



California State Council

# POLICY AND PROCEDURE

<b>Title:</b> Membership Chairperson	<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> 03/1999, 05/2003, 08/2005	<b>Approval Date:</b> 01/12/2017
	<b>Revision Date:</b> 03/1999

**I. POLICY PURPOSE:**

The purpose of this policy is to establish the Membership Chairperson as a Standing Special Appointment of the California Emergency Nurses Association (Cal ENA) and to describe the Chairperson’s responsibilities.

**II. POLICY BACKGROUND:**

The purpose of the Membership Chair is to maintain membership records and recruit and foster new and continuing membership in Cal ENA.

**III. PROTOCOL:**

1. The Membership 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. Foster and encourage new and continuing members through the use of regular membership drives, newsletter articles, pamphlets, videos and other materials for use at Chapter and/or State Council meetings and events.
  - b. On a monthly basis:
    - i. Maintain a current California membership list by utilizing data received from individual members and from the national ENA Membership Services.



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- ii. Revise Chapter assignments for new members as needed. Notify national ENA Membership Services of the new assignments as soon as they are made. This will assist the State Council Treasurer in making payment of unassigned Chapter monies.
- c. Develop, submit for approval and monitor an annual budget.
- d. Submit a written report of membership recruitment and retention progress at the State Council meetings. If present, deliver an oral report on behalf of the Committee at said meetings.
- e. Submit an annual written summary report of membership recruitment and retention activity to the State Council at the final meeting of the current year.