



California State Council

POLICY AND PROCEDURE

Title: Foundation Fundraising Chairperson	Number:
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 04/1989
Review Date(s): 01/1994, 07/1998, 05/2003, 08/2005	Approval Date: 01/12/2017
	Revision Date: 08/01/2016

I. POLICY PURPOSE:

To establish the ENA Foundation Fundraising Chairperson as a Special Appointment of the California State Council Emergency Nurses Association (Cal ENA); and to describe the Appointee’s responsibilities.

II. POLICY BACKGROUND:

Cal ENA has a long tradition of successful fundraising for the ENA Foundation (ENAF). The ENAF was founded in 1991 to support the mission of providing education scholarships and research grants in the discipline of emergency nursing. For many years, Cal ENA has maintained scholarships named after members. This Chairperson role plays a vital part of our fundraising goals.

III. PROTOCOL:

1. The ENAF Chairperson shall be appointed by the State Council President according to Article XI of the State Council *Bylaws*.
2. The Chairperson shall have and maintain the following qualifications:
 - a. Active ENA membership;
 - b. Professional nursing licensure in the State of California;
 - c. Certified Emergency Nurse (preferred); and
 - d. Leadership as demonstrated by active involvement at the Chapter, State or National level of ENA.
3. The term of office shall be from January 1 to December 31. This is a one year term, subject to reappointment.
4. The Chairperson may be removed by the Board of Directors. The State Council President will appoint a Chairperson to the vacancy according to Article VII of the *Bylaws*.
5. Responsibilities of the Chairperson may include, but are not limited to:
 - a. Champion ENAF fundraising throughout the year;
 - b. Collaborate with the National ENAF campaign to bring the theme to our State Council;
 - c. Develop, submit for approval and monitor an annual budget;



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- d. Submit a written report of Foundation fundraising at the State Council meetings. If present, deliver an oral report at said meetings; and
- e. Submit an annual written summary report of fundraising activity to the State Council at the final meeting of the current year.