



Washington State Council

STANDARD PROCEDURES

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AWARDS

I. PURPOSE

- A. To outline the steps to nominate and select candidates for the WA-ENA State Council Anna Mae Erickson Award and Special Recognition Award.
- B. To outline the procedure for which the Board may recognize special contributions to the WA-ENA Council.

II. PROCEDURE

- A. The responsibility for oversight of the award process resides with the Membership Committee Chairperson or designee.
- B. All nominations must be submitted to the WA-ENA State Council in writing on or before the due date as announced by the President at a regularly scheduled WA-ENA State Council meeting and as published in the organization's communication venues.
- C. Criteria for awards is available at least 60 days prior to application deadline and published in WA-ENA State Council communication venues.
- D. Awards and Criteria
 - 1. Anna Mae Erickson Award:
 - a. Honors an emergency nurse who consistently exemplifies professional behavior and commitment to professional values and is active within the profession of emergency nursing:
 - b. It is required that the nominee holds nursing licensure in the state of Washington and is a current member of the WA-ENA State Council.
 - c. Examples of professional behavior, values and/or activity:
 - i. Demonstrated competence in emergency nursing clinical practice as evidenced by any of the following: CEN, TNCC, TNCC-I, ENPC, ENPC-I, CATN-II, CFRN, etc.
 - ii. Active participant on Emergency Department or hospital committees.
 - iii. Active at community level (e.g. teaching CPR, injury prevention, presentations to community groups, schools, service organizations, member of EMS councils, etc).
 - iv. Demonstration of professional activities (e.g. published articles of interest to emergency nurses or public within last 12 months) participation in WA-ENA State Council meetings and/or projects.

- v. Demonstrated performance beyond job requirements (e.g. clinical ladder, clinical recognition programs, awards, leadership, precepting/mentoring).
- vi. Demonstrated ability to work collaboratively with members of the Emergency Department.
- vii. Recognized as a role model for other emergency nurses.

2. Special Recognition Award

- a. Any member of the WA-ENA State Council may nominate an individual WA-ENA State Council member or any other person or organization with significant contributions to the WA-ENA State Council for a Special Recognition Award.
- b. Suggestions for award candidates may be given to any Board member.
- c. Nomination will include
 - i. A description of the activities deserving of special recognition; and a
 - ii. Discussion of how the Washington State Council has benefited from the nominee's activities.

E. Award Process

- a. Nominations must be postmarked by the 1st of September. No late nominations are considered.
- b. Nominations are reviewed for completeness by the Membership Committee Chairperson or designee.
- c. Selection: The Membership Committee Chairperson or their designee(s) will review the nominations and select the recipient(s). The Membership Committee Chairperson may choose to form a committee to review the applications and select the award recipient(s).
- d. Notification of award selection is made in writing to all nominees by the 1st of November.
- e. Award recipients receive recognition at the January WA-ENA State Council meeting. The Membership Committee Chairperson is responsible for obtaining the awards.

BUDGETARY PROCESS

I. PURPOSE

To outline the process to develop a budget for each calendar/fiscal year.

II. PROCEDURE

- A. Each Committee Chairperson shall develop and submit a proposed budget to the Treasurer by the 1st of December each year. Special Appointees will also develop and submit a proposed budget. This proposed budget will be for the next calendar year.
- B. Submit a budget to the treasurer including, but not limited to:
 - 1. Operational Expenses
 - 2. Program /Project Expenses
 - 3. Per diem of two hundred dollars (\$200) for each board member per State Council meeting. Full attendance at each meeting is required to receive the stipend. Special circumstances will be considered.
 - 4. Additional budgetary items will be considered on an individual basis by sending a letter of request, to include rationale for expenses, and specifically state how this item(s) relate to the WA-ENA State Council goals and strategic plan.
- C. Board approval of all budgetary items is dependent on availability of funds

CONDUCTING BOARD ACTION BY EMAIL

I. PURPOSE

E-mail has become an essential aspect of both inbound and outbound communication of the WA-ENA State Council Executive Board and Board of Directors, and a policy is needed to regulate the use of e-mail communication when conducting WA-ENA Board business. E-mail enables the Board and allows WA-ENA to quickly respond to and vote on issues as they arise. An electronic vote is often required to resolve routine matters for which additional debate is unnecessary and/or facilitate the voting process when timing is critical.

