



LOUISIANA EMERGENCY NURSES ASSOCIATION

POLICY & PROCEDURES MANUAL

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## **BEST BOARD PRACTICES: NEW BOARD MEMBER RECRUITMENT AND ORIENTATION PROCESS**

### **Before Submitting the Prospective Director's Name for Election**

1. Meet with the prospective director and review a copy of the position description for a board member.
2. Before agreeing to be nominated a prospective director should understand the responsibilities and expectations of the position, especially the time required for board meetings, education, and public/community events.
  - The nominations committee should consider holding an orientation session for individuals seeking a board seat – So that the prospective candidate can assess whether they *want* the job.
3. Make participation in orientation mandatory during the director's first term. Do not allow reappointment of directors who fail to fulfill this requirement.
4. Schedule an annual, new member orientation session well in advance on the board's annual calendar, so all new members can set aside the date as soon as they are elected.

### **After Election: The Initial Orientation**

5. Plan an educational session of at least three hours. Educational content should enable a new member to answer these questions:
  - What are the board's fiduciary duties, roles and responsibilities?
  - How is the board organized to do its work? How are major decisions made?
  - What is expected of me as a board member? What information do I have access to? How can I suggest agenda items for board and committee meetings?
  - What is the mission and what are the values of the organization?
  - Why was the organization founded? What are the important milestones of the organization's history, and how do these relate to today's priorities?
  - What are the major industry trends a board member should be aware of?
  - What are the organization's major programs and services? What are the main needs of our members and the communities that they serve?
  - What is the organizational structure of the organization?
  - What is the organization's budget? Review the current financial statements, and highlight key indicators and red flags to watch for.
  - What is the organization's strategic direction? Review the strategic plan as well as the long-range capital financing plan and master plan.
  - How does the organization maintain and improve the quality of member, and Director satisfaction? Review current priorities and performance.
6. If a group of new members is joining the board, schedule the orientation session as a seminar or workshop. If there are just one or two new members, the session can be more informal, but still cover the same content.
7. Keep the material on a governance level: Stress high-level issues and concerns, the big picture, the vision and strategy -- not operational matters.
8. Tap several individuals to deliver the orientation. For example:
  - *President*: Describes the board's role and responsibilities and the expectations of individual members
  - *Treasurer/Secretary*: Outlines fiduciary duties, conflict of interest procedures, and current legal issues
  - *Directors*: Provides the overview of the organization's strategic direction, its major

- programs and services, and industry trends
9. Schedule a lunch with a few other board members.
  10. Provide each new member with an Orientation Manual.

#### **After the Initial Orientation: The First Year**

11. Ask new members to write and share a “Personal Learning Plan” that describes additional areas where they’d like education, people they’d like to meet, and resources they want to review.
12. Based on the Personal Learning Plans, conduct “drill down” sessions on pertinent subject areas of interest. Examples might include:
  - New member of the Legislative/Nurse Practice Committee meets with committee chair to review past accomplishments and current concerns.
13. Assign a buddy or mentor to each new member.
14. At the end of the year, ask new members to evaluate the orientation process, and use the feedback to continuously improve.

Approved by LENA Board \_\_12/2016\_\_

#### **Officers and Directors-at-Large Roles & Responsibilities**

##### **Purpose**

To clarify the roles of the Elected Officers and Directors-at-Large of the Louisiana Emergency Nurses Association for the advancement of the Louisiana ENA mission.

##### **Policy**

Louisiana ENA Officers and Directors-at-large have specific responsibilities and duties adherent to their volunteer leadership positions. Compliance to these obligations enables Louisiana ENA leaders to further the cause of Louisiana ENA, ENA and the profession and to promote the mission, vision, values, and strategic planning of Louisiana ENA.

##### **Governance**

Louisiana ENA Bylaws require four Officers: (1) President; (2) President-Elect; (3) Secretary; (4) Treasurer. Each Officer serves as a voting member of the Board of Directors; the President votes only in the case of a tie vote. Sixteen Directors-at-large as elected by Louisiana ENA members also serve on the Board of Directors and serve as voting members.

Louisiana ENA Board of Directors is the corporate body composed of the Officers and Directors-at-large of the LENA. The Board of Directors assumes obligations, expectations and responsibilities including, but not limited to the following:

- Represent the interest of Louisiana ENA members
- Attend all meetings of the Board of Directors
- Submit agenda items for Board meetings, perform due diligence in evaluating the topics appearing on the board’s agendas and adequately prepare for discussions.
- Participate in external and internal Committee assignments
- Attend and participate in special events as needed
- Oversee Louisiana ENA’s financial integrity and accountability
- Set policies that guide Louisiana ENA

- Maintain and update strategic plan
- Support the decision of the Board as a whole

## **Duties**

Duties of the Officers and Directors-at-large are as follows:

### **President: 1 year term**

- Attends new officer orientation as provided by National ENA in or prior to the first year of serving as President
- Has general oversight of all Board Members
- Presides at all meetings of the Board of Directors
- Presides at general State Council meetings appoints committee chairpersons and liaisons
- Serves as an ex-officio member of all Committees and Work Teams except the Nominations Committee
- Appoints representatives to affiliate organizations
- Appoints representatives to attend meetings on Louisiana ENA's behalf
- Serves as official Louisiana ENA representative and spokesperson on matters of policy and positions
- Serves as media spokesperson in matters related to Louisiana ENA
- Liaisons between National ENA and Louisiana ENA
- Serves as a delegate to the General Assembly
- Participates in President's' call with National ENA when possible; may delegate to President-elect,
- Assures that a Louisiana ENA newsletter is published as requested; may delegate
- Assures that the Louisiana ENA website is relevant and current; may delegate
- Serves as gatekeeper for and facilitates e-mails/messages between Louisiana ENA leadership and members
- Holds Special Interest Groups accountable for adhering to policies and procedures of National ENA and Louisiana ENA; communicates with Special Interest Group leadership and reports developments to the Louisiana ENA State Council in a timely manner
- Oversees update of policies and procedures
- Communicates to board to assure that all BOD members are up to date on National ENA activities or issues

### **President-Elect: 1 year term**

- Attends meetings of the Board of Directors and Executive Committee
- Becomes familiar with duties of President
- Performs the duties and exercise the powers of the President in the event of the President's inability to serve
- Assists the President as requested
- Serves as official ENA spokesperson at President's request
- Serves as a delegate to the General Assembly
- Attends new officer orientation as provided by National ENA prior to assuming role of President
- Succeeds to the office of President at the expiration of the President's term
- Maintains order and specified agenda topic time limits at all State ENA BOD meetings

**Secretary: 1 year term**

- Attends new officer orientation as provided by National ENA
- Ensures that all records of meetings are maintained and submitted for the meeting packet at least 10 days prior to meetings
- Conducts correspondence as directed by the Louisiana ENA State Council and/or as requested by the LENA President
- Attends all meetings of the Board of Directors
- Maintains Louisiana ENA archives
- Serves as a delegate to the General Assembly

