

Council and Chapter Leaders

2026 Activity Plan

The Activity Plan is designed to provide council and chapter leaders with a month-by-month planning schedule that includes key dates, compliance requirements and recommended activities to keep your council and chapter strong and successful. This document can also be used as a template to add your own council or chapter planning activities.

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

Note: Some dates on the calendar have yet to be determined. A revised version of the Activity Plan will be shared as those dates are established.

Every month leaders should ensure that they complete the membership activity below.

Membership Monthly Activity

- Access council or chapter membership lists from the chapter portal
 - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
 - Since member data can change daily, run a new list for each mailing/emailing.
 - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#).
- Access the TNCC/ENPC Instructors by Council Report and Course Report by State available on the ENA website to council presidents and trauma/pediatric chairpersons.
 - Monitor instructor expiration status and follow up to ensure they remain active.
 - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0. Access the [ENA Brand Center](#), a central online repository where council and chapter leaders can download a variety of ENA-branded templates and forms, including your council or chapter logo. The brand center helps maintain consistency between ENA and its councils and chapters.

For questions or assistance, please contact ENA Governance at governance@ena.org.

JANUARY

Dates to Remember

1/1 [Online applications](#) for Annual Achievement Award nominations and Council Achievement Award application are being accepted

1/2 Applications open for [ENA Foundation Conference Scholarships](#) for domestic and global applicants

1/28 ENA Foundation ENStrong Challenge begins

1/28-30 ENA Leadership Conference 2026, Dallas, TX

1/31 Annual Report and policies for each council and separately incorporated chapters are due

TBD Emergency Nursing Diverse Voices Research Fellowship Application [closes](#)

Activities

- Ensure the treasurer has obtained and completed new bank signature cards.
 - It is **required** to have at least three authorized signers. This ensures there will be individuals with the ability to access the account should one or more people leave their ENA position.
 - Three-tier councils must maintain all bank accounts in the council's name and under its EIN number. Three-tier councils may establish accounts for each of its chapters in one or multiple banks – or as outlined in council policy and procedures – provided all such accounts are opened and maintained in the council's name. No chapter shall maintain a bank account in its own name separate from the council.
- Council officers must access position-based Outlook email accounts provided by ENA for use in 2026. Password reset was emailed to council officers in early January.
- Establish and maintain committees: Government Affairs, Membership, Quality, Safety, and Injury Prevention, Fundraising, Trauma and Pediatrics and others.
 - All required committee chairpersons must be in the chapter portal in accordance with ENA Policy and Procedures for ENA Council Compliance and Operations.
- Establish dates for business meetings, membership meetings, delegate meetings, educational events. Plan to conduct at least one continuing education program, either in person or virtual, during the year. Councils are required to provide at least 6 contact hours a year. See ENA Policy and Procedures for ENA Council Compliance and Operations.
- Schedule the election of 2027 officers to take place prior to the end of October. Officers are due to be entered in the chapter portal by Oct. 31 in accordance with ENA Policy and Procedures for ENA Council Compliance and Operations.
- IRS Extensions, Form 990 filing receipts and/or copies of filings must be submitted annually by Sept. 15. **The IRS deadline is May 15.**
- Confirm council or chapter website is updated to include the 2026 council or chapter officers, board meeting dates, education and membership meetings by Jan. 31.

FEBRUARY

Dates to Remember

TBD ENA Day on the Hill Registration

2/2 Deadline for ENA Foundation Conference Scholarships for domestic and global applicants

2/18 Deadline to submit Annual Achievement Award nomination forms and Council Achievement Award applications

2/25 Deadline to submit Lantern Award applications

2/17 Council and Chapter Leaders Call – 1 p.m. Central time

Activities

- Establish a system for the selection of delegates and alternate delegates to the General Assembly. Plan for partial or full funding.
- Resolution submissions for General Assembly must be sent to governance@ena.org by June 1 at noon Central time.

MARCH

Dates to Remember

TBD Applications/nominations open for ENA Connection's 20 Under 40 program

3/24 ENA Virtual Town Hall – 1 p.m. Central time

3/17-19 ENA Board of Directors Meeting

Activities

- Communicate the call for delegate applications within your council.
- Plan to attend ENA Day on the Hill in Washington, D.C., in April.
- Begin preparing tax forms for filing directly with the IRS. Every council and separately incorporated chapter has the responsibility to file an annual information return: Revenue less than \$50,000, file Form 990-N online only; revenue between \$50,000-\$200,000, file Form 990-EZ; revenue greater than \$200,000, file Form 990. IRS filing deadline is May 15. Contact governance@ena.org with questions.
 - Chapters are required to provide necessary financial records to councils.
 - IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA annually by Sept. 15. **Councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to Sept. 15.**

