

STATE PRESIDENT Job Description

The President of the Illinois State Council is an elected position. As the chief officer, the president is responsible for the overall welfare of the state council and its various activities. The duties are largely managerial in that the president is responsible for ensuring that the officers and committees carry out their functions, that defined activities/initiatives are properly planned and executed, and that the council works towards achieving the objectives defined in the Illinois ENA Strategic Plan. The president should be familiar with the Illinois State Council bylaws and National ENA bylaws.

Qualifications/Eligibility

- Current ENA membership
- Current registered nurse licensure
- Active participation at the state level

Term of Office

The President serves a 6-year term of office: two years as President-Elect, two years as President and two years as Past-President.

Responsibilities

The expectations and responsibilities of the President include but are not limited to:

1. Manages the affairs of the Illinois State Council - Emergency Nurses Association .
2. Provides leadership to the Board of Directors.
3. Coordinates the Board of Directors activities.
4. Mentors the President -Elect.
5. Provides information from National ENA to the membership.
6. Promotes ENA membership throughout the state of Illinois.
7. Serves as a resource on emergency nursing issues.
8. Chairs the state Board and state Council meetings.
9. Confers with the President -Elect in appointing Committee Chairs/Co-chairs for the next year.
10. Implements activities as directed by National ENA.
11. Assigns liaisons to each State Committee from the Board of Directors.
12. Represents or designates a representative for:
 - a. National Annual Meeting
 - b. National Leadership Conference
 - c. Additional meetings/conferences as selected by the Board of Directors
 - d. Annual State Leadership Workshop
 - e. State Lobby Day
13. Presents the Board of Directors and Chairs with charges for the year.
14. Approves State Council budget in cooperation with other members of the Board of Directors.
15. Assists in soliciting qualified Council members to run for office.
16. Submits annually the Officers Report and Annual Report to National ENA.

STATE PRESIDENT-ELECT Job Description

The President-Elect of the Illinois State Council is an elected position whose primary responsibility is to assist the President and learn the President role and responsibilities. This position should be familiar with the Illinois State Council bylaws and the National ENA bylaws. Candidates should be fully cognizant of the President responsibilities before accepting nomination to the office of President-Elect.

Qualifications/Eligibility

- Current ENA membership
- Current registered nurse licensure
- Active participation at the state level

Term of Office

The President-Elect serves a 6-year term of office: two years as President-Elect, two years as President and two years as Past-President.

Responsibilities

The expectations and responsibilities of the President-Elect include but are not limited to:

1. Learns the role of the President.
2. Performs any duties assigned by the President.
3. Collaborates with the President in development of charges to the Board of Directors and Chairs.
4. Recommends Committee Chairs for the upcoming year.
5. Assists the Board of Directors in preparation and approval of the state budget.
6. Assumes the duties of President in the event the President is unable to.
7. Attends Board and Council meetings.
8. Represents Illinois State Council ENA at the State Leadership meeting.
9. Represents Illinois State Council as a delegate at the National Annual meeting.
10. Supports the President and all officers in carrying out the Illinois State Council Strategic Plan.

SECRETARY Job Description

The Secretary of the Illinois State Council is an elected position and is responsible for maintaining records for the Illinois State Council. This position should be familiar with the Illinois State Council bylaws and the National ENA bylaws.

Qualifications/Eligibility

- Current ENA membership
- Current registered nurse licensure
- Active participation at the state level

Term of Office

The Secretary shall serve for a term of two calendar years.

Responsibilities

The expectations and responsibilities of the Secretary include but are not limited to:

1. Attends State Council and Board meetings and records the minutes and proceedings.
2. Distributes (mail/email) the minutes to all Board members and Committee Chairs/Co- Chairs within two (2) weeks of the meetings.
3. Provides printed copies of the meeting minutes to the members at the next meeting.
4. Presents records from the previous year to the Chair of Archives Committee.
5. Sends correspondence (i.e. sympathy cards, thank you cards) on behalf of the Council as directed by the Board or the President.
6. Acts as a liaison to assigned committees and SIGs.
7. Supports the President and all officers in carrying out the Illinois State Council Strategic Plan.

TREASURER Job Description

The Treasurer of the Illinois State Council serves as an elected officer responsible for the operational and administrative control of all funds and material assets of the Illinois State Council. This individual should be familiar with basic accounting and management control standards as well as with the Illinois State Council bylaws and the National ENA bylaws.

Qualifications/Eligibility

- Current ENA membership
- Current registered nurse licensure
- Active participation at the state level

Term of Office

The Treasurer shall serve for a term of three calendar years: One year as Treasurer-Elect and two years as Treasurer.

Responsibilities

The expectations and responsibilities of the Treasurer include but are not limited to:

1. Attends to the financial affairs of the State Council by maintaining the day to day cash flow.
2. Supervises the long-term investments of the Council and corresponds with the long-term investment fund manager as requested. Investment changes are made in consultation with the Financial Advisor, with final approval by the Treasurer, President and one other Board member.
4. Monitors income and expenditures and pays expenditures.
 - a. Ensures all expenses are submitted on a check request form with required receipts and documentation attached.
 - b. Ensures expenses received within 3 months of date incurred are considered for reimbursement. Expenses over 3 months must be approved by the President prior to reimbursement.
 - c. Ensures honorarium checks are paid only after a completed W-9 Form is received.
 - d. Reimburses President, Board, and Committee chairs as per approved budget.
5. Reimburses travel expenses based on federal rate:
 - a. Mileage to Committee meetings when greater than 50 miles one way as submitted by Board and Committee members.
 - b. Lodging expense (one night) for Board members and committee chairs when attending Board and Council meetings greater than 100 miles one way.
6. Prepares a proposed budget for the upcoming year and presents it at the final Board meeting of each year. Committee budgets are due by October 1st for the following year.
7. Attends Board and Council meetings, and provides a Financial Report at each of these meetings that includes the current financial/investment status. All financial reports will be made available for review at these meetings.
8. Arranges for annual tax preparation by an accountant.
9. Arranges for financial records audit as deemed appropriate by the Board of Directors.
10. Submits an annual Financial Report for officer review. The annual Financial Report is filed with National ENA on or before June 1st each year.
11. Maintains appropriate documents related to incorporation thru the Secretary of State's Office.
12. Provides a mechanism to transfer records (general/financial) upon new Treasurer installation.

