



California State Council

POLICY AND PROCEDURE

Title: Orientation for Newly Elected Officers Committee Chairpersons	Number:
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 08/01/2016
Review Date(s):	Approval Date: 01/12/2017
	Revision Date:

I. POLICY PURPOSE:

The purpose of this policy is to ensure that newly elected officers and directors possess the necessary knowledge to execute their roles.

II. POLICY BACKGROUND:

Newly elected officers enter their ENA roles with varied amounts of experience. California State Council Emergency Nurses Association (Cal ENA) wishes to standardize the orientation each new officer receives by utilizing the National ENA online modules. Cal ENA has also sponsored its own new officer orientation.

III. PROTOCOL:

1. The following newly elected Cal ENA Officers will review the ENA Officer’s Manuals prior to the start of their term:
 - a. President
 - b. President-Elect
 - c. Treasurer
 - d. Secretary
2. The following newly appointed Cal ENA Committee Chairpersons will review the ENA Orientation Materials prior to the start of their term:
 - a. Government Affairs Chair
 - b. IQSIP Chair
 - c. Pediatric Chair
 - d. Trauma Chair
3. The current President and Treasurer will mentor the President-Elect and Treasurer-Elect, respectively, during their terms.
4. Chapters Officers and other appointed or elected persons are encouraged to review the ENA training materials.
5. State Council and Chapter Officers are encouraged to attend ENA’s State and Chapter Leaders’ Orientation annually. The Board of Directors will determine reimbursement amounts annually for State Council Officers. Chapters are encouraged to reimburse Chapter Leaders to attend.
6. The Board of Directors may include Officer orientation in a retreat setting or at a State Council meeting.