, compensation decreases, poor work assignments and/or threats of harm.
- F. The whistleblower has a right to protection against retaliation for reporting activity in accordance with this policy. However, there is no immunity from any personal wrongdoing that is alleged and investigated, or from discipline or termination based on job performance or other factors such as inappropriate behavior, etc.

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Title: Committee Operations	
Approved by: Colorado State Council Board of Directors	Origination Date: 1/13/2025
Revised by: Board of Directors	Approval Date: 1/20/2025
	Revision Date: none

II. PURPOSE

- A. The purpose of this policy is to establish clear guidelines for the formation, responsibilities, and operations of the committees within the Colorado ENA State Council, as outlined in the State Council Bylaws.
- B. This policy ensures effective, transparent, and efficient operations of Colorado ENA State Council committees while maintaining a high standard of professionalism and collaboration in support of National ENA's Policies and Procedures.

III. BACKGROUND/DEFINITIONS

- A. According to the Colorado ENA State Council Bylaws, there are five standing committees: **Membership, Government Affairs, Quality, Safety and Injury Prevention (QSIP), Trauma, Pediatrics, and Fundraising.**
- B. Recognizing the need to further enhance its organizational capacity, the Colorado ENA State Council Board of Directors has expanded the scope of its committees to include **Education & Scholarships, and Media.** This additional committee reflects the State Council's ongoing commitment to fostering professional development and recognizing excellence in emergency nursing education.
- C. **Committee Chair:** Leads and oversees the activities of a committee, ensuring it meets goals and deadlines. They set agendas, facilitate meetings, and act as the primary liaison between the committee and the organization's leadership. The chair is typically appointed based on relevant expertise and strong leadership skills.
- D. **Committee Member:** Participates in a committee, contributing to its discussions, decision-making, and overall objectives. Members assist the Chair in carrying out tasks, providing input and expertise on relevant topics, and helping to ensure the committee meets its goals and deadlines.

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- E. **Committee Board Liaison:** An Officer or Director who serves as a mentor to a committee, ensuring that the committee is working within its defined scope and responsibilities. The liaison acts as a bridge between the committee and the Colorado ENA State Council Board of Directors, offering insight and facilitating communication to ensure the committee's success.

IV. **PROTOCOL/PROCEDURE**

A. General Criteria for All Committees

- i. Attention to detail and a demonstrated ability to meet deadlines
- ii. Strong professional writing and editing skills (writing and/or editing samples may be requested)
- iii. Ability to provide expert, timely feedback on documents as requested by the Board of Directors
- iv. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and OneDrive
- v. Prompt and professional response to emails and phone calls
- vi. Willingness and ability to participate in meetings via phone, Zoom, or in person
 - a. Some committees may require in-person meeting attendance

B. Committee Structure

- i. Committees shall consist of Committee Chair(s), Committee Members, and Colorado ENA State Council Board Liaison.
- ii. Committee size is determined at the discretion of the Committee Chair, based on the needs of the committee to effectively accomplish its goals and ensure active member engagement. The Chair will assess the required resources, expertise, and capacity to meet the committee's objectives and may adjust the number of members accordingly. The goal is to maintain a functional and engaged committee that can successfully fulfill its responsibilities.

C. Term Limits and Reappointments

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- i. Committee Chairs are not held to a limited term of office, however, are encouraged to develop a succession plan.
 - a. Chairs are subject to reappointment by the President-Elect and ratified by the State Council Board of Directors.
- ii. Committee Members are not held to a limited term and may serve on more than one (1) committee per year.

D. Committee Appointment Process

- i. Eligibility Criteria: Chairs and Members shall be members of the Colorado ENA State Council in good standing.
- ii. Application Process
 - a. Applications for committee membership shall be open annually on January 1st with a deadline of October 1st at which time applications will no longer be considered for the upcoming year.
 - b. All applications must include a *Conflict of Interest Disclosure Statement*, as outlined in the [Conflict of Interest Policy](#).
 - c. Committee Members wishing to renew membership within a committee must submit a new application, review any updates to this policy and complete a *Conflict of Interest Disclosure Statement* annually.
- iii. Selection Process
 - a. The President-Elect shall appoint chairs of committees, and a Board of Directors liaison to each committee for the year following their term in office as President-Elect subject to Board approval.
 - i. If there is no President-Elect, the President shall substitute in this task.

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- b. Committee Members are selected by the Committee Chair and are vetted according to the needs of the committee.
- c. The State Council Board of Directors will release an official committee list and role assignment no later than November 1st.