II. PROCEDURE

A. General Guidelines

1. E-mail Voting and Action:
 - a. When Board Members are asked to vote via e-mail, they are asked to observe specified deadlines.
 - b. To be official, e-mail votes must be initiated from the President and distributed to board members. If changes are in order, they are to be submitted to the President who will prepare an e-mail vote for consideration.
 - c. If an immediate response is required (24-48 hours for a vote or action) the President, or their designee, will attempt to notify Board Members by telephone and will leave a message if direct contact is not made. The President, or their designee, will inform Board Members that a call for an electronic vote or action has been sent to their e-mail address. When a vote or response is needed in a timely manner, the e-mail message will be flagged as high importance.
 - d. A Board Member is required to notify the President if he or she will not be available to respond to a call for an electronic vote when more than a 24-hour absence is anticipated. Alternative contact information for this time period should be provided to the President.
 - e. A unanimous vote must occur when voting by e-mail.
 - f. When responding to an e-mail vote, Board Members are to "reply to all" when submitting their vote so each Director receives every vote.
 - g. Voting in favor of the motion shall be indicated by the response "I approve this motion" and voting against the motion shall be indicated by the response "I do not approve of this motion".

- h. Use subject lines to properly identify the topic and specify, “vote requested” or “response requested” as well as the deadline.
 - i. Results of a Board vote via e-mail will be reported and recorded at the next WA-ENA State Council meeting and included in the minutes.
 - j. Electronic copies of the vote will be stored on the hard drive by the secretary.
- 2. E-mail users are to follow the acceptable behaviors or norms and customs for Internet traffic, or Netiquette. Guidelines include the following:
 - a. Use care in creating electronic communications inasmuch as they reflect on WA-ENA’s reputation and may someday have to be produced in connection with a lawsuit.
 - b. Remember that electronic and print media are both subject to legal discover results.
 - c. Any substantive e-mails, on which the President was not copied, should be forwarded to the President for archiving, and Board members need not and should not retain in their private records.
 - d. E-mail messages should be discarded when their immediate use is finished.
 - e. Use caution when using elements of humor or sarcasm as they might be misinterpreted.

CONFLICT OF INTEREST

I. PURPOSE

The purpose of this policy is to protect the interest of the WA-ENA State Council, a tax-exempt organization, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of WA-ENA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organization.

II. PROCEDURE

A. Definitions:

1. Interested Person is any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest is a person who has a financial interest directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which WA-ENA has a transaction or arrangement,
 - b. A compensation arrangement with any entity or individual with which WA-ENA has a transaction or arrangement, or
 - c. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which WA-ENA is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
3. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board of Directors or committee decides that a conflict of interest exists.

B. General Guidelines

1. In connection with any actual or possible conflict of interest, the interested person must disclose the nature of the financial interest and be given the opportunity to disclose all material facts to the WA-ENA State Council and other persons with governing board delegated powers considering the proposed transaction or arrangement.
2. Disclosure will be made both verbally and in writing at the meeting of the State Council
3. The remaining members of the State Council shall decide if a conflict of interest exists by a vote.

4. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall recues themselves from any discussion or participation in the subject matter.

DEBIT/CREDIT CARD USAGE

I. PURPOSE

The WA-ENA State Council recognizes that to streamline the costs of business, a debit or credit card is to be issued to the President, President-elect, Secretary and Treasurer of the council.

II. PROCEDURE

A. General Guidelines

1. Statements will be issued to the treasurer and paid within the due date.
2. Covered business expenses shall be for the sole purpose of conducting official WA-ENA business and its expenses. The debit/credit card shall not be used for personal use.
3. The board recognizes the fact that the best price for operating expenses will be secured and costs will be contained.
4. The President, President-Elect, Secretary and Treasurer will sign the Credit Card Signature Form yearly.
5. The credit card will be destroyed at the end of the President's, President-Elect's, Secretary's and Treasurer's elected term. If the President, President-Elect, Secretary or Treasurer serves multiple, consecutive terms, the card will not be destroyed and will remain active.
6. The account may only be closed by a majority vote of the State Council, and must be done within 7 days of the vote.

DELEGATE SELECTION

I. PURPOSE

To define the procedure for the most equitable method of selecting delegates to represent WA-ENA at the annual Emergency Nurses Association (ENA) General Assembly House of Delegates.

II. PROCEDURE

A. Delegate Application

1. Any member of the organization, in good standing, may apply to represent the WA-ENA State Council at the ENA Annual General Assembly.
2. Members must have attended at least one (1) WA-ENA State Council meeting from 1 August of the preceding year through 30 April of the current year
3. Applications will be available at least 60 days prior to the application deadline.
4. Term of delegate responsibilities shall commence upon acceptance of delegate position and cease when General Assembly is over and all obligations as a delegate have been met.

B. Delegate Selection

1. The officers of the WA-ENA State Council are given priority to serve as delegates in the following order: President, President-elect, Immediate Past President, Secretary, Treasurer, and Committee Chairs.
2. The remainder of the delegates are selected from those applications that meet all stated criteria which is a point system.
3. If there are fewer delegate applications than allotted slots, the remaining slots will not be filled.
4. A point system will be used to determine state delegate positions according to ARTICLE V of the Bylaws of the WA-ENA State Council.
5. Points are accumulated from 1 August of the preceding year through 30 April of the current year for attendance at all State or National meetings.
6. Points are accumulated from 1 August of the preceding year through 30 April of the current year for council and committee chairpersons and members, appointees and/or officers at the State or National level.
 - a. Note: You may NOT accumulate points as both a Committee Chair and as a member of the same Committee.

