

ENA National Volunteer Group Application Instructions

Thank you for your interest in serving on an ENA national volunteer group. To give opportunity to as many members as possible, we make every effort to appoint members to only one volunteer group at a time. If you are currently serving on a National volunteer group, please do not apply to serve on another one until your term of service is complete.

Applications will be accepted online from Wednesday, August 16, 2017 through Wednesday, September 20, 2017.

Before You Begin

- You must [be an ENA member](#) to apply for a National volunteer group position
- As a part of the application, you will be asked to complete a narrative section of no more than 500 words describing your professional and educational experience and interest in serving on the volunteer group. What would you bring to the volunteer group if selected? We strongly recommend reviewing the volunteer group qualifications and drafting your narrative in Microsoft Word prior to completing the online application. The text can then be pasted into the appropriate fields in the online application.

ENA Profile

- Review your [ENA profile page](#) and confirm your name, credentials and contact information are correct. Make any updates needed before proceeding to the next step.
- You are encouraged to upload a current photo (optional)
 - File format must be a JPEG file
 - File size must be less than or equal to 240 kb
 - Maximum dimension is 600x600 pixels

Getting Started

- The volunteer group application is optimized for Google Chrome and Internet Explorer web browsers
- We recommend using one of the two preferred browsers to ensure your application is successfully received
- Navigate to the [Volunteer and Leadership](#) section within your ENA member profile. Above the “**Volunteer History**” section, click on “**Apply Now**” to view all volunteer group opportunities and instructions on how to apply.
- From the list of available volunteer groups, click on the volunteer group to view that volunteer group’s charges and specific criteria and to apply.
- Click on the “**Begin Application**” link at the bottom of the page to start your application
- Once an application is started, your web browser session will automatically time out after 30 minutes. **For this reason, we ask that you first draft your responses in Microsoft Word to ensure no data is lost.**

Terms and Conditions

- You will be required to accept the following terms and agreements. Please contact us if you have any questions.
 - Conflict of Interest Disclosure
 - Confidentiality Agreement
 - Intellectual Property Waiver
- Travel Policy: You will be required to review the Travel Policy prior to applying for a volunteer group. If you are appointed to a volunteer group, you will need to accept the terms of the Travel Policy upon accepting the appointment.

Volunteer Group Application

- Following acceptance of the terms and agreements you will have the opportunity to select **up to two volunteer groups** you wish to apply for
- Copy and paste the narrative text, from Microsoft Word, describing your professional experience and interest in serving on each volunteer group into the appropriate form fields. Submissions must be no more than 500 words each.
- Review your entries and click the "Submit" button

Application Confirmation

- If your application was successfully received, you will see the below thank you page in your web browser.
- Print or save a copy of this page for your records
- For questions regarding the volunteer group application process please contact committees@ena.org or call 847-460-2627.

Thank You!

Dear John Smith,

Thank you for successfully submitting a committee call application to server on an ENA National committee. You will soon receive a confirmation e-mail.

Please print out this page and the confirmation e-mail and save for your records as proof of your application submission.

Your application data is written below:

John Smith RN
915 Lee Street
Des Plaines, IL 60016

Date of submission: 08/19/2016

Member number: 1234567

Committees applied:

Advocacy Advisory Council

Advanced Practice Committee

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Finish