TREASURER ELECT Job Description

The Treasurer -Elect of the Illinois State Council is an elected position whose primary responsibility is to assist the Treasurer and learn the role of the Treasurer. This position should be familiar with basic accounting and management control standards as well as with the Illinois State Council bylaws and the National ENA bylaws. Candidates should be fully cognizant of the Treasurer responsibilities before accepting nomination to the office of Treasurer-Elect.

Qualifications/Eligibility

- Current ENA membership
- Current registered nurse licensure
- Active participation at the state level

Term of Office

The Treasurer-Elect shall serve for a term of three calendar years: One year as Treasurer-Elect and two years as Treasurer.

Responsibilities

The expectations and responsibilities of the Treasurer-Elect include but are not limited to:

1. Works with the Treasurer to learn the role of State Treasurer
2. Performs duties as assigned by the President or Treasurer.
3. Collaborates with the Treasurer in the development of the budget.
4. Assists the Board of Directors in approval of the state budget.
5. Assumes duties of the Treasurer in the event the Treasurer is unable to.
6. Attends Board and Council meetings.
7. Acts as a liaison to assigned committees/SIGs.
8. Supports the President and all officers in carrying out the Illinois State Council Strategic Plan.

DIRECTOR Job Description

The Director of the Illinois State Council is an elected position. This position should be familiar with the Illinois State Council bylaws and the National ENA bylaws.

Qualifications/Eligibility

- Current ENA membership
- Current registered nurse licensure
- Active participation at the state level

Term of Office

The Director shall serve for a term of two calendar years.

Responsibilities

The expectations and responsibilities of the Director include but are not limited to:

1. Attends Board and Council meetings.
2. Communicates information from the meetings to the membership as necessary.
3. Functions as a Board Liaison to committees and SIGs as assigned by assisting those committees with direction and leadership. Shares committee/SIG issues with the Board.
4. Coordinates the notification and selection of a member to receive a scholarship to the Annual Meeting/Scientific Assembly.
5. Coordinates the announcement/flyer mailing to ED Nurse Managers identifying the quarterly Council meetings.
6. Submits Illinois State Council related information/article for publication in the National ENA newsletter "ENA Connection"
7. Performs additional duties as assigned by the Board.
8. Supports the President and all officers in carrying out the Illinois State Council Strategic Plan.

COMMITTEE LIAISON

Each member of the State Board of Directors is assigned as a liaison to committees and SIGs. As a liaison, the Board member represents the Board's directives to their assigned committees and SIGs. The liaison may participate as an active committee member, but this is not required. Each liaison will assist their assigned committees/SIGs in the following ways:

1. Provide interpretation of Board goals or initiatives as applied to the committee or SIG.
2. Communicate committee progress to the Board.
3. Communicate status of the Committee/SIG charges to the Board.
4. Act as a resource for the committee as related to budget or other committee changes.

COMMITTEE CHAIR Job Description

The Chair of a Committee for the Illinois State Council is an appointed position. The chairperson is appointed by the President. This position should be familiar with the Illinois State Council bylaws and the National ENA bylaws.

Qualifications/Eligibility

- Current ENA membership
- Current registered nurse licensure
- Active participation at the state level

Term of Office

The Committee Chair shall be appointed for a term of one calendar year.

Responsibilities

The expectations and responsibilities of the Committee Chairperson include but are not limited to:

1. Attends Council meetings.
2. Directs and coordinates the activities of the committee.
3. Provides committee activity reports to the Board of Directors at quarterly meetings. These quarterly progress reports should: a). identify activities accomplished during the previous quarter and any challenges/barriers; b). list the specific goals from the Illinois Strategic Plan that previous quarter activities have been directed at attaining; c). report committee budget status.
4. Reviews previous year's goals and develops committee goals for the upcoming year.
5. Accomplishes committee charges from the Board of Directors.
6. Distributes meeting minutes to committee membership, Board liaison and President.
7. Prepares annual committee budget by October 1st and submits to the Treasurer.
8. Budget approval guidelines:
 - a. If any expense exceeds budget up to \$50, the Committee Chair and Board liaison may approve the expense.
 - b. If any expense exceeds budget over \$50, the Committee Chair needs approval of the Board of Directors.
 - c. When a committee exceeds their overall approved annual budget, the Committee Chair must obtain Board of Directors approval.
9. Submits committee information in a timely fashion to the Countershock Editor for newsletter publication.
10. Recruits new members to the committee.
11. Serves as a resource for committee related issues.
12. Mails/emails meeting announcements to committee members 2 weeks prior to meetings.
13. Maintains a book of committee activities, including goals/charges, membership list, memos, agendas, minutes, copies of brochures/flyers, budgets, and other information.
14. Identifies a Co-Chair for President approval and mentors that person into the role of Chair.
15. Provides membership information for all activities of the committee.
16. Plans activities according to the approved budget.