

## State Council and Chapter Leaders

# 2024 Activity Plan

The Activity Plan is designed to provide state and chapter leaders with a month-by-month planning schedule that includes key dates, compliance requirements and recommended activities to keep your state council and chapter strong and successful. This document can also be used as a template to add your own state council or chapter planning activities.

Delegation of tasks is essential to ensure activities are accomplished. It is recommended state or chapter leaders take the opportunity to delegate activities to appropriate positions. This not only ensures the completion of assignments completed but serves as a conduit toward volunteer engagement and leadership development.

For questions or assistance, please contact ENA Component Relations at [componentrelations@ena.org](mailto:componentrelations@ena.org) or call 847-460-2627.

**Note:** Some dates on the calendar have yet to be determined. A revised version of the Activity Plan will be shared as those dates are established.

# JANUARY

## Key dates to Remember (*Compliance dates in Italics*)

- 1/2 Online applications open for Annual Achievement Award nominations and State Council Achievement Award application
- 1/8 Emergency Nursing Diverse Voices Research Fellowship Application [opens](#)
- 1/8 Applications open for [ENA Foundation Conference Scholarships](#) for global applicants
- 1/17 State Government Affairs Chairpersons conference call – 2 p.m. Central time
- 1/25-26 ENA Leadership Conference 2024, Tampa, Florida
- 1/25 ENA Foundation ENStrong Challenge begins
- 1/26 ENA Foundation Board of Trustees meeting
- 1/31 *2023 Annual Report due for state councils and separately incorporated chapters*
- 1/31 *State council and separately incorporated chapters 2024 budget and budget narrative – final/state board approved – as well as current bylaws and policies due to ENA Component Relations – 2025 budgets are due Dec. 31, 2024.*

## Key Activities

### Compliance:

- Ensure State Annual Report is completed by Jan. 31.
  - State Council Annual Report survey link emailed to all state council and separately incorporated chapter presidents in mid-January. Annual reports must be completed by the deadline to be compliant with ENA Policy and Procedures.
- Ensure 2024 state budget and budget narrative – final/state board approved – as well as current bylaws and policies are emailed to [componentrelations@ena.org](mailto:componentrelations@ena.org) by Jan. 31.
- Ensure the state treasurer has obtained and completed new bank signature cards.
  - It is **required** to have at least three authorized signers. This ensures there will be individuals with the ability to access the account should one or more persons leave their ENA position.
  - Three-tier state councils must maintain all bank accounts in the state council's name and under its EIN number. Three-tier state councils may establish accounts for each of its chapters in one or multiple banks – or as outlined in state council policy and procedures – provided all such accounts are opened and maintained in the state council's name. No chapter shall maintain a bank account in its own name separate from the state council.

### Membership:

- Monthly activity: Access state or chapter membership lists from the chapter portal
  - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
  - Because member data changes daily, run a new list for each mailing/emailing.
  - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#).
- Monthly activity: Access the TNCC/ENPC Instructors by State Report and Course Report by State available on the ENA website to state presidents and trauma/pediatric chairpersons.
  - Monitor instructor expiration status and follow up to ensure they remain active.
  - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.

- Access the [ENA Brand Center](#), a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter logo. The brand center helps maintain consistency between ENA and its states and chapters.

### Planning:

- State council officers should access position-based Outlook email accounts provided by ENA for use in 2024.
- Ensure all branding is current with the state or chapter logo provided in the [ENA Brand Center](#).
- Establish and maintain committees: Government Affairs, Membership, Quality, Safety, and Injury Prevention, Fundraising, Trauma and Pediatrics and others.
  - All required committee chairpersons must be in the chapter portal in accordance with ENA Policy and Procedures for ENA State Council Compliance and Operations.
  - Ensure the state captain for General Assembly is in the chapter portal.
- Establish dates for business meetings, membership meetings, delegate meetings, educational events. Post to your website by end of January.
- Plan to conduct at least one continuing education program, either in person or virtual, during the year. See ENA Policy and Procedures for ENA State Council Compliance and Operations. Contact ENA Educational Services at 847-460-4123 for information on contact hours.
- Schedule election of 2025 officers to take place prior to the end of October. Officers are due to be entered in the chapter portal by Oct. 31 in accordance with ENA Policy and Procedures for ENA State Council Compliance and Operations
- IRS Extensions, Form 990 filing receipts and/or copies of filings must be submitted annually to ENA Component Relations by Sept. 15. **The IRS deadline is May 15.**

