



## 2024 ENA Board State Liaison Assignments

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## ENA Board of Director Liaison/State Council Expectations

Annually, a member of the ENA Board of Director (BOD) will serve as a board liaison to assigned states approved by the ENA President. The purpose of the BOD liaison is to provide guidance, coaching and leadership development support to the state council and chapter leaders as well as engage, connect and network with members. The BOD liaison shares information from the BOD as well as ENA Staff about existing and upcoming initiatives that is relevant to state and chapter activities.

### Expectations of BOD liaison:

1. Serve as a liaison to the State Council President & President-Elect and provide continual support throughout the year to maximize state success.
  - Monthly pulse checks with your assigned State Presidents to stay connected and provide any guidance or information needed to help them be successful.
    - If you have difficulty connecting with State Leader(s), Component Relations' staff can provide additional contact information upon request.
  - Mentor state leaders on succession planning as needed.
  - Communicate information from the ENA Board as appropriate, including recent Board meeting agendas and actions items.
2. Attend and participate in one in-person State Council conference or meeting and in as many virtual meetings conference hosted by the State Council as your schedule allows. Notify [Governance@ENA.org](mailto:Governance@ENA.org) of the events you plan to attend as you become aware of them.
  - Through your conversations with State Presidents, you should be aware of upcoming meetings/events and sharing that information with Governance staff.
  - ENA BOD liaison will deliver the ENA Update as part of their participation in state meeting/conference visits.
  - ENA BOD liaisons are required to complete the Board State [Liaison Meeting Feedback form](#) after attending a state event or meeting whether in person or virtual.
3. Utilize the ENA Activity Plan for State Councils as a guide to ensure compliance with required reporting deadlines and overall effective planning for annual initiatives in collaboration with Component Relations. Report back to Component Relations with challenges states may be experiencing with meeting compliance requirements or annual initiatives.
4. Provide mentorship and guidance on any State Council Awards submission(s) as needed. Provide strategic support to help State and Chapter Leaders navigate conflict or leadership challenges throughout the year.
  - Partner with Component Relations to assist in resolution of state issues, conflict, leadership engagement.

### **Expectations of State Council President:**

- Participate in monthly check-ins with the BOD Liaison via the communication methods outlined above
- Share the BOD Liaison contact info and these responsibilities with your State Council Board (and where applicable) Chapter Boards to ensure they are aware of who their liaison is, and the responsibilities of the role

Provide State Council meeting and conference dates as early as possible.

- Coordinate chapter requests for BOD visits as requested by a chapter if applicable
- When a BOD liaison visits the state council for a meeting or conference, allow time on the program agenda for the attending board member to provide an update on ENA activities
- Seek guidance from the liaison on Best Practices and any areas of concern, which may include but are not limited to –
  - Advice and/or support holding crucial conversations with leaders or members to address behavior detrimental to the State Council/Chapter/ENA
  - Leadership conflict or engagement issues
  - Identifying/developing new State/Chapter leaders

### **State Visits to Member Meetings and/or Conferences**

The ENA BOD will approve an annual budget, based on the current financial status of the organization, to support travel expenses of a BOD liaison to visit their assigned states. It is recognized that each individual BOD liaison may not be able to visit each state to which they are assigned every year in person based on time and budgetary restrictions, but every effort will be made to facilitate state visits as possible within the constraints of time and budget, and virtual participation by BOD liaisons is an alternative option to ensure participation. The purpose of the state visit is to “engage, connect and network with members”. The state president should coordinate any visit to the state to allow for optimal impact and networking with members and potential members, and the priority for arranging state visits should be aligned with highly-attended events like educational symposia or conferences, versus a regular member monthly meeting.

- It is expected that the BOD liaison will be provided 20-30 minutes during the visit to present an update from the ENA BOD on initiatives, which is updated each quarter. The state is also encouraged to find other appropriate opportunities during the BOD liaison visit for maximal interaction with members including but not limited to –
  - Providing educational sessions
  - Participating in Q&A/Panel sessions
  - Meeting with State/Local Leaders in the case of an Advocacy/Government Affairs event
- If the State requests that the BOD liaison performs additional roles not directly related to the board liaison role as outlined above, such as serving as faculty for their conference, the State Council will be required to reimburse travel expenses similar to other speakers at the conference that may arise from that request. This request must be made in advance of the invitation in order for both the ENA and state council to coordinate the travel expenses.