**Treasurer: 2-year term**

- Attends new officer orientation as provided by National ENA
- Monitors the finances of Louisiana ENA
- Maintains bank account information for Louisiana ENA
- Provides quarterly finance reports and interpretations of ENA's financial condition to Louisiana ENA State Council Liaisons between Louisiana ENA State Council, Louisiana ENA Board of Directors, the bank, and accountant
- Assures that tax forms are submitted on time annually
- Assures that bills are paid in a timely manner
- Assists in drafting and presenting the annual budget to Louisiana ENA State Council
- Conducts correspondence as directed by the Louisiana ENA State Council and/or as requested by the Louisiana ENA President
- Participates in Treasurer's call with National ENA
- Serves as a delegate to the General Assembly

**Directors-at-large (15): 2-year term**

- Will attend new officer orientation (online modules) as provided by National ENA
- Attends LENA Board orientation prior to beginning first term
- Represents the interest of the Louisiana ENA membership
- Attends all meetings of the LENA (per meeting guidelines)
- Submits agenda items and committee reports, performs due diligence in evaluating the topics appearing on the Board agenda, prepares for discussion on agenda items
- Participates in external and internal committee assignments
- Oversees LENA financial integrity and accountability
- Sets policies that guide LENA and supports the Board decisions.
- Each director-at-large may serve as one or more liaisons or committee chairs as appointed by the President, especially in roles desired by national ENA including but not limited to Injury Prevention Coordinator, Membership Chair, Student Nurse Liaison, etc.
- Communicates with Louisiana ENA membership via e-mail/website/newsletter articles relative to their role
- Supports the work of LENA in general and attends/participates in at least one community/special event as an ENA representative. (Submits documentation with pictures or reports to the secretary for historical perspective.)

Examples:

- Concussion awareness program
- Student nurses function
- Research projects

- Partnership in meetings and/or activities with other professional organizations (ACEP, LSNA, LERN, etc)
- Board members are staggered so that half of the sitting members are on the ballot each year.

*Approved by Louisiana ENA State Council on 11.7.14*

*Amended 11.27.15*

*Reviewed 12.17.16*

## **ELECTIONS**

### **Purpose:**

To strengthen the process of conducting elections and ensure that all potential candidates understand the process.

### **Policy:**

The fundamentals for the Director elections are outlined in the organization bylaws. This operating procedure will provide additional guidelines.

### **Operational Procedure:**

- Applications for the Board will be developed by the Nominations Committee, posted on the website, and emailed to all members of the Louisiana ENA before April 15.
- Application will include at minimum: basic demographic information, ENA membership number; candidate statement of intent; recent ENA related activity;
- Applications will be submitted to the Nominations Committee no later than May 30.
- Nomination Committee chair will acknowledge receipt of the application via email. It will be the responsibility of the nominee to contact the committee chair if no acknowledgement receipt is received within 72 hours.
- Candidate must a current ENA member at time of application and have been current for the previous 12 months. (Will be verified by the committee.) If membership expires prior to completion of the election process the candidate will be notified via email. The membership must be renewed to extend, at a minimum, through the first quarter of the year in which the office will be assumed.
- Candidate license as a registered nurse in the state of Louisiana will be verified by contact with the Louisiana State Board of Nursing.
- A ballot of approved candidates will be developed by the Nominations Committee and emailed to all LENA members before July 8. The link to voting will be posted at the same time to the website. A ballot will be mailed by USPS to any member that requests this service.
- Verification will require member number and/or member name on each ballot.
- Mail in ballots must be postmarked no later than July 20<sup>th</sup>. Electronic voting will close at midnight on July 28<sup>th</sup>.
- Ballots will be tabulated by the nominations committee and current president with results released by August 5<sup>th</sup>. Any nominations committee member on the ballot is excluded from the count of ballots.
- Results will be given to the entire Board and the candidates via email or phone before being sent to general memberships.
- Results will be announced to all nominees and members via email, posted to the website,

and provided at any gathering as determined by the Board of Directors and/or the Nominations Committee.

Approved by the LENA Board of Directors on 11.7.14  
Amended 11.27.15  
Reviewed 12.17.16

## **CONFLICT OF INTEREST POLICY & PROCEDURES**

### **Purpose**

The purpose of this policy and procedures is to:

- Exercise reasonable care in oversight of the affairs of the Louisiana Emergency Nurses Association;
- Ensure the prudent management of Louisiana ENA's resources;
- Avoid legal liability for any conflict of interest that may constitute a breach of the fiduciary responsibility; and to
- Minimize ethical dilemmas.

### **Policy**

- All Members of the Louisiana ENA Board of Directors, committee members, and volunteers are to act at all times solely in the best interest of Louisiana ENA and ENA and to avoid relationships that may compromise, or have the appearance of compromising one's judgment in fulfilling their duties on behalf of Louisiana ENA. In addition, Board Members, committee members and volunteers may not use their position for individual advantage or advantage of a relative or business associate.
- All Board Members, committee members and volunteers are expected to submit a conflict of interest statement at the commencement of their term and annually thereafter. Such statements should include the disclosure of any connections with individuals or companies doing business with the organization. Board Members, committee members and volunteers should also disclose any leadership positions in organizations whose institutional goals may be in conflict with Louisiana ENA and ENA such that acting in the interest of one organization may breach the duty of loyalty and fiduciary responsibility to the other.
- All Board Members, committee members, and volunteers must make a full disclosure of all relevant facts and circumstances whenever a conflict of interest exists or may appear to exist.
- All Board Members, committee members, and volunteers agree in writing to uphold the policy.
- Persons who enter into undisclosed conflicts of interest may be subject to disciplinary action, including dismissal from office or appointment. In certain cases, personal liability and criminal prosecution may result.
- Any corrective actions requiring Board Member recusal or resignation will be reported to the Louisiana ENA members.

### **Standards/Criteria**

- Where conflict or potential conflict of interest exists, the individual must, at a minimum, notify the State Council President and address the conflict in cooperation with the Executive Board of Directors.
- Where a conflict or potential conflict is conditional, qualified or only potential, it may be



sufficient to disclose the situation and pledge to remain objective and neutral with regard to the fulfillment of one's duties for Louisiana ENA.

