

General Officer Transition Recommendations:

Incoming officers review officer expectations and responsibilities individually and then discuss them with outgoing officers. The following pages outline specific transition information based on officer position.

Shadowing/Mentoring: Incoming officers are paired with outgoing officers for a specific period of time to learn position basics and to observe the outgoing officers. Through discussion and interaction, outgoing officers share expertise, insight and advice for the incoming officers. Through a “shadowing” process, new officers are elected and serve for an “elect” (i.e., president-elect) term with the current officer to learn processes, meet people and transition materials.

Retreats/Transition meeting: Although they can take different formats, retreats or meetings provide an opportunity for incoming and outgoing officers to transition materials and discuss pertinent issues. All retreats or meetings should be planned in advance and should seek to address specific goals and objectives. Don't end with just one transition meeting. The most effective transitions have a longer shelf-life.

The following is a list of questions to ask and answer during transition meetings:

1. What do you consider to be the responsibility of your office?
2. What do you wish you had done, but didn't?
3. What did you try that did not work? Why?
4. What problems or areas will require attention within the next year?
5. Who/what resources were the most helpful in getting things done?
6. What key relationships need to be built?
7. What should be done immediately?
8. How did you work with other officers?
9. How did you work with the ENA national office?
10. What specific paperwork is required of this office?

President Transition Checklist

The following is a list of specific transition information that new presidents should acquire from outgoing presidents prior to taking office. Please add state/chapter specific information resources to better tailor to your state/chapter needs.

President Specific Materials

- ✓ State or chapter bylaws
- ✓ State or chapter strategic plan
- ✓ State or chapter policies and procedures
- ✓ Officer job descriptions (ensure all responsibilities are being met)
- ✓ Goals and objectives from the last year
- ✓ Status reports for ongoing projects
- ✓ Previous meeting minutes and officer reports
- ✓ Financial records/budget
- ✓ Most current edition of *Robert's Rules of Order Newly Revised*
- ✓ Determine future state council or chapter meeting dates (ensure posted on website)
- ✓ State Council/Chapter President's Manual
 - Review compliance checklist in the President's Manual

ENA Headquarter Specific Materials

- ✓ Obtain and review the following:
 - ENA Procedures
 - ENA Bylaws
 - ENA Policies
 - ENA Strategic Plan
 - ENA Public Policy Agenda
 - State Council and Chapter Activity Plan that indicates month-to-month activities and critical dates
- ✓ Ensure Annual Report is completed by January 31
- ✓ Access the Online Management System on the ENA website
- ✓ Ensure state council and chapter officers and committee chairpersons are recorded in the Online Management System



State Council and Chapter Officers Transition Checklist

- ✓ State Leaders Webinar dates

Contact Information For:

- ✓ National Headquarters/ENA Component Relations
- ✓ State council and chapter officers
- ✓ Board Liaison

President-elect Transition Checklist

The following is a list of specific transition information that new presidents-elect should acquire from outgoing presidents-elect prior to taking office. Please add state/chapter specific information resources to better tailor to your state/chapter needs.

President-elect Specific Materials

- ✓ State or chapter bylaws
- ✓ State or chapter strategic plan
- ✓ State or chapter policies and procedures
- ✓ Officer job descriptions
- ✓ Goals and objectives from the last year
- ✓ Status report for ongoing projects
- ✓ Previous meeting minutes and officer reports
- ✓ Financial records/budget
- ✓ Most current edition *Robert's Rules of Order Newly Revised*
- ✓ Obtain future board meeting dates/council or chapter meeting dates
- ✓ State Council/Chapter President-elect's Manual
- ✓ State Council/Chapter President's Manual

ENA Headquarter Specific Materials

- ✓ Obtain and review the following:
 - ENA Procedures
 - ENA Bylaws
 - ENA Policies
 - ENA Strategic Plan
 - ENA Public Policy Agenda
 - State Council and Chapter Activity Plan that indicates month-to-month activities and critical dates
- ✓ Ensure Annual Report is completed by January 31 (assist president as needed)
- ✓ Access the Online Management System on the ENA website
- ✓ Ensure state council officers and committee chairpersons are recorded in the Online Management System (assist president as needed)



State Council and Chapter Officers Transition Checklist

Contact Information For:

- ✓ National Headquarters/ENA Component Relations
- ✓ State and chapter officers
- ✓ Board Liaison

Secretary Transition Checklist

The following is a list of specific transition information that new secretaries should acquire from outgoing secretaries prior to taking office. Please add state/chapter specific information resources to better tailor to your state/chapter needs. If the secretary and treasurer position is combined, review the treasurer's transition checklist material as well.

