



New York State Council

# **Appendix A: Policy/Procedure Resource Sheets**

## **Policy/Procedure Resource Sheets**

### **Purpose:**

1. To facilitate retrieval of pertinent information about NYSCENA Operational Procedures to current and newly elected NYSCENA Officers and Board of Director members.
2. To serve as guidelines for NYSCENA Officers, Board, and Committee Chairs
3. To assure all recommended policies/procedures are covered with Resource Sheets

## **Table of Contents:**

**Basic Guidelines for all Officers and Board Members**

**Service Expectations for all NYSCENA Officers and Board of Directors**

**President**

**President-elect**

**Immediate Past President**

**Secretary (include Secretary-elect role)**

**Treasurer (include Treasurer- elect role)**

**Board Members-at-large (delineate assignments for Board 1 and Board 2)**

**Board Orientation Outline**

**Committee Resource Guidelines**

**Nominations and Elections**

**Awards**

**Government Affairs**

**Quality/Safety/Injury Prevention**

**Membership/Fund Development**

**Education**

**Trauma**

**Pediatrics**

**Conference**

**Delegates to National Meeting**

**Liaisons/ National Committee Members**

## **Policy/Procedure Resource Sheets**

### **Basic Guidelines for all Officers and Board of Directors (begins each resource sheet)**

- Review all Policies and Procedures before Jan 1.
- Review the ENA State Council Transition Checklist.
- Attend All Monthly BOD meetings (multiple absences will be addressed by BOD Monitor Emails, Websites at least weekly
- Attend any State Committee meetings if assigned as liaison.
- Attend any ENA Podcasts appropriate to role.

### **Service Expectations for all NYSCENA Officers and Board of Directors**

- NYSCENA Officers and Board of Director members are all voting members of the NYSCENA and as such, are expected to maintain regular attendance at Board Meetings (Currently the first Monday of the month in the evening). Attendance is also expected at quarterly State Council Meetings (Requirement: Attend 75% of meetings)
- Additional meetings strongly recommended:
  - a. ENA Leadership Orientation held in January (2024 is in Tampa, FL)
  - b. State and Chapter Leaders Virtual meetings held quarterly and any virtual meetings via National that are related to your Committee Assignments.

## **President Resource Sheet**

### **General Duties:**

- Review all Policies and Procedures before Jan 1.
- Review the ENA State Council Transition Checklist.
- Attend All Monthly BOD meetings
- Monitor Emails, Web sites at least weekly
- Attend any State Committee meetings if assigned as liaison.
- Attend any ENA Podcasts appropriate to role.

### **Specific Duties:**

- Review NYSCENA Chair Positions with Past Pres and Pres Elect. Evaluate
- Chair-elect if necessary; make appointments.
- Determine liaisons to committees and other state organizations (EMS, Students, ACEP)
- Determine meeting dates (Board, Council, Delegate Orientation, Officer, and Board Orientation.
- Review all contracts, financial/ CPA, website, bank, investments, legal documents annually.
- Communicate monthly with ENA Board Liaison
- Plan to meet all National ENA deadlines (Budget, Annual Report, Elections, General Assembly Delegates, Officer and Committee Chair Registry entries (October)
- Review all online Forms for content currency and functionality.

## **President Elect Resource Sheet**

### **General Duties:**

- Review all Policies and Procedures before Jan 1.
- Review the ENA State Council Transition Checklist.
- Attend All Monthly BOD meetings
- Monitor Emails, Web sites at least weekly
- Attend any State Committee meetings if assigned as liaison.
- Attend any ENA Podcasts appropriate to role.
- Review Criteria and Evaluation tool for State awards.
- Plan for national award nominations
- Plan for Strategic planning for Fall Board Orientation

### **Specific Duties**

- Serve as Awards Committee Chair
- Review Criteria and Evaluation Tool for State awards
- Plan for national ENA award nominations.
- Plan for Strategic Planning meeting for Fall Board Orientation.

## **Immediate Past President Resource Sheet**

### **General Duties:**

- Review all Policies and Procedures before Jan 1.
- Review the ENA State Council Transition Checklist.
- Attend All Monthly BOD meetings
- Monitor Emails, Web sites at least weekly
- Attend any State Committee meetings if assigned as liaison.
- Attend any ENA Podcasts appropriate to role.