E. Committee Goals and Objectives

- i. Achieve goals set forth by National ENA Policy.
- ii. Align with and support the objectives outlined in the Colorado ENA State Council strategic plan
- iii. Develop additional goals, as determined by the Chair and/or committee members, that align with the committee's budget and mission.
 - a. Committee Chairs must submit their goals for the upcoming year to the State Council Board of Directors for approval and budget planning by September 30th of the current year.

F. Committee Operations and Reporting Requirements

- i. Committees will operate in accordance with the Colorado ENA State Council Bylaws and Policy.
- ii. Committee Chairs are required to submit a quarterly report, including committee and budget updates, to the President and/or Secretary at least two (2) weeks prior to each Member Meeting.
- iii. All members of committees are expected to submit a *Conflict of Interest Disclosure Statement* at the commencement of their term and annually thereafter.
- iv. Committees are required to maintain accurate and well-organized records of all committee activities in a designated repository on the Colorado ENA State Council OneDrive. Records should be sorted by year and structured for easy navigation.

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Title: Records Retention and Destruction	
Approved by: Colorado State Council Board of Directors	Origination Date: 1/28/2016
Revised by: Board of Directors	Approval Date: 1/28/2018
	Revision Date: 1/13/2025

I. PURPOSE

The purpose of this policy is to outline the timeframes for retaining and destroying records of the Colorado ENA State Council.

II. BACKGROUND/DEFINITIONS

- A. In accordance with National ENA policy, State Councils must have a process for retention and destruction of any records deemed historical in nature.
- B. Historical records may include but are not limited to:
 - i. original articles of incorporation.
 - ii. awards or certificates presented to the Colorado ENA State Council.

III. PROTOCOL/PROCEDURE

- A. Records Retention
 - i. Historical documents will be maintained and stored by the current President of Colorado ENA State Council or a designee.
 - ii. If a designated person is maintaining these records, documentation of this designee must appear in the next meeting minutes of the Board of Directors.
 - iii. Financial records must be maintained for a period of seven (7) years and may be maintained electronically.
 - iv. Financial records will be maintained by the current Treasurer of the organization and passed to the incumbent Treasurer by the 15th of January of each year.
- B. Electronic Storage
 - i. Retained financial records may not be stored on a personal computer.

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ii. Retained records will be stored in two locations:

- a. Colorado ENA State Council owned SharePoint site, cloud-based storage.
- b. Financial records will be electronically maintained and/or scanned and maintained by Treasurer with back up to physical media USB drive.

C. Destruction of Records

- i. Handwritten records that are scanned and stored electronically may be discarded.
- ii. Any records containing financial information for the organization must be shredded.
- iii. Electronic documents and records that are stored on physical media (hard drives, USB drives, CDs, DVDs, tape backup, etc.) also need to be destroyed.
 - a. Destruction of these records can be done by physical obliteration of the media (breaking or physically shredding CDs and DVDs, drilling into a hard drive to destroy it, etc.).
 - b. Destruction can also be done by electronic shredding of the media by a commercially available program (Norton, McAfee, etc.) or a free programs such as Eraser (<http://eraser.heidi.de>) or Darik's Boot-n-Nuke (www.dban.org/download).
- iv. All records (whether paper or electronic) that are destroyed must be recorded on a document destruction log before being destroyed. The terms "records" and "records retention" include hard copy paper, computer disks.

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Title: Finance, Investment, and Reserves Policy	
Approved by: Colorado State Council Board of Directors	Origination Date: 6/18/2009
Revised by: Board of Directors	Approval Date: 6/18/2009
	Revision Date: 1/7/2025

I. PURPOSE

The purpose of this policy is to establish the investment goals, objectives, and policy guidelines for managing the short- and long-term investment funds of the Colorado ENA State Council. It is intended that these goals, objectives and guidelines provide meaningful guidance in the management of the State Council funds and to provide the flexibility to respond to changing economic, business and investment conditions.

II. BACKGROUND/DEFINITIONS

A. Colorado ENA State Council funds will be invested in such a manner as to:

- i. maximize total returns consistent with:
 - a. acceptable levels of risk; and,
 - b. the liquidity needs of the Association.
- ii. ensure the financial health of the Association.