Secretary Specific Materials

- ✓ State or chapter bylaws
- ✓ State or chapter strategic plan
- ✓ State or chapter policies and procedures
- ✓ Officer job descriptions
- ✓ Goals and objectives from the last year
- ✓ Status report for ongoing projects
- ✓ Minutes of the board of directors meetings, state council or chapter meetings and any other proceedings of the state council or chapter from the previous year(s)
- ✓ Financial records/budget
- ✓ Most current edition of *Robert's Rules of Order Newly Revised*
- ✓ Obtain future board meeting dates/council or chapter meeting dates
- ✓ State Council/Chapter Secretary's Manual
- ✓ State Council/Chapter Treasurer's Manual (if serving combined secretary/treasurer role)

ENA Headquarter Specific Materials

- ✓ Obtain and review the following:
 - ENA Procedures
 - ENA Bylaws
 - ENA Policies
 - ENA Strategic Plan
 - ENA Public Policy Agenda
 - State Council and Chapter Activity Plan that indicates month-to-month activities and critical dates
- ✓ Ensure Annual Report is completed by January 31 (assist president as needed)
- ✓ Access the Online Management System on the ENA website
- ✓ Ensure state council officers and committee chairpersons are recorded in the Online Management System (assist president as needed)



State Council and Chapter Officers Transition Checklist

Contact Information For:

- ✓ National Headquarters/ENA Component Relations
- ✓ State and chapter officers
- ✓ Board Liaison

Treasurer Transition Checklist

The following is a list of specific transition information that new treasurers should acquire from outgoing treasurers prior to taking office. Please add state/chapter specific information resources to better tailor to your state/chapter needs. If the secretary and treasurer position is combined, review the treasurer's transition checklist material as well.

Treasurer Specific Materials

- ✓ State or chapter bylaws
- ✓ State or chapter strategic plan
- ✓ State or chapter policies and procedures
- ✓ Officer job descriptions
- ✓ Goals and objectives from the last year
- ✓ Status report for ongoing projects
- ✓ Previous meeting minutes and officer reports
- ✓ State/chapter meeting dates
- ✓ Financial records/budget
- ✓ Transfer financial records and bank accounts
- ✓ Obtain bank signature cards and update authorized signers
 - It is **required** that there be at least three authorized signers to assure three people have the ability to access the account should one or more persons leave their ENA position
 - It is required that the state council treasurer is the third signer to **all chapter accounts** in the event chapters maintain bank accounts separate from the state council (NOT recommended)
- ✓ File change of address form with the IRS to ensure IRS correspondence is directed to the incoming treasurer (includes state councils and separately incorporated chapters only).
 - Submit copy of change of address form to ENA Component Relations by December 31
- ✓ Obtain a copy of the letter identifying the state Employer Identification number (EIN) letter (state councils and separately incorporated chapters only)
- ✓ Obtain the Articles of Incorporation

State Council and Chapter Officers Transition Checklist

- ✓ Obtain necessary IRS documents to ensure proper filing
- ✓ Documents regarding filing renewal of incorporation status and if exempt from state sales tax, documents needed to maintain that status
 - Some states have state income tax, ensure filing for state taxes if applicable
- ✓ Previous annual Financial Reports
- ✓ State councils/separately incorporated chapters must submit their current budget (final/board approved) by January 31 annually
 - See ENA Procedures for details on what must be included in the budget
 - Budget templates and guidelines are available online via the ENA Brand Center through the state and chapter leaders area on the ENA website
- ✓ File Form 990 to the IRS (by IRS deadline of May 15)
 - Submit a copy to ENA National Headquarters by September 15 each year (includes state councils and separately incorporated chapters only)
- ✓ Most current edition of *Robert's Rules of Order Newly Revised*
- ✓ Obtain future board meeting dates/council or chapter meeting dates
- ✓ State Council/Chapter Treasurer's Manual
- ✓ State Council/Chapter Secretary's Manual (if serving combined secretary/treasurer role)

ENA Headquarter Specific Materials

- ✓ Obtain and review the following:
 - ENA Procedures
 - ENA Bylaws
 - ENA Policies
 - ENA Strategic Plan
 - ENA Public Policy Agenda
 - State Council and Chapter Activity Plan that indicates month-to-month activities and critical dates
- ✓ Ensure Annual Report is completed by January 31 (assist president as needed)
- ✓ Access the Online Management System on the ENA website
- ✓ Ensure state council officers and committee chairpersons are recorded in the Online Management System (assist president as needed)

Contact Information For:

- ✓ National Headquarters/ENA Component Relations
- ✓ State and chapter officers
- ✓ Board Liaison