### **Specific Duties:**

- Assist with Board Orientation and Strategic Planning
- Chair Nominations and Elections Committee
- Maintain Resource Sheet content and deadlines.

## **Secretary Resource Sheet**

### **General Duties:**

- Review all Policies and Procedures before January 1.
- Review the ENA State Council Transition Checklist.
- Attend All Monthly BOD meetings
- Monitor Emails, Web sites at least weekly.
- Attend any State Committee meetings if assigned liaison.
- Attend any ENA Podcasts appropriate to role.

### **Specific Duties:**

- Assure all Bylaws Policies are complete including review dates and sent to National ENA before approved revisions.
- Evaluate and oversee all ENA Communication (Website, scheduled meetings, social media, letters etc.).
- Develop introductory Letter for BOD each year for Governor, DOH, NYSED Office of the Professions, ACEP, EMS, Student nurses etc.
- Review all online Forms for content and needed change.
- Discuss/Develop Role of Secretary-elect and develop an orientation resource sheet.
- Verify all transfer of equipment forms are completed by January Council Meeting.
- Verify all Relevant Financial Disclosure forms are Completed by January Meeting.

## **Secretary-Elect Resource Sheet**

**General Duties** – Same as Secretary

**Specific Duties:** As identified in the Secretary Orientation Resource Sheet (currently under development).

## **Treasurer Resource Sheet**

### **General Duties:**

- Review all Policies and Procedures before January 1.
- Review the ENA State Council Transition Checklist.
- Attend All Monthly BOD meetings
- Monitor Emails, Web sites at least weekly
- Attend any State Committee meetings if assigned liaison.
- Attend any ENA Podcasts appropriate to role.

### **Specific Duties:**

- Assure all banking forms are completed for the beginning of the fiscal year  
Checking, Savings, Investments.
- Develop and Coordinate Role of Treasurer elect if needed. \*\* Treasurer-Elect  
should not have Signatory Privileges
- Assure all ENA Deadlines will be met for current Fiscal year as listed in Bylaws and  
Policies
- Review all Treasurer Specific Policies and Online Forms received by Treasurer and  
recommend changes if necessary.
- Assure Policies about finances are as required by ENA and NYS law.  
(Reimbursements for Meetings, Education, etc.).

## **Treasurer Elect Resource Sheet**

**General Duties:** Same as Treasurer

**Specific Duties:** As identified in the Treasurer-Elect Resource sheet (currently under development).



## **Board Members-at-Large Resource Sheets**

### **General Duties:**

- Review all Policies and Procedures before January 1.
- Review the ENA State Council Transition Checklist.
- Attend All Monthly BOD meetings
- Monitor Emails, Web sites at least weekly
- Attend any State Committee meetings if assigned liaison.
- Attend any ENA Podcasts appropriate to role.

### **Specific Duties:**

- Assist with fundraising events (e.g., raffles) at the in-person NYSENA Council meetings.
- Assist in welcoming new members/attendees.
- Provide supportive care to ill/injured or bereaved members by sending appropriate cards.
- Serve as lead person for obtaining and submitting the names of deceased NYSENA members to ENA for recognition and the memorial service at the annual ENA conference. (See ENA website for submission requirements and deadlines).
- Participate in major events such as the annual Setting the Pace Conference (usually within the last two weeks of April; and the National ENA Conference (usually within the last two weeks of September. These two events require travel to the venues and assisting the President as needed at NYSENA Setting the Pace and ENA General Assembly. Assistance at the General Assembly may include but is not limited to monitoring delegate daily attendance; mentoring new delegates; and assisting with navigating the websites. Directors-at-Large must be prepared to discuss proposed by-laws, resolutions, or issues as identified for General Assembly and encourage delegate participation.

## **Committee/Activity Resource Sheets**

### **Basic Instructions for All Committee Chairs** (begins each resource sheet)

- Schedule meetings for the year with a minimum of 4 meetings. Assure BOD liaison has schedule.
- Complete and Submit Relevant Financial Disclosure form online by January 15
- Post Summary of Meetings and Attendance in the Committee Report form (NYSENA.org. Forms) within 2 weeks following the meeting.
- Attend any National Committee meetings or monitor post-meeting information.
- Assure Meetings and Contact info are Posted on Website
- Review Policies and Resource sheets at end of year. Recommend changes to BOD.
- Define Role of Chair-elect if needed.
- Participate in NYSCENA BOD meetings as designated.
- Develop and submit budget for oncoming year to BOD by October 1.
- All Virtual Meetings must be held on NYSCENA BOD approved platform.

