The ENA Leadership Development and Elections Committee in partnership with the ENA Board of Directors have identified key competencies to assist those who are interested knowing the roles and expectations of an elected leader. The Leadership Development and Elections Committee strongly encourage you to use this tool to help determine if you are prepared to become a committee member. If you feel you do not fulfill the competencies identified, the committee encourages you to reach out to seek guidance on future growth and development.

**Skill Rating Scale: 1 = requires development, 2 = partially achieves, 3 = successfully achieves, 4 = exceeds expectations, 5 = exemplary**

|  |
| --- |
| ***Knowledge (The committee member is able to think critically and gather, sort, store and use information to turn data into knowledge)*** |
| ***Component*** | ***Self-Rating*** | ***Reasons for Rationale*** |
| 1. Be familiar with the association’s mission, vision, values, and goals (strategic plan). | Choose a rating. |  |
| 2. Understand the specific responsibilities attached to the different leadership positions on the ballot. | Choose a rating. |  |
| 3. Understand the roles and responsibilities of volunteers within the association. | Choose a rating. |  |
| 4. Understand the association’s governance structure, policies, programs, and services.  | Choose a rating. |  |
| 5. Understand the association's programs and services | Choose a rating. |  |
| 6. Understand the needs of the association's members and stakeholders. | Choose a rating. |  |
| 7. Understand the emergency nursing profession in different contexts | Choose a rating. |  |

|  |
| --- |
| ***Decision Making (The committee member evaluates, vets, screens, and presents the slate of candidates.)*** |
|  6. Ability to always keep the big picture in mind while paying attention to details. | Choose a rating. |  |
| 7. Ability to think independently, grow in knowledge, and rely on data rather than opinions. | Choose a rating. |  |
| 8. Ability to think critically, ask questions, and challenge opinions in delicate conversations. | Choose a rating. |  |
| 9. Ability to understand issues from different perspectives. | Choose a rating. |  |
| 10. Ability to understand and process large amounts of information effectively and efficiently. | Choose a rating. |  |
| 11. Ability to synthesize multiple viewpoints and incorporate them into sound decisions. | Choose a rating. |  |
| 12. Ability to make informed decisions efficiently and take action when needed. | Choose a rating. |  |
| 13. Ability to be objective at all times about what is best of the whole of the association, rather than what is best for a particular constituency. | Choose a rating. |  |

|  |
| --- |
| ***Communication (The committee member is comfortable using a broad range of communication styles, and chooses appropriate, effective ways to communicate in diverse situations.)*** |
| 14. Ability to articulate ideas, opinions, and rationales in a clear, concise, and logical manner. | Choose a rating. |  |
| 15. Ability to achieve practical consensus in group discussions. | Choose a rating. |  |
| 16. Ability to provide constructive feedback to candidates to help develop future leaders. | Choose a rating. |  |

|  |
| --- |
| ***Leadership Development (The committee member identifies, solicits, mentors future leaders, recognizing the potential in ENA members and provides them the opportunity to develop and grow.)*** |
| 17. Ability to execute due diligence in evaluating potential candidates. | Choose a rating. |  |
| 18. Ability to use logic and reasoning to identify strengths and weaknesses of candidates. | Choose a rating. |  |
| 19. Ability to contribute to ENA succession planning. | Choose a rating. |  |
| 20. Ability to be goal and future oriented. | Choose a rating. |  |

|  |
| --- |
| ***Collaboration (The committee member works cooperatively and collaboratively with others to achieve collective goals)*** |
| 21. Ability to effectively collaborate as well as work independently. | Choose a rating. |  |
| 22. Ability to interact with other committee members in a group setting, both contributing to, and valuing the contributions of all members. | Choose a rating. |  |
| 23. Ability to be present and engaged for meeting and conference calls for the elected term to benefit the committee and its purpose. | Choose a rating. |  |