2015
Who and What is California ENA

Louise Hummel, MSN, RN, CNS, CEN FAEN
2003 Cal ENA President
Welcome
Emergency Nursing Profession
What is ENA?

Professional specialty organization dedicated to the advancement of emergency nursing practice

- Authority on emergency nursing
- Promote specialty of emergency nursing
- Promote quality of patient care
- Resource through education, research & consultation
- Identify and address emergency care issues
- Partner with healthcare organizations towards improvement of emergency care
Membership by the Numbers

National Organization
- 40,000 Members representing 35 countries
- Over 700 Delegates in the General Assembly
- 50 State Councils
- 179 Local Chapters
- 40 National Committees and Work Teams

California State Council
- Over 4,000 members representing 14 chapters
- 12 State Committees
- Special Appointments
  - EMS Commissioner
What We Offer Our Members

- Education
- Practice Toolkits and Resources
- Research
- News and Publications
- Networking and Professional Development
- Advocacy
- Leadership and Recognition
History of ENA

• EDNA – Emergency Department Nurses Association
  – 1968 Anita Dorr and Judith Kelleher
  – Incorporated in 1970 in New York
  – First Scientific Assembly 1971
• 1985 name changed to Emergency Nurses Association - ENA
California ENA History

- Incorporated in 1985 – 3 tier state
- Membership continues to grow currently over 4,000 members in 14 local chapters
- 35 State Council Presidents
- 5 State Council Presidents have gone on to be National ENA President
- Over 15 members inducted into the Academy of Emergency Nursing
Governance

• National ENA Bylaws
• California ENA Bylaws
• California Standard Procedures
• Chapter Procedures

• Strategic Plan
Bylaws & Standard Procedures

• Review Annually for completeness and current processes
  – State Bylaws & Standard Procedure Review
    • Responsibility of Immediate Past President
  – Chapter Procedures
    • Local Chapter Board Officers or as designated
Board of Director Competencies

• #1 The board member demonstrates a spirit of teamwork and cooperation.
  – Ability to work collaboratively in a group
  – Is able to disagree without being disagreeable
  – Invites, seeks, values and uses feedback
  – Is able to deliver a clear message
  – Ability to maintain objectivity
  – Can influence others and persuade others
  – Manage conflict effectively
Board of Director Competencies

• #2 The board member seeks information and utilizes that information to make decisions.
  – Ability to see the “big picture”
  – Is flexible and willing to change stances when necessary or appropriate
  – Is able to focus at the governance level of issues
  – Can see strengths and weaknesses of ENA and how decisions impact them
  – Ensures strategies, budgets, and business plans are compatible with vision and strategy
  – Understands the difference between governance and management issues
#3 The board member consistently displays an attitude of integrity and professionalism.

- History of self-leadership
- Demonstrated commitment to the purpose, vision, and values of the organization
- Emotional intelligence
- Comfortable on public forum
Board of Director Competencies

• #4 The board member shows initiative
  – Ability to make informed business decisions
  – Prepares for board meetings

Reference: ENA Board of Director Competencies November 2015
Responsibilities of the Cal ENA Board of Directors

• Fiduciary
• Duty to Act
• Duty to Care
• Financial Oversight
• Strategic Planning
• Member engagement
Board Roles

• So you have been elected to represent the membership as member of the Board of Directors … now what????????????????
   – President
   – President - elect
   – Secretary
   – Treasurer
   – Treasurer-elect
   – Director at Large
   – Immediate Past President
Setting up your annual calendar

- Meeting Dates & Times
  - State Council
  - Chapter
- Board Meeting Dates & Times
- Schedule Board Conference Calls as needed
- Review National ENA Timeline for submissions and deadlines
Setting up your annual calendar

• Conference Planning
• Develop monthly calendar to include monthly schedule of events – e.g.
  – Call for Candidates
  – Call for Scholarships
  – Call for Leadership awards
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Duties of the Board

- President
- President Elect
- Secretary
- Treasurer
- Treasurer – elect
- Director at Large
- Immediate Past President
Duties of the President

- Getting started
  - Conduct BOD orientation November/December before the start of the new year
  - Review duties of the board
  - Announce board liaison assignments
    - Committees
    - Chapters
  - Review newly approved budget for the ensuing year
  - Review strategic plan
Duties of the President Con’t

• Responsibilities:
  – Official representative and Chief Executive Officer of the organization
  – Coordinates all State Council Activities
  – Develops meeting and state council meeting agendas
  – Appoints with BOD approval, committee chairs and chair-elects and makes other appointments as necessary
  – Writes letters of recognition to employers of current BOD members, committee chairpersons upon request
Duties of the President Con’t

– Official state delegate to General Assembly
– Appoints board liaisons to committees and chapters
– Facilities newly elected board members to attend end of the year BOD meeting and their installation of office during last state council meeting of current year
– At the end of term assists President Elect with incoming BOD orientation to ensure smooth transition
Duties of the President Elect