B. Investment Objectives

- i. The investment objective is to grow the value of the Colorado ENA State Council investment funds over the long term and to earn total rates of return greater than those currently received by the Association's banking strategy, while avoiding undue risk and generating liquidity sufficient for the needs of the Association's operations.
- ii. Although short-term fluctuations will affect portfolio performance, the State Council expects:
 - a. the short-term investments to preserve principal and the invested portion thereof to generate current income equal to a market rate of return for short-term fixed income securities; and

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- b. the long-term investments to provide for any emergency liquidity needs of the Council
and to generate a total return net of investment expenses over a five-year moving time
period that exceeds the rate of inflation plus three to five percent (3-5%) annually,
(market conditions permitting).

C. Short-term Funds

- i. The goals of investing short-term funds shall be preservation of principal, liquidity timed to spending
needs and reasonable current income, subject to any grant restrictions.

D. Long-term Funds

- i. The goal of investing long-term funds shall be to generate a reasonable rate of return at a relatively
low level of risk, prescribing the real inflation-adjusted value of the fund over time.
- ii. The creation and maintenance of adequate reserves is a fundamental tenet of sound financial
management.
 - a. The purpose of accumulating reserves of Colorado ENA State Council is to assure that the
Association has the financial means to continue to provide essential services to its
members and the general public in both the short- and long-term future.
- iii. The amount allocated quarterly to Colorado ENA State Council long-term investment will be
outlined in the annual strategic plan.
- iv. Long-term objectives include:
 - a. To sustain basic operations and core member services for a minimum of six months in the
event there is a meeting cancellation or a decline in a major revenue source.
 - b. To sustain essential member services during a transition to a long-term economic
downturn.

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- c. To cover unbudgeted and extraordinary expenditures brought about by unanticipated challenges of opportunities.

III. **PROTOCOL/PROCEDURE**

A. General Investment Accounts and Roles

- i. General Accounts: The accounts for Colorado ENA State Council shall include the following:
 - a. Checking Account: Colorado ENA State Council shall maintain an active checking account with a minimum of three (3) signatures rights at all times.
 - i. These signatures shall include the President, Treasurer, and President Elect. In the event that there is a Treasurer Elect serving as a member at large, a fourth (4th) signature right may be added.
 - b. Savings Account: All direct deposit funds will be directed into the Colorado ENA State Council savings account.
 - i. Funds can be transferred at will from checking to savings and vice versa in order to maintain the business of the State Council.
 - c. Long Term Account: A monthly deposit into the Colorado ENA State Council long-term account will be maintained.
 - i. Long-term accounts will be reviewed semiannually for risk and return.
 - ii. Withdrawals from the State Council long-term account must be approved by a majority vote of the State Council Board of Directors.

B. Role of the Board of Directors

- i. The Colorado ENA State Council Board of Directors shall make recommendations upon the advice of the investment managers, brokers and/or bankers with respect to investments within the policies set by the Board of Directors.

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- ii. The Board of Directors shall vote on these decisions and have this vote recorded as with all other Directors' decisions.
- iii. It shall be the responsibility of the Colorado ENA State Council Board of Directors to set a targeted amount for long-term reserves in order to meet the objectives of this policy.

C. Role of Treasurer

- i. Including but not limited to the following duties:
 - a. Advises the Board with respect to the status of investments and shall monitor the implementation of the decisions of the Board.
 - i. It is the responsibility of the treasurer to inform the Board of any significant market changes that may adversely affect the implementation, goals, and objectives of this policy.
 - b. Maintains balanced accounting practices and reporting.
 - i. Treasurer reports will be submitted to the Board one (1) week prior to board meetings.
 - ii. Annual taxes will be completed prior to the end of February each year.
 - iii. 1099 Forms must be completed and mailed prior to January 31st each year.
 - c. Obtains and maintains the signature rights for Colorado ENA State Council accounts.
 - d. Maintains a written list of instructions in regard to account information, and methods of accessing these accounts to be protected information and not stored on a personal computer.

D. Investment Selection Standards

- i. Investments will be made and held through mutual funds or other collective investment vehicles rather than individual securities.

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- ii. Colorado ENA State Council may accept donations of marketable securities, which will be reviewed immediately to determine whether or not the investments fit within the guidelines of this policy, if not, it will be sold immediately.

E. Prohibited Investments and Transactions

- i. The following investments and transactions are prohibited:
 - a. direct investment in real estate, short sales, margin transactions, non-publicly traded securities and derivatives; except that investments in mutual funds that employ such strategies on a limited basis or only for hedging purposes are permitted.

F. Investments Performance Review Evaluation and Reporting

- i. The Colorado ENA State Council Board of Directors shall review and evaluate the performance results of the investments funds quarterly and at the end of each year and shall compare performance results to relevant benchmarks.
- ii. The Colorado ENA State Council Treasurer shall report to the board at least annually on the composition and performance results of the funds.

