



## Illinois ENA Board of Directors Job Descriptions

### President

#### Job Description

The president of the Illinois ENA is an elected officer and member of the board of directors. As the executive officer, the president is responsible for the overall welfare of the state council and its various activities in accordance with Illinois ENA and ENA national rules, policies and procedures, as well as Illinois statute governing not-for-profit organizations. The responsibilities of the president are largely managerial in that the president is responsible for ensuring that the board of directors and committees carry out their functions, that defined activities/initiatives are properly planned and executed, and that the state council works towards achieving the objectives defined in the Illinois ENA Strategic Plan. The president is fully cognizant of the Illinois ENA [Bylaws](#), [Policies and Procedures](#), and ENA [Bylaws](#), [Policies and Procedures](#).

#### Qualifications/Eligibility

- Current ENA membership.
- Member of Illinois State Council.
- Current Registered Professional Nurse licensure within the State of Illinois.
- Attended two or more state council meetings within the previous 12 months.
- Participated on a committee or special interest group within the previous 12 months or served as a director within the previous 24 months.
- Succession to the office of president immediately upon completion of the term of president-elect.

#### Term of Office

The president serves a two-year term of office after serving as president-elect.

#### Responsibilities

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

- Manages the affairs of the Illinois ENA.
- Provides leadership to the board of directors.
- Coordinates the board of directors' activities.
- Mentors the president-elect.
- Provides oversight of officer and director role transitions.
- Provides information from ENA national to the membership.
- Promotes ENA membership throughout Illinois.



## Illinois ENA Board of Directors Job Descriptions

### President (continued)

- Serves as a resource on emergency nursing issues.
- Chairs the board of directors and state council meetings.
- Appoints committee chairs/co-chairs on an annual basis for the years of the president's term, in consultation with the president-elect.
- Implements activities as directed by ENA national.
- Assigns liaisons to each committee from the board of directors.
- Represents or designates a representative for:
  - Annual ENA business meeting (General Assembly)
  - ENA State and Chapters Leader Orientation
  - Additional meetings/conferences as selected by the board of directors
  - State lobby day
- Develops the board of directors, committee, and special interest group charges in conjunction with the board of directors for the year.
- Presents the committee and special interest group chairs with charges for the year.
- Approves state council budget in cooperation with the board of directors.
- Submits annually the officers report and annual report to ENA national.
- Submits annually the ENA State Council Achievement Award application to ENA national, as appropriate.
- Promotes ENA membership recruitment, retention, and engagement throughout Illinois.
- Serves as board liaison to assigned committee(s) and/or special interest group(s).
- Serves as an active member on at least one committee.
- Attends the ENA State and Chapter Leaders Orientation.

### Expected Time Commitment

- Ongoing activities: 5-15 hours per week
- Meetings
  - Quarterly state council meetings (4-5 hours)
  - Bimonthly or quarterly board of directors meetings (2 hours)
  - Board of directors conference calls (varies)
  - Annual board of directors retreat meeting (4 hours)
  - Quarterly ENA State Leaders webinars (1 hour)
  - Bi-annual ENA State of the Association webinar (1 hour)



## **Illinois ENA Board of Directors Job Descriptions**

### **President (continued)**

- Annual financial advisor meeting (2 hours)
- Conferences
  - ENA State and Chapter Leaders Orientation (3 days)
  - ENA General Assembly (2-3 days)
  - Illinois ENA Spring Symposium (2 days)



## Illinois ENA Board of Directors Job Descriptions

### President-Elect

#### Job Description

The president-elect of the Illinois ENA is an elected officer and member of the board of directors. The primary responsibility of the president-elect is to assist the president and learn the role and responsibilities of the president in accordance with Illinois ENA and ENA national rules, policies and procedures, as well as Illinois statute governing not-for-profit organizations. The president-elect is familiar with the Illinois ENA [Bylaws, Policies and Procedures](#), and ENA [Bylaws, Policies and Procedures](#). Candidates should be fully cognizant of the role and responsibilities of the president-elect, president, and immediate past president before running for the office of president-elect.