7. Points are accumulated from 1 August of the preceding year through 30 April of the current year for special projects completed at the State or National level.
8. Note: Points accumulated in this category must be activities other than usual responsibilities as an officer, chairperson or Committee member.
9. All delegate applicants must be current ENA members and hold current unrestricted nursing licensure in the state of Washington. If selected as a delegate or alternate, these two requirements must be maintained until the General Assembly is over and all obligations as a delegate have been met.
10. Points must be documented by the delegate applicant and verified by the Membership Committee chair or designee.
11. Each interested WA-ENA member is responsible for initiating the application for the delegate selection process by completing a point tabulation form.
12. Applications must be delivered to the Membership Committee Chair on or before 15 July. Mailed applications must be postmarked on or before 15 July. Applications not postmarked by the deadline are rejected.
13. Selection of delegates will be made by the Membership Committee Chair or their designee(s). Those applicants with the highest number of verified points will be given the first opportunity to accept a delegate position. The total number of delegates selected will be based on a membership quota assessed by the national office.
14. Selection of delegates will be announced by the Membership Committee Chair.
15. In the event that the Membership Committee Chair receives applications in which there is a tie for the last available delegate position, a lottery will be held. Alternate delegates will be selected in order of highest points from applicants not initially chosen.
16. Attendance at the WA-ENA State Council meeting immediately before General Assembly is mandatory for all selected delegates and alternates.

C. Delegate Support

1. Delegates receive support for their active participation at General Assembly. This amount is based on the financial health of the organization
2. The total stipend amount budgeted for delegate support is approved at the first meeting of each calendar/fiscal year.
3. The total amount is equally divided among all delegates fulfilling their obligations at the General Assembly.
4. Funds are disbursed to each delegate upon receipt of signed delegate agreement at the WA-ENA State Council Meeting immediately prior to General Assembly.

DONATIONS

I. PURPOSE

To provide guidelines for the WA-ENA State Council to donate funds in the name of the WA-ENA State Council, to members; families of members; other EMS colleagues; and/or designated organizations

II. PROCEDURE

A. General Guidelines

1. All requests for donations must be submitted to the State Board of Directors. Decisions to donate funds rest with the Board. Approval is by a simple majority of the Board members present and voting.
2. Amounts of donations are determined by the Board according to circumstances.
3. Donations recognizing the support of non-member professional colleagues/organizations will be made in the form of donations to the Emergency Nurses Association Foundation in the name(s)/memory(ies) of the individual(s) or organization(s) being recognized.

B. Procedures

1. Any individual member may contact a member of the Board to request a donation. Such requests should be in writing, and may be e-mailed or mailed to the WA-ENA State Council.
2. Requests for donations should include the name of the person being recognized or assisted; their affiliation/relationship with WA-ENA; the reason for the request; and recommended date of the donation.
3. Unless otherwise specified, the request for donation will be considered and acted upon by the Board at the next scheduled meeting.

ENDORSEMENTS

I. PURPOSE

To outline the criteria for endorsements. An endorsement may include a financial contribution as deemed appropriate by the WA-ENA State Council.

II. PROCEDURE

- A. The decision to endorse a product, an organization or an issue shall be made by the WA-ENA State Council. A representative of the product, organization or issue may be requested to make a presentation to the Board of Directors and/or the WA-ENA State Council. The decision to endorse will be based on relevance to emergency nursing in the state of Washington.
- B. The State Council may accept honoraria for an endorsement.
- C. Political candidates, parties, committees or campaigns will not be given endorsement or financial contributions.
- D. Financial Contributions: Written evidence of the tax status of the requesting organization must be given to the Board of Directors before consideration of a financial contribution is made, The following criteria will apply:
 - 1. Only organizations with tax status of 501(c)3 or 501(c)6 will be considered; and
 - 2. No contributions will be given to political candidates, parties, campaigns or a Political Action Committee (PAC).

ELECTION OF OFFICERS

I. PURPOSE

To describe the procedure for the election of officers to the position of President-Elect, Secretary, and Treasurer-Elect.

II. PROCEDURE

- A. Nominations for the office of President-Elect, Secretary, Treasurer and Treasurer-Elect, will be accepted at the first and second regularly scheduled WA-ENA State Council meetings of each year.
- B. The Membership Committee Chair will verify qualifications according to ARTICLE III of the WA-ENA State Council Bylaws.
- C. Candidates will submit a candidate statement for inclusion in the ballot by the 1st of June.
- D. Elections will be held via electronic balloting through a independent vendor selected by the Board of Directors.
- E. Election results will be announced via electronic dissemination by the President or Membership Committee Chair.
- F. The terms of office are for one (1) year or until a successor is elected according to ARTICLE IV of the Bylaws. Term of office will begin on the 1st of January and terminate on the 31st of December.