- Where there is a financial conflict, one may be required either (a) to disengage from any affiliation or dealings with a third party to eliminate the financial conflict or to refuse to accept or return any financial advantage gained; (b) recuse oneself from any deliberations or decision-making regarding the subject matter related to the conflict; or (c) resign from one's position with Louisiana ENA.
- Where the conflict or potential conflict results from simultaneously holding leadership positions in Louisiana ENA and another organization, one may be required to recuse himself or herself from any discussions or votes on matters giving rise to a conflict or potential conflict or to resign from office from either Louisiana ENA or the other organization.
- An example of a conflict of interest follows:
  - Any Board Member who is associated with a firm competing for a contract should abstain from discussion and voting in the selection process.
  - If a competitive bidding process results in the selection of that Board Member's associated firm, he or she should disclose the affiliation and abstain from voting on future board actions connected with that firm's contact with the organization.
- The Board of Directors will review promptly each identified conflict or potential conflict and will seek legal counsel as needed. During the review process, information regarding the potential conflict will be communicated on a *need to know* basis.
- Each situation will be, to the extent possible, handled on a confidential basis.
- Decisions as to the appropriate action will take into account the nature of the conflict of interest, its origin and the importance or scope of the transactions involved. Disciplinary actions against an Officer or Director, including removal, for a conflict of interest, will be taken by the Board of Directors in their sole discretion and in accordance with Louisiana ENA Bylaws.

### **Operational Procedures**

- Each newly elected member of the Board of Directors and newly appointed or elected committee member, completes a conflict of interest disclosure form as part of the candidate application process.
- The Board of Directors will review all volunteer disclosure statements in which a conflict is disclosed, and consult with others in confidence as needed and appropriate, to determine whether any conflicts exist.
- All Officers and Directors, committee members, and volunteers are expected to identify promptly any conflicts that arise during the course of the year. Board members must make any conflict of interest disclosure at a board meeting per the agenda. Committee members and other volunteers are to report a conflict of interest by submitting a supplemental disclosure statement to the Executive Director or his designee.
- The State Council President will report to the Board of Directors, any conflicts of interest in executive session and a specific agenda item will be included to allow opportunity for discussion and determination of action as indicated.

*Approved by Louisiana ENA State Council on 12.12.13*

*Reviewed 12.17.16*

## CONFLICT OF INTEREST DISCLOSURE STATEMENT

### Instructions for completing questionnaire:

Please read this Emergency Nurses Association Conflict of Interest Policy Statement before completing the questionnaire. If additional space is needed for answering a question, please attach an additional sheet and indicate the number of the question being answered. The terms "family relationship" and "immediate family" as used herein, refer to any parent, spouse, domestic partner or child. The term "affiliate" means any organization that directly or indirectly through one or more intermediaries, controls or is controlled by, or is under common control with the Association.

If any item is inapplicable, answer "none" or "n/a" as appropriate.

After completing the questionnaire, please sign, date and return it to the Association.

### I. NAME AND BACKGROUND INFORMATION

- A. Name:  
Address:  
Position with Association:
- B. I hereby state that I or members of my immediate family have the following affiliations or interests and have taken part in the following transactions that, when considered in conjunction with my position with or relation to the Emergency Nurses Association ("Association") or any of its affiliates or subsidiaries, might possibly constitute a conflict of interest. (Check "none" where applicable.)

### II. OUTSIDE INTERESTS

- A. Identify any position held by yourself or a member of your immediate family in any outside concern from which the Association or any of its subsidiaries or affiliates secures goods or services or that provides services competitive with the Association or any of its subsidiaries or affiliates.
- B. (\_\_\_\_\_) None

### III. INVESTMENTS

- A. List and describe, with respect to yourself or a member of your immediate family, all investments that might be considered a "material financial interest", as described below:
  - 1) Capital stock, obligations, or a combination of both, of any concern the capital stock or obligation of which are listed on any nationally recognized securities exchange, having an aggregate value in excess of \$500,000; or
  - 2) Any interest in any other outside concern, with the exception of the holding of indebtedness; or
  - 3) Holding of indebtedness of any outside concern, other than those mentioned in subparagraph A above, in any amount in excess of \$100,000.
- B. (\_\_\_\_\_) None

IV. OUTSIDE ACTIVITIES

- A. List any other activities in which you or your immediate family are engaged that might be regarded as constituting a conflict of interest, giving particular attention to activities rendered as a director, manager, consultant or employee of any outside concern that does business with or competes with the Association or any of its subsidiaries or affiliates, and to activities in which it would be possible to disclose or use information relating to the Association or any of its subsidiaries or affiliates for your advantage or of that of a member of your immediate family.
- B. ( ) None

V. GIFTS, GRATUITIES AND ENTERTAINMENT

- A. List and describe any gifts, gratuities or entertainment that you or members of your immediate family have received from any person or outside concern that does business, hopes to do business, or competes with the Association or any of its subsidiaries or affiliates. (If you have received such benefits, please approximate their value. Do not list gifts or entertainment of nominal value.)
- B. ( ) None

**ACKNOWLEDGEMENT AND SIGNATURE**

I hereby agree to report to the President any changes in the response to each of the foregoing questions which may result from changes in circumstances before completion of my next Conflict of Interest Disclosure Statement. The information I have given in this Statement is complete and accurate to the best of my knowledge.

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

*Approved by Louisiana ENA State Council on 12.12.13*

Reviewed 12.17.16

## **ETHICS POLICY**

### **Purpose**

To define the ethical expectations of the Louisiana ENA Board of Directors, Committee members, and appointed representatives of the Louisiana ENA.

### **Responsibilities**

The Louisiana ENA Board of Directors, Committee members, and appointed representatives of the Louisiana ENA shall at all times:

- Act with compassion and respect for human dignity and the uniqueness of the individual;
- Maintain competence within and accountability for the emergency nursing practice;
- Act to protect the individual when healthcare and safety are threatened by incompetent, unethical, and/or illegal practice;
- Exercise sound judgment and responsibility delegating and seeking consultations;
- Respect individuals' rights to privacy and confidentiality;
- Work to improve public health and secure access to healthcare for all; and
- Keep an open mind and not violate trust.

*Approved by Louisiana ENA State Council on 11.7.14*

## **ANTITRUST POLICY & PROCEDURES**

### **Purpose**

To ensure monitoring of Louisiana ENA State Council activities in order to prevent violations of the antitrust laws.

### **Policy**

Louisiana ENA State Council will adhere to federal and state antitrust laws and regulations applicable to 501 (c)(3) organizations.

### **Standards/Criteria**

Under federal and state antitrust laws, Louisiana ENA State Council may be held liable for action that constitutes a restraint of trade.

Louisiana ENA State Council must exercise extreme caution regarding its business decisions and will not engage in any activity that may result in an unreasonable restraint of trade.

Louisiana ENA State Council will base business decisions on stated, reasonable criteria that are applied objectively, consider all potential vendors, and document the basis for decisions.

### **Procedures**

Louisiana ENA State Council will consult National ENA legal counsel in advance of all new programs or changes in existing programs that have potential antitrust implications.

Minutes of the Louisiana ENA State Council meetings should accurately reflect the business conducted and reflect compliance with antitrust laws.

