

## **Call for 2020 NCENA Committee Chairs**

Thank you for all of our volunteers in 2019. NCENA could not have accomplished what we did in 2019 without all of your help. Our committee structure for 2020 will be as follows:

- State Chairperson
  - Spearheads the state-wide efforts to accomplish the committee's annual charges
  - Coordinates meetings and information sharing between chapters to accomplish committee's charges/goals throughout the state
  - Apply at the state level and selected by NCENA Board
- Chapter Representatives
  - Responsible for implementing/coordinating the committee's charges/goals in the local chapter area
  - Each chapter may designate one representative per state committee.
  - Apply at the chapter level and selected per Chapter policies.

A full list of all state committees and their respective charges for 2020 is below:

Committee	Charges	Positions Available
Awards/Scholarships	<ul style="list-style-type: none"> <li>• Coordinate state annual awards and scholarships process.</li> <li>• Disseminate information for ENA (national) awards/scholarships.</li> </ul>	State Chairperson Chapter Reps
Education	<ul style="list-style-type: none"> <li>• Plan education events for all in-person state meetings.</li> <li>• Plan annual state conference in coordination with NCENA board.</li> <li>• Develop strategies with NCENA board to improve board certification rates.</li> </ul>	State Chairperson Chapter Reps
Elections/Nominations	<ul style="list-style-type: none"> <li>• Oversee state election process including solicitation and screening of nominations, collecting votes, and disseminating election results.</li> <li>• Develop strategies to improve voting rates for state and national elections.</li> </ul>	Chapter Reps  (NCENA Immediate-Past President serves as Chair)
Emerging Professional	<ul style="list-style-type: none"> <li>• Recruit/retain/engage emergency professionals and student nurses throughout the state.</li> <li>• Develop strategies to enhance NCENA's web-based communication including the state website and social media accounts.</li> </ul>	State Chairperson Chapter Reps
Fundraising	<ul style="list-style-type: none"> <li>• See attached Chair Role Description from ENA (national)</li> </ul>	Chapter Reps  (NCENA Treasurer serves as Chair)

Government Affairs	<ul style="list-style-type: none"> <li>• See attached Chair Role Description from ENA (national)</li> </ul>	State Chairperson Chapter Reps
IQSIP (Institute for Quality, Safety, and Injury Prevention)	<ul style="list-style-type: none"> <li>• See attached Chair Role Description from ENA (national)</li> </ul>	State Chairperson Chapter Reps
Membership	<ul style="list-style-type: none"> <li>• See attached Chair Role Description from ENA (national)</li> </ul>	State Chairperson Chapter Reps
Pediatric	<ul style="list-style-type: none"> <li>• See attached Chair Role Description from ENA (national)</li> </ul>	State Chairperson Chapter Reps
Trauma	<ul style="list-style-type: none"> <li>• See attached Chair Role Description from ENA (national)</li> </ul>	State Chairperson Chapter Reps

#### General Qualifications:

- Committee Chairpersons:
  - Current ENA membership
  - Active in NCENA on the state or chapter level.
  - Specific Committee Requirements:
    - Emerging Professional: must have less than 5 years of ED nursing experience as of January 1, 2020
    - Pediatric: must be an ENPC Course Faculty/Director
    - Trauma: must be an TNCC Course Faculty/Director
- Chapter Representatives:
  - Current ENA membership
  - Active in NCENA at the chapter level they are representing
  - Specific Committee Requirements:
    - Emerging Professional: must have less than 5 years of ED nursing experience as of January 1, 2020
    - Pediatric: must be ENPC Instructor
    - Trauma: must be TNCC Instructor

#### How to Apply:

- Committee Chairpersons:
  - Submit letter of intent and curriculum vitae to the 2019 NCENA President-Elect ([ncena.presidentelect@gmail.com](mailto:ncena.presidentelect@gmail.com)) no later than November 30, 2019.
  - Letter of intent should outline which position(s) the member is interested in, why they would be a good candidate for the chairperson position, and any goals they have related to that position.
- Chapter Representatives:
  - Apply through your local chapter process.

## **ENA State Council Fundraising Chair Role Description**

The role of the State Council Fundraising Chairperson includes supporting and overseeing fundraising initiatives and activities within their state and chapters.