FEDERAL TAX ID NUMBER USE

I. PURPOSE

This Policy is intended to give guidance to chapters and subordinate committees wanting to use the WA-ENA Federal Tax ID number for their bank account purposes. WA-ENA is incorporated as a not-for-profit organization. There is no more important state requirement than maintaining our corporate not-for-profit status. Having a corporate shell is what protects the State Council leaders for personal liability should a claim being filed against them.

II. PROCEDURE

A. General Guidelines

3. Upon being given the number for use, the State Council must open all accounts at the approved financial institution.
4. The Treasurer must approve and be one of the co-signers on every account under the umbrella of the WA-ENA State Council Federal Tax ID number.
5. WA-ENA State Council must have 3 co-signers on their accounts. One of these must be the Treasurer.
6. Committees using the WA-ENA Federal Tax ID number are required to send photo copies of all gross receipts to the Treasurer no later than January 31st of each year. These receipts will be for the previous calendar year. WA-ENA is required by IRS regulations to include this information on the state's yearly Form 990 tax filings.
7. Failure of a committee using the WA-ENA Federal Tax ID number to provide the requested receipts to the Treasurer will result in the possibility of suspension of the committee.
8. WA-ENA reserves the right to revoke a committee use of the WA-ENA Federal Tax ID Number for any reason that may jeopardize WA-ENA's standing with the IRS or any violation that may cause WA-ENA to lose its corporate not-for-profit status.

FUND RAISING

I. PURPOSE

To describe the procedure for the WA-ENA State Council to raise funds to supplement the approved budget for the year.

Note: This does not apply to funds generated in relationship to the Trauma Nursing Core Course (TNCC), the Emergency Nursing Pediatric Course (ENPC) or the Course in Advance Trauma (CATN II)

II. PROCEDURE

- A. The Chairperson for Committees shall submit a written proposal to the Board of Directors describing the fund raising project. The Board must give approval of the project, ensuring that it meets the goals and strategic plan of the WA-ENA State Council by simple majority vote of all board members present and voting.
- B. The proposal must comply with all applicable tax regulations and restrictions.
- C. The written proposal to the Board of Directors must include:
 - 1. A projected budget; include any start up funds allocated to the project from the approved Committee budget for the year.
 - 2. The use and disposition of revenue from the fund raising project.
- D. Profit from the project will be distributed to the WA-ENA State Council
- E. The Committee Chairperson shall notify the Board of Directors of any decisions to modify the project or cancel the project once it has been initially approved.
- F. The Committee Chairperson shall submit a separate Revenue and Expense Report for fundraising activities to the Treasurer who will then present it at the next WA-ENA State Council Meeting for approval.

INVESTMENT POLICY

I. PURPOSE

The purpose of this document is to establish the investment goals and objectives and policy guidelines for managing the short- and long-term investment funds of Washington State Council. It is intended that these goals, objectives and guidelines provide meaningful guidance and expectations in the management and performance of the funds and to provide the flexibility to respond to given changing economic, business and investment conditions.

II. PROCEDURE

A. General Guidelines

1. Investment Goals - The WA-ENA State Council's funds should be invested in such a manner as to:
 - a. Maximize total returns consistent with (1) acceptable levels of risk and (2) the liquidity needs of the WA-ENA State Council; and
 - b. Adhere to applicable statutes and policies related to fiduciary responsibility.
2. Short-term Funds and Long-term funds:
 - a. Short-term Funds: The goals of investing short-term funds shall be preservation of principal, liquidity times to spending needs and reasonable current income, subject to any grant restrictions.
 - b. Long-term Funds: The goals of investing long-term funds shall be to generate a reasonable rate of return at a relatively low level of risk, prescribing the real inflation-adjusted value of the fund over time.
3. Investment Objectives - The investment objective is to grow the value of the WA-ENA State Council's investment funds over the long term and to earn total rates of return greater than those currently received by the WA-ENA State Council's banking strategy, while avoiding undue risk and generating liquidity sufficient for the needs of the WA-ENA State Council's operations. Although short-term fluctuations will affect portfolio performance, the WA-ENA State Council expects:
 - a. the short-term investments to preserve principal and the invested portion thereof to generate current income equal to a market rate of return for short-term fixed income securities; and
 - b. the long-term investments to provide for any emergency liquidity needs of the WA-ENA State Council and to generate a total return net of investment expenses over a five-year moving time period that exceeds the rate of inflation plus three to five percent (3-5%) annually.

