



California State Council

POLICY AND PROCEDURE

Title: Special Appointments by the Board	Number:
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 01/1997
Review Date(s): 05/2003, 01/2005, 08/2005, 02/2007	Approval Date: 01/12/2017
05/2009, 03/2014	Revision Date: 08/01/2016

I. POLICY PURPOSE:

To outline the procedure for appointing representatives from the California Emergency Nurses Association (Cal ENA) State Council to selected organizations/agencies/task forces.

II. POLICY BACKGROUND:

III. PROTOCOL:

1. General Guidelines

- a. Requests for representation to organizations/agencies/task forces will be submitted to the Board of Directors.
- b. The President, according to ARTICLE VII of the Bylaws, will appoint representatives. The usual term of the appointment shall be for one calendar year, January through December, and may be subject to reappointment.
- c. Appointments may be made on a short-term and/or emergency basis with simple board majority approval by the Board of Directors.

2. General Considerations of Board Appointees

- a. Board appointees will be reimbursed according to Standard Procedure: Reimbursement of Expenses. Additional reimbursement for travel to and from meetings of the organization/agency to which the represented has been appointed should be submitted for approval with the yearly budget.
- b. Specific responsibilities of each Board appointee appear in the appropriate sections of these Standard Procedures.
- c. Individuals appointed to liaison with selected organizations/agencies/task forces will communicate with their Board of Directors liaison prior to the state council board meeting to review and report the most current activities that have taken place within the selected organization/agency.