

## State Council and Chapter Leaders

# 2019 Activity Plan

The Activity Plan is designed to provide state and chapter leaders a month-to-month planning schedule of activities to accomplish and pertinent dates by month. The items in this document include compliance requirements and recommended activities to keep your state council and chapter strong and successful. You may also use this document as a baseline plan to add your own state council or chapter planning activities.

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

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

**Note:** Some dates on the calendar are yet to be determined. Dates will be updated, and the Activity Plan will be reposted.



# State Council and Chapter Leaders 2019 Activity Plan

# JANUARY

## Key dates to Remember

- 1/16 January *State Pulse* will be distributed (monthly email publication for state councils and chapters)
- 1/17 State Government Affairs Chairpersons conference call, 2:00 – 3:00 pm CST (hosted by ENA)
- 1/24-26 State and Chapter Leaders Orientation – Chicago, IL
- 1/24 SCLO Opening Reception & ENA Foundation State Challenge Kickoff Event – Chicago, IL
- 1/24 ENA Foundation State Fundraising Challenge Campaign begins
- 1/25 ENA Update with the Board of Directors – Chicago, IL
- 1/31 ENA Spring Symposium Registration Open (Seattle, WA) (*date subject to change*)
- 1/31 2018 Annual Report due (State council/separately incorporated chapters)
- 1/31 State council/separately incorporated chapters 2019 budget and budget narrative (final/state board approved), current bylaws and policies due to ENA Component Relations

## Key Activities

### Compliance:

- Ensure State Annual Report is completed by January 31
  - State Council Annual Report survey link emailed to all state council/separately incorporated chapter presidents mid-January. Annual reports must be completed by the deadline to be compliant with *ENA Procedures (State Council and Chapter Compliance and Operational Procedures)*
- Ensure 2019 state budget and budget narrative (final/state board approved), current bylaws and policies are emailed to [componentrelations@ena.org](mailto:componentrelations@ena.org) by January 31
- Ensure state treasurer has obtained and completed new bank signature cards
  - It is **required** that there be at least three authorized signers to assure that there will be individuals with the ability to access the account should one or more persons 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).

**Membership:**

- *(Monthly activity)* Access state/chapter membership lists from the State Council/Chapter Management System
  - Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, 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 are in compliance with the CAN-SPAM Act, see the [Email Usage and Protocol](#)
- *(Monthly activity)* 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 expiring status; follow up to ensure they remain active
  - Run the Instructor Evaluation report available in the State Leader view of eCourseOps to ensure no instructors have fallen below the overall score of 3.0

- (Monthly activity) Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a number of ENA-branded templates and forms including your state council or chapter logo (new state and chapter logos launched at SCLO). The Brand Center ensures brand consistency between ENA and the states and chapters.

### Planning:

- Plan for Rebranding with the new ENA Logo. Official State and Chapters will use the new official logos provided at SCLO 2019.
  - **All rebranding with the new state/chapter logos must be completed by December 2019 (website, materials, merchandise etc.).**
- Establish/maintain committees: Government Affairs, Membership, Institute for Quality, Safety and Injury Prevention, Fundraising, Trauma and Pediatrics, etc.
  - All committee chairpersons' must be entered into the State Council/Chapter Management Area (refer to: [State Council/Chapter Management Area Instructions](#))
  - Ensure the State Captain (for General Assembly) is entered in the state's State Council/Chapter Management Area within your ENA member profile
- Establish dates for business meetings, membership meetings as well as a delegate meeting to be held prior to the General Assembly for discussion of proposed bylaws and resolutions (available on ENA website mid-summer)
- Plan to conduct at least one continuing education program during the year. Contact ENA Educational Services at 847-460-4123 for information on Contact Hours.
- Schedule election of 2020 officers, to take place prior to the end of October (officers due October 31 in the State Council/Chapter Management System) in accordance with ENA Procedures (*State Council and Chapter Compliance and Operational Procedures*)
- IRS Extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations annually. **(IRS deadline is May 15)**