### Volunteer Engagement:

- Plan for ENA State Council Achievement Award applications.
- Look for ENA award nomination information in *ENA Connection* or visit ENA's website at [www.ena.org](http://www.ena.org). The application deadline is **Feb. 21 at noon Central time.**

### Website:

- Confirm state or chapter website is updated to include the 2024 state council or chapter officers, board meeting dates, education and membership meetings.

# FEBRUARY

## Key dates to Remember

TBD	ENA Day on the Hill registration
2/21	Deadline to submit Annual Achievement Award nomination forms and State Council Achievement Award applications
2/21	Quarterly State Pulse email distributed to state councils and chapters
2/23	Deadline for ENDVR Fellowship application – noon Central time.
2/23	Deadline for ENA Foundation Conference Scholarships for global applicants
2/28	Deadline to submit Lantern Award applications

## Key Activities

### Membership:

- Monthly activity: Access state or chapter membership lists from the chapter portal
  - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
  - Because member data changes daily, run a new list for each mailing/emailing.
  - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#).
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  - Monitor instructor expiration status and follow up to ensure they remain active.
  - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.
- Access the [ENA Brand Center](#), a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter logo. The brand center helps maintain consistency between ENA and its states and chapters.

### Planning:

- Establish a system for the selection of delegates and alternate delegates to the General Assembly. Plan for partial or full funding.

### Volunteer Engagement:

- Resolution submissions for General Assembly must be sent to [governance@ena.org](mailto:governance@ena.org). Deadline is May 6 at noon Central time.

# MARCH

## Key dates to Remember

TBD	Emergency Nursing 2024 registration opens
3/3	Applications open for <a href="#">ENA Foundation Academic Scholarships</a>
3/5-8	ENA Board of Directors Meeting – Las Vegas
3/7-13	National Patient Safety Awareness Week
3/7	Applications/nominations open for ENA Connection’s 20 Under 40 program
3/11	Applications open for <a href="#">ENA Foundation Conference Scholarships</a> – U.S.-based applicants
3/12	ENA Virtual Town Hall – noon Central time
3/19	ENA Foundation Board of Trustees meeting
3/21	State Trauma and Pediatric Chairpersons webinar – 2 p.m. Central time
3/26	State and Chapter Leaders meeting – 11 a.m. Central time

## Key Activities

### Communication:

- Begin call for delegate applications.
- TBD – Emergency Nursing 2024 program information available on the ENA website.
- TBD – Emergency Nursing 2024 registration opens.

### Membership:

- Monthly activity: Access state or chapter membership lists from the chapter portal
  - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
  - Because member data changes daily, run a new list for each mailing/emailing.
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  - Monitor instructor expiration status and follow up to ensure they remain active.
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- Access the [ENA Brand Center](#), a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter logo. The brand center helps maintain consistency between ENA and its states and chapters.

### Planning:

- Plan to attend ENA Day on the Hill in Washington, D.C., in April.
- Begin preparing tax forms for filing directly with the IRS. Every state council and separately incorporated chapter has the responsibility to file an annual information return: Revenue less than \$50,000, file Form 990-N online only; revenue between \$50,000-\$200,000, file Form 990-EZ; revenue greater than \$200,000, file Form 990. IRS filing deadline is May 15. Contact ENA Component Relations with questions.
  - Chapters are required to provide necessary financial records to state councils.