4. General Investment Policies

- a. Role of the Treasurer - The board shall accept and act on investment recommendations made by the investment managers, brokers and/or bankers. The Treasurer shall advise the Board with respect to the status of investments and shall monitor the implementation of the decisions of the Board and be the conduit between the Board and any investment managers, brokers and/or bankers. The Treasurer will meet annually with an investment advisor during the 4th quarter of each calendar year.
5. Investment Selections Standards - Investments will be made and held through mutual funds or other collective investment vehicles rather than individual securities. The Council may accept donations of marketable securities, which will be reviewed immediately to determine whether or not the investments fit within the guidelines of this policy, if not, it will be sold immediately.
6. Prohibited Investments and Transactions - The following investments and transactions are prohibited: direct investment on real estate, short sales, margin transactions, non-publicly traded securities and derivatives; except that investments in mutual funds that employ such strategies on a limited basis or only for hedging purposes are permitted.
7. Investments Performance Review Evaluation and Reporting - The Board of Directors shall review and evaluate the performance results of the investments funds quarterly and at the end of each year and shall compare performance results to relevant benchmarks. The Investment manager, broker or banker shall report to the board at least annually on the composition and performance results of the funds.
8. Policy Review and Exceptions - The Board of Directors will review this statement on a periodic basis and will consider modifications as appropriate. This policy may be amended or any exceptions to it may be authorized by resolution of the Board of Directors at any time.

REIMBURSEMENT OF EXPENSES

I. PURPOSE

To standardize the procedure for reimbursement of expenses for the WA-ENA State Council Board of Directors, the Committee Chairpersons and special Appointments of the State Council.

II. PROCEDURE

A. General Guidelines

7. All requests for reimbursement must be submitted to the WA-ENA State Council Treasurer prior to the end of the calendar year on the approved Reimbursement of Expenses form. See Appendix.
8. Requests for reimbursement submitted by mail must be hand delivered, submitted electronically or postmarked within 30 days of the expense. Receipts must be attached. No exceptions other than for mileage.
9. Mileage will be paid based on electronic calculation and will be based on the current federal rate.
10. Reimbursements for amounts exceeding budget require prior Board of Directors approval.
11. Payment will be denied for checks not cashed within one hundred and twenty (120) days of issuance. Request for replacement may be honored (less bank fees) at the discretion of the Treasurer.

B. Board of Directors

1. The President, President-Elect, Secretary, Treasurer, Treasurer-Elect, and Immediate Past President, Committee chairpersons, will receive a per diem of two hundred dollars (\$200) per State Council meeting, subject to completion of duties.
2. The President, President-Elect, Secretary, Treasurer, Treasurer-Elect, and Immediate Past President will receive a stipend to attend the ENA State Leaders Conference each year. The amount of the stipend will be determined and approved with the budget annually.
3. Reasonable expenses incurred throughout their term, including, but not limited to, telephone, postage and photocopying will be reimbursed.

C. Special Appointments

1. Special appointments to the board may receive a per diem of two hundred dollars (\$200) per WA-ENA State Council meeting subject to approval by the Board of Directors.

SPECIAL APPOINTMENTS BY THE BOARD

I. PURPOSE

To outline the procedure for appointing representatives from the WA-ENA State Council to selected organizations, agencies or committees.

II. PROCEDURE

A. General Guidelines

1. Only requests made for representatives to other organizations, committees or councils will be considered.
2. When time permits, the Board of Directors will bring the request to State Council for discussion and recommendation. .
3. When approved by the State Council, the Board of Directors are responsible for appointing representatives.
4. On an emergency basis the President may make an appointment.

B. General Considerations of Board Appointees

1. Board appointees will submit a budget detailing their projected expenses for the calendar year.
2. Board appointees will be reimbursed according to Standard Procedure: Reimbursement of Expenses. Additional reimbursement for travel to and from meetings of the organization/agency to which the represented has been appointed should be submitted for approval with the yearly budget.
3. Specific responsibilities of each appointee shall be determined by the Board of Directors and shall not conflict with any standard procedure.

STANDARD PROCEDURE PROCESS

I. PURPOSE

To outline a uniform approach for the development, format, review, approval and distribution process of WA-ENA State Council Standard Procedures consistent with national Emergency Nurses Association (ENA) Bylaws and Standard Procedures.

Note: All Standard Procedures are subject to review and approval by the WA-ENA State Council, Board of Directors and the membership of the WA-ENA State Council as set forth in ARTICLE VI of the State Council Bylaws.

II. PROCEDURE

- A. The Board of Directors will determine the need for a specific Standard Procedure, or revision- of an already existing Procedure and will assign the appropriate person(s) to draft said Procedure.
 - 1. Any member-at-large may recommend the need for a Standard Procedure.
- B. The format for a Standard Procedure will, at a minimum, consist of the title, a statement of purpose and the procedural flow.
- C. The author(s) of the Procedure will submit a written draft to the Board of Directors.
- D. The Board of Directors will review and make available to the WA-ENA State Council (as time allows) prior to the next regularly scheduled WA-ENA State Council meeting.
- E. Standard Procedures will be reviewed and/or revised at the next regularly scheduled WA-ENA State Council meeting.
- F. A final draft of the Procedure will be distributed to the WA-ENA State Council prior to the next regularly scheduled State Council meeting. A motion to adopt the Procedure will be called for at that meeting. If adopted, it will become effective immediately unless a motion is made otherwise.
- G. Emergent need for a revision to a Standard Procedure can be done at a WA-ENA State Council meeting.