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Title: Federal Filing Requirements	
Approved by: Colorado State Council Board of Directors	Origination Date: 1/28/2018
Revised by: Board of Directors	Approval Date: 1/28/2018
	Revision Date: 1/7/2025

I. PURPOSE

- A. The purpose of this policy is to ensure Colorado ENA State Council complies with federal filing requirements to retain 501 (c)(3) status and complies with federal tax filing requirements, including reporting unrelated business income as appropriate.

II. BACKGROUND/DEFINITIONS

- A. Colorado ENA State Council is included in ENA's 501 (c)(3) Group Exemption Number 3393.
- B. National ENA completes annual filing for the group exemption, which includes name, address, and federal employer identification number (FEIN) of Colorado ENA State Council, confirming to the Internal Revenue Service (IRS) that the State Council is continuing to work towards the advancement of emergency nursing through education and public awareness.
- C. Colorado ENA State Council has annual gross receipts more than \$25,000, and therefore is required to file annual information return, Form 990, Return of Organizational Exempt from income tax form or Form 990-EZ, Short Form Return of Organization Exempt from Income Tax.

III. PROTOCOL/PROCEDURE

- A. Form 990 or 990-EZ
 - i. Colorado ENA State Council Certified Public Accountant (CPA) completes the appropriate form (990 or 990-EZ) in conjunction with the treasurer.
 - ii. The Treasurer presents the finalized document to the Board of Directors for review.
 - iii. Upon approval by the Colorado ENA State Council Board of Directors, the Treasurer and the President sign the completed form, and the Treasurer submits to the IRS.
 - iv. The filing is due by May 15.

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- v. A copy of the filing is submitted by the National ENA Treasurer by email at
componentrelations@ENA.org by May 31st, end of business.

B. Form 990-T

- a. Colorado ENA State Council CPA completes the appropriate form (990 or 990-EZ) in conjunction with
the Treasurer.

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Title: Colorado General Assembly Delegate Selection	
Approved by: Colorado State Council Board of Directors	Origination Date: 5/1/2021
Revised by: Board of Directors	Approval Date: 5/7/2021
	Revision Date: 1/12/2025

I. PURPOSE

The purpose of this document is to outline the responsibilities, expectations, and reimbursement process for delegates participating in the General Assembly (GA) as part of Colorado State ENA Council. This document ensures delegates understand their obligations for attendance, participation, and expense reporting to receive appropriate reimbursements for their services during GA.

II. BACKGROUND/DEFINITIONS

- A. Colorado Delegates are selected to represent the state at the National ENA General Assembly. Participation in GA activities, including pre-assembly meetings, voting, and fulfilling assigned responsibilities, is critical to ensure the success and integrity of the representation.
- B. **Delegate Agreement:** A formal agreement outlining the responsibilities of each Delegate, including attendance, participation, and adherence to the reimbursement process.
- C. **State Captain:** A representative of Colorado ENA State Council responsible for coordinating Delegate travel and activities for GA, typically a member of the Board of Directors.
- D. **Reimbursement:** The process of reimbursing Delegates for pre-approved expenses incurred as part of their GA participation, including travel, lodging, meals, and other associated costs.

III. PROTOCOL/PROCESS

- A. Application and Selection Process
 - i. All Delegate applications must be submitted by **June 1st** of the selection year in order to be considered for a Delegate position. Any applications received after this date will not be reviewed.
 - ii. Applications for Delegate positions will open no later than **30 days prior** to the submission deadline (i.e., May 1st).

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- iii. All applicants will be notified of their application status by **June 30th**. Notifications will include information on whether the applicant has been selected as a Delegate or not. Applicants will be contacted via the email that they specified in their application.

B. Attendance and Participation

- i. All Delegates must be present and fully engaged in all GA activities, including pre-assembly meetings and voting.
- ii. Failure to attend or actively participate may result in forfeiture of reimbursement as per the *Delegate Agreement*.
- iii. Tardiness, lack of attention, or failure to attend any portion of GA can lead to the revocation of reimbursement.

C. Delegate Meal

- i. Colorado ENA State Council will provide a meal (excluding alcohol) for Delegates after the first day of GA to conduct business. This meeting is mandatory for all Delegates.

D. Assigned Responsibilities

- i. Each Delegate will be assigned an assignment by the Team Captain to report to the group. Typically, this involves reviewing a resolution, but assignments may vary as needed.
- ii. Delegates are required to attend a State Delegate Meeting, scheduled prior to the General Assembly. The meeting will focus on assignment report outs, business reviews, and any other tasks designated by the State Captain. In-person attendance is mandatory unless an exemption is granted by the Board of Directors.