\*\*\*\*\* The President of NYSCENA is the only authorized spokesperson for the organization Communication from any committee must be approved by the President and BOD

\*\*\*\*\* The NYSCENA Member list is accessed only after the reason for use is approved by the Membership Chair/BOD Following ENA and Federal laws.

## **Awards Committee Resource Sheet**

### **Specific Guidelines:**

- Chair President-Elect
- Evaluate NYSCENA awards criteria and recommend changes. (Current NYSCENA Awards and criteria on the NYSENA.org website under Library).
- Announce Call for NYSCENA awards in January via appropriate social and member communications.
- Members of NYSCENA Awards committee can be appointed by the President to make odd number.
- Monitor ENA awards and Requirements for submission to National in Spring.
- Nominations can be brought forward from the preceding year due to deadlines.  
ENA Awards Scoring Scale (resource or can be used by committee)
  - 1 lacking characteristics of criterion or none included
  - 2 meets few characteristics, no examples.
  - 3 meets few characteristics, has some examples.
  - 4 meets some characteristics and good examples.
  - 5 meets most characteristics with good examples.

## **Communications/ Social Media/ Website Sheet**

### **Specific Guidelines:**

- A Committee or Coordinator for Communications can be determined by the BOD. The function is to assure the information communicated is in accordance with the State Council plan and that a structure is in place to guide the message, information sent out.
- The Secretary of NYSCENA approves and coordinates all communications sent out by the organization.
- The Secretary may delegate that role to the committee, but must maintain oversight control of the information and can act to immediately remove any information on the web site or on social media
- The webmaster will be made aware of individuals authorized to act on behalf of the organization

## **Education and Conference Committee Resource Sheets**

### **Education Committee: (Includes Conference, ENPC, and TNCC Committee Resources Sheets) General Activities**

- Schedule meetings for the year with a minimum of 4 meetings. Assure BOD liaison has schedule.
- Complete and submit Relevant Financial Disclosure form online by January 15<sup>th</sup> annually.
- Post Summary of meetings and attendance via online form within 2 weeks.
- Attend any National Committee meetings or monitor post committee information
- Assure meeting and contact info are posted on Website
- Review Policies and Resource sheets at end of year and recommend any changes to BOD
- Define Role of Chair-elect if needed
- Participate in NYSCENA BOD meetings as designated
- Develop and submit a budget for upcoming year to BOD by October 1.
- All Virtual Meetings must be held on NYSCENA BOD approved platform.

### **Specific Activities**

- **Requests for Education**
  - All education provided by NYSCENA should have a revenue neutral or positive budget unless determined by the BOD as essential for NYSENA members.
  - Any member may request/suggest an educational offering (virtual or live) at any time. The education committee will work with the member to meet that request, determine if the topic fits the mission, the best format, and provide/assist with contracts, costs, information, communication etc.
- **Conference Committee**
  - **The Conference Committee** will plan one educational offering per year in the spring to coordinate with an annual council meeting. This meeting is a preferred live meeting but can be held virtually. The committee will manage speakers; develop an online brochure; coordinate exhibitor sponsorship; coordinate attendance and scholarships (ie students, first time attendees) and CE Credit, and may provide other events as desired.

- **The Conference Chair** can be a vice chair reporting to BOD through Education Chair or exist independently and will:
  - Attend BOD meetings with chairs as directed
  - Record and post meeting minutes on the NYSENA Committee Report form.
  - Develop and Submit budget for Conference. Budget would be independent of NYSCENA events held at the Conference.
  - Obtain Input from coordinators and target income/expenses.
  - Budget should be submitted each fall before Oct 15<sup>th</sup>.
  - Coordinate activities with Membership, Fund development chair, and BOD including welcoming to conference, roles of BOD
  - Select Coordinating Individuals or teams, review roles contracts and deadlines
  
- **The Speaker Coordinator** will:
  - Assist in developing topics and speakers by October of each year
  - Send out contracts approved by Conference chair
  - Coordinate CE application through ENA due in January
  - Coordinate AV activities between Speakers and Production crew.
  - Develop the speaker section of the online brochure and introductions at conference
  
- **The Exhibitor Coordinator** will:
  - Review contract and Prospectus to be Available by Oct 31,
  - Assure available space and numbers and placement dependent upon venue.
  - Develop exhibitor list and update yearly for outreach.
  