Louisiana ENA State member who has concerns regarding antitrust should speak immediately with the State Council President. The State Council President will speak with National legal counsel about concerns as warranted.

*Approved by Louisiana ENA State Council on 12.12.2013  
Reviewed 12.17.16*

## **COMMITTEE, CHAIRPERSON AND LIAISON APPOINTMENTS**

### **PURPOSE**

This document is to delineate the policy and procedures for the establishment and maintenance of committees and official liaisons of the Louisiana Emergency Nurses Association.

### **POLICY & PROCEDURES**

#### **Committees**

- A. **Formation:** The Louisiana ENA State Council shall maintain the following standing committees:
- Nominations
  - Bylaws and Resolutions

Committee elections will be conducted at the Board meeting in conjunction with the Annual General Assembly.

Other committees shall be established ad hoc at the discretion of the current Louisiana ENA President. The President shall give consideration to establishing other committees including but not limited to certification, government affairs, injury prevention, media relations, membership, student nurse relations, volunteer resources, and others as suggested by National ENA or the Louisiana ENA State Council. Ad hoc committees that are created by the President shall be discussed at Louisiana ENA State Council meetings and/or separate Board meetings; the purpose of the ad hoc committee shall be documented in the respective meeting minutes.

- B. **Chairperson(s).** Committee Chairpersons shall be ENA members in good standing with the Louisiana Board of Nursing. Chairpersons and the lengths of their terms for all standing and ad hoc committees are determined by the current Louisiana ENA President. The President shall appoint Co-chairpersons for committees when feasible. Committees and Chairpersons' contact information shall be posted on the Louisiana ENA website at [www.louisianaena.com](http://www.louisianaena.com).

The Chairperson(s) for the Pediatric (ENPC) and Trauma (TNCC) Committees shall be ENPC and TNCC Course instructors, respectively. At the discretion of the Chairpersons, the TNCC and ENPC Committees may join together as a single, joint committee.

- C. **Committee Membership.** Committee membership is determined via volunteerism of the Louisiana ENA membership. Committee membership shall be open to all current members of the Louisiana ENA. A call for Committee membership shall be made at least

once a year via e-mail by the Committee Chair(s) to the Louisiana ENA general membership, including all Board members. The Louisiana ENA President shall be an ex-officio member of all Louisiana ENA committees.

- D. Committee/Chairperson Responsibilities.** Committees shall meet at least once annually outside of the Louisiana ENA State Council meetings. Meetings shall be publicized at least 30 days in advance on the Louisiana ENA website and via other means as determined by the committee Chairperson(s). The meeting agenda shall include time for an open forum so that the general Louisiana ENA membership may present issues of concern and be heard by the Committee. Committee meetings shall adhere to standard parliamentary procedures as described in *Robert's Rules of Order* (most current edition). Minutes from Committee meetings are the responsibility of the Chairperson(s) and shall be submitted to the current Louisiana ENA President for inclusion in a subsequent Louisiana ENA State Council meeting packet. Committee minutes shall also be published on the Louisiana ENA website.

Unresolved issues relevant to the work of the Committee shall be forwarded to the Louisiana ENA Board of Directors. All policies, procedures and commentary documents produced by the Committee(s) intended to drive the work of the Committee (s) or affect the General Membership shall be sent to the Louisiana ENA Board of Directors for approval prior to further action of the Committee(s). Such policies, procedures, and commentary documents produced by the Committee(s) that are subsequently approved by the Louisiana ENA Board of directors shall be posted on the Louisiana ENA website.

The Committee Chairperson(s) and/or Committee shall establish one or more goals for the Committee, documented in writing on an annual basis based on a calendar year. The Committee Chair(s) shall submit a year-end report to the Louisiana ENA President in regards to accomplishment of the stated goal(s). The Committee Chairperson(s) have the responsibility of notifying the Louisiana ENA Board of Directors if funding is required to address the goals of the Committee. Funding requests should be submitted in writing at or before the time that the annual budget is being drafted if possible. Funding is not guaranteed.

#### **Liaisons**

- E. Standing Liaison Positions.** The following shall be standing Liaison positions for the Louisiana ENA Board of Directors:

- Student Nurse Liaison
- ACEP
- LSNA

Other liaisons shall be appointed at the discretion of the current Louisiana ENA President. The President shall give consideration to establishing other liaisons including but not limited to certification, media relations, nursing associations, and EMS associations, and others as suggested by National ENA or the Louisiana ENA Board of Directors.

- F. Appointments.** Louisiana ENA Liaisons shall be ENA members in good standing with the Louisiana Board of Nursing. Liaisons are selected by the incoming Louisiana ENA President

to focus on specific aspects of emergency nursing and patient advocacy. Liaisons are listed on the Louisiana ENA website.

The Louisiana ENA President shall serve as the contact for information and/or issues relevant to the Louisiana ENA for which there is no appointed Liaison.

- G. Liaison Responsibilities.** Liaisons shall serve as the point person for subject matter relative to the area of interest for which they are appointed. If the Liaison's service involves representing the Louisiana ENA on a non-Louisiana ENA committee, Liaisons shall attend over 50% of the associated functions of the liaison position. If the liaison is unable to meet the obligations, the President will be notified and replacement designated. If it is determined the liaison is unable to fulfill the liaison responsibilities, the President will designate a replacement.

All Liaisons shall update the Louisiana ENA State Council on their work either in person or via a submitted written report at least twice a year. Minutes of the non-Louisiana ENA committee on which the Liaison is serving will suffice as a written report.

Liaisons have the responsibility of notifying the Louisiana ENA Board of Directors if funding is required to achieve their work. Funding requests should be submitted in writing at or before the time that the annual budget is being drafted if possible. Funding is not guaranteed.

*Approved by Louisiana ENA State Council on 12.12.13*

*Amended 11.27.15*

*Reviewed 12.17.16*

## **DELEGATES TO THE NATIONAL ENA ANNUAL MEETING**

### **Purpose**

This document is to delineate procedures for selecting and financially supporting delegates from the Louisiana ENA Membership to the national ENA General Assembly Annual Meeting.

### **Eligibility**

All current Louisiana ENA members are eligible to serve as delegates to the ENA General Assembly Annual Meeting.

### **Procedures**

Louisiana ENA members interested in serving as delegates to the ENA General Assembly shall complete the *Delegate Application for the National ENA Annual Meeting* (see Attachment 1). Completed applications must be received by the Louisiana ENA Membership Liaison no later than 5 pm on June 1 of the year of the General Assembly. Applications received after June 1 may still be considered if delegate spots remain available, but late applications (after June 1) may forfeit potential funding support allocated for delegates as determined by the Louisiana ENA Board of Directors. Contact information for the current General Assembly Liaison can be found at [www.louisianaena.com](http://www.louisianaena.com).

The Louisiana ENA General Assembly Liaison collates the applications. Delegate seats are assigned per the following steps.