### Volunteer Engagement:

- Plan for ENA State Council Achievement Award applications. Look for ENA award nomination information in the *ENA Connection* or visit ENA's website at [www.ena.org](http://www.ena.org). Application deadline is **February 20, at 12:00 pm CST**

### Website:

- Confirm state/chapter website is up-to-date including posting of 2019 state council/chapter officers and membership meetings

# FEBRUARY

## Key dates to Remember

TBD	ENA Day on the Hill registration is open (Washington, DC) <i>(date subject to change)</i>
2/1	ENA Foundation Conference Scholarships for International applicants available
2/13	February <i>State Pulse</i> will be distributed (monthly email publication for state councils and chapters)
2/15	ENA Foundation/Sigma Theta Tau International Research Grant Application available
2/20	Deadline for 2018 ENA State Council Achievement Award applications by 12:00 pm CST
2/20	Deadline for 2019 ENA Annual Achievement Award nominations by 12:00 pm CST
2/25	Deadline for 2019 Lantern Award applications by 12:00 pm CST

## Key Activities

### Membership:

- *(Monthly activity)* Access state/chapter membership lists from the State Council/Chapter Management System
  - Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, 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 are in compliance with the CAN-SPAM Act, see the [Email Usage and Protocol](#)
- *(Monthly activity)* 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 expiring status; follow up to ensure they remain active.
  - Run the Instructor Evaluation report available in the State Leader view of eCourseOps to ensure no instructors have fallen below the overall score of 3.0
- *(Monthly activity)* Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a number of ENA-branded templates and forms including your state council or chapter logo. The Brand Center ensures brand consistency between ENA and the states and chapters.

### Planning:

- Continue rebranding with the new state/chapter logos to be completed **December 2019 (website, materials, merchandise etc.)**.
- 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 to be determined.

# MARCH

## Key dates to Remember

- 3/1 Call for Nominations opens for the National Election (ENA Board of Directors and Nominations and Elections Committee positions)
- 3/10-16 National Patient Safety Awareness Week
- 3/13 March *State Pulse* will be distributed (monthly email publication for state councils and chapters)
- 3/21 State Trauma and Pediatric Chairpersons webinar, 2:00 – 3:00 pm CDT (hosted by ENA)
- 3/31 ENA Foundation/Sigma Theta Tau International Research Grant application deadline

## Key Activities

### Communication:

- Begin call for delegate applications

### Membership:

- *(Monthly activity)* Access state/chapter membership lists from the State Council/Chapter Management System
  - Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, 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 are in compliance with the CAN-SPAM Act, see the [Email Usage and Protocol](#)
- *(Monthly activity)* 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 expiring status; follow up to ensure they remain active
- *(Monthly activity)* Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a number of ENA-branded templates and forms. The Brand Center ensures brand consistency between ENA and the states and chapters.

### Planning:

- Begin preparing Internal Revenue Service (IRS) Forms for filing directly with the IRS. Every state council/separately incorporated chapter has the responsibility to file an annual information return (Under \$50,000 in revenue file Form 990-N online only, \$50,000-\$200,000 in revenue file Form 990-EZ, greater than \$200,000 file Form 990) with the IRS. IRS filing deadline is May 15. Contact ENA Component Relations with questions.
  - Chapters 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 by September 15 annually. **State councils/separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to September 15.**
- Plan to attend ENA Day on the Hill on May 21-22, Washington, D.C.