STATE COUNCIL SUPPORTED TNCC/ENPC COURSES

I. PURPOSE

To assist in making TNCC/ENPC provider and instructor courses available and accessible for emergency nurses in Washington State.

II. PROCEDURE

A. General Guidelines

1. The TNCC/ENPC Committee Chair will conduct a needs assessment annually to determine if a state-supported TNCC/ENPC instructor or provider course is needed in a particular area of the state. A date and location for the course will be agreed upon by a local area contact person. This information will also be made public via the WA-ENA website and the national ENA website.
2. The TNCC/ENPC Committee Chair will also be responsible for identifying instructors and course directors who would be available to direct and/or teach the state supported courses.
3. The minimum number of participants for a state-supported course will be 6 requiring a minimum of 1 instructor. Every effort will be made to maintain the 4:1 student: instructor ratio.
4. The WA-ENA State Council will cover the following costs associated with the state-supported course:
 - a. Participants will pay for their own travel and food.
 - b. Registration fees will be set forth by the TNCC/ENPC chair and approved by the Board of Directors.
 - c. Course directors will be set forth by the TNCC/ENPC chair and approved by the Board of Directors.
 - d. Instructor-candidates verifying at the course would not be paid for the course and are not charged for participating.
 - e. Travel expenses for instructors will be provided according to the following:
 - i. Mileage will be reimbursed at the current federal rate if round trip is over 75 miles.
 - ii. If overnight hotel is required, WA-ENA will cover the cost of hotel accommodations. Hotel accommodations will be handled by the individual course directors with consultation with the state council.

COMMUNICATIONS COMMITTEE

I. PURPOSE

The purposes of the Communication Committee are:

- A. To distribute information about the WA-ENA State Council to the general membership via the newsletter and other electronic forums.
- B. To provide information about education and events sponsored by ENA; and
- C. To provide information about education and events pertinent to emergency nursing.

II. MEMBERSHIP

The Government Affairs Committee shall consist of the following who shall be appointed to the Committee by the President according to ARTICLE VIII of the State Council Bylaws.

A. Qualifications

1. Chairperson shall have and maintain:
 - a. Current national ENA membership;
 - b. Current unrestricted nursing licensure in the state of Washington,
 - c. Certified Emergency Nurse (preferred); and
 - d. Leadership as demonstrated by active involvement at State or National level of ENA.

B. Term of office

1. Chair: One (1) year term, subject to reappointment. Term of office shall run the calendar year i.e. beginning in January and ending in December.

C. Vacancies

1. All vacancies will be filled by the WA-ENA State Council President according to ARTICLE VIII of the Bylaws.

D. Removal from Committee

1. Members may be removed from the Committee by the State Council President or Chairperson for consistently failing to perform the assigned duties

III. SPECIFIC RESPONSIBILITIES

A. Chairperson

1. Develop, submit for approval and monitor an annual budget.
2. Present a report of progress at each WA-ENA State Council meeting. If not present, submit a written report to be delivered by a designee on behalf of the Communication Committee.
3. Submit an annual written summary report of activity to the State Council.
4. Submit an annual publication schedule at the first meeting of the calendar year for the Newsletter to the State Council.
5. Manage placement of advertising in the Newsletter including billing of said advertisers. The advertising agency and/or facility will receive a copy of the Newsletter in which their advertisement appears. Advertisements are not accepted that could conflict with the standard procedure on endorsements.
6. Oversee formatting, printing and mailing of Newsletter to the general membership.
7. Assure updates to website as needed.
8. Is responsible to post a copy of vital lines with the national website for file sharing and distribution to the ENA Board of Directors.
9. Facilitate use of other electronic messaging strategies.

EDUCATION COMMITTEE

I. PURPOSE

The purposes of the Education Committee are:

- A. To identify the education needs of practicing emergency nurse; and
- B. To plan and develop the educational programs and activities of the WA-ENA State Council.

II. MEMBERSHIP

The Education Committee shall consist of the following who shall be appointed to the Committee by the President according to ARTICLE VIII of the State Council Bylaws.

- A. Qualifications
 1. Chairperson shall have and maintain:
 - a. Current national ENA membership;
 - b. Current unrestricted nursing licensure in the state of Washington,
 - c. Certified Emergency Nurse (preferred); and
 - d. Leadership as demonstrated by active involvement at State or National level of ENA.
- B. Term of office
 1. Chair: One (1) year term, subject to reappointment. Term of office shall run the calendar year i.e. beginning in January and ending in December.
- C. Vacancies
 1. All vacancies will be filled by the WA-ENA State Council President according to ARTICLE VIII of the Bylaws.
- D. Removal from Committee
 1. Members may be removed from the Committee by the State Council President or Chairperson for consistently failing to perform the assigned duties

III. SPECIFIC RESPONSIBILITIES

- A. Chairperson
 1. The Chair shall develop submit for approval and monitor an annual budget.