- 1) Allocated delegate seat information is received from National office. (Note: As of the date of this policy revision, Louisiana has 9 seats at General Assembly.)
- 2) The applications are separated into three categories:
  - a. Board Officers required by policy to attend as delegates
  - b. Applicants who have previously attended as delegates
  - c. Applicants who have never been a delegate at ENA's General Assembly.
- 3) Twenty percent of the Louisiana delegation shall be reserved for first-time delegates. The 20% is calculated to the nearest whole number, rounded down.
  - a. Applications of those who have never been a delegate at ENA's General Assembly are placed in order according to total points earned. The reserved seats are assigned to those individuals in this category until such time that there are no more applications or no more seats to allocate.
  - b. In the event there are fewer than the 20% of new delegate applications, the delegation shall be filled with members from the remainder of the applicants as described beginning with Step 4 below.
- 4) The 80% of the remaining of the seats are delegated solely on a point system with the exception of current Louisiana ENA Officers.
  - a. The current Louisiana ENA President, President-elect, Secretary & Treasurer are each awarded a seat if they so choose to go and serve as a delegate. These four officers must notify the Membership Liaison in writing by June 1<sup>st</sup> of the General Assembly year with their intent to attend as a delegate.
  - b. The remaining applications are ranked in order according to total points earned. All remaining seats are assigned to applicants in order of points until such time that there are no more applications or no more seats to allocate.
- 5) Alternate delegation seats are assigned based on total points earned.
- 6) Remaining applicants are placed on a waitlist. If a delegate declines their seat prior to travel to General Assembly, the following steps will take place:
  - a. The alternate delegate will be assigned the vacant delegation position.
  - b. The newly vacated alternate position will be assigned to the next person on the waitlist.

Funds in accordance with the amount identified for the General Assembly in the approved annual Louisiana ENA Budget are allocated equally among all selected delegates. The *Travel & Expense Reimbursement Policy* and form must be utilized when submitting for reimbursement as a delegate. Original receipts must be returned with the form within 30 days of the event.

Louisiana ENA delegates must adhere to the rules set forth by National ENA in serving as a delegate to the General Assembly.

Questions about the delegate selection process should be directed to the current Louisiana ENA President and/or Membership Chairperson(s).

*Approved by the Louisiana ENA State Council on 11.7.14  
Amended 11.27.15; Reviewed 12.17.16*



**LOUISIANA EMERGENCY NURSES ASSOCIATION  
DELEGATE APPLICATION FOR THE NATIONAL ANNUAL MEETING**

<b>Name:</b>	<b>Chapter Name:</b>
<b>Address:</b>	
<b>Phone Numbers Home:</b>	<b>Cell:</b>
<b>Employer:</b>	
<b>Email(s):</b>	
<b>Served as delegate in the past? (Yes or No)</b>	
<b>Please score points below for the time period January 1-December 31 of the previous year.</b>	
<i>APPLICATION <u>MUST</u> BE RECEIVED BY JUNE 1<sup>st</sup> FOR PRIORITY CONSIDERATION!</i>	
<ul style="list-style-type: none"> <li>● <b>Score a line only one time, not per occurrence. For example TNCC instructor is scored one-time points, not points for every class.</b></li> <li>● <b>If the respective activity below is your primary job, please do not count the points. For example, if your job is educator, you do not get credit for teaching a class on work time.</b></li> <li>● <b>You can choose more than one item in a category. For example, if you were a TNCC Director in one class and a TNCC instructor in another, then you could get double (25 points) in that box. If you were Director &amp; Instructor in the SAME class, you can only claim points for being the Director.</b></li> <li>● <b>If you have any questions, please email _____</b></li> </ul>	

**POINT TOTAL**

<b>Served as an ENA state Officer</b>	National	15 POINTS	
	State	10 POINTS	
	Local	5 POINTS	
<b>Chaired an ENA state Committee</b>	National	15 POINTS	
	State	10 POINTS	
	Local	5 POINTS	
<b>Current Member of an state ENA Committee</b>	National	15 POINTS	
	State	10 POINTS	
	Local	5 POINTS	
<b>Served as Delegate to ENA National Annual Meeting</b>		10 POINTS	
<b>Attended ENA Meeting Not as a Delegate</b>	National	15 POINTS	
	State	10 POINTS	
	Local	5 POINTS	
<b>Served as Delegate to Louisiana ENA State Council</b>		10 POINTS	

<b>Participated in a TNCC Course</b>	Director	15 POINTS	
	Instructor	10 POINTS	
	Participant	5 POINTS	
<b>Participated in an ENPC Course</b>	Director	15 POINTS	
	Instructor	10 POINTS	
	Participant	5 POINTS	
<b>Served as a SANE Nurse in an ED</b>		10 POINTS	
<b>Participated in Research in Emergency Care</b>	Describe Research & Your Involvement:	10 POINTS	
<b>Promoted ENA:</b>			
● <b>Recruited a New Member</b>	Name:	5 POINTS	
● <b>Did Injury Prevention Work</b>	Activity:	10 POINTS	
● <b>Testified on a Legislative Bill</b>	Bill:	15 POINTS	
● <b>Wrote a Resolution</b>	Resolution Number:	20 POINTS	
● <b>Lectured In Emergency Nursing</b>	When and Where:	10 POINTS	
● <b>Published an Article that Focused on Emergency Nursing Practice</b>	Article:	10 POINTS	
● <b>Attended Student Nurse Event</b> ● <b>Did Activity to Promote ENA (not as job)</b>	What & When:	10 POINTS	
<b>Achieved or Maintained CEN, CFEN, CFRN or CPEN</b>		10 POINTS	
<b>Member of the ENA Academy of Nurses</b>		10 POINTS	
<b>Participated in a medical relief mission with Red Cross, or DMAT, etc.</b>	Where and When:	10 POINTS	
<b>First Year as an ENA member</b>		10 POINTS	

**TOTAL POINTS SCORED:** \_\_\_\_\_

**APPLICANT NOTES (Not required):**

Approved by Louisiana ENA State Council on 11.7.14  
Reviewed 12.17.16

## **FINANCIAL ACCOUNTING SUBSTANTIATION & RECONCILIATION**

### **Purpose**

This policy is to describe the documentation and substantiation of revenue, expenses, and reconciliation of financial account activities. This policy is necessary in order to provide timely reports of the financial account activity of the organization, conduct monthly financial account reconciliation, prepare and file annual tax returns, conduct internal and external audits, and protect the financial assets of the organization.

### **Maintenance of State Financial Accounts**

#### ***Income***

- Income may be derived from, but not limited to, symposium/conference registration fees, TNCC/ENPC registration fees, vendor assessment fees, and direct donations by individuals or other business entities.
- Monies may also be received by national ENA for membership assessment and TNCC/ENPC assessment. The Louisiana ENA is required to coordinate the direct deposit of all national ENA assessments into a respective bank account. Business units (SIG's and committees) should not be receiving checks from the national ENA.
- All monies received in the form of cash or check shall be deposited into a checking or savings account held by the organization within 45 business days of its receipt.

