



# President-elect's Manual

State and Chapter Leader Officers Handbook

*Updated February 2016*



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

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## Introduction

Congratulations on your position as President-elect. 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 a President-elect, you are a valuable asset in helping to lead a group of more than 41,000 emergency nurses in working 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.**

The President-elect, President manual, and the full State and Chapter Officers Handbook can be found online at <https://www.ena.org/membership/statecouncils/Stl/Pages/Officer.aspx>. The Emergency Nurses Association website also contains the latest information on the organization at [www.ena.org](http://www.ena.org). This manual will be updated on a regular basis 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:

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Emergency Nurses Association  
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Des Plaines, IL 60016  
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847.460.2627

## 1. Responsibilities

Use your term as President-elect to observe, participate, and learn all you can about the organization and its members, so you'll be ready 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 Procedures*, *ENA Strategic Plan*, *ENA Public Policy* and *ENA 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 state council's or chapter's governing body
- Succeed to the office 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 state council or chapter procedures. In the event the President-elect becomes the President, state council/chapter bylaws should indicate whether or not the President-elect vacancy is to be filled or left vacant. The process for filling such a vacancy should be documented in the state council or chapter procedures.
- Presiding — In the absence of the President you are responsible for presiding at board meetings
- Perform any duties assigned by the President of the state council or chapter
- 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 state 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
- Engage new members into the organization and encourage their active participation
- Develop leaders and recruit first-time volunteers and officers to create a strong leadership pipeline for after your term is complete
- Work with your committees and members to implement education, networking, and advocacy programming on a regular basis 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 state 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 state and/or chapter level

## Term of Office

The President-elect shall serve for a term of one calendar year, Jan. 1 through Dec. 31, unless otherwise stated in state 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 incoming President of your state 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 (ensure all responsibilities are being met)
- Goals and objectives from the last year
- Status reports for ongoing projects
- Previous meeting minutes, officer reports, and annual reports
- Financial records/budget
- Determine future state council or chapter meeting dates (ensure posted on website)

### ENA NATIONAL MATERIALS

- *President's Manual*
- State Council and Chapter *Activity Plan* that indicates month-to-month activities and critical dates
- *State Council and Chapter section* of the ENA website at [www.ena.org/membership/statecouncils](http://www.ena.org/membership/statecouncils)
- *State Council Leaders Team Site* — access begins Jan. 1 (state councils only)
- *Online Management System*
- *State and Chapter Leader webinars*
- *ENA Brand Center*

### KEY CONTACTS

- ENA Component Relations, [componentrelations@ena.org](mailto:componentrelations@ena.org), 847.460.2627
- *Board Liaison*
- *Fellow state council and chapter officers*

### ADDITIONAL REFERENCE MATERIALS

- *Robert's Rules of Order Newly Revised* (most current edition)
- *The Art of Membership: How to Attract, Retain, and Cement Member Loyalty*, by Sheri Jacobs
- *A Great Meeting Needs A Great Chair*, by A Great Meeting, Inc.
- *A Great Meeting Needs a Great Member*, by A Great Meeting, Inc.

## 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 Procedures*
3. *ENA Policies*
4. *ENA Strategic Plan*
5. *ENA Code of Ethics*