2. The Chair shall present a report of progress at each WA-ENA State Council meeting. If not present, submit a written report to be delivered by a designee on behalf of the Communication Committee and submit an annual written summary report of activity to the State Council.
3. Identify educational needs of membership at the request of the State Council.
4. The Chair is responsible for arranging educational offerings at State Council meetings.
5. The Chair may call committee meetings as needed to complete identified tasks
6. Ensure terms of contract with educational site facilities are agreed upon and fulfilled

GOVERNMENT AFFAIRS COMMITTEE

I. PURPOSE

The purposes of Government Affairs Committee are:

- A. To identify and monitor pending legislation affecting emergency nursing, emergency health care and emergency medical services at local, state and national levels.
- B. To analyze pending legislation affecting emergency nursing, professional nursing, emergency health care and emergency medical services and make recommendations to the WA-ENA State Council for positions on such legislation.
- C. To actively lobby legislators, government agencies and other organizations relative to the WA-ENA State Council's position on legislation affecting emergency nursing, emergency health care and emergency medical services.
- D. To liaison with the Washington State Nurses Association (WSNA) relative to government affairs for the purpose of influencing common legislative positions which affect professional nursing practice.
- E. Keep national ENA informed of significant legislative issues in Washington State regarding emergency nursing, emergency health care and emergency medical services.

II. MEMBERSHIP

The Government Affairs Committee shall consist of the following who shall be appointed to the committee by the President according to ARTICLE VIII of the State Council Bylaws.

1. Chairperson
 2. Non-specified number of members
- A. Qualifications
1. Chairperson shall have and maintain:
 - a. Current national ENA membership;
 - b. Current unrestricted nursing licensure in the State of Washington;
 - c. Certified Emergency Nurse (preferred); and
 - d. Knowledge of the Washington legislative process and Bill tracking methods.
 2. Members shall have and maintain:

- a. Current national ENA membership;
- b. Current unrestricted nursing licensure in the State of Washington; and
- c. Interest in government affairs.

B. Term Of Office

1. Chairperson: One (1) year term, subject to reappointment. Term of office shall run the calendar year, beginning in January and ending in December.

C. Vacancies

1. All vacancies will be filled by the State Council President according to ARTICLE VIII of the Bylaws.

D. Removal from Committee

1. Members may be removed from the Committee by the State Council President or Chairperson for consistently failing to perform the assigned duties

III. SPECIFIC RESPONSIBILITIES

A. Chairperson

1. Develop, submit for approval and monitor an annual budget.
2. Present a report of progress at each WA-ENA State Council meeting. If not present, submit a written report to be delivered by a designee on behalf of the Government Affairs Committee.
3. Provide a written report for the newsletter prior to deadline.
4. Submit an annual written summary report of activity to the State Council.
5. Maintain liaison with the national ENA Committee on Government Affairs.
6. Prepare legislative summaries for review as needed at each meeting.
7. Mentor members in the state and federal (when appropriate) legislative processes.
8. Develop, and implement as needed, a communication system of WA-ENA members for dissemination of information.
9. Keep the President informed of legislative issues in a timely manner.
10. Draft letters for President's signature as directed.

B. Members

1. Obtain copies of pertinent pending legislation as notified by Chairperson.
2. Study Bills prior to meetings and actively participate in developing recommendations to the Board.

INJURY PREVENTION COMMITTEE

I. PURPOSE

The purposes of the Education Committee are:

- A. To identify and monitor injury prevention activities in the State of Washington
- B. To provide information about current injury prevention education pertinent to emergency nursing and
- C. Support fund raising efforts for injury prevention

II. MEMBERSHIP

The Injury Prevention Committee shall consist of the following who shall be appointed to the Committee by the President according to ARTICLE VIII of the State Council Bylaws.

1. Chairperson
 2. Non-specified number of members
- A. Qualifications
 1. Chairperson shall have and maintain:
 - a. Current national ENA membership;
 - b. Current unrestricted nursing licensure in the state of Washington,
 - c. Certified Emergency Nurse (preferred); and
 - d. Leadership as demonstrated by active involvement at State or National level of ENA.
- B. Term of office
 1. Chair: One (1) year term, subject to reappointment. Term of office shall run the calendar year i.e. beginning in January and ending in December.
- C. Vacancies
 1. All vacancies will be filled by the WA-ENA State Council President according to ARTICLE VIII of the Bylaws.
- D. Removal from Committee

1. Members may be removed from the Committee by the State Council President or Chairperson for consistently failing to perform the assigned duties

III. SPECIFIC RESPONSIBILITIES

A. The Chair shall:

1. Develop submit for approval and monitor an annual budget
2. Present a report of progress at each WA-ENA State Council meeting. If not present, submit a written report to be delivered by a designee on behalf of the Communication Committee
3. Submit an annual written summary report of activity to the State Council.
4. Call and chair committee meetings as needed to complete identified tasks
5. Assure a monthly report is submitted to the ENA on all injury prevention activities in Washington State.
6. Maintain a current roster of Injury Prevention Programs and persons presenting programs
7. Implement opportunities for fund raising at the direction the WA-ENA State Council.

