EMERGENCY NURSES ASSOCIATION
SAFE PRACTICE, SAFE CARE

State Council and Chapter
Treasurer Transition Checklist

The following is a list of specific transition information that new treasurers should acquire from outgoing treasurers prior to taking office. The list is not intended to be exhaustive; please add state/chapter specific information resources to better tailor to your state/chapter needs.

Treasurer Specific Materials

- ✓ Obtain and review the state or chapter bylaws
- ✓ Obtain and review the state or chapter strategic plan
- ✓ Obtain and review state or chapter policies and procedures
- ✓ Officer job description
- ✓ Goals and objectives from the last year
- ✓ Status report for ongoing projects
- ✓ Previous meeting minutes and officer reports
- ✓ Obtain 2012 state/chapter meeting dates
- ✓ Financial records/budget
- ✓ Transfer financial records and bank accounts
- ✓ File change of address form with the IRS to ensure IRS correspondence is directed to the incoming treasurer (includes state councils and separately incorporated chapters only)
    - o Submit copy of change of address form to ENA Component Relations by December 31
- ✓ Obtain a copy of the letter identifying the state Employer Identification number (EIN) letter (state councils and separately incorporated chapters only)
- ✓ Obtain the Articles of Incorporation (copy found in state council document share area in the state's online management system via the ENA Web site – states only)
- ✓ Obtain bank signature cards and update authorized signers
    - o It is **required** that there be at least three authorized signers to assure that there will be three people with the ability to access the account should one or more persons leave their ENA position
    - o It is required that the state treasurer is the third signer to **all chapter accounts** in the event chapters maintain bank accounts separate from the state council (which is NOT recommended)
- ✓ Obtain necessary IRS documents to ensure proper filing
- ✓ Documents regarding filing renewal of incorporation status and if exempt from state sales tax, documents needed to maintain that status
    - o Some states have state income tax, ensure filing for state taxes if applicable
- ✓ Obtain any previous annual Financial Reports
- ✓ State council treasurers are responsible for submitting your council's most current budget to ENA National Headquarters by January 31 each year
- ✓ Upon filing the Form 990 to the IRS (by May 15) submit a copy to ENA National Headquarters by May 31 each year (includes State Councils and separately incorporated chapters only)
- ✓ Obtain *Robert's Rules of Order Newly Revised 10th Edition*
- ✓ Recommended reading: *A Great Meeting Needs A Great Treasurer* (available in ENA's Marketplace)

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ENA Headquarter Specific Materials

- ✓ Obtain and review the ENA Procedures
- ✓ Obtain and review the ENA Treasurers Manual
- ✓ Obtain and review the ENA bylaws
- ✓ Obtain and review the ENA Strategic Plan
- ✓ Locate State Online Management Area and State Document Sharing Area on the ENA Web site
- ✓ Locate Treasurer's page on the ENA Web site

Contact Information For:

- ✓ National Headquarters
- ✓ State and chapter officers
- ✓ Board Liaison

Other

- ✓ Future board meeting dates/council or chapter meeting dates
- ✓ Historical Files
- ✓ Planning calendar that denotes critical dates
- ✓ State Treasurer Quarterly Conference Call dates and times (state council treasurer's only)

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OFFICER TRANSITION RECOMMENDATIONS

Incoming officers review officer expectations and responsibilities individually and then discuss them with outgoing officers.

Shadowing/Mentoring: Incoming officers are paired with outgoing officers for a specific period of time to learn position basics and to observe the outgoing officers. Through discussion and interaction, outgoing officers share expertise, insight and advice for the incoming officers. Through a "shadowing" process, new officers are elected and serve for an "elect" (ie: treasurer-elect) term with the current officer to learn processes, meet people and transition materials.

Retreats/Transition meeting: Although they can take different formats, retreats or meetings provide an opportunity for incoming and outgoing officers to transition materials and discuss pertinent issues. All retreats or meetings should be planned in advance and should seek to address specific goals and objectives.

TRANSITION QUESTIONS

THE FOLLOWING IS A LIST OF HELPFUL QUESTIONS TO ASK & ANSWER DURING TRANSITION MEETINGS.

What do you consider to be the responsibility of your office?

What do you wish you had done, but did not?

What did you try that did not work? Why?

What problems or areas will require attention within the next year?

Who/what resources were the most helpful in getting things done?

What key relationships need to be built?

What should be done immediately?

How did you work with other officers?

What specific paperwork is required of the officer?