## State Council and Chapter Leaders 2024 Activity Plan

- IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations annually by Sept. 15. **State Councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to Sept. 15.**

# April

## Key dates to Remember

TBD	EN Week 5K registration opens
TBD	Call for candidates – ENA Board of Directors and Nominations and Elections Committee – opens for the 2024 ENA Election
TBD	Deadline for ENA Connection 20 Under 40 program applications
4/12	Deadline for ENA Foundation Conference Scholarships – noon Central time
4/16-17	Day on the Hill
4/18-24	National Volunteer Week
4/24	Quarterly State Pulse email distributed to state councils and chapters
4/26	Deadline for ENA Foundation Academic Scholarship applications – noon Central time

## Key Activities

### Membership:

- Monthly activity: Access state or chapter membership lists from the chapter portal
  - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
  - Because member data changes daily, run a new list for each mailing/emailing.
  - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#).
- Monthly activity: Access the TNCC/ENPC Instructors by State Report and Course Report by State available on the ENA website to state presidents and trauma/pediatric chairpersons.
  - Monitor instructor expiration status and follow up to ensure they remain active.
  - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.
- Access the [ENA Brand Center](#), a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter logo. The brand center helps maintain consistency between ENA and its states and chapters.

### Planning:

- Continue preparing IRS forms. Every state council and separately incorporated chapter has the responsibility to file an annual information return: Revenue less than \$50,000, file Form 990-N online only; revenue between \$50,000-\$200,000, file Form 990-EZ; revenue greater than \$200,000, file Form 990. IRS filing deadline is May 15. Contact ENA Component Relations with questions.
  - IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations annually by Sept. 15. **State Councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to Sept. 15.**

### Website:

- Confirm state or chapter website is updated.



## State Council and Chapter Leaders 2024 Activity Plan

### **Volunteer Engagement:**

- General Assembly resolutions and bylaws amendment submissions must be sent to [governance@ena.org](mailto:governance@ena.org). The deadline is May 6 at noon Central time.



# MAY

## Key dates to Remember (*Compliance dates in Italics*)

- 5/1 Call for ENA Foundation Board of Trustees applications
- 5/6-12 National Nurses Week – National Nurses Day – May 6
- 5/14 State and Chapter Leaders meeting – 2 p.m. Central time
- 5/15 State Government Affairs Chairpersons conference call – 2 p.m. Central time
- 5/15 General Assembly Delegate registration opens and membership status deadline for determining number of delegates. Each council will be notified of their total number of delegates.
- 5/15 *State council and separately incorporated chapter IRS Form 990 filing deadline*
- 5/16-22 National EMS Week
- 5/21 ENA Foundation Board of Trustees meeting
- 5/31 ENA Foundation 2024 ENStrong Challenge ends
- 5/31 Deadline for ENA Foundation Board of Trustees applications – noon Central time

## Key Activities

### Compliance:

- State councils are notified as to the maximum number of General Assembly delegates each state will be allowed. Delegate registration begins in the chapter portal.
- File tax forms with the IRS. Every state council and separately incorporated chapter has the responsibility to file an annual information return: Revenue less than \$50,000, file Form 990-N online only; revenue between \$50,000-\$200,000, file Form 990-EZ; revenue greater than \$200,000, file Form 990. IRS filing deadline is May 15. Contact ENA Component Relations with questions.
  - Chapters are required to provide necessary financial records to state councils.
  - IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations annually by Sept. 15. **State Councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to Sept. 15.**

### Membership:

- Monthly activity: Access state or chapter membership lists from the chapter portal
  - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
  - Because member data changes daily, run a new list for each mailing/emailing.
  - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#).
- Monthly activity: Access the TNCC/ENPC Instructors by State Report and Course Report by State available on the ENA website to state presidents and trauma/pediatric chairpersons.
  - Monitor instructor expiration status and follow up to ensure they remain active.
  - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.