E. Travel Arrangements and Obtaining Reimbursement

- i. **Flight Booking:** Delegates may request the State Captain or Treasurer to book their flight using Colorado ENA State Council funds. A request must be submitted 30 days prior to travel.

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- ii. **Airfare Coverage:** Colorado ENA State Council will reimburse airfare to and from the conference from the Delegate's home city. Travel dates may vary but should be within the timeframe of GA activities.
- iii. **Travel to Other Destinations:** If a Delegate continues to travel to another destination after GA, reimbursement will only cover the flight back to their home city on the same day as anticipated travel. Any additional costs for flights must be paid for by the Delegate.
- iv. **Cancellation and Accountability:** If a Delegate cannot attend GA and fails to properly cancel, they are responsible for reimbursing Colorado ENA State Council for any airfare-related costs. Failure to reimburse within three (3) months will result in the Delegate being reported to National ENA.
- v. **Reimbursement Limitations**
 - a. Delegates may not receive reimbursement for expenses paid by other entities (commonly referred to as "double dipping").
 - b. If a Delegate's employer partially reimburses a hotel stay, they may submit the remaining portion for Colorado ENA State Council reimbursement.
- vi. **Expense Submission**
 - i. Delegates must submit a detailed expense report with receipts within thirty (30) days of the conclusion of GA. Failure to meet this deadline will result in the forfeiture of reimbursement.
 - ii. **Reimbursable expenses include:**
 - i. **Lodging:** The Board of Directors will determine the allowable amount for lodging based on the prevailing hotel rates in the area where the conference is being held. Delegates may coordinate room sharing with other Delegates to help manage costs.
 - ii. **Travel:** Round-trip travel expenses to and from the airport, including parking. Mileage may also be reimbursed at the standard rate determined by National ENA.

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- iii. Meals and Snacks: A per diem of up to \$75/day for meals or snacks is allowed, starting the day prior to GA and ending on day two of GA. Receipts are not required for items under \$10, but an explanation of expenses is needed. Alcohol is not reimbursable.

F. Attire and Conference Attendance

- i. Delegates are expected to wear Colorado ENA State Council branded clothing during GA. The Colorado ENA State Council will purchase these items on behalf of the Delegates.
- ii. Delegates should dress in professional or business casual attire.

G. Full Conference Registration

- i. Delegates who choose to attend the annual Emergency Nursing conference after GA can request reimbursement for the registration costs, up to the amount of early bird registration fees.
- ii. Delegates will be responsible for hotel and other expenses incurred during the conference.

IV. SPECIAL CONSIDERATIONS

A. Changes to GA Format or Funding

- i. In the event of changes to the GA format (e.g., number of days), the Colorado ENA State Council Board of Directors may adjust this procedure accordingly.
- ii. Additional funding may be approved by the Board if necessary.

B. Questions and Support

- i. Any questions regarding receipts, expense requirements, or reimbursement substantiation should be directed to the Colorado ENA State Council Treasurer.
- ii. If a Delegate faces financial constraints in booking a hotel, they are encouraged to reach out to the State Captain or Treasurer for assistance.

C. Noncompliance

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- i. Failure to comply with any of the outlined procedures may result in complete revocation of Delegate reimbursement.

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Title: Professional Development Reimbursement	
Approved by: Colorado State Council Board of Directors	Origination Date: 1/18/2025
Revised by: Board of Directors	Approval Date: 1/20/2025
	Revision Date: none

I. PURPOSE

The purpose of this policy is to outline the reimbursement process for Colorado ENA State Council members who engage in professional development activities, including both online courses and educational conferences, to encourage continuous learning and enhance professional competence in the field of emergency nursing.

II. BACKGROUND/DEFINITIONS

- A. This program provides financial assistance up to a specified amount for qualifying courses and conferences, ensuring that members can enhance their knowledge and skills in alignment with the mission and goals of the Colorado Emergency Nurses Association (COENA).
- B. **ENA University Courses:** Online courses offered through ENA University, such as Triage, GENE, and other related training programs, which are eligible for reimbursement.
- C. **Eligible Professional Development Activities:** Courses, conferences, or other training programs related to emergency nursing that align with the mission of the Colorado ENA. This includes courses that provide Continuing Nursing Education (CNE) hours.
- D. **Active Member:** A member who is in good standing with Colorado ENA and who is current with membership dues at the time of course or conference attendance.
- E. **Quarter:** A three-month period within the calendar year, specifically ending on March 31st, June 30th, September 30th, and December 31st.