April

Dates to Remember

- 4/1 Applications open for [ENA Foundation Academic Scholarships](#)
- 4/6 EN Week 5K registration opens
- TBD 2026 ENA Election Call for candidates open – ENA Board of Directors and Leadership Development and Elections Committee
- TBD Deadline for ENA Connection 20 Under 40 program applications
- 4/28-29 Day on the Hill
- 4/30 Deadline for ENA Foundation Academic Scholarship applications

Activities

- Continue preparing IRS forms. Every council and separately incorporated chapter has the responsibility to file an annual information return: Revenue less than \$50,000, file Form 990-N online only; revenue between \$50,000-\$200,000, file Form 990-EZ; revenue greater than \$200,000, file Form 990. IRS filing deadline is May 15. Contact ENA Governance with questions.
 - IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA annually by Sept. 15. **Councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to Sept. 15.**
- General Assembly Bylaws amendments and resolutions submissions must be sent to governance@ena.org. The deadline is June 1 at noon Central time.

MAY

Dates to Remember

TBD Emergency Nursing 2026 registration opens

- Emergency Nursing 2026 program information available on the ENA website.

TBD Call for ENA Foundation Board of Trustees applications

5/6-12 National Nurses Week – National Nurses Day – May 6

5/15 General Assembly Delegate registration opens

- The total number of delegates for each council will be posted on the [General Assembly website](#).

5/15 Council and separately incorporated chapter IRS Form 990 filing deadline

5/21 Council and Chapter Leaders meeting – 1 p.m. Central time

TBD Deadline for ENA Foundation Board of Trustees applications

5/31 ENA Foundation 2026 ENStrong Challenge ends

Activities

- Councils are notified as to the maximum number of General Assembly delegates each council will be allowed. Delegate registration begins in the chapter portal.
- File tax forms with the IRS. Every council and separately incorporated chapter has the responsibility to file an annual information return: Revenue less than \$50,000, file Form 990-N online only; revenue between \$50,000-\$200,000, file Form 990-EZ; revenue greater than \$200,000, file Form 990. IRS filing deadline is May 15. Contact ENA Governance with questions.
 - Chapters are required to provide necessary financial records to councils.
 - IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA annually by Sept. 15. **Councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to Sept. 15.**
- Begin selection of delegates and alternate delegates for General Assembly. Ensure delegates, alternate delegates and delegate captains are registered in the council portal.
- General Assembly Bylaws amendments and Resolutions submissions must be sent to governance@ena.org. The deadline is June 1 at noon Central time.

JUNE

Dates to Remember

6/1 Deadline to submit Bylaw amendments and Resolutions for consideration at the 2026 General Assembly. Proposals must be submitted to governance@ena.org by noon Central time.
6/16 ENA Virtual Town Hall – 1 p.m. Central time

Activities

- Ensure delegates, alternate delegates and council captains are registered in the council portal within your ENA member profile by the deadline.
- Determine if council/chapter will have a fundraising booth at Emergency Nursing 2026. For more information about booth space, email partnerwithus@ena.org.
- Begin process for council and chapter elections of 2027 officers. The 2027 officers are due in the council portal on Oct. 31. Hold elections accordingly.

JULY

Dates to Remember

7/1 EN Week planning guide released
TBD 2026 ENA Election candidates announced
TBD Deadline for Emergency Nursing 2026 early-bird registration
7/14 Deadline to register General Assembly delegate captains
7/14-16 ENA Board of Directors meeting
TBD ENA Foundation Global Exchange Scholarship application closes
7/29 General Assembly Handbook posted for delegates

- Delegates and alternate delegates will receive email notification when the handbook is available. The General Assembly Handbook posted to the [ENA website](#).

Activities

- Hold delegate and alternate delegate meetings to discuss delegate process, proposals and other General Assembly information. Inform delegates and alternate delegates that the Delegate Competency will be made available in September.

AUGUST

Dates to Remember

TBD ENA 2026 Call for Volunteers opens
TBD Emergency Nursing 2026 housing deadline
8/18 Council and Chapter Leaders meeting – 1 p.m. Central time
8/31 ENA Foundation Research and Implementation Grants application period opens

Activities

- IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA annually by **Sept. 15**.
 - As ENA files its group exemption annually in September, Councils and separately incorporated chapters **must plan accordingly to ensure that their IRS Form 990 or 990EZ is filed prior to Sept. 15**.
- Hold delegate and alternate delegate meetings to discuss delegate process, proposals and other General Assembly information. Remind delegates to review the General Assembly Handbook. Inform delegates and alternate delegates that the Delegate Competency will be made available in September.
- Ensure council and chapter elections are underway. Elected 2026 officers are due in the chapter portal on Oct. 31.