- Access the [ENA Brand Center](#), a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter logo. The brand center helps maintain consistency between ENA and its states and chapters.

**Planning:**

- Begin selection of delegates and alternate delegates for General Assembly.

**Volunteer Engagement:**

- General Assembly resolutions and bylaws amendment submissions must be sent to [governance@ena.org](mailto:governance@ena.org). The deadline is May 6 at noon Central time.

# JUNE

## Key dates to Remember

- 6/1 ENA Connection 20 Under 40 honorees notified
- 6/11 ENA Virtual Town Hall – noon Central time
- 6/17 ENA Foundation Global Exchange scholarships open
- 6/18-21 ENA Board of Directors meeting – ENA Headquarters
- 6/20 Deadline to register General Assembly state captains, delegates and alternate delegates in the chapter portal in accordance with the General Assembly Standing Rules of Procedures
- 6/27 State Trauma and Pediatric Chairpersons webinar – 2 p.m. Central time

## Key Activities

### Membership:

- Monthly activity: Access state or chapter membership lists from the chapter portal
  - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
  - Because member data changes daily, run a new list for each mailing/emailing.
  - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#).
- Monthly activity: Access the TNCC/ENPC Instructors by State Report and Course Report by State available on the ENA website to state presidents and trauma/pediatric chairpersons.
  - Monitor instructor expiration status and follow up to ensure they remain active.
  - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.
- Access the [ENA Brand Center](#), a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter logo. The brand center helps maintain consistency between ENA and its states and chapters.

### Planning:

- Ensure delegates, alternate delegates and state captains are registered in the chapter portal within your ENA member profile by the deadline.
- Determine if state/chapter will have a fundraising booth at Emergency Nursing 2024. For more information about booth space, contact the ENA at 847-460-2626 or email [partnerwithus@ena.org](mailto:partnerwithus@ena.org).
- Begin process for state and chapter elections of 2025 officers. The 2025 officers are due in the chapter portal on Oct. 31. Hold elections accordingly.

# JULY

## Key dates to Remember

TBD	Meet the Candidates information posted for the 2024 ENA Election
TBD	Deadline for Emergency Nursing 2024 early-bird registration
7/1	EN Week theme and planning guide released
7/1	ENA Foundation Research and Implementation Grants application period opens
7/3	General Assembly Handbook posted for delegates
7/15	ENA Foundation Global Exchange Scholarship application closes
7/23	ENA Foundation Board of Trustees meeting
7/24	Quarterly State Pulse email distributed to state councils and chapters

## Key Activities

### Membership:

- Monthly activity: Access state or chapter membership lists from the chapter portal
  - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
  - Because member data changes daily, run a new list for each mailing/emailing.
  - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#).
- Monthly activity: Access the TNCC/ENPC Instructors by State Report and Course Report by State available on the ENA website to state presidents and trauma/pediatric chairpersons.
  - Monitor instructor expiration status and follow up to ensure they remain active.
  - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.
- Access the [ENA Brand Center](#), a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter logo. The brand center helps maintain consistency between ENA and its states and chapters.

### Planning:

- Encourage delegates and alternate delegates to access and view the annual delegate competency made available in August.
- View the General Assembly Handbook posted to the ENA website. Delegates and alternate delegates will receive email notification when the handbook is available. Ensure delegates review the handbook.
- Hold delegate and alternate delegate meetings to discuss delegate process, proposals and other General Assembly information.

### Website:

- Confirm state or chapter website is updated.

# AUGUST

## Key dates to Remember

TBD	Emergency Nursing 2024 housing deadline
8/2	2024 Delegate Competency available on the ENA website for all delegates
8/9	ENA Foundation Research and Implementation Grant program closes
8/12	ENA 2024 Call for Volunteers opens
8/20	State and Chapter Leaders meeting – 11 a.m. Central time
8/28	ENA Foundation Board of Trustees meeting TBA

## Key Activities

### Compliance:

- IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations annually by **Sept. 15**.
- As ENA files its group exemption annually in September, state Councils and separately incorporated chapters **must plan accordingly to ensure that their IRS Form 990 or 990EZ is filed prior to Sept. 15** with copies sent to ENA Component Relations.

