

CALL FOR ENA COMMITTEES MEMBERS

ENA is looking to fill several openings on the following three committees: **Annual Conference Committee**, **International Delegate Review Committee** and the **Resolutions Committee**. We invite ENA members to submit their online applications between **Monday, April 2 and Monday, April 30, 2012**.

We have now enhanced our committee application to allow members to upload a photo to their online application. While this feature is not mandatory, we highly encourage your photo submission. See instructions on the Committee Active Calls link or follow the instructions provided on your "My Profile" page.

- **Annual Conference Committee**

The 2013 ENA Annual Conference will be held in Nashville, Tennessee, at the Gaylord Opryland Convention Center, September 17 – 21. This committee is charged with planning the 2013 ENA Scientific Assembly portion of the conference. Committee members are responsible for identifying and reviewing topics and speakers, obtaining various required speaker information in a timely manner, and introducing/coordinating faculty prior to and onsite at the ENA Scientific Assembly.

Criteria:

Applicants must be organized, detail-oriented and able to meet deadlines. Experience in program planning, a working knowledge of American Nurses Credentialing Center (ANCC) guidelines and American Psychiatric Association (APA) format is helpful. A BSN is required, while a MSN is preferred. We are seeking individuals from all areas of emergency nursing including educators, nurse practitioners and managers. All applicants must have attended a Scientific Assembly within the past three years. ENA highly recommends attendance at the 2012 Scientific Assembly in San Diego, California to observe the meeting processes and flow of events to understand the attendee experience. Because the commitments that take place during the conference frequently conflict with those of the General Assembly delegates, we strongly advise that you do not participate as a delegate or an alternate delegate during the 2013 General Assembly.

Members of this committee **MUST** attend a planning meeting scheduled for **Friday, November 9 and Saturday, November 10**. This is mandatory and not negotiable as it is crucial to the success of our conference. The meeting will take place at the ENA national office in Des Plaines, Illinois. Attendance is also required during the 2012 Annual Conference in San Diego. Members must have frequent access to e-mail and be available for assigned conference calls. The majority of the work is conducted through conference calls and e-mail. ENA will cover costs for face-to-face meetings. This is a high-powered and very busy committee. The contributions we ask of our national committee members are commitments of their time, creativity and expertise. The rewards are endless.

- **International Delegate Review Committee**

Review annually the international delegate application and ensure appropriate relevance specific to international members. Review, score and recommend the final slate of international delegates and alternate delegate. Review and revise as needed the procedure policy on implementing a call for international delegates. Review and revise procedural policy as needed for the selection of delegates.

Criteria:

Applicants must be a registered nurse and have served as a delegate at the ENA General Assembly within the last three years. Committee meetings will be conducted via conference call. Three to four conference calls are planned per year.

If an international member is appointed to this committee, he/she will not be eligible to participate as a delegate or alternate delegate for the years serving on the committee and two years after the term ends.

▪ **Resolutions Committee**

Members of this committee will ensure appropriateness of bylaw amendments and resolutions related to emergency practice. Conduct annual call for resolutions. Mentor bylaw and resolution sponsors by assisting with the quality of the written document, assuring references are most recent and pertinent and suggesting content area experts for sponsor collaboration. Provide a written update for the General Assembly handbook on the status of resolutions from the past year. Review and revise the resolution writing primer as needed. Collaborate with the parliamentarian to develop basic competencies and implement training and testing materials to prepare delegates for participation at General Assembly.

Criteria:

Experience with resolutions and bylaws process on the local, state or national level is required. Applicant must have attended a minimum of one ENA General Assembly as a delegate and have a working knowledge of *Roberts Rules of Order*. Applicants must be organized, detail-oriented and able to meet strict deadlines. Frequent access to e-mail and being available for assigned conference calls is essential. The majority of the work is conducted through e-mail, conference calls and two face-to-face meetings at national headquarters and at the 2013 General Assembly. This is a very important committee. It is an opportunity to contribute to the success of our organization at a different level. We hope you will consider using your talents and expertise in this venue, and the rewards will be present in our organization for years to come.

*ENA relies on its members to shape the direction of our association.
Your contributions are invaluable, and we thank you for all your support!*