#### ***Expenses***

All expenses for **Louisiana ENA** must be in accordance with the Louisiana ENA policies titled *Disbursement Procedures* and *Travel & Expense Reimbursement Policy*.

All expenses incurred by **Louisiana ENA committees and SIGs** must be in accordance with the following guidelines:

1. A reimbursement form must be completed and approved by the treasurer prior to the issuance of checks and/or electronic payments (e.g., debit card, credit card).
2. All checks signs must be signed by an authorized signature for the checking account. If an electronic payment was made for the business expense, then the signature of the approver must be applied to the reimbursement form itself.

#### ***Investments***

Divestments of short-term and long-term funds require the approval by vote and documentation in the minutes by the Louisiana ENA Board of Directors. Additional information is found in the Louisiana ENA policy titled *Funding, Reserve & Investment Policy*.

#### ***Income and Expenses***

Committees and SIGs shall provide the following documentation to the Louisiana ENA Treasurer by the 15<sup>th</sup> of every calendar month following the month of the expense.

1. All income should be paid directly to LENA either by electronic methods or other forms.
2. Original version of reimbursement forms for payments whether paid by check or electronically
3. Original version of all invoices or receipts associated with the reimbursement form and request for payment

- a. Receipts should be organized and taped to a sheet(s) of paper
4. Completed expense spreadsheet indicating the following information:
  1. Check number or source of payment (e.g., debit card) for each transaction
  2. Amount of payment
  3. Payee
  4. Purpose of the expense (if more than 1 expense per payment, denote how money was paid for each expense)
  5. Primary authorizer of the expense (cannot be a recipient of the payment)
  6. Secondary authorizer of the expense (cannot be a recipient of the payment)
5. Original version of a completed and signed *W-9 Request for Taxpayer Identification Number and Certification* for any money (cash, check, or gift card) paid directly to an individual without a valid business receipt.). This documentation is required regardless the amount of money expended. If the combined income exceeds the federal limit, the Louisiana ENA Treasurer will issue a 1099-Misc. as mandated by the U.S. Internal Revenue Service.

### **Louisiana ENA Substantiation of Income/Expenses for Business Units**

#### ***Internal Audit***

- Within 30 days of the close of a business quarter, the Louisiana ENA Treasurer will provide documentation materials to designated Louisiana ENA Executive Committee member(s) to conduct an internal audit of the previous quarter's financial activities for each state account. The Louisiana ENA President will appoint the person(s) responsible for conducting the quarterly internal audits.
- The audit will be completed within 15 calendar days of receipt from the Louisiana ENA Treasurer. Any discrepancies will be discussed with the Louisiana ENA Treasurer. The findings from the internal audit will be presented at the next regularly scheduled Louisiana ENA Board of Directors meeting. The findings will be noted in the meeting minutes.
- Upon the identification of any unreasonable discrepancy encountered during the internal audit, the internal auditor will immediately notify the Louisiana ENA President and the Executive Committee.

#### ***External Audit***

- Every four years, the Louisiana ENA will undergo an external audit. The Louisiana ENA Treasurer will be charged with providing all required documentation to the external auditor including, but not limited to, financial bank statements, receipts for income and expenses, reimbursement forms, expense spreadsheets, attendance records for educational events, educational flyers, Board meeting minutes, and budgets.
- A report of the external audit will be presented to the Louisiana ENA Board of Directors at its next regularly scheduled meeting.

*Approved by Louisiana ENA State Council on 11.7.14*

*Reviewed 12.17.16*

## **FEDERAL TAX ID NUMBER USAGE**

### **Overview**

Louisiana ENA (LENA) is an incorporated, 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 and Chapter leaders from personal liability should a claim be filed against them.

Note that there is great liability on the state's part in giving out this information, thus proper policy must be in place to govern its use.

### **Purpose**

The purpose of this policy and procedures is to give guidance to LENA State Council and members wanting to use the LENA Federal Tax ID number for their bank account purposes.

### **Policy**

The policy is that all LENA members must use the LENA federal tax ID number for all LENA business transactions including banking.

### **Operational Procedures**

Upon being given the number for use, the SIG or committee must open all bank accounts at the LENA State Council approved banking institution.

The LENA State Council treasurer must approve and be one of the co-signers on every bank account under the umbrella of the LENA EIN number.

All accounts must be placed online with approved bank. This will insure that the LENA Treasurer can access account information as required in LENA auditing procedures.

Committees and SIG's shall receive notice from the current LENA Treasurer about finance and account information needed by the LENA certified public accountant in order to file taxes and conduct a general audit. Chapter finance and accounting details shall be \_\_\_\_\_ submitted no later than January 31<sup>st</sup> of the subsequent year.

- Failure of an LENA committee or SIG to provide the requested receipts to the LENA Treasurer will result in probationary status for the committee or SIG.
- LENA reserves the right to revoke use of the LENA Federal Tax ID Number for any reason that may jeopardize LENA's standing with the IRS or any violation that may cause LENA to lose its corporate not-for-profit status.

*Approved by Louisiana ENA State Council on 11.7.14*

*Reviewed 12.17.16*

## **DISBURSEMENT PROCEDURES**

### **Purpose**

This policy is to describe the procedures by which the Louisiana Emergency Nurses Association and Chapter affiliates disburse funds for incurred expenses.

## **Procedures**

Funds shall be disbursed for incurred expenses in compliance with generally accepted accounting practices.

Funds to ENA members for reimbursement of work done on behalf of Louisiana ENA or to members for whom financial support has been awarded by Louisiana ENA or the SIG shall be paid in accordance with the Louisiana ENA *Travel & Expense Reimbursement Policy*.

Funds to vendors and consultants shall be paid after submission of invoice by said vendor or consultant to the Louisiana ENA Treasurer or President. The invoice must be dated. The current Louisiana ENA President and Treasurer are listed on the Louisiana ENA website at [www.louisianaena.com](http://www.louisianaena.com).

Louisiana ENA checks shall be signed by one Louisiana ENA Officer prior to disbursement, (may not be the recipient of the check). Officers eligible to sign checks are the Louisiana ENA Treasurer, President, Secretary, Immediate-past President (within a year of their term as President) and/or President-elect.

Disbursements shall be provided within 60 days of submission of documentation to the Louisiana ENA Treasurer or designee, unless the charge is refuted by an officer. Refuted charges shall be taken to the Louisiana ENA Board of Directors at their next regularly scheduled meeting for review and resolution.