### **Responsibilities and activities should include:**

1. Promotes and strengthens the culture of philanthropy
  - Educate emergency nurses on the importance of philanthropy
  - Champion fundraising for the ENA Foundation in your community and state.
  - Develop a network of resources
2. Collaborates with the ENA Foundation and the ENA Foundation Management Board to assist in local and state fundraising and program initiatives, participate in the promotion of the State Challenge, national scholarships and research grants, and engage in national fundraising activities
3. Establishes and maintains annual fundraising initiatives at the state level through collaboration with the State Council President and Treasurer and plan for adequate resources to maintain or expand fundraising efforts
4. Maintains communications about current and ongoing fundraising activities with ENA Foundation, ENA Foundation Management Board members, Foundation and other ENA State Fundraising Chairs
5. Networks within the state and with other similar organizations on fundraising and development initiatives in venues such as:
  - National or local meetings, coalitions, and task forces
  - ENA State Council/local chapter meetings
  - ENA Emergency Nursing Conference

#### 6. Other duties

- Participates in ENA Foundation fundraising events at ENA conferences, if attending

#### **Qualifications for the ENA Fundraising State Chair:**

- Current ENA Member
- Current registered nurse licensure
- Demonstrates leadership through involvement in Chapter, State or National ENA projects, committees, or programs

#### **The following outlines various attributes this role should encompass:**

- Knowledge in fundraising to support continuing education, academic scholarships and research in the discipline of emergency nursing Demonstrates leadership skills
- Engages in fundraising activities at the local and national level
- Understands the importance of philanthropy
- Current certifications preferred (e.g. CEN, CPEN, TCRN)

#### **Tools available on the ENA website:**

1. ENA Activity Plan: <https://www.ena.org/membership/get-involved/state-and-chapter-leader-area/state-admin-and-operations>
2. ENA Brand Center: <https://www.ena.org/membership/get-involved/state-and-chapter-leader-area/ena-brand-center>
3. ENA Foundation web site: <https://www.ena.org/foundation>

## **ENA Government Affairs State Council Chairperson Role and Responsibilities**

The role of the Government Affairs Chairperson includes developing relationships with legislators and staff and maintaining government relations activities.

### **Responsibilities and activities may include:**

1. Maintain communication about government relations activity by:
  - Informing ENA state council and chapter leaders and members within their state with legislative updates of pertinent legislation within the state legislature
  - Encouraging other ENA members to sign-up for the EN411 Legislative Network and become engaged in public policy discussions
  - Contribute to the ENA database of key contacts, such as federal elected officials
2. Effectively advocate on behalf of ENA's public policy priorities by:
  - Taking action on assigned action alerts
  - Calling legislator offices on timely issues
  - Attending in-district legislator events, such as town hall meetings
  - Providing feedback on all activities to the Government Relations team
  - Participating in ENA Day on the Hill
3. Participation in Government Affairs Chairpersons quarterly conference calls

### **Qualifications:**

- Current ENA membership
- Current registered nurse licensure
- Demonstrates leadership through involvement in chapter, state council or National ENA projects, committees, or programs

### **The following outlines various attributes this role should encompass:**

- Demonstrates leadership skills
- Have dedicated interest in government relations matters
- Understanding of basic legislative and regulatory processes
- Ability to develop relationships with legislators and their staff
- Communicate effectively with ENA membership within the state
- A two-year term is recommended for this position



**Tools available on the ENA website:**

1. [Government Relations web page](#)
  - [Federal Issues](#)
  - [State Issues](#)
  - [EN411 Advocacy Engagement](#)
2. [2019 Activity Planning Calendar](#)

## **ENA Institute for Quality, Safety and Injury Prevention (IQSIP)**

### **Chair Role Description**

The role of the State Council IQSIP Chairpersons includes supporting and overseeing the quality and delivery of quality, safety, and injury prevention initiatives and activities.