- **The Registration Coordinator** will:
  - Be available for registration on site at venue or as resource.
  - Assure that all attendees have CEU acceptable email.
  - Assist attendees as needed.
  
- **The Poster Coordinator** will:
  - Review application process and awards
  - Select evaluation process and individuals.
  - review website/Brochure information for accuracy

## **Government Affairs Committee Resource Sheet**

### **Specific Guidelines:**

- Develop letters introducing council for New York State leaders and legislators, health department and board of nursing, and outreach at the direction of the NYSCENA BOD.
- Encourage all committee members to participate in the EN 411 system and encourage participation from all NYSCENA members.
- Plan for Day on the Hill participation; arrange personal legislator/staff visits; and drop off materials.
- Meet personally, via phone, or virtually with state legislative leaders/staff Consider using website and/or social media to provide ongoing information regarding current emergency nursing issues to the membership.

## **Membership and Fund Development Resource Sheet**

### **Specific Guidelines:**

- Develop a welcome letter for new members to include information about:
  - Contact information for BOD and Committees
  - How to contact with questions or concerns
  - Where to find information on educational offerings, meetings (Council/Committee) such as date, time venue (live, virtual). (Website Home Page Calendar, Mobile App, Constant Contact Notifications, Facebook)
  - Member reimbursement for live meetings eligibility requirements (pre-registration; actual attendance; submit reimbursement form (available on NYSENA.org. website under Forms) with receipts, to the Treasurer.
  - Coordinate Fund Raising efforts for ENA Foundation. Be aware all legal and tax implications i.e., not for profit rules re benefit to organization and sales tax rules, etc.
  - Coordinate scholarships for Registered Nurses and Student Nurses to attend the annual State Conference.
  - Assist BOD to develop membership hardship policy.

## Nominations and Elections Committee

### General Guidelines:

- Job descriptions for each NYSCENA Office/Board Position is found in Bylaws and Procedures.
- Nominations must be self-initiated by potential candidates and submitted for consideration by completing the Intent to Run Form found on the NYSENA.org website under Forms.
- The committee will evaluate, select, and recommend a venue to the BOD for elections. The election results must be neutral, fair, and have a method to evaluate voter return at a reasonable cost
- Notification of voting will be by email with at least one advance notice as well as appropriate reminders.
- The profile for ballots will be consistent including a picture and the order of presentation will be randomized by the voting company.
- All NYSCENA members are eligible to vote, and a membership number will be required. **If a member has chosen to OPT-OUT of email, they will not receive a ballot.** No Paper ballots will be allowed.
- Election results will be ratified by the committee and forwarded to the BOD for notification and announcement.
- If an individual chooses to contest a result, NYSCENA will follow National ENA guidelines.

### Specific Guidelines:

- The Chair of Nominations and Elections Committee is the Immediate-Past-President or another Past president if the IPP cannot fill the role.
- Members can apply for the committee online. The applicants will be selected to an uneven number of 5 ( including the Chair) and will be approved by the Council members at the January meeting.
- The committee will review the intent to run form and deadline dates will be reviewed/revised at board orientation and the first committee meeting in January.
- The committee will evaluate each intent submission for completeness and accuracy of information. The applicants will be rated/evaluated for professionalism, collaboration skills, decision making, business/leadership experience, and commitment to the time involved. A limited background check including verification of license and participation in NYSCENA will be conducted.
- The committee chair will notify each applicant of acceptance or the reason for non-acceptance of the membership application.
- The committee will also oversee any information released by the candidates, restrictions for campaigning, and Meet the Candidate efforts (live, virtual, web)
- The committee will determine the independent voting venue to be utilized and will oversee the materials submitted.