#### Qualifications/Eligibility

- Current ENA membership.
- Member of Illinois State Council.
- Current Registered Professional Nurse licensure within the State of Illinois.
- Attended two or more state council meetings within the previous 12 months.
- Participated on a committee or special interest group within the previous 12 months or served as a director within the previous 24 months.

#### Term of Office

The president-elect serves a two-year term of office, or until succession to the office of the president when the president is unable to complete the term.

#### Responsibilities

The expectations and responsibilities of the president-elect include but are not limited to:

- Learns the role of the president.
- Performs duties assigned by the president.
- Develops the board of directors, committee, and special interest group charges in conjunction with the board of directors for the year.
- Recommends committee chairs/co-chairs for the upcoming year.
- Appoints committee chairs/co-chairs for the proceeding year following the conclusion of the president-elect's term, in consultation with the president.
- Assumes the duties of president in the event the president is unable or as delegated.
- Attends board of directors and state council meetings.
- Represents Illinois State Council as a delegate at the annual ENA national business meeting (General Assembly).



## Illinois ENA Board of Directors Job Descriptions

### President-Elect (continued)

- Supports the board of directors in carrying out the Illinois ENA Strategic Plan.
- Develops the board of directors, committee, and special interest group charges in conjunction with the board of directors for the year.
- Approves state council budget in cooperation with the board of directors.
- Assists with submission annually of the officers report and annual report to ENA national.
- Assists with submission annually of the ENA State Council Achievement Award application to ENA national, as appropriate.
- Promotes ENA membership recruitment, retention, and engagement throughout Illinois.
- Serves as board liaison to assigned committee(s) and/or special interest group(s).
- Serves as an active member on at least one committee.

### Expected Time Commitment

- Ongoing activities: 5-15 hours per week
- Meetings
  - Quarterly state council meetings (4-5 hours)
  - Bimonthly or quarterly board of directors meetings (2 hours)
  - Board of directors conference calls (varies)
  - Annual board of directors retreat meeting (4 hours)
  - Quarterly ENA State Leaders webinars (1 hour)
  - Bi-annual ENA State of the Association webinar (1 hour)
  - Annual financial advisor meeting (2 hours)
- Conferences
  - ENA State and Chapter Leaders Orientation (3 days)
  - ENA General Assembly (2-3 days)
  - Illinois ENA Spring Symposium (2 days)



## Illinois ENA Board of Directors Job Descriptions

### Immediate Past President

#### Job Description

The immediate past president of the Illinois ENA is a non-voting, ex-officio member of the board of directors whose main role is to advise the president in accordance with Illinois ENA and ENA national rules, policies and procedures, as well as Illinois statute governing not-for-profit organizations. The immediate past president assists the president to ensure the board of directors, committee chairpersons, and special interest group chairpersons carry out their assigned duties and responsibilities. Additionally, the immediate past president is responsible for the slate of candidates for each election in conjunction with the Awards and Nominations Committee. The immediate past president is fully cognizant of the Illinois ENA [Bylaws, Policies and Procedures](#), and ENA [Bylaws, Policies and Procedures](#).

#### Qualifications/Eligibility

- Current ENA membership.
- Member of Illinois State Council.
- Current Registered Professional Nurse licensure within the State of Illinois.
- Attended two or more state council meetings within the previous 12 months.
- Participated on a committee or special interest group within the previous 12 months or served as a director within the previous 24 months.
- Succession to the office of immediate past president immediately upon completion of the term of president.

#### Term of Office

The immediate past president serves a two-year term of office after serving as president.

#### Responsibilities

The expectations and responsibilities of the immediate past president include but are not limited to:

- Provides consultation to the president and board of directors as a non-voting member.
- Performs duties assigned by the president.
- Mentors the president.
- Preparing a slate of candidates for annual elections, in conjunction with the Awards and Nominations Committee
- Attends board of directors and state council meetings.
- Promotes ENA membership recruitment, retention, and engagement throughout Illinois.
- Supports the board of directors in carrying out the Illinois ENA Strategic Plan.



