



California State Council

# POLICY AND PROCEDURE

<b>Title:</b> Education Committee	<b>Number:</b>
<b>Cross Reference:</b>	
<b>Approved by:</b> California ENA Board of Directors	<b>Origination Date:</b> 01/1994
<b>Review Date(s):</b> 10/1999, 05/2003, 08/2005	<b>Approval Date:</b> 01/12/2017
	<b>Revision Date:</b> 01/06/2017

**I. POLICY PURPOSE:**

To establish the Education Committee as a Standing Committee of the California Emergency Nurses Association; and to describe the Committee’s membership and responsibilities.

**II. POLICY BACKGROUND:**

The Education Committee is responsible for: identifying the educational needs of practicing emergency nurses; planning and coordinating educational offerings; and approving and reviewing continuing education applications.

**III. PROTOCOL:**

1. The Committee shall be composed of the following members:
  - a. Chair, appointed according to Article XI of the State Council *Bylaws*
  - b. Chair-elect (optional but desirable)
  - c. Immediate Past Chair (optional but desirable)
  - d. Members
  - e. Board liaison
2. The Chair and Chair-Elect shall have and maintain:
  - a. Current active ENA membership
  - b. Current professional nursing licensure in the state of California
  - c. Certified Emergency Nurse (preferred)
  - d. Leadership as demonstrated by participation at Chapter, State or National level of ENA
  - e. Demonstrated experience in coordinating educational programs, seminars or other conference planning (preferred)
3. Members shall have and maintain:
  - a. Current active ENA membership; and
  - b. Current professional nursing licensure in the state of California
4. The term of office shall be January through December.
  - a. Chair: One (1) year term, subject to reappointment.
  - b. Chair-Elect: One (1) year term, subject to reappointment.
  - c. Immediate Past Chair: One (1) year term
  - d. Members: One (1) year term, subject to reappointment.
5. The responsibilities of the Chair include:



- a. Develop, submit for approval and monitor an annual Committee budget.
  - b. Submit a written report of Committee progress at each State Council meeting. If present, deliver an oral report on behalf of the Committee at said meetings.
  - c. Submit an annual written summary report of Committee activity to the State Council.
  - d. Call and chair Committee meetings as needed to complete identified tasks.
  - e. Serve as mentor to Chair-Elect
6. The responsibilities of the Chair-Elect include:
  - a. Assist the Chair as requested with the above duties.
  - b. After serving as Chair-Elect, be willing to seek appointment as Chair the following year at the discretion of the State Council.
7. The responsibilities of the Immediate-Past Chair include:
  - a. Serve as mentor to Chair.
  - b. Assume responsibility in absence of Chair.
  - c. Complete other duties as assigned.
8. The responsibilities of the members include:
  - a. Attend Committee meetings as required and complete assigned duties.
  - b. Duties of all members may include but are not limited to: program, faculty, brochure, syllabus, exhibitor/sponsors, CEs/evaluations
  - c. Additionally, whenever possible, Committee members should attempt to mentor others to prepare them for a role on future Education Committees.
9. Reimbursement for the Chair will be based on the needs of the educational event and may include travel, lodging, registration, postage, telephone, photocopying and miscellaneous costs.
10. Complimentary registration may be provided to committee members to the degree that such provision would not jeopardize the fiscal status of the event. The Chair in consultation with the Board will make this decision.
11. Members will be reimbursed for postage, telephone, photocopying and other reasonable miscellaneous expenses excluding travel and lodging.
12. Honoraria for speakers will be negotiable, subject to budgetary constraints and subject to approval by the Board.
13. The Education Committee will maintain all records, as required by the BRN, for all CE educational offerings provided under the Cal ENA BRN



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number. The Education Committee shall review and recommend approval for any course proposals using the BRN provider number assigned to the organization.

14. The general components of an educational event may include but not be limited to:
  - a. Educational offering
  - b. Vendor/exhibitor time
  - c. Social events
  - d. Networking opportunities
  
15. The tasks/duties that apply to general educational events may include but not be limited to:
  - a. Program
  - b. Faculty
  - c. Brochure
  - d. Syllabus
  - e. Exhibitors/sponsors
  - f. CEUs/Evaluations
  
16. Site Selection
  - a. Every effort will be made to provide educational events in a variety of locations.
  - b. When selecting sites with no charge (e.g. hospitals) site approval will be done by the committee.
  - c. When selecting sites with a charge (e.g. hotels) site selection is subject to the approval of the Board of Directors.
  - d. All site visits will include at least one member from the Board of Directors and one member from the Education Committee. The Committee Chair will designate the committee member. The Committee will reimburse travel expenses associated with the site visit.