III. PROTOCOL/PROCESS

- A. Eligibility Criteria
 - i. Members must be active, dues-paid members of Colorado ENA.

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- ii. The reimbursement applies to professional development activities related to emergency nursing and excluding academic coursework.
 - iii. Reimbursement is available for up to one course or conference per member per year.
- B. Reimbursement for Online Courses Through ENA University
- i. Members can apply for reimbursement for up to \$100 for online courses completed through ENA University.
 - ii. The reimbursement for online courses is limited to one course per member per year, with a maximum of three (3) members reimbursed each quarter (March 31st, June 30th, September 30th, December 31st).
 - iii. If the number of applications exceeds the allotted submissions for a given quarter, the Treasurer will randomly select recipients from the pool of eligible applicants.
- C. Reimbursement for Conferences/Courses
- i. Members can apply for reimbursement up to \$100 for educational conferences or courses for emergency nurses.
 - ii. The reimbursement for conferences or courses is limited to one course per member per year, with a maximum of five (5) members reimbursed each quarter (March 31st, June 30th, September 30th, December 31st).
 - iii. If the number of applications exceeds the allotted submissions for a given quarter, the Treasurer will randomly select recipients from the pool of eligible applicants.
- D. Submission Process
- i. Applicants must submit the following documentation for reimbursement:
 - a. Completed *Professional Development Reimbursement Request* form.
 - b. A conference or course brochure or agenda.

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- c. A certificate indicating completion of the conference or course.
 - d. Reimbursement will be processed after the member has attended the conference or course.
 - ii. All submissions must be made no later than the end of the quarter in which the conference or course occurred or was completed.
- E. Approval and Reimbursement
 - i. Reimbursement is subject to availability of funds and approval by the Colorado ENA State Council Board of Directors.
 - ii. Upon approval, reimbursement of registration fees (up to \$100) will be processed and sent directly to the members following their attendance at the conference or course.
 - iii. Reimbursement requests must be submitted within the fiscal year; funds not used within the designated period may not carry over to the next year.
- F. Funding Availability
 - i. Professional development funds are available with a yearly maximum, totaling \$1,200 for ENA University online course reimbursements and \$2,000 for conference or course reimbursements.
 - ii. Members are encouraged to submit requests early in the quarter to ensure they are within the available funding limits.
- G. Limitations
 - i. Reimbursement is capped at one (1) online course through ENA University **and** one (1) education conference or course per member per calendar year.
 - ii. Members who have received reimbursement for a course in one quarter are ineligible for additional reimbursement until the next fiscal year.
 - iii. The program is subject to change based on available funds and Board of Directors discretion.

Colorado State Council

Title: Colorado ENA Academic Scholarship Policy	
Approved by: Colorado State Council Board of Directors	Origination Date: 1/18/2025
Revised by: Board of Directors	Approval Date: 1/20/2025
	Revision Date: none

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for the awarding of academic scholarships by the Colorado ENA State Council.

II. BACKGROUND/DEFINITIONS

- A. Academic scholarships are intended to support and encourage active Colorado ENA State Council members who are pursuing further nursing education, promoting the advancement of nursing practice, and fostering the development of future nurse leaders.
- B. Members are eligible to receive academic scholarships from both the National ENA scholarship programs and the Colorado ENA Academic Scholarship program concurrently.
- C. **Colorado ENA Academic Scholarships:** Financial awards of up to \$2,000 provided to active members who are pursuing an eligible degree program.
- D. **Active Member:** A member who is in good standing with the Colorado ENA State Council, which includes student members, at the time of application submission.
- E. **Eligible Degree Programs:** Scholarships are available for members pursuing the following nursing degree programs:
 - i. Associate's Degree in Nursing (ADN)
 - ii. Bachelor's Degree in Nursing (BSN)
 - iii. Master's Degree in Nursing (MSN)
 - iv. Doctoral Degree in Nursing (PhD or DNP)
- F. **Scholarship Limitations:** Applicants who have received a Colorado ENA Academic Scholarship within the past three (3) years are not eligible to apply.

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III. **PROTOCOL/PROCESS**

A. Scholarship Amount

- i. Scholarships are awarded up to a maximum of \$2,000.
- ii. The scholarship amount may vary based on the number of qualified applicants and the funds available each year.

B. Application Period

- i. Applications are accepted annually from April 1st to June 1st.
- ii. Applications submitted outside of this period will not be considered.