#### **Responsibilities and activities include:**

1. Promotes quality, safety, and injury prevention efforts
  - To be integrated into every day nursing practice
  - To become leaders within institutions and communities
2. Establishes and maintains initiatives of the ENA Institute for Quality, Safety, and Injury Prevention at the state level
3. Maintains communications about quality, safety and injury prevention with ENA state council and chapter leaders, volunteers and ENA headquarters
4. Works in collaboration with ENA state council president and treasurer to plan for adequate resources to maintain or expand quality, safety, and injury prevention efforts
5. Explores funding opportunities by pursuing local grant proposals and responding to and disseminating requests for proposals within their state
6. Networks within the state and with other similar organizations to advance quality, safety and injury prevention in venues such as:
  - National or local meetings, coalitions, and task forces
  - ENA State Council/local chapter meetings
  - ENA Emergency Nursing Conference
7. Other duties may include:
  - Provides knowledgeable content on local and state quality, safety, and injury prevention issues
  - Provides informed feedback on proposed quality, safety, and injury prevention measures and initiatives
  - Participates in quality, safety, and injury prevention advocacy efforts

- Contributes to publicity efforts with state public relations and media contacts

**Qualifications for the Quality, Safety and Injury Prevention State Chair:**

- Current ENA Member
- Current registered nurse licensure
- Demonstrated leadership through previous or current involvement in chapter, state council, or national ENA projects, committees, or programs
- Knowledge of quality, safety, or injury prevention

**The following outlines various attributes this role should encompass:**

- Demonstrates leadership skills
- Current certifications preferred (e.g. CEN, CPEN, TCRN)
- 3-5 years experience in quality, safety or injury prevention programs or initiatives

**Resources:**

1. Institute for Quality, Safety, and Injury Prevention - ENA Headquarters: [iqsip@ena.org](mailto:iqsip@ena.org)
2. ENA Component Relations [componentrelations@ena.org](mailto:componentrelations@ena.org)
3. ENA CONNECT – State and Chapter Leaders Community -  
<http://connect.ena.org/communities/community-home?CommunityKey=69aa09f7-9cea-458f-99e9-b66a24bfbab2>
4. ENA Brand Center: <https://www.ena.org/membership/get-involved/state-and-chapter-leader-area/ena-brand-center>

## **Membership Chairperson Role and Responsibilities**

Membership chairpersons assist the state council or chapter with membership growth and retention. This is achieved through new member recruitment and increased membership satisfaction, which results in members choosing to renew and serving longer to support the organization.

### **Responsibilities and activities should include:**

1. Implement achievable membership recruitment goals (industry average is 1% to 5% increase)
2. Develop and implement strategies for recruitment of new members including an annual membership campaign either on your own or in conjunction with the ENA
3. Identify innovative and creative strategies to increase and sustain membership
4. Conduct member surveys and initiate changes in response to member feedback
5. Promote all of the educational, networking and leadership development opportunities ENA offers to members at the national and local level
6. Increase awareness of membership benefits through social media, meetings, newsletters, etc.
7. Run New Member and Expiring Member reports found in the Online Management System monthly. Use the template letters provided in the ENA Brand Center to welcome members or ask them to renew as appropriate.
8. Provide chapter assignment procedures (zip code assignments) to ENA Component Relations at [componentrelations@ena.org](mailto:componentrelations@ena.org) to ensure members are assigned to a chapter (for three-tier states only)

### **Qualifications for the Membership Chair:**

- Current ENA membership
- Ability to access the state council's Online Management System via the ENA website and utilize the membership list appropriately
- Understands and follows the Membership List Usage and Guidelines and Email Usage Protocol
- Demonstrated leadership through previous or current involvement in chapter, state council, or national ENA projects, committees, or programs
- Knowledgeable of ENA's membership benefits
- Understands the state council's membership structure and dues pricing



**The following outlines various attributes this role should encompass:**

- Demonstrates leadership skills
- Ability to engage others in membership efforts
- Make new and current members feel welcome
- Has passion for membership to support the growth of ENA by efforts of recruitment, promotion and retention

**Tools available on the ENA website:**

- [ENA Activity Plan](#)
- [ENA Brand Center](#)
  - [State Council/Chapter Management Area Instructions](#)
  - [Membership List Usage and Guidelines](#)
  - [Email Usage Protocol:](#)
  - [Membership and Recruitment Materials](#)
- [Group Membership](#)

## **ENA Trauma and Pediatric State Council Chairperson Role and Responsibilities**

The role of the State Council Trauma and Pediatric Chairpersons includes supporting and overseeing the quality and delivery of TNCC/ENPC courses within the state