## **Illinois ENA Board of Directors Job Descriptions**

### **Immediate Past President (continued)**

- Assists with development of the board of directors, committee, and special interest group charges for the year.
- Serves as a resource on emergency nursing issues.
- Promotes ENA membership recruitment, retention, and engagement throughout Illinois.
- Serves as board liaison to assigned committee(s) and/or special interest group(s).
- Serves as an active member on at least one committee.

### Expected Time Commitment

- Ongoing activities: 2-5 hours per week
- Meetings
  - Quarterly state council meetings (4-5 hours)
  - Bimonthly or quarterly board of directors meetings (2 hours)
  - Board of directors conference calls (varies)
  - Annual board of directors retreat meeting (4 hours)
- Conferences
  - Illinois ENA Spring Symposium (2 days)



## Illinois ENA Board of Directors Job Descriptions

### Secretary

#### Job Description

The secretary of the Illinois ENA is an elected officer and member of the board of directors. The secretary is responsible for maintaining records for the Illinois State Council in accordance with Illinois ENA and ENA national rules, policies and procedures, as well as Illinois statute governing not-for-profit organizations. The secretary is familiar with the Illinois ENA [Bylaws](#), [Policies and Procedures](#), and the ENA [Bylaws](#), [Policies and Procedures](#).

#### Qualifications/Eligibility

- Current ENA membership.
- Member of Illinois State Council.
- Current Registered Professional Nurse licensure within the State of Illinois.
- Attended two or more state council meetings within the previous 12 months.
- Participated on a committee or special interest group within the previous 12 months or served as a director within the previous 24 months.

#### Term of Office

The secretary serves a two-year term of office.

#### Responsibilities

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

- Attends state council and board of directors meetings and records the minutes and proceedings (e.g., votes).
- Distributes state council and board of directors meeting minutes to the board of directors within one (1) week of the meetings.
- Facilitates posting of approved meeting minutes (i.e., state council meeting, board of directors meeting, committee meetings, and special interest group meetings) in the members only section of the website on no less than a quarterly basis.
- Makes draft state council and board of directors meeting minutes available at appropriate meetings for review and approval.
- Maintains a current calendar of Illinois State Council, committee, and special interest group meetings, webinars, and conference calls.
- Collects and facilitates posting of committee and special interest group membership on the website on no less than an annual basis.





## Illinois ENA Board of Directors Job Descriptions

### Secretary (continued)

- Collaborates with the directors during state council and board of directors meetings to facilitate webinar and/or conference call capabilities.
- Collaborates with the directors during state council meetings to facilitate attendee giveaway drawings.
- Sends correspondence (e.g., sympathy cards, thank you cards, etc.) on behalf of the state council as directed by the board of directors or the president.
- Approves state council budget in cooperation with the board of directors.
- Supports the board of directors in carrying out the Illinois ENA Strategic Plan.
- Promotes ENA membership recruitment, retention, and engagement throughout Illinois.
- Serves as board liaison to assigned committee(s) and/or special interest group(s).
- Serves as an active member on at least one committee.
- Attends the ENA State and Chapter Leaders Orientation.

### Expected Time Commitment

- Ongoing activities: 5-10 hours per week
- Meetings
  - Quarterly state council meetings (4-5 hours)
  - Bimonthly or quarterly board of directors meetings (2 hours)
  - Board of directors conference calls (varies)
  - Annual board of directors retreat meeting (4 hours)
  - Quarterly ENA State Leaders webinars (1 hour)
  - Bi-annual ENA State of the Association webinar (1 hour)
  - Annual financial advisor meeting (2 hours)
- Conferences
  - ENA State and Chapter Leaders Orientation (3 days)
  - ENA General Assembly (2-3 days)
  - Illinois ENA Spring Symposium (2 days)



## Illinois ENA Board of Directors Job Descriptions

### Treasurer

#### Job Description

The treasurer of the Illinois ENA serves as an elected officer and member of the board of directors responsible for the operational and administrative control of all funds and material assets of the Illinois ENA in accordance with Illinois ENA and ENA national rules, policies and procedures, as well as Illinois statute governing not-for-profit organizations. The treasurer is familiar with basic accounting and management control standards, as well as with the Illinois ENA [Bylaws](#), [Policies and Procedures](#), and the ENA [Bylaws](#), [Policies and Procedures](#).