# April

## Key dates to Remember

- 4/1 ENA Foundation Conference Scholarship application available
- 4//5 Call for Nominations closes for the National Election (ENA Board of Directors and Nominations and Elections Committee positions)
- 4/7-13 National Volunteer Week
- 4/9 State Government Affairs Chairpersons conference call, 2:00 – 3:00 pm CDT (hosted by ENA)
- 4/10 April *State Pulse* will be distributed (monthly email publication for state councils and chapters)
- 4/12 Housing deadline for Day on the Hill
- 4/17 Emergency Nursing 2019 registration is open (*date subject to change*)
- 4/25-26 ENA Regional Spring Symposium (Seattle, WA)
- 4/28 ENA Foundation academic scholarship application deadline at 12:00 pm, CDT

## Key Activities

### Communication:

- EN19 conference advance program available on the ENA website
  - Registration opens

### Membership:

- (*Monthly activity*) Access state/chapter membership lists from the State Council/Chapter Management System
  - Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, 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 are in compliance with the CAN-SPAM Act, see the [Email Usage and Protocol](#)
- (*Monthly activity*) 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 expiring status; follow up to ensure they remain active
- (*Monthly activity*) Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a number of ENA-branded templates and forms. The Brand Center ensures brand consistency between ENA and the states and chapters.

### Planning:

- Continue preparing IRS Forms. Every state council/separately incorporated chapter has the responsibility to file an annual information return (Under \$50,000 in revenue file Form 990-N online only, \$50,000-\$200,000 in revenue file Form 990-EZ, greater than \$200,000 file Form 990) with the IRS. IRS filing deadline is May 15.
  - IRS Extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations by September 15 annually. **State councils/separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to September 15.**

### Website:

- Monitor state/chapter website; ensure content is up-to date



# MAY

## Key dates to Remember

TBD	Registration deadline for Day on the Hill
5/1	ENA Foundation/Sigma Theta Tau International Research Grant recipient notification
5/1	Call for ENA Foundation Board of Trustees applications
5/8	May <i>State Pulse</i> will be distributed (monthly email publication for state councils and chapters)
5/12	National Nurses Day (National Nurses Week - May 12-16)
5/15	Membership status deadline for determining number of Delegates/Alternate to General Assembly (states will be notified when delegate registration is open)
5/15	Deadline to apply for an ENA Foundation Conference Scholarship
5/15	State council's and separately incorporated chapter's Form 990 filed with the IRS
5/16	Delegate Registration Opens
5/19	Day on the Hill cancelation deadline
5/19-25	National EMS Week
5/21	ENA Update with the Board of Directors – Washington, D.C.
5/21-22	ENA Day on the Hill, Washington, D.C. (state council and chapter leaders/members encouraged to attend)
5/31	ENA Foundation 2019 State Fundraising Challenge Campaign Ends
5/31	Deadline for ENA Foundation Board of Trustee applications

## Key Activities

### Compliance:

- State Councils are notified regarding the maximum number of General Assembly delegates allowed to each state and delegate registration begins in state's State Council/Chapter Management System
- File IRS Tax Forms with the IRS. Every state council/separately incorporated chapter) has the responsibility to file an annual information return (Under \$50,000 in revenue file Form 990-N online only, \$50,000-\$200,000 in revenue file Form 990-EZ, greater than \$200,000 file Form 990) with the IRS. IRS filing deadline is May 15. Contact ENA Component Relations for questions.
  - Chapters 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 by September 15 annually. **State councils/separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to September 15.**

### Membership:

- *(Monthly activity)* Access state/chapter membership lists from the State Council/Chapter Management System
  - Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, 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 are in compliance with the CAN-SPAM Act, see the [Email Usage and Protocol](#)

- *(Monthly activity)* 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 expiring status; follow up to ensure they remain active
- *(Monthly activity)* Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a number of ENA-branded templates and forms. The Brand Center ensures brand consistency between ENA and the states and chapters.

### **Planning:**

- Begin selection of delegates and alternate delegate to General Assembly
- Continue rebranding with the new state/chapter logos **to be completed by December 2019** (website, materials, merchandise etc.).