*Approved by the Louisiana ENA State Council on 11.7.14*

## **INVESTMENT, FUNDING & RESERVE POLICY**

### **Purpose**

This policy is to describe a funding, reserve and investment strategy for the Louisiana Emergency Nurses Association. Louisiana ENA finances shall support the membership of the Louisiana ENA in order to advocate for patient safety and excellence in emergency nursing practice. This strategy is not intended to be an absolute but rather to serve as guidance in the management of Louisiana ENA funds in light of ever-changing economic conditions.

## **LOUISIANA ENA ACCOUNT OPTIONS & DEFINITIONS**

### **Checking Account:**

Checking account funds are those needed to pay the current years' operating expenses, as delineated in the Louisiana ENA Annual Budget. The Louisiana ENA checking account may contain up to 18 months of anticipated operational costs. Funds in excess of an anticipated 18 months of operational costs should be expended to meet a need of the membership and/or invested in short- and/or long-term funds.

### **Short-term Funds:**

Short-term funds are those that are not needed for operations immediately, but may be needed within the next 12-36 months. Vehicles for investing short-term funds include money market funds, CDs and/or major U.S. Treasuries. Short-term funds that mature in value to an amount exceeding what Louisiana ENA may require in the next 12-36 months should be expended to meet the needs of

Louisiana ENA membership and/or invested in a long-term fund.

**Long-term Funds:**

Long-term funds are those that will not be needed for operations for at least the next three years. Vehicles for investing long-term funds include money market funds, certificates of deposit (CDs), U.S. Treasury bonds, equities (stocks) and/or fixed income securities (bonds).

**OVERSIGHT**

The Louisiana ENA State Council has oversight of Louisiana ENA finances. Parliamentary procedures shall be used by the State Council when determining the annual budget, additional expenditures outside of the annual budget, long- term, and short term investments. The Louisiana ENA Treasurer shall report current Louisiana ENA financial accounts’ activity in writing at all scheduled Louisiana ENA meetings. The finance reports shall be archived and adhere to the Louisiana ENA Records Retention Policy. All finance reports shall be maintained for a minimum of seven years.

**ACCOUNT AND INVESTMENT GOALS**

Louisiana ENA shall manage its accounts and investments so that:

- Liquid assets are available to meet current operational expenses
- Investments have minimal acceptable levels of risk while allowing for positive returns
- Generally accepted accounting procedures are followed
- Financial activity is openly shared with the Louisiana ENA membership

**ASSISTANCE FROM INVESTMENT MANAGERS, BROKERS AND/OR BANKERS**

For long and short-term funds, an investment manager, broker and/or banker may be retained to assist the Louisiana ENA State Council with investment options. The Louisiana ENA State Council shall make the decisions in regards to selection of the investment manager, broker and/or banker; the amount of funds to be invested; and the types of investments to be made. In such instances, the investment manager, broker, and/or banker shall report on the status of the investment(s) at a minimum of annually to the Louisiana ENA State Council.

**PROHIBITED INVESTMENTS AND TRANSACTIONS**

Direct investment in real estate, short sales, margin transactions, and non-publicly traded securities and derivatives are prohibited.

**REVIEW OF INVESTMENTS**

All investments shall be reviewed by the Louisiana ENA State Council annually (at a minimum.)

*Approved by Louisiana ENA State Council on 11.7.14  
Reviewed 12.17.16*

**SPONSORSHIP AT ENA STATE AND CHAPTER LEADERS CONFERENCE**

**Purpose**

This document is to delineate procedures for financially supporting leaders of Louisiana ENA Membership to attend the State and Chapter Leaders Conference.

This policy is not intended to reflect any State Council officers already receiving sponsorship because of the nature of their position (such as President, President-Elect, Secretary or Treasurer).

### **Eligibility**

Those eligible for sponsorship/reimbursement to the annual ENA state and chapter leaders meeting will include Louisiana ENA members holding an elected leadership position within the organization at the state level during the year in which the meeting is held or their designee.

### **Procedures**

1. Louisiana ENA shall budget a fixed per-person amount of funds for this sponsorship.
2. Each active committee is eligible for sponsoring one person.
3. Committees chair persons unable to utilize their sponsorship are to notify the LENA State Council President no later than 60 days prior to the event, at which time the sponsorship may be awarded to a member of the Board not holding a chair position.
4. No later than 45 days prior to the meeting, the President shall notify the Louisiana ENA treasurer the names, membership numbers, and email address of members that are receiving the sponsorship. Failure to notify the treasurer within the specified timeframe results in forfeiture of funds.
5. Sponsorship recipients may submit requests for the lesser amount:
  - a. The determined amount
  - b. The actual expense
6. The Louisiana ENA treasurer shall notify the sponsorship recipients of the sponsorship amount no later than 30 days prior to the meeting.
7. Following the meeting, sponsorship recipients are to submit a travel expense report in accordance with the Travel and Expense Reimbursement policy.
8. To receive full reimbursement, members must attend the state and chapter leaders meeting in its' entirety. A member of the executive board will verify attendance at the meeting.

*Approved by Louisiana ENA State Council on 11.7.14*

*Reviewed 12.17.16*

## **MEMBERSHIP CHAIR ROLE & RESPONSIBILITIES**

### **Purpose**

This document describes the role and responsibilities of the Membership chair for the Louisiana Emergency Nurses Association.

### **Role & Responsibilities**

The role and responsibilities of the Membership Chair are to:



- Create annual goals for the Membership Chair role
- Participate on membership-related phone conferences with national ENA
- Collaborate with national ENA on any membership issues
- Provides information to the Louisiana ENA webmaster for the Louisiana ENA website including names and contact information of newly-elected Officers, General Assembly delegates, CEN awardees, and other membership related events
- Mentor Louisiana ENA members who may be subsequent Membership committee chair persons.
- Provides oversight for Louisiana ENA annual awards.
- Other duties as requested by the Louisiana ENA Board of Directors and/or Louisiana ENA State Council

## **LOUISIANA ENA ANNUAL AWARDS**

### **Purpose**

Louisiana Council of ENA recognizes nurses across the state for excellence in practice, leadership, education and service.

### **Procedures**

- Award committee functions as an ad hoc of Membership committee.
- Award chair appointed by president. Award committee solicited from LENA membership to include at least 3 active members.
- Award nominations are advertised and solicited among LENA membership at least 8 weeks ahead of annual education conference. (suggest May 1<sup>st</sup> to July 1<sup>st</sup> nominating period)
- Nominating forms are available on LENA website. Individuals may not nominate themselves.
- Award recipients are notified at least 2 weeks prior to LENA annual conference via email. Details regarding awards program are provided and attendance at event confirmed.
- Award program traditionally conducted at annual education conference.
- Award recipients not registered for annual conference are provided complimentary lunch for award program. Award recipient guests may pay onsite for lunch program.

### **Awards**

***Nursing Practice Award*** – This award honors a nurse who exemplifies outstanding nursing practice as demonstrated through clinical skills, care and compassion.