### **Sample Timeline for Nominations and Elections**

- |   |  |
|---|--|
| <input type="checkbox"/> January 15 <sup>th</sup>                         | Call for Nominations                     |
| <input type="checkbox"/> May 15 <sup>th</sup>                             | Intent to Run Submission Deadline        |
| <input type="checkbox"/> July 15 <sup>th</sup>                            | Committee Review of Candidates Completed |
| <input type="checkbox"/> July 22 <sup>nd</sup>                            | Information to Voting Venue              |
| <input type="checkbox"/> July 29 <sup>th</sup>                            | Meet the Candidate Info/Constant Contact |
| <input type="checkbox"/> August 20 <sup>th</sup> – Sept. 10 <sup>th</sup> | Elections                                |
| <input type="checkbox"/> September 15 <sup>th</sup>                       | Election Results Announced               |

## **Quality, Safety, Injury Prevention Committee Resource Sheet**

### **Specific Guidelines:**

- Assist members to promote, utilize, disseminate, research, and provide programs for the care and benefit of patients.
- Assist members to complete online form to document education provided.
- Provide a link to ENA support materials on the ENA website.

### **Potential Topics Include:**

SAFE	Firearm Safety
Elder Abuse	Substance Abuse
Child Advocacy	Human Trafficking
Stop the Bleed	Suicide Prevention
Domestic Violence	Access to Mental Health



## **Record Retention Resource Sheet**

- All Records, including all financial records , forms, Communications formal as well as via Web and social media, will be transitioned to secure/private cloud storage yearly via web services.
- No Member of the BOD is authorized to keep any records unless approved by ENA and NYSENA BOD
- Some historical data will also be maintained and accessible on the NYSCENA website. The BOD can at any time designate non-mandatory materials be eliminated from Cloud storage.
- A record of deletions will be kept with authorizing documentation.
- Access to cloud
  - All Current Members of BOD
  - National ENA
  - Web Service
  - Designee of Board for Historical/Legal reasons.

# NYSCENA Board Orientation Resource Sheet

## Plan

Board orientation occurs in the fall. It can be held with/before the last council meeting of the year, or separately. It can be live or virtual, can include committee chairs as a growth/ encouragement effort. The leader of the orientation is the current president. This will help coordinate the year-end report. Some of the materials can be reviewed prior to the meeting for efficiency i.e. bylaws, procedures, forms, and/or committee charges.

## Outline

### Relationship with National ENA

- Review National and State mission, vision, and value statements.
- Review National and State Bylaws and Procedures. State materials should be reviewed especially with identification of needed changes as a goal.
- Review of reports and financial forms required to be submitted to National.
- Review of Leadership/ State resources available on National Web.
- Support From National
  - Board indemnity Insurance
  - Financial (Dues assessment, Course Assessments.
  - Governance,
  - Media Assist,
  - Resources,
  - Historical Storage
  - ENFoundation Liaison to state
  - ENA Brand Center Logos, document templates, and use
- Events
  - General Assembly
  - Day on the Hill
  - Leadership Conference

### Review of Leader Roles (include review listed in bylaws/procedures)

President ONLY Voice of NYSCENA, unless delegated

President-Elect

Immediate Past President

Secretary/Secretary-elect

Treasurer/Treasurer-elect

Board Members-at-Large (2)

**Review of Committees, Charges, Chair, and Chair elect**

The BOD must have a Liaison on each Committee.

Communication/Web Site

Education

Conference

TNCC/ENPC

Finance - Currently BOD

Government Affairs

Membership/Fundraising

Use of Membership list

Opt-out law

Not-for-Profit NYS tax laws for fundraising.

Nominations and Elections (Chair must be Immediate Past President or a past president if IPP unable)

**Contract Services**

The cost/benefit should be reviewed, any contracts renew/re negotiate.

WebSite

Grey Goose, Endwell NY

CPA

Wojeski & Company CPAs, PC,  
Albany, NY

Investments

Bank of America, Key Bank, Merrill Lynch

Lawyer

Heather Cornell, Levine Gouldin and Thompson  
Vestal NY

Zoom/Meeting Services

Provided by National ENA

**Liaisons**

\*EMS

Mickey Forness & Maryanne Portoro

\*Representatives must apply and be appointed by DOH?

ACEP-NY

Sitting NYSENA President

NYSNP

NYSSNA (Students)

**Other**

Transfer and status of equipment Records in cloud storage

Review all forms online for needed corrections/additions

\*Strategic Planning

(\*Use ENA plan as guide to implement opportunities for NYSCENA Plan to present at January Meeting