### **Volunteer Engagement:**

- Bylaws amendment proposals for consideration at General Assembly must be submitted to [governance@ena.org](mailto:governance@ena.org). Deadline to be determined

# JUNE

## Key dates to Remember

- 6/3 Deadline for submission of bylaws amendment proposals and resolutions by 12:00 pm CST for consideration at the General Assembly
- 6/5 June *State Pulse* will be distributed (monthly email publication for state councils and chapters)
- 6/20 State Trauma and Pediatric Chairpersons webinar, 2:00 – 3:00 pm CDT (hosted by ENA)
- 6/27 State Leaders webinar: Bylaws Review, 2:00 – 3:00 pm CST (hosted by ENA)
- 6/30 ENA Foundation Conference Scholarship recipient notifications

## Key Activities

### Communication:

- Delegate/alternate delegate confirmation letters will be sent to delegates/alternate delegates following the deadline
- Notice of the General Assembly meeting published in the July issue of *ENA Connection*

### Membership:

- (Monthly activity) Access state/chapter membership lists from the State Council/Chapter Management System
  - Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, 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 are in compliance with the CAN-SPAM Act, see the [Email Usage and Protocol](#)
- (Monthly activity) 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 expiring status; follow up to ensure they remain active
- (Monthly activity) Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a number of ENA-branded templates and forms. The Brand Center ensures brand consistency between ENA and the states and chapters.

### Planning:

- Determine if state/chapter will have a fundraising booth at Emergency Nursing 2019. For more information about booth space, contact the ENA Development Department at 847-460-2626 or email [partnerwithus@ena.org](mailto:partnerwithus@ena.org).
- Begin process for state and chapter elections of 2020 Officers. The 2020 officers are due in the State Council/Chapter Management Area within your ENA member profile on October 31. Hold elections accordingly.
  - Refer to the [State Council/Chapter Management Area Instructions](#) on the ENA Brand Center

### Volunteer Engagement:

- Bylaws amendment proposals for consideration at General Assembly must be submitted to [governance@ena.org](mailto:governance@ena.org). Deadline to be determined.

# JULY

## Key dates to Remember

- 7/16 Deadline to register General Assembly State Captains, delegates and alternate delegates in the State Council/Chapter Management (in accordance with the General Assembly Standing Rules of Procedures)
- 7/17 July *State Pulse* will be distributed (monthly email publication for state councils and chapters)
- 7/16 State Government Affairs Chairpersons conference call, 2:00 – 3:00 pm CDT (hosted by ENA)
- 7/31 Deadline for Emergency Nursing 2019 early pricing
- TBD State and Chapter Leaders webinar, 2:00 – 3:00 pm CDT (hosted by ENA)

## Key Activities

### Membership:

- *(Monthly activity)* Access state/chapter membership lists from the State Council/Chapter Management System
  - Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, 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 are in compliance with the CAN-SPAM Act, see the [Email Usage and Protocol](#)
- *(Monthly activity)* 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 expiring status; follow up to ensure they remain active
- *(Monthly activity)* Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a number of ENA-branded templates and forms. The Brand Center ensures brand consistency between ENA and the states and chapters.

### Planning:

- Ensure delegates, alternate delegates and state captains are registered in the State Council/Chapter Management Area within your ENA member profile by the deadline.
- General Assembly Handbook posted to website (delegates/alternate delegates, and state officers receive notification via email when General Assembly Handbook is made available)
- Ensure delegates are reviewing the General Assembly handbook located on the ENA website in the General Assembly area
- Encourage delegates and alternate delegates to access and view the Delegate Annual Competency
- Hold state delegate/alternate delegate meetings to discuss delegate process, proposals, etc.

### Website:

- Monitor state/chapter website; ensure content is up-to-date

# AUGUST

## Key dates to Remember

TBD	Meet the Candidates information posted for National Elections (ENA Board of Directors and Nominations and Elections Committee positions)
8/1	ENA Foundation academic scholarship recipient notifications
8/14	August <i>State Pulse</i> will be distributed (monthly email publication for state councils and chapters)
8/21	ENA Fall Regional Symposium registration open (Milwaukee, WI) ( <i>date subject to change</i> )
8/28	EN19 Housing deadline

## Key dates to Remember

### Compliance:

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

### Membership:

- (*Monthly activity*) Access state/chapter membership lists from the State Council/Chapter Management System
  - Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, 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 are in compliance with the CAN-SPAM Act, see the [Email Usage and Protocol](#)
- (*Monthly activity*) 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 expiring status; follow up to ensure they remain active
- (*Monthly activity*) Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a number of ENA-branded templates and forms. The Brand Center ensures brand consistency between ENA and the states and chapters.