### Membership:

- Monthly activity: Access state or chapter membership lists from the chapter portal
  - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
  - Because member data changes daily, run a new list for each mailing/emailing.
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  - Monitor instructor expiration status and follow up to ensure they remain active.
  - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.
- Access the [ENA Brand Center](#), a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter logo. The brand center helps maintain consistency between ENA and its states and chapters.

### Planning:

- Remind delegates to review the General Assembly Handbook.
- Hold delegate and alternate delegate meetings to discuss delegate process, proposals and other General Assembly information.
- Ensure state and chapter elections are underway. Elected 2025 officers are due in the chapter portal on Oct. 31.

# SEPTEMBER

## Key dates to Remember (*Compliance dates in Italics*)

TBD	2024 ENA Election voting begins to select positions on the ENA Board of Directors and Nominations and Elections Committee
TBD	ENA Live Town Hall
TBD	2024 ENA Election results announced
9/2	Deadline for delegates to complete the 2024 Delegate Competency
9/2	ENA Board of Directors meeting – Las Vegas
9/3-4	2024 General Assembly – Las Vegas
9/4-7	Emergency Nursing 2024 – Las Vegas
9/15	<i>IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations <b>to be in compliance</b></i>
9/18	State Government Affairs Chairpersons conference call – 2 p.m. Central time
9/20	ENA 2024 Call for Volunteers Closes

## Key Activities

### Membership:

- Monthly activity: Access state or chapter membership lists from the chapter portal
  - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
  - Because member data changes daily, run a new list for each mailing/emailing.
  - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#).
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  - Monitor instructor expiration status and follow up to ensure they remain active.
  - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.
- Access the [ENA Brand Center](#), a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter logo. The brand center helps maintain consistency between ENA and its states and chapters.

### Planning:

- Encourage delegates and alternate delegates to view and complete the annual Delegate Competency.
- Prepare to enter 2025 officers in the chapter portal by the Oct. 31 deadline.
- Schedule **officer transition and orientation meetings** with outgoing and incoming officers.

# OCTOBER

## Key dates to Remember (*Compliance dates in Italics*)

- 10/6-12 Emergency Nurses Week – Emergency Nurses Day Oct. 9  
10/23 Quarterly State Pulse email distributed to state councils and chapters  
10/24 State Trauma and Pediatric Chairpersons webinar – 2 p.m. Central time  
10/31 *Deadline for 2025 officers to be entered in the chapter portal*

## Key Activities

### Compliance:

- Ensure 2025 state council and chapter officers are entered in the chapter portal by Oct. 31. Failure to comply with the deadline could result in assessment monies being held and further sanction, including charter dissolution as outlined in ENA Policy and Procedures for ENA State Council Compliance and Operations.
  - Three-tier state council presidents should monitor chapters' incoming officers to ensure they are updated in the chapter portal.

### ENA Connection:

- Special 20 Under 40 issue released.

### Membership:

- Monthly activity: Access state or chapter membership lists from the chapter portal
  - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
  - Because member data changes daily, run a new list for each mailing/emailing.
  - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#).
- Monthly activity: Access the TNCC/ENPC Instructors by State Report and Course Report by State available on the ENA website to state presidents and trauma/pediatric chairpersons.
  - Monitor instructor expiration status and follow up to ensure they remain active.
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- Access the [ENA Brand Center](#), a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter logo. The brand center helps maintain consistency between ENA and its states and chapters.

### Planning:

- Select incoming committee chairpersons. Deadline to input chairperson information in the chapter portal is Dec. 31.
- Prepare 2025 annual budget with incoming and outgoing state council officers.
- Begin development of strategic planning process for 2025. It is recommended that the strategic plan is completed and approved by Dec. 31. Note: 2025 budgets are due to ENA by Dec. 31 in accordance with ENA Policies and Procedures for ENA State Council and Compliance and Operations

### Website:

- Confirm state or chapter website is updated.