#### Qualifications/Eligibility

- Current ENA membership.
- Member of Illinois State Council.
- Current Registered Professional Nurse licensure within the State of Illinois.
- Attended two or more state council meetings within the previous 12 months.
- Participated on a committee or special interest group within the previous 12 months or served as a director within the previous 24 months.
- Succession to the office of treasurer immediately upon completion of the term of treasurer-elect.

#### Term of Office

The treasurer serves a two-year term of office after serving as treasurer-elect.

#### Responsibilities

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

- Attends to the financial affairs of the state council by maintaining the day-to-day flow of liquid assets, including monthly reconciliation of bank account statements, quarterly reconciliation of ENA assessments (e.g., membership assessments, ENPC and TNCC assessments, etc.).
- Attends board of directors and state council meetings, and provides a financial report that includes the financial (e.g., profit and loss statement, financial summary) and investment status of the Illinois ENA as of the last day of the preceding fiscal quarter at each of these meetings.
- Mentors the treasurer-elect.
- Monitors income and expenditures on a regular basis and pays expenditures.
- Ensures all expenses are submitted via the appropriate Illinois ENA form with appropriate receipts and documentation attached in a timely manner.



## Illinois ENA Board of Directors Job Descriptions

### Treasurer (continued)

- Pays nominal expenditures and reimbursements within 30 days of receipt for payment request, except for urgent matters.
- Ensures honorarium requests are submitted via the appropriate Illinois ENA form with appropriate approval, and paid only after a completed W-9 Form is received on no less than an annual basis.
- Reimburses board of directors and committee chairs/co-chairs for official Illinois ENA business expenses according to the approved budget.
- Reimburses travel expenses based on the current General Services Administration (GSA) rate and according to the approved budget.
- Selects a bookkeeper for the treasurer's term according to Illinois ENA policy and with approval by the board of directors.
- Coordinates the long-term investments of the state council and corresponds with the long-term investment fund manager/financial advisor as requested by the board of directors or president.
- Facilitates changes in long-term investments in consultation with the financial advisor, as requested and approved by the board of directors, or by the treasurer, president, and one additional officer (i.e., president-elect, secretary, treasurer-elect).
- Facilitates the annual budget meeting during the month of October for the proceeding year by providing board of directors and committee chairs/co-chairs with the current year-to-date profit and loss statements and previous year's budget information.
- Prepares a proposed budget for the proceeding year after the annual budget meeting and presents it to the board of directors for approval during the board of directors meeting immediately proceeding the annual budget meeting.
- Facilitates annual tax preparation by the Illinois ENA certified public accountant (CPA) by:
- Submitting records of payees from the preceding year and completed W9 forms no later than January 15 annually;
- Submitting required documents upon request by the CPA, including but not limited to the preceding year annual profit and loss statement, and summary of financial accounts (e.g., bank account statements, long-term investment statements);
- Presenting the final tax filing as submitted by the CPA for approval by the board of directors in a timely manner;
- Signing and mailing the approved tax filing to the Internal Revenue Service and Illinois Department of Revenue no later than May 15;
- Requesting and submitting a tax filing extension, as approved by the Board of Directors;
- Submitting a copy of the final and submitted tax filing to ENA Component Relations no later than May 31.
- Files the annual financial report with ENA Component Relations no later than May 31 annually.



## Illinois ENA Board of Directors Job Descriptions

### Treasurer (continued)

- Maintains current board of directors roster and contact information with the Illinois ENA CPA, long-term investment fund manager/financial advisor, and general counsel.
- Arranges for financial records audit per Illinois ENA policy and as deemed appropriate by the board of directors.
- Collaborates with the Illinois ENA general counsel to submit annually the necessary documentation and payment to the Illinois Secretary of State Not-For-Profit Annual Report.
- Maintains current bank account signers and contact information, according to Illinois ENA policy.
- Oversees bank account signers' debit cards, including appropriate use and submission of appropriate and timely documentation, and cancellation and destruction of debit cards from holders that are no longer authorized per Illinois ENA policy.
- Maintains current records of Illinois ENA physical assets.
- Supports the board of directors in carrying out the Illinois ENA Strategic Plan.
- Promotes ENA membership recruitment, retention, and engagement throughout Illinois.
- Serves as board liaison to assigned committee(s) and/or special interest group(s).
- Serves as an active member on at least one committee.
- Attends the ENA State and Chapter Leaders Orientation.