### Planning:

- Remind delegates to review the General Assembly handbook
- Remind delegates and alternate delegates to access and view the Delegate Annual Competency
- Hold state delegate/alternate delegate meetings to discuss delegate process, proposals, etc.
- 2020 state and chapter elections underway. 2020 officers due in the State Council/Chapter Management Area within your ENA member profile on October 31.
  - Refer to the [State Council/Chapter Management Area Instructions](#) on the ENA Brand Center

# SEPTEMBER

## Key dates to Remember

- 9/4 Call for 2020 ENA Volunteer Groups opens
- 9/11 September *State Pulse* will be distributed (monthly email publication for state councils and chapters)
- 9/10 National Election voting begins (ENA Board of Directors and Nominations and Elections Committee positions)
- 9/15 IRS Extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations **to be in compliance**
- 9/28 ENA Update with the Board of Directors – Austin, TX
- 9/28-29 General Assembly – Austin, TX
- 9/30 ENA Foundation event at Emergency Nursing 2019 – Austin, TX
- 9/29-10/2 Emergency Nursing 2019 – Austin, TX  
(Elections close 10/1/18)

## Key Activities

### Membership:

- (Monthly activity) Access state/chapter membership lists from the State Council/Chapter Management System
  - Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, 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 are in compliance with the CAN-SPAM Act, see the [Email Usage and Protocol](#)
- (Monthly activity) 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 expiring status; follow up to ensure they remain active
- (Monthly activity) Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a number of ENA-branded templates and forms. The Brand Center ensures brand consistency between ENA and the states and chapters.

### Planning:

- ENA State Council Achievement Award applications available on ENA website
- 2020 officers due in the State Council/Chapter Management Area within your ENA member profile on October 31
  - Refer to the [State Council/Chapter Management Area Instructions](#) on the ENA Brand Center
- Schedule officer transition/orientation meetings with outgoing/incoming officers
- Remind delegates to review the General Assembly handbook prior the meeting
- Remind delegates and alternate delegates to access and view the Delegate Annual Competency prior to the onsite meeting
- Hold state delegate/alternate delegate meetings to discuss delegate process, proposals, etc.

# OCTOBER

## Key dates to Remember

- 10/1 National Election voting closes at 5:00 pm, CT (ENA Board of Directors and Nominations and Elections Committee positions)
- 10/1 ENA Foundation Seed Grants application deadline
- 10/6-12 Emergency Nurses Week (Emergency Nurses Day 10/9)
- 10/9 Call for 2020 ENA Volunteer Groups closes
- 10/9 October *State Pulse* will be distributed (monthly email publication for state councils and chapters)
- 10/17 State Government Affairs Chairpersons conference call, 2:00 – 3:00 pm CDT (hosted by ENA)
- 10/17 State Trauma and Pediatric Chairpersons webinar, 2:00 – 3:00 pm CDT (hosted by ENA)
- 10/30 2019 ENA Lantern Award applications available ENA website
- 10/31 Deadline for 2020 officers to be entered in the State/Chapter Online Management area

## Key Activities

### Compliance:

- Ensure 2020 officers for both state councils and chapters are entered in the State Council/Chapter Management Area within your ENA member profile by October 31. Those who do not comply with the deadline, assessment monies will be held and/or charter dissolution. (refer to: [State Council/Chapter Management Area Instructions](#))
  - Three tier state council presidents should monitor chapter's officers by running the Council and all Chapter Officers Report within the State Council/Chapter Management Area of your member profile for prompt officer input

### Membership:

- *(Monthly activity)* Access state/chapter membership lists from the State Council/Chapter Management System
  - Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, 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)* 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 expiring status; follow up to ensure they remain active
- *(Monthly activity)* Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a number of ENA-branded templates and forms. The Brand Center ensures brand consistency between ENA and the states and chapters.