SEPTEMBER

Dates to Remember

9/1 2026 Delegate Competency available on the ENA website for all delegates
9/15 IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA **to be in compliance**
9/24 Deadline for delegates to complete the 2026 Delegate Competency
TBD 2026 ENA Election voting begins to select positions on the ENA Board of Directors and Leadership Development and Elections Committee

- All eligible ENA members will receive an email with their ballot.

9/26 ENA Board of Directors meeting
9/27-28 2026 General Assembly – Phoenix
9/27 ENA Live Town Hall
9/28-10/1 Emergency Nursing 2026 – Phoenix
TBD ENA 2026 Call for Volunteers Closes

Key Activities

- Hold delegate and alternate delegate meetings to discuss delegate process, proposals and other General Assembly information. Remind delegates to review the General Assembly Handbook. Inform delegates and alternate delegates that the Delegate Competency is available to review and complete.
- Prepare to enter 2027 officers in the chapter portal by the Oct. 31 deadline.
- Schedule **officer transition and orientation meetings** with outgoing and incoming officers.

OCTOBER

Dates to Remember

- 10/1 2026 ENA Election results announced
- 10/2 ENA Foundation Research and Implementation Grant program closes
- 10/11-17 Emergency Nurses Week – Emergency Nurses Day Oct. 14
- 10/31 Deadline for 2027 officers to be entered in the chapter portal

Activities

- Ensure 2027 council and chapter officers are entered in the chapter portal by Oct. 31. Failure to comply with the deadline could result in assessment monies being held and further sanction, including charter dissolution as outlined in ENA Policy and Procedures for ENA State Council Compliance and Operations.
 - Three-tier council presidents should monitor chapters' incoming officers to ensure they are updated in the chapter portal.
- Select incoming committee chairpersons. Deadline to input chairperson information in the chapter portal is Dec. 31.
- Prepare 2027 annual budget with incoming and outgoing council officers. Budget is due to ENA by Dec. 31.
- Begin development of strategic planning process for 2027. It is recommended that the strategic plan is completed and approved by Dec. 31.
- Confirm council or chapter website is updated.

NOVEMBER

Dates to Remember

- TBD Leadership Conference 2027 registration opens
- TBD 2027 ENA Lantern Award applications available on ENA website
- 11/17 Council and Chapter Leaders meeting – 1 p.m. Central time
- TBD Launch of ENA Foundation Giving Season

Activities

- Schedule officer transition meetings to take place **before** Jan. 1. Refer to officer-specific transition checklist and officer manuals available to ensure the transfer of all necessary records and files to take place before Jan. 1.

DECEMBER

Dates to Remember

- 12/8-11 ENA Board of Directors orientation
- TBD Council Achievement Awards applications open
- TBD ENA Foundation Global Exchange scholarships open
- 12/15 ENA Virtual Town Hall – 1 p.m. Central time
- 12/31 Committee chairpersons must be entered in the chapter portal
- 12/31 File change of address form with the IRS to ensure future IRS correspondence is directed to the incoming treasurer - councils and separately incorporated chapters only
- 12/31 Change bank signatories to new incoming officers
- 12/31 Deadline to add 2027 budgets to the council portal

Activities

- Ensure the council treasurer obtains and completes new bank signature cards and returns them to the bank promptly.
 - It is **required** to have at least three authorized signers. This ensures there will be individuals with the ability to access the account should one or more people leave their ENA position.
 - In the event chapters maintain bank accounts separate from the council, which is NOT recommended, it is **required** that the third signature be that of the council treasurer. However, in cases where a chapter is incorporated separately from the council, it is not required to have the 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 council treasurer. This only applies to councils and separately incorporated chapters only.
- Chairpersons for the Government Affairs, Membership, Fundraising, TNCC/ENPC and QSIP committees must be entered in the chapter portal by Dec. 31.
- Ensure 2025 Annual Report, current bylaws and policies are submitted to ENA by Jan. 31.
- Finalize and approve the strategic plan and goals for 2026.
 - Distribute to all incoming officers and post on the council or chapter website.
- Schedule officer transition meetings to take place **prior** to Jan. 1. Refer to officer-specific Transition Checklist and officer manuals available to ensure transfer of all necessary records and files to take place before Jan. 1
- Ensure preparations are being made to complete the ENA Council Achievement Award application.
- Link to ENA Council Achievement Award applications will be available on ENA website.
- Ensure council or chapter website is updated with 2027 officers, upcoming meeting dates and locations, educational conferences, strategic plan and other information of value to members.