C. Application Requirements

- i. All applications must include the following:
 - a. A current resume outlining education, experience, and qualifications.
 - b. An essay detailing the applicant's educational goals, career aspirations, and how the scholarship will assist in furthering their nursing education.
 - c. A photo of the applicant to accompany their application.

D. Submission Process

- i. All required application materials (resume, essay, and photo) must be submitted together as part of the application.
- ii. Completed applications should be submitted to the Education & Scholarships Committee via the designated submission platform or email.

E. Selection Process

- i. Applications will be reviewed by the Education & Scholarships Committee, which will evaluate applicants based on the quality of their submitted materials and their alignment with the goals of the scholarship program.

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- ii. Scholarship recipients will be selected based on the committee's review, and the final decision will be communicated to all applicants following the review period.

F. Award Notification

- i. Scholarship recipients will be notified within four (4) weeks after the application deadline (by June 30th).
- ii. Scholarship funds will be disbursed via check directly to the recipient's educational institution or financial institution providing funding for their education, to be applied toward tuition and related academic expenses.

G. Terms and Conditions

- i. Scholarship recipients must be enrolled in an accredited nursing program at the time of award disbursement.
- ii. Scholarships are non-transferable and must be used solely for educational expenses, such as tuition, fees, and course materials.

H. Limitations

- i. Only one (1) scholarship award may be granted to a member per academic year.
- ii. Applicants who have previously received a scholarship within the last three (3) years are not eligible to apply.
- iii. To be eligible, applicants must be currently enrolled in an educational program. Scholarship funds cannot be used for reimbursement of past education expenses or to pay off student loans.

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Title: Colorado State ENA Nurse Awards	
Approved by: Colorado State Council Board of Directors	Origination Date: 1/18/2025
Revised by: Board of Directors	Approval Date: 1/20/2025
	Revision Date: 7/28/2025

I. PURPOSE

The purpose of this document is to outline the process for nominating and selecting recipients for the Colorado State ENA Nurse Awards.

II. BACKGROUND/DEFINITIONS

- A. Colorado State ENA Nurse Awards are annual recognitions that honor outstanding nurses across six categories (listed below). These awards celebrate the contributions of nurses at all stages of their careers, from new graduates to seasoned professionals. By highlighting the exceptional achievements and dedication of nurses in Colorado, the awards aim to acknowledge their significant impact on the nursing profession and the healthcare community.
- B. **Excellence in Emergency Nursing Award:** Honors a member of Colorado Emergency Nurses Association who exhibits passion, knowledge, skill, and professionalism in emergency care.
- C. **Colorado Emergency Nurse Lifetime Achievement Award:** Recognizes exceptional dedication and lasting impact to emergency nursing over a career of compassionate healthcare service.
- D. **Inspire Award:** Recognizes a nurse who motivates and inspires others to go above & beyond as they serve patients, communities, and the nursing profession.
- E. **Nurse Leader Award:** Recognizes a nurse who has consistently demonstrated excellence in the profession of emergency nursing and has made significant contribution to emergency nursing as a clinical leader.
- F. **Nursing Education Award:** Celebrates an individual who has made significant contributions to the education of emergency medicine for colleagues, nursing students, EMS personnel, patients, families, and/or the community.

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- G. **Emergency Nurse Rookie of the Year Award:** Honors an outstanding nurse who is new to emergency nursing and has already made a meaningful impact within their department and profession. It celebrates individuals who demonstrate excellence, growth, and dedication to emergency care.
- H. **Selection Committee:** A group of individuals who are tasked with reviewing nominations and selecting the final award recipients. Committee members are selected from a diverse group of nursing professionals to ensure broad representation.
- I. **Selection Committee Chair:** A member of the Selection Committee who takes the lead in receiving and organizing all nominations in preparation for the selection process. The Chair is recused from participating in the evaluation and selection of award recipients to maintain impartiality.