### Planning:

- Select incoming committee chairpersons. Deadline to input chairperson position in the State Council/Chapter Management Area within your ENA member profile is December 31. (refer to: [State Council/Chapter Management Area Instructions](#))
- Prepare annual budget 2020 with participation of incoming and outgoing state council officers
- Begin development of strategic planning process for the coming year
  - It is recommended that the strategic plan is completed and approved by December 31

### Website:

- Monitor state/chapter website; ensure content is up-to-date

# NOVEMBER

## Key dates to Remember

- Mid-Nov 2020 State and Chapter Leaders Orientation registration is open  
TBD State and Chapter Leaders webinar, 2:00 – 3:00 pm CST (hosted by ENA)  
11/6 November *State Pulse* will be distributed (monthly email publication for state councils and chapters)  
11/25 Launch of ENA Foundation Giving Season

## Key Activities

### Membership:

- *(Monthly activity)* Access state/chapter membership lists from the State Council/Chapter Management System
  - Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, 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 are in compliance with the CAN-SPAM Act, see the [Email Usage and Protocol](#)
- *(Monthly activity)* 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 expiring status; follow up to ensure they remain active
- *(Monthly activity)* Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a number of ENA-branded templates and forms. The Brand Center ensures brand consistency between ENA and the states and chapters.

### Planning:

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



# DECEMBER

## Key dates to Remember

- 12/1 ENA Foundation Seed Grants recipient notification
- 12/11 December *State Pulse* will be distributed (monthly email publication for state councils and chapters)
- 12/31 Committee Chairpersons must be entered in the State Council/Chapter Management Area
- 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 Copy of change of address form submitted to IRS to ENA Component Relations (state councils and separately incorporated chapters only)
- 12/31 Change bank signatories to new incoming officers
- 12/31 State and Chapter branding with the new official ENA state/chapter logos complete
- 12/31 Revised State Council/Separately Incorporated Chapters Bylaws submitted to Component Relations

## Key Activities

### Compliance:

- Ensure state treasurer obtains and completes new bank signature cards and return them to the bank promptly
  - It is **required** that there be at least three authorized signers to assure that there will be individuals with the ability to access the account should one or more persons 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 (state councils and separately incorporated chapters only)
  - Submit copy of change of address form to ENA Component Relations by Dec. 31
- Committee Core Chairpersons must be entered in the State Council/Chapter Management Area within your ENA member profile by December 31, 2019 (Government Affairs, Membership, Fundraising, TNCC/ENPC, IQSIP at minimum recommended)
  - Refer to the [State Council/Chapter Management Area Instructions](#) on the ENA Brand Center
- Ensure 2020 state budget (final/state board approved), current bylaws and policies are emailed to [componentrelations@ena.org](mailto:componentrelations@ena.org) by January 31, 2020

### Communication:

- Finalize and approve the strategic plan and/or goals for the coming year
  - Distribute to all incoming officers; post on the state/chapter website

### Membership:

- (*Monthly activity*) Access state/chapter membership lists from the State Council/Chapter Management System

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- Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, 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 are in compliance with the CAN-SPAM Act, see the [Email Usage and Protocol](#)
  
- *(Monthly activity)* 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 expiring status; follow up to ensure they remain active
- *(Monthly activity)* Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a number of ENA-branded templates and forms. The Brand Center ensures brand consistency between ENA and the states and chapters.

### **Planning:**

- State and chapter officer transition meetings taking place prior to January 1 (see officer specific Transition Checklist and Officer Manuals available in the State/Chapter Online Resource Center)
  - Ensure transfer of all necessary records and files to take place before January 1

### **Website:**

- Ensure state/chapter website is up-to-date with 2020 Officers, upcoming meeting dates and locations, educational conferences, strategic plan etc.