MEMBERSHIP COMMITTEE

I. PURPOSE

The purposes of the Membership Committee are:

- A. To recruit and foster new and continuing membership in the Emergency Nurses Association (ENA).
- B. To maintain a current list of ENA members in the State of Washington.
- C. To conduct the WA-ENA State Council delegate selection process for the National Association General Assembly.
- D. To conduct WA-ENA State Council Awards Program.
- E. To conduct the WA-ENA State Council elections process.

II. MEMBERSHIP

The Membership Committee shall consist of the following that shall be appointed to the committee by the President according to ARTICLE VIII of the State Council Bylaws.

- 1. Chairperson
- 2. Non-specified number of members
- A. Qualifications
 - 1. Chairperson shall have and maintain:
 - a. Current national ENA membership;
 - b. Current unrestricted nursing licensure in the state of Washington,
 - c. Certified Emergency Nurse (preferred); and
 - d. Leadership as demonstrated by active involvement at State or National level of ENA.
- B. Term of office
 - 1. Chairperson: One (1) year term, subject to reappointment. Term of office shall run the calendar year, beginning in January and ending in December.
- C. Vacancies
 - 1. All vacancies will be filled by the President according to ARTICLE VIII of the Bylaws.

D. Removal from Committee

1. Members may be removed from the Committee by the State Council President or Chairperson for consistently failing to perform the assigned duties

III. SPECIFIC RESPONSIBILITIES

A. Chairperson

1. Foster and encourage new and continuing members through a variety of options such as regular membership drives, newsletter articles, pamphlets, videos and other materials for use at WA-ENA State Council meetings and events.
2. On a regular basis maintain a current Washington membership list from the national ENA Membership Services.
3. Develop, submit for approval and monitor an annual budget.
4. Present a report of progress at each WA-ENA State Council meeting. If not present, submit a written report to be delivered by a designee on behalf of the Government Affairs Committee.
5. Provide a written report for the newsletter prior to deadline.
6. Submit an annual written summary report of activity to the State Council.
7. Assure revision and distribution of delegate forms.
8. Collect and tabulate the points according to Standard Procedure.
9. Submit final list of delegates and alternates to the State Council President so that they may be registered with the National Office according to national ENA policy.
10. Conduct WA-ENA State Council election of officers per Standard Procedure: Elections.

TNCC/ENPC COMMITTEE

I. PURPOSE

The purposes of the TNCC/ENPC Committee are:

- A. To identify needs for and facilitate TNCC/ENPC courses throughout the State of Washington
- B. To monitor the quality of TNCC/ENPC courses in the State of Washington
- C. To assist in verifying instructor candidates for TNCC/ENPC courses
- D. To mentor new TNCC/ENPC Course Directors as needed.

II. MEMBERSHIP

The Education Committee shall consist of the following who shall be appointed to the Committee by the President according to ARTICLE VIII of the State Council Bylaws.

- A. Qualifications
 - 1. Chairperson shall have and maintain:
 - a. Current national ENA membership;
 - b. Current unrestricted nursing licensure in the state of Washington,
 - c. Current Faculty in TNCC and ENPC
 - d. Certified Emergency Nurse (preferred); and
 - e. Leadership as demonstrated by active involvement at State or National level of ENA.
- B. Term of office
 - 1. Chair: One (1) year term, subject to reappointment. Term of office shall run the calendar year i.e. beginning in January and ending in December.
- C. Vacancies
 - 1. All vacancies will be filled by the WA-ENA State Council President according to ARTICLE VIII of the Bylaws.
- D. Removal from Committee
 - 1. Members may be removed from the Committee by the State Council President or Chairperson for consistently failing to perform the assigned duties

III. SPECIFIC RESPONSIBILITIES

E. The Chair shall:

1. Develop submit for approval and monitor an annual budget
2. Present a report of progress at each WA-ENA State Council meeting. If not present, submit a written report to be delivered by a designee on behalf of the Communication Committee
3. Submit an annual written summary report of activity to the State Council.
4. Call and chair committee meetings as needed to complete identified tasks
5. Monitor the quality of TNCC/ENPC instructors by reviewing the National ENA quality reports.
6. Develop an action plan to follow up with instructors who fall below the ENA quality assurance scores
7. Maintain a current list of TNCC/ENPC Faculty within the state.