• Will have served as a voting BOD member within the previous 5 years

• Responsibilities
  – Conducts “Chapter Representative” meeting prior to the start of each State Council meeting
  – Assists President in fulfilling duties of the office
  – In the absence or upon request of the President performs duties of the office, with all the powers of the President
Duties of the President Elect Con’t

– Serves as board liaison to committees and chapters as assigned
– Completes State Achievement Application and submits to National ENA
– Succeeds to the office of President at the end of current term
Duties of the Secretary

• Responsibilities
  – Maintains adequate and proper records of the State Council and BOD meetings, including all meeting minutes and association correspondence
  – Maintains current roster of
    • All BOD members
    • Committee chairpersons
    • Chapter presidents
    • Chapter representatives
    • Special liaison/appointments
Duties of the Secretary Con’t

– Provides notices & agendas of all meetings to members
– Ensures appropriate archiving of records
– Ensures Conflict of Interest document is signed by BOD and committee chairpersons at beginning of year
– Serves as board liaison to committees and chapters as assigned
Duties of the Treasurer

• Responsibilities
  – Maintains all financial records of the association
  – Develops yearly revenue and expense budget to be presented to BOD at end of year meeting in preparation for incoming year
  – Responsible for updating all authorized signatories for chapter and state council financial accounts with financial institution
Duties of the Treasurer – Con’t

– Submits summary of financial records at each BOD and state council meetings
– Works closely with tax preparer / book keeper
– Annually submits financial records of chapters and state council for tax preparation and ensures timely submission of all documentation for State and Federal Taxes
Duties of the Treasurer Con’t

– Ensures that the BRN continuing education provider number is renewed in odd-numbered years
– Serves as board liaison to committees and chapters as assigned
– Works with Treasurer-Elect to ensure smooth transition of office at end of term
Treasurer- Elect Duties

• Responsibilities
  – Assists Treasurer in maintaining financial records, including but not limited to monthly Revenue and Expense reporting.
  – Serves as board liaison to Education Committee and to other committees and chapters as assigned.
  – Prepares to assume duties of the Treasurer upon completion of the current term at the year end BOD meeting.
Duties of Director at Large

• Responsibilities
  – Coordinates meeting arrangements for
    • State Council Meetings
    • Educational Conference
    • Yearly Delegate meeting prior to start of General Assembly
    • Scheduling of Delegate reception as budget permits
  – Hotel site considerations
    • How far from airport and cost of transportation
    • Room costs as per budget allocation
    • Cost of meeting rooms, catering, AV needs
Director at Large – Con’t

– Serves as a board liaison to committees and chapters as assigned
Duties of Immediate Past President

• Responsibilities
  – Writes letter of recognition to employer of current State Council President as requested
  – Assists in the coordination of the nomination of Cal ENA members for National awards, including writing letters of recognition.
  – Serves as historian for State Council activities in absence of an appointed historian.
Agendas & Minutes

• Agendas
  – Board meetings
  – State Council Meetings
  – Executive board sessions

• Minutes
  – What is included and what is not included
  – What is posted to website and what is withheld
Elections

• Call for elections
  – March
  – Closes in May
  – Candidate statements
  – Ballot to the membership
  – Voting Timeline
  – Announce results
  – Installation of new officers in November
  – Voting incentive for members???
  – Legal implications
Awards/Scholarships

• Presented annually
• Scholarship Award
  – Call for scholarships place on website / announce in Monitor
  – Award at Annual Business Meeting - August
    • Kelleher Scholarship
      – Baccalaureate or higher degree, awards $1000
    • Entry level scholarship
      – $500 award

• Leadership Awards
  – Chapter Leadership award
  – State Council Leadership Award
Education

- State Leaders Conference
- Annual Conference/Leadership Conference (combined in 2015)
- TNCC
- ENPC
- Violence Toolkit
- Online Learning
  - CATN
  - EDWI P
  - GENE
Education Event

- Developed and presented by Education Committee
- Conducted yearly at a time determined by the committee in conjunction with state council meeting
- One lecture to be sponsored by Trauma Committee in recognition of Gary Sparger
- Budget for conference is to be submitted to BOD for approval
Communication

- www.CaliforniaENA.org
- Monitor
  - Submission Deadlines - publish
  - How to notify members it is published
  - Data
- Social Media
  - Facebook
- Email to members –
  - Spam?
Communication Con’t

• Utilizing your resources
• ENA Branding
  – State Council
  – Chapters
Communication Member Outreach

- Facebook
- Twitter
- LinkedIn
- YouTube
- Google+
Resources
ENA Advocacy

ENA is the leading influencer on emergency healthcare public policy and regulatory issues as evidenced by its lead role in direct advocacy on Capitol Hill and with other government agencies.
Networking
Wrap Up

Advocating Safe Practice, Safe Care
Questions?
THANK YOU!