### Expected Time Commitment

- Ongoing activities: 5-20 hours per week
- Meetings
  - Quarterly state council meetings (4-5 hours)
  - Bimonthly or quarterly board of directors meetings (2 hours)
  - Board of directors conference calls (varies)
  - Annual board of directors retreat meeting (4 hours)
  - Quarterly ENA State Leaders webinars (1 hour)
  - Bi-annual ENA State of the Association webinar (1 hour)
  - Annual financial advisor meeting (2 hours)
  - Bookkeeper meetings (varies)
- Conferences
  - ENA State and Chapter Leaders Orientation (3 days)
  - ENA General Assembly (2-3 days)
  - Illinois ENA Spring Symposium (2 days)



## Illinois ENA Board of Directors Job Descriptions

### Treasurer-Elect

#### Job Description

The treasurer-elect of the Illinois ENA is an elected officer and member of the board of directors. The primary responsibility of the treasurer-elect is to assist the treasurer and learn the role of the treasurer in accordance with Illinois ENA and ENA national rules, policies and procedures, as well as Illinois statute governing not-for-profit organizations. The treasurer-elect is familiar with basic accounting and management control standards as well as the Illinois ENA [Bylaws](#), [Policies and Procedures](#), and the ENA [Bylaws, Policies and Procedures](#). Candidates should be fully cognizant of the role and responsibilities of treasurer-elect, treasurer, and immediate past treasurer before running for the office of treasurer-elect.

#### Qualifications/Eligibility

- Current ENA membership.
- Member of Illinois State Council.
- Current Registered Professional Nurse licensure within the State of Illinois.
- Attended two or more state council meetings within the previous 12 months.
- Participated on a committee or special interest group within the previous 12 months or served as a director within the previous 24 months.

#### Term of Office

The treasurer-elect serves a two-year term of office, or until succession to the office of the treasurer when the treasurer is unable to complete the term.

#### Responsibilities

The expectations and responsibilities of the treasurer-elect include but are not limited to:

- Works with the treasurer to learn the role of treasurer
- Attends board of directors and state council meetings.
- Performs duties as assigned by the president or treasurer.
- Collaborates with the treasurer in the facilitation of the annual budget meeting and development and presentation to the board of directors for approval of the proposed annual budget.
- Assists the board of directors in approval of the annual budget.
- Assumes the office of the treasurer in the event the treasurer is unable to.
- Assists the treasurer with submission annually of the tax filing and financial report to ENA Component Relations.



## Illinois ENA Board of Directors Job Descriptions

### Treasurer-Elect (continued)

- Assists the treasurer with submission annually of the Illinois Secretary of State Not-for-Profit Annual Report.
- Promotes ENA membership recruitment, retention, and engagement throughout Illinois.
- Supports the board of directors in carrying out the Illinois ENA Strategic Plan.
- Serves as board liaison to assigned committee(s) and/or special interest group(s).
- Serves as an active member on at least one committee.
- Attends the State and Chapter Leaders Orientation, as determined by the board of directors.

### Expected Time Commitment

- Ongoing activities: 2-5 hours per week
- Meetings
  - Quarterly state council meetings (4-5 hours)
  - Bimonthly or quarterly board of directors meetings (2 hours)
  - Board of directors conference calls (varies)
  - Annual board of directors retreat meeting (4 hours)
  - Quarterly ENA State Leaders webinars (1 hour)
  - Bi-annual ENA State of the Association webinar (1 hour)
  - Annual financial advisor meeting (2 hours)
- Conferences
  - ENA State and Chapter Leaders Orientation (3 days)
  - ENA General Assembly (2-3 days)
  - Illinois ENA Spring Symposium (2 days)



## Illinois ENA Board of Directors Job Descriptions

### Immediate Past Treasurer

#### Job Description

The immediate past treasurer of the Illinois ENA is a non-voting, ex-officio member of the board of directors whose main role is to advise the treasurer in accordance with Illinois ENA and ENA national rules, policies and procedures, as well as Illinois statute governing not-for-profit organizations. The immediate past treasurer is familiar with basic accounting and management control standards, as well as with the Illinois ENA [Bylaws](#), [Policies and Procedures](#), and ENA [Bylaws](#), [Policies and Procedures](#). The immediate past treasurer is fully cognizant of the treasurer responsibilities.

