



# President-elect's Manual

Council and Chapter Leader Officers Handbook

*Updated October 2024*

## ENA Council and Chapter President-elect's Manual

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## Introduction

Congratulations and thank you for taking on this important leadership role with ENA.

The content in this manual provides an overview of the role and responsibilities of the president-elect.

As president-elect, you are a valuable asset in helping to lead ENA and the thousands of emergency nurses it represents to advocate for patient safety and excellence in emergency nursing practice. One of your main priorities during your term is to learn about your organization and the duties of the president, the role that you will ultimately assume. As such, it is important to read the President's Manual to be fully prepared prior to starting your term as president.

This manual can be found in the state and chapter leaders area on the ENA website, which also contains the latest information and news from the association. This manual will be updated regularly to reflect the most current ENA policies, procedures and strategic vision.

If you have questions or comments about this manual or any of the officer tools and resources, please direct them to:

ENA Governance  
[governance@ena.org](mailto:governance@ena.org)

## 1. Responsibilities

Use your term as president-elect to observe, participate and learn all you can about the organization and its members to prepare you to serve as president.

The president-elect should be familiar with the bylaws, policies, procedures, and officer descriptions of the state council or chapter as well as the [ENA Bylaws, ENA Policies and Procedures for ENA State Council Compliance and Operations, ENA Strategic Plan, ENA Public Policy](#) and [ENA Governance Policies](#).

As president-elect, you should also study the [President's Manual](#) to fully understand and be prepared prior to beginning your term as president.

### MANAGEMENT

- Serve as president-elect of the council or chapter's governing body.
- Succeed to position of president at the expiration of the current president's term.
  - In the event the position of president becomes vacant prior to end of the term, the president-elect shall serve for the unexpired term and the term for which they were elected, or as outlined in council or chapter procedures. In the event the president-elect becomes the president, council or chapter bylaws should indicate whether or the president-elect vacancy is filled or left vacant. The process for filling such a vacancy should be documented in the council or chapter procedures.
  - In the absence of the president at board meetings, you are responsible for presiding over the meeting.
  - Access the president-elect Microsoft 365 account to use Outlook and Teams.
    - ENA provides Microsoft 365 and Outlook email accounts for each officer position – president, president-elect, secretary, treasurer and immediate past president to support effective communication with members, partners, vendors and the public. These email addresses are designed to transition from one person to the next as new leaders are elected, thereby preventing loss of data or information during leadership transitions. State council officers are required to access and utilize their officer email accounts during their term in office. ENA will process the transition of account access annually.
- Perform any duties assigned by the council or chapter president.
- Exercise all responsibilities and privileges as an officer as specified in the bylaws and procedures at the state and chapter levels.
- Perform all duties of president-elect as outlined by the state council or chapter procedures.

### TIP

*Observe and prepare. Recognize ways to improve your council or chapter by listening, observing and learning from your members.*

### PLANNING

- Participate in the strategic planning process.
- Participate in the budget planning process.
- You will be responsible for executing many of the long-term plans outlined in the strategic plan once you assume the role of president, so it is important you are involved with setting the direction.
- Begin thinking about initiatives you would like to focus on during your presidency.

## Outcomes

A president-elect should assist the president to provide direction and plans to accomplish the following:

- Sustain and increase membership base.
- Recruit new members into the organization and encourage their active participation.
- Develop leaders; recruit first-time volunteers and officers to create a strong leadership pipeline after your term is complete.
- Work with your committees and members to implement education, networking and advocacy programming regularly throughout the year.
- Create a state or chapter culture that supports the goals of ENA and the ENA Foundation.
- Ensure all officers work in accordance with ENA policies and procedures and that your council or chapter remains in compliance.

## Qualifications

President-elects must meet and maintain the following qualifications:

- Have a current ENA membership
- Hold a current registered nurse licensure
- Be an active participant at the council or chapter level

## Term of Office

The president-elect shall serve for a term of one calendar year, Jan. 1-Dec. 31, unless otherwise stated in council or chapter bylaws.

### \*TIP

*Understand the significant role of the president elect – the amount of effort, time, and enthusiasm you give to your office as president-elect will have a direct relationship to how you serve as the president of your council or chapter.*

## 2. Tools and Resources

Many tools and resources are mentioned throughout this manual and the President's Manual and are also included below in the appendix.

Specific items are outlined below that will be very helpful to you as you prepare for your term as president-elect and, ultimately, president.

### STATE SPECIFIC MATERIALS

- State or chapter bylaws
- State or chapter strategic plan
- State or chapter policies and procedures
- Officer job description to ensure all responsibilities are being met)
- Goals and objectives from last year
- Status reports for ongoing projects
- Previous meeting minutes, officer reports and annual reports
- Financial records and budget
- Calendar of events, including future state council or chapter meeting dates – ensure they are posted on website

### ENA MATERIALS

- President's Manual
- Council and Chapter Activity Plan that indicates month-to-month activities and critical dates
- Council and Chapter section on the ENA website
- Council and Chapter Leaders CONNECT Community
- Council and Chapter Leader webinars
- ENA Brand Center

### KEY CONTACTS

- ENA Governance – [governance@ena.org](mailto:governance@ena.org)
- Board Liaison
- Fellow state council and chapter officers

### ADDITIONAL REFERENCE MATERIALS

- Current edition of *Robert's Rules of Order Newly Revised*
- *The Art of Membership: How to Attract, Retain, and Cement Member Loyalty*, by Sheri Jacobs

### **3. Appendix**

The following materials are referenced throughout the document and serve as an appendix to the ENA President-elect's Manual.

Appendix:

1. ENA Bylaws
2. ENA Policy and Procedures for ENA Council Compliance and Operations
3. ENA Governance Policies
4. ENA Strategic Plan