



2015-2018 Strategic Work Plan

Our Mission:

To promote the advancement, development, and safe practice in the specialty of Emergency Nursing through leadership, research, education and advocacy in the State of New York.

1. Establish sound financial principles and practices

	<i>Objectives/Strategies</i>	ENA Contact	Budget	Time Frame
1.1	Maintain articles of incorporation/charitable organization requirements	treasurer		annual
1.2	Reestablish finance committee. Treasurer, President, President, 2 members at large, meet regularly to discuss financial issues.	Stated		Ongoing
1.3	Require chapters to provide necessary information by deadline dates or follow policy and procedures regarding chapter assets/accounts being frozen	Treasurer, finance committee, BOD, Council		Ongoing
1.3	Develop an annual budget	Committee chairs, treasurer, council, BOD		annual
1.4	Annual tax completion and issue 1099 forms	Treasurer, accountant		Annual
1.5	Maintain policy for bonding/liability for BOD	Treasurer Council		Annual
1.6	An orientation as well as copies of NYS P&P relating to financial management will be provided to all chapter presidents and treasurers	Conference Committee		annual
1.7	Promote attendance at General Assembly, Scientific Assembly and ENA Leadership conference to enhance knowledge and awareness of current trends and issues in Emergency Nursing.	Treasurer, BOD		annual
1.8	Subsidies will be provided to delegates representing NYS at the national meeting. All required paperwork must be submitted.	BOD		annual
1.9	Contribution to ENA Foundation from council. Participation in national silent auction.	Fundraising		annual

2. Maintain Officer Compliance at state and chapter level

	<i>Objectives/Strategies</i>	ENA Contact	Budget	Time Frame
2.1	Provide job descriptions for all positions at chapter and state level.	Current state position holders		7/15
2.2	Develop a written agreement to be signed by all officers both state and chapter confirming that they understand their duties and will complete same while holding that office. (see 1.6) And Chapter representatives to NYSCENA.	Assignment to be done by strategic planning committee		Annual
2.3	Develop and provide mentorship for NYS officers and committee chairpersons. A BOD liaison will be assigned to each committee.	Current officers and committee chairs		annual

3. Develop and maintain an effective communication plan for NYSCENA

	<i>Objectives/Strategies</i>	ENA Contact	Budget	Time Frame
3.1	Maintain transparency through the use of various media.	Communication committee, secretary		ongoing
3.2	Chapter, state, and committee meeting minutes must be maintained on a website. They will be published within 30 days of the event.	Chapter, State secretary		Ongoing
3.3	State website will be updated as frequently as necessary, to assure current information for members	President, secretary, communication committee chair		Ongoing
3.4	A newsletter will be published 4 times a year.	Communication committee		Ongoing
3.5	Meeting minutes and meeting agenda must be provided to BOD no less than 2 weeks prior to meeting and to the representatives no less than 1 week prior to the meeting. Agenda must reflect any unfinished business.	President		Ongoing
3.6	Roberts's rules will be followed at each meeting. Each president-elect will be provided a copy of current edition.	Council		Ongoing
3.7	Develop and establish effective interaction with all NYS members. Use of electronic means/hard copy.	Secretary and Communication chair		Ongoing
3.8	Development of a method to acknowledge receipt of communication	Communication chair		8/15
3.9	Judicious use of relevant and vital communication to members.	To be completed		
3.10	To revise application and verification process for delegates to national meeting.	President		8/15
3.11	Committees are encouraged to communicate between quarterly meetings.	Committee chairs, secretary		Ongoing
3.12	BOD liaison will maintain contact with assigned chapters. Quarterly communication will be done.	BOD liaison		Ongoing

4. Provide effective Emergency Nursing Education in NYS

	<i>Objectives/Strategies</i>	ENA Contact	Budget	Time Frame
4.1	Hold an annual educational event	Conference committee, council		annual
4.2	Hold an educational opportunity at each quarterly meeting	Professional development committee		quarterly
4.3	TNCC/ENPC faculty communication	Chairs		Annual and as needed

5. Continued Re-evaluation of the Strategic Plan

	<i>Objectives/Strategies</i>	ENA Contact	Budget	Time Frame
5.1	State council board members will meet, discuss and evaluate the Current Strategic plan, making adjustments where necessary.	Board Members		Annual
5.2	State council board members will evaluate reports from various committee chairs and those needs presented by general membership. Adjustments will be made accordingly, considering finances, resources and personnel available at that time. This will take place at the 4 th quarterly BOD meeting each year.	NYSCENA		Ongoing Discretion of BOD