# NOVEMBER

## Key dates to Remember

TBD	Leadership Conference 2025 registration opens
11/27	State Council Achievement Awards applications open
11/13	2025 ENA Lantern Award applications available on ENA website
11/12	State and Chapter Leaders meeting – 11 a.m. Central time
11/29	Launch of ENA Foundation Giving Season

## Key Activities

### Membership:

- Monthly activity: Access state or chapter membership lists from the chapter portal
  - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
  - Because member data changes daily, run a new list for each mailing/emailing.
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- Monthly activity: Access the TNCC/ENPC Instructors by State Report and Course Report by State available on the ENA website to state presidents and trauma/pediatric chairpersons.
  - Monitor instructor expiration status and follow up to ensure they remain active.
  - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.
- Access the [ENA Brand Center](#), a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter logo. The brand center helps maintain consistency between ENA and its states and chapters.

### Planning:

- Schedule officer transition meetings to take place **prior** to Jan. 1. Refer to officer-specific transition checklist and officer manuals available to ensure transfer of all necessary records and files to take place before Jan. 1
- Link to ENA State Council Achievement Award applications will be available on ENA website.



# DECEMBER

## Key dates to Remember (*Compliance dates in Italics*)

- 12/3-6 ENA Board of Directors orientation – ENA Headquarters
- 12/3-6 ENA Foundation Board of Trustees orientation – ENA Headquarters
- 12/10 ENA Virtual Town Hall – noon Central time
- 12/31 Committee chairpersons must be entered in the chapter portal
- 12/31 *File change of address form with the IRS to ensure future IRS correspondence is directed to the incoming treasurer - state councils and separately incorporated chapters only*
- 12/31 *Change bank signatories to new incoming officers*

## Key Activities

### Compliance:

- Ensure state treasurer obtains and completes new bank signature cards and returns them to the bank promptly.
  - It is **required** to have at least three authorized signers. This ensures there will be individuals with the ability to access the account should one or more people leave their ENA position.
  - In the event chapters maintain bank accounts separate from the state council, which is NOT recommended, it is **required** that the third signature be that of the state council treasurer. However, in cases where a chapter is incorporated separately from the state council, it is not required to have the state council treasurer as a signer on the chapter's bank account(s).
- File change of address form with the IRS to ensure IRS correspondence is directed to the incoming state treasurer. This only applies to state councils and separately incorporated chapters only.
- Chairpersons for the Government Affairs, Membership, Fundraising, TNCC/ENPC and IQSIP committees must be entered in the chapter portal by Dec. 31. It is **recommended to enter them early to ensure they meet eligibility to register for Leadership Conference.**
- Ensure the final, state board approved 2024 state budget, current bylaws and policies are emailed to [componentrelations@ena.org](mailto:componentrelations@ena.org) by Jan. 31.

### Communication:

- Finalize and approve the strategic plan and goals for 2024.
  - Distribute to all incoming officers and post on the state or chapter website.

### Membership:

- Monthly activity: Access state or chapter membership lists from the chapter portal
  - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
  - Because member data changes daily, run a new list for each mailing/emailing.
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  - Monitor instructor expiration status and follow up to ensure they remain active.

- Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.
- Access the [ENA Brand Center](#), a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter logo. The brand center helps maintain consistency between ENA and its states and chapters.

### **Planning:**

- Schedule officer transition meetings to take place **prior** to Jan. 1. Refer to officer-specific Transition Checklist and officer manuals available to ensure transfer of all necessary records and files to take place before Jan. 1
- Ensure preparations are being made to complete the ENA State Council Achievement Award application.

### **Website:**

- Ensure state or chapter website is updated with 2025 officers, upcoming meeting dates and locations, educational conferences, strategic plan and other information of value to members.