III. **PROTOCOL/PROCESS**

- A. **Nomination Period**
 - i. Nominations open on August 1st each year and close on October 31st.
 - ii. Award promotions will begin in July to encourage widespread awareness and participation.
- B. **Eligibility**
 - i. The nominee criteria for each award category are reviewed and updated annually by the Colorado ENA State Council Board of Directors, and the revised criteria are reflected on the nomination form.
 - ii. Nominees must be active nurses practicing in Colorado.
 - iii. Nurses may be nominated for more than one category.
 - iv. Selection Committee members are prohibited from submitting nominations.
- C. **Nomination Submission**
 - i. Completed nominations should be submitted to the Selection Committee through the designated submission platform or via email by the October 31st deadline.
- D. **Selection Committee Process**

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- i. The Selection Committee Chair will receive all nominations and organize them ensuring the criteria for their respective category are met.
- ii. The Chair will remove any identifying information from the nominations to ensure anonymity and prevent bias during the review process.
- iii. The Chair will compile a list of all nominees for each category and distribute them to the Selection Committee members who will choose the top three (3) nominees for each category.
- iv. The Selection Committee will meet during the first week of November to review the nominations and discuss the top three nominees from each category. The committee does not use a points system for selecting award recipients. Instead, the top three nominees from each category are reviewed and discussed collaboratively to determine the final award recipients.
- v. If a Selection Committee member recognizes a nominee during the review process, they will recuse themselves from both the discussion and the selection for that category.

E. Award Presentation

- i. The selected award recipients will be announced at the Colorado State ENA Annual Education Conference in December.
- ii. All award nominees will be recognized, and the award recipients will receive their respective awards during the event.
- iii. If recipients are not in attendance, a coworker or colleague may accept on their behalf, or the Colorado ENA State Council may mail the award to them.

Colorado State Council

Title: Colorado Emergency Department Liaison Program	
Approved by: Colorado State Council Board of Directors	Origination Date: 1/18/2025
Revised by: Board of Directors	Approval Date: 1/20/2025
	Revision Date: none

I. PURPOSE

The purpose of this policy is to establish the guidelines and process for the Colorado Emergency Department Liaison Program, which aims to engage and empower Colorado ENA State Council members to act as key contacts between their healthcare facilities and the Emergency Nurses Association (ENA). The program ensures effective communication, fosters professional engagement, and encourages active participation in Colorado ENA activities, ultimately enhancing the visibility and influence of the Colorado ENA within healthcare settings across the state.

II. BACKGROUND/DEFINITIONS

- A. The Colorado Emergency Department Liaison Program is designed to assign at least one (1) active Colorado ENA State Council member to each healthcare facility, including hospitals, emergency departments (ED), free-standing emergency departments (FSED), and urgent care centers (UC). The primary role of the Liaison is to serve as a vital communication bridge between their facility and the Colorado ENA State Council, ensuring that important information and updates are shared between both parties.
- B. Liaisons are responsible for disseminating key communications from Colorado ENA State Council, such as newsletters, meeting reminders, and event information, to their respective departments. They also actively participate in Colorado ENA State Council meetings and encourage their colleagues to attend ENA events. This may include forwarding meeting links, organizing participation efforts, and using creative strategies to foster department engagement.
- C. As a benefit of their participation in the program, Liaisons will receive a 50% reimbursement of their annual ENA membership fee and will be eligible to earn delegate points for representing Colorado at the ENA General Assembly.

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- D. The Liaison program is overseen and administered by the Membership Committee.

III. **PROTOCOL/PROCESS**

A. Eligibility

- i. Applicants must be current members of the Colorado ENA State Council.
- ii. Candidates must commit to fulfilling all responsibilities set forth by the Liaison program, including communication duties, meeting attendance, and encouraging departmental participation.

B. Application Process

- i. Completed applications should be submitted to the Membership Committee through the designated submission platform.
- ii. The Membership Committee will review all applications for the Liaison role and approve candidates based on their eligibility and commitment to the program.
- iii. Selected candidates will be notified by email and provided with further instructions on their role and responsibilities.

C. Liaison Responsibilities

- i. Liaisons will be required to:
 - a. Read and disseminate information received via email from Colorado ENA State Council.
National communications are optional.
 - b. Attend at least one Colorado ENA State Council meeting annually, either in person or virtually.
 - c. Encourage department participation in State Council meetings by forwarding meeting links, organizing "watch parties," or facilitating carpools for in-person attendance.
 - d. Actively represent ENA within their department, sharing important communications such as meeting reminders, newsletters, and event details.

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D. Benefits and Reimbursement

- i. Once a Liaison fulfills the required responsibilities (reading emails, attending at least one meeting, and encouraging department participation), they may submit a request for reimbursement of 50% of their annual ENA membership fee.
- ii. The *Colorado State Emergency Department Liaison Membership Fee Request Form* must be completed in full to request reimbursement. Incomplete forms will not be processed.
- iii. A copy of the current membership or renewal must be included with the reimbursement request.
- iv. All forms and membership details should be submitted through the designated platform.
- v. Upon verification of eligibility, the request will be processed, and reimbursement will be provided.