### **Responsibilities and activities include:**

1. Serve as a resource for TNCC/ENPC courses conducted within their jurisdiction
2. Promote TNCC/ENPC courses within the state. Identify underserved areas within the state to facilitate course availability.
3. Work in collaboration with the ENA State Council President and Treasurer to plan for adequate resources to support the growth of courses within the state
4. Maintain and uphold quality of TNCC/ENPC courses conducted within their jurisdiction
5. Monitor course activities within the state for course and instructor quality and compliance with these Administrative Procedures and the Rules
6. Conduct or delegate to an appropriate committee member the auditing and evaluation of the quality of courses and instructors within the state as indicated. Utilize the TNCC/ENPC Course Integrity Assessment Tool provided in the State Leaders section of the ENA web site.
7. Review instructor evaluation reports at least annually
8. Provide opportunities and support for qualified individuals to observe an Instructor Course, and subsequently teach as a Faculty Candidate in a separate Instructor Course. (Faculty eligibility requirements must be met, and a letter of intent must have been submitted to the State Chair).
9. Provide opportunities and support to Instructor Candidates to be mentored and monitored teaching in a Provider Course to meet established timelines
10. Mentor, monitor, evaluate and support all Instructor Candidates personally or through delegation to committee members or designees
11. Mentor qualified Instructors to become Course Directors, personally or through delegation to committee members or designees

12. Immediately report all known or suspected failures to abide by the Administrative Procedures, the Rules and breaches in course protocols or testing to ENA
13. Address problems or concerns with courses or instructors. Resolve if possible. If necessary, contact ENA regarding adherence to the Administrative Procedures and Rules.
14. Adhere to the Administrative Procedures and Rules and uphold ENA's intellectual property rights in and to the TNCC/ENPC and course materials
15. Explore funding opportunities to support courses, by pursuing local grants or obtaining course sponsorship or commercial support as appropriate. File appropriate forms with ENA's CNE department whenever commercial support is obtained
16. Other duties may include:
  - Provide current content on local and state TNCC and/or ENPC efforts
  - Participate in TNCC and/or ENPC advocacy efforts

**Qualifications:**

- Current ENA membership
- Current Course Director status that is appropriate to the committee
- Current registered nurse licensure that is active and unencumbered
- Demonstrates leadership through involvement in Chapter, State or National ENA projects, committees, or programs

**The following outlines various attributes this role should encompass:**

- Demonstrates leadership skills
- Current certification preferred (e.g. CEN, CPEN, TCRN)
- Five years' experience in emergency, trauma, or pediatric nursing care preferred

**Tools available on the ENA website:**

1. eCourseOps has a state leader view separate from the course director view:  
<https://nf.ena.org/eweb/dynamicpage2.aspx?webcode=CMDashboard&site=courseops>  
Within the state leader view, the Trauma and/or Pediatric chair has the ability to:

- View all upcoming and past courses held within the state
  - View all outstanding invoices related to the courses within the state
  - View all instructor candidates waiting to be monitored
  - Maintain the list of who can monitor instructor candidates in the state
  - Run an instructor evaluation report for all instructors within the state, or for an individual instructor
  - Run a report of courses being held in the state
  - Run a report of current instructors in the state
2. TNCC/ENPC Administrative Procedures posted on the TNCC Course Director Community page on ENA CONNECT:  
<http://connect.ena.org/communities/community-home/librarydocuments?communitykey=43189c03-b37c-426f-a746-d9ab1d057f1d&tab=librarydocuments>
3. TNCC/ENPC Administrative Procedures posted on ENPC Course Director Community page on ENA CONNECT: <http://connect.ena.org/communities/community-home/librarydocuments?communitykey=92e0a9e6-7833-40d1-a094-b2330ac302ba&tab=librarydocuments>
4. TNCC/ENPC Course Integrity Assessment Tool:  
ENPC 4<sup>th</sup> Edition Course Directors Community Library:  
<http://connect.ena.org/viewdocument/informational-2?CommunityKey=92e0a9e6-7833-40d1-a094-b2330ac302ba&tab=librarydocuments>  
TNCC 7<sup>th</sup> Edition Course Directors Community Library:  
<http://connect.ena.org/viewdocument/informational?CommunityKey=43189c03-b37c-426f-a746-d9ab1d057f1d&tab=librarydocuments>
5. ENA Activity Plan: <http://www.ena.org/membership/get-involved/state-and-chapter-leader-area/state-admin-and-operations>