#### Qualifications/Eligibility

- Current ENA membership.
- Member of Illinois State Council.
- Current Registered Professional Nurse licensure within the State of Illinois.
- Succession to the office of immediate past treasurer immediately upon completion of the term of treasurer.

#### Term of Office

The treasurer serves a one-year term of office after serving as treasurer.

#### Responsibilities

The expectations and responsibilities of the immediate past treasurer include but are not limited to:

- Advising the treasurer.
- Attends board of directors and state council meetings.
- Performs duties as assigned by the president or treasurer.
- Collaborates with the treasurer in the facilitation and development of the proposed annual budget.
- Advises the board of directors in approval of the annual budget.
- Promotes ENA membership recruitment, retention, and engagement throughout Illinois.
- Supports the board of directors in carrying out the Illinois ENA Strategic Plan.
- Serves as board liaison to assigned committee(s) and/or special interest group(s).
- Serves as an active member on at least one committee.



## Illinois ENA Board of Directors Job Descriptions

### Immediate Past Treasurer (continued)

#### Expected Time Commitment

- Ongoing activities: 2-5 hours per week
- Meetings
  - Quarterly state council meetings (4-5 hours)
  - Bimonthly or quarterly board of directors meetings (2 hours)
  - Board of directors conference calls (varies)
  - Annual board of directors retreat meeting (4 hours)
  - Annual financial advisor meeting (2 hours)
- Conferences
  - Illinois ENA Spring Symposium (2 days)





## Illinois ENA Board of Directors Job Descriptions

### Director

#### Job Description

The director of the Illinois ENA is an elected non-officer member of the board of directors. The primary responsibilities of the director are to maintain business affairs during and in between state council meetings, including coordination of continuing nursing education activities in accordance with Illinois ENA and ENA national rules, policies and procedures, as well as Illinois statute governing not-for-profit organizations. The director is familiar with the Illinois ENA [Bylaws](#), [Policies and Procedures](#), and the ENA [Bylaws](#), [Policies and Procedures](#).

#### Qualifications/Eligibility

- Current ENA membership.
- Member of Illinois State Council.
- Current Registered Professional Nurse licensure within the State of Illinois.

#### Term of Office

The director serves a term of two years.

#### Responsibilities

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

- Performs duties as assigned by the president or board of directors.
- Attends board of directors and state council meetings.
- Collaborates with the secretary during state council and board of directors meetings to facilitate webinar and/or conference call capabilities, including identification of educational presentations, timely submission of CNE application to ENA national, and ensuring compliance CNE rules (e.g., collecting attendee information and evaluations, distributing CNE certificates, maintaining CNE records, etc.).
- Collaborates with the secretary during state council meetings to facilitate attendee giveaway drawings.
- Promotes ENA membership recruitment, retention, and engagement throughout Illinois.
- Supports the board of directors in carrying out the Illinois ENA Strategic Plan.
- Assists the board of directors in approval of the annual budget.
- Serves as board liaison to assigned committee(s) and/or special interest group(s).
- Serves as an active member on at least one committee.



## Illinois ENA Board of Directors Job Descriptions

### Director (continued)

#### Expected Time Commitment

- Ongoing activities: 2-5 hours per week
- Meetings
  - Quarterly state council meetings (4-5 hours)
  - Bimonthly or quarterly board of directors meetings (2 hours)
  - Board of directors conference calls (varies)
  - Annual board of directors retreat meeting (4 hours)
- Conferences
  - Illinois ENA Spring Symposium (2 days)