***Patient Champion Award*** – This award honors an emergency department nurse who advocates actively for patients and their families and inspires other team members to inform, educate, and advocate for “Safe Practice, Safe Care”.

***Leadership Award*** – This award honors a nurse who has consistently provided exceptional leadership skills in emergency nursing. This nurse makes significant contributions to the profession and is an example to all emergency nurses.

***Nursing Mentor Award*** – This award recognizes a nurse who has made significant contributions to the education of colleagues, nursing students, EMS personnel, patients/families, and/or the community.

**Special recognitions awarded on “as needed” basis.**

Below awards are granted on an as needed basis and require documentation in addition to the nominating form.

***Mae Webb Excellence in Emergency Nursing Lifetime Achievement Award*** – Named in honor of Louisiana’s ENA founder. This award honors a nurse whose career reflects dedicated service, accomplishments and/or contributions to emergency nursing. The special significance of the Lifetime Achievement Award is the enduring nature of the nurse’s achievements and that the accomplishments and/or contributions will have value to emergency nursing beyond the recipient’s lifetime.

In addition to the award nominating form, submit 2 letters of support signed by 2 (two) current ENA members and the nominee’s vitae.

***Distinguished Service Award*** – This award honors a member of the LA ENA Board of Directors who for their time, commitment, support and inspiration to other board members and members of ENA and Emergency Nurses.

In addition to the nominating form, submit a letter of support signed by 2 (two) current ENA members.

***Injury Prevention Advocate Award*** – This award honors an active ENA Injury Prevention volunteer who has served as a leader in the development and promotion of injury prevention programs in Louisiana.

In addition to the nominating form, submit a letter of support signed by 2 (two) current ENA members.

***Special Recognition Award*** – This award honors an Emergency Department Nurses who perform outstanding service in regards to emergency care. It offers recognition, awareness and remembrance for either volunteered time during a disaster or an extra service performed for a patient, family, other emergency departments etc.

In addition to the nominating form, submit a letter of support signed by 2 (two) current ENA members.

## **LENA Education Scholarships**

### **Purpose**

Louisiana Council of ENA supports professional education of emergency nurses with financial scholarship awards.

### **Procedure**

- Scholarships are awarded a one-time basis but recipients can reapply for subsequent academic years.
- Scholarship applicants are solicited via email and website announcements yearly with deadline of August 1<sup>st</sup> for the following academic year award.
- Applicants apply for funds by formal letter detailing area of academic study and how they meet scholarship criteria.

### **Scholarships**

Keith Richard Emergency Nurse Advanced Nursing Practice Scholarship

This \$500.00 scholarship honors the memory of Keith Richard. Applicants should be a Louisiana ENA member who is pursuing an advanced degree with a focus on emergency nursing.

Keith Richard was ED Director @ Opelousas General Health System for several years in the 1990's. Keith obtained a master's degree and worked as a nurse practitioner in emergency medicine and area health clinics. He is best remembered for his quick wit and reminding all that it was a privilege to be an emergency nurse! His son, Dr. Charles Richard, is a board-certified emergency medicine physician who practices in the Lafayette area.

#### Tim Butcher Educational Scholarship

This \$500.00 scholarship honors the memory of Tim Butcher. Applicants should be a Louisiana ENA member who is in pursuit of advancing their education with a Baccalaureate degree or higher, preferably with a focus on nursing education.

*Approved by the Louisiana ENA State Council on 11.7.14*

*Reviewed 06.08.17*

### **GOVERNMENT AFFAIRS ACTIVITIES**

#### **Purpose**

This document describes how Louisiana ENA engages in political and/or government affairs activities to promote issues approved by Louisiana ENA and/or ENA, or issues in alignment with ENA's public policy agenda.

#### **Government Affairs Activities**

It is the policy of Louisiana ENA that:

1. The Government Affairs committee chair is a volunteer position, appointed by and serving at the pleasure of the State Council president. The Government Affairs chair must be a Louisiana ENA Board member. In the event of a vacancy, the State Council President shall serve as the liaison until a new appointment is made.
2. Positions promoted (support or opposition on an issue) in the name of Louisiana ENA may only be done so with prior approval by one of the following:
  - a. Current version of the ENA Public Policy Agenda
  - b. ENA Board of Directors
  - c. Louisiana ENA State Council or Louisiana ENA Board of Directors
3. If the state organization and National ENA have opposing ideals on proposed legislation and/or position, this organization will NOT take any action on the issue.
4. The only persons permitted to communicate with public officials on behalf of the association within the auspices of a public hearing are the State Council President, Government Affairs Chair, and any person appointed by the State Council President to speak on behalf of the association for a specific issue at a specific hearing.
  - a. Any ad hoc appointments to speak on behalf of the association shall be documented in the meeting minutes of the first State Council meeting that follows the appointment. It is the responsibility of the State Council President to assure this is reported and documented.
5. The only persons permitted to communicate with public officials on behalf of the association outside the auspices of a public hearing are the State Council President & Government Affairs Chair.

- a. This policy does not in any way prohibit:
  - i. a member communicating with their elected officials so long as they are clear that they are communicating on behalf of themselves and not the association
  - ii. a member from participating in communication with a public official where the State Council President and/or Government Affairs Liaison is already present (so long as they are clear that they are present as a member and not speaking on behalf of the association).

### **Prohibited Expenditures**

Consistent with its tax exempt status under the Internal Revenue Code, it is the policy of Louisiana ENA that it will not incur any expenditure for political intervention. For the purposes of this policy, political intervention will be defined as any activity associated with direct or indirect support or opposition of a candidate for elective public office at the federal, state, or local level. Political intervention does not include:

1. Lobbying activities as defined in the Louisiana Revised Code.
2. The direct or indirect support or opposition for legislation, which is not prohibited under the Internal Revenue Code.
3. Giving awards of a non-cash value (plaques, etc.) to elected officials in recognition of their efforts/accomplishments in alignment with the association's position(s)

Examples of prohibited political expenditures include, but are not limited to, the following:

1. Contributions to political action committees
2. Contributions to the campaigns of an individual candidate for public office
3. Contribution to political parties
4. Expenditures to produce printed materials (including materials included in periodicals) that support or oppose candidates for public office
5. Expenditures for the placement of political advertisements in periodicals.

### **Endorsement of Candidates**

It is the policy of this organization not to endorse any candidates for public office in any manner, either verbally or in writing. This policy extends to the actions of representations of the Louisiana ENA State Council, when these individuals are acting on behalf of, or otherwise representing, Louisiana ENA State Council. This policy does not apply to board appointment recommendations made by the association to the Governor in accordance with the Louisiana Revised Code.

### **Prohibited Use of State Council Assets and Resources**

It is the policy of this organization that no assets or human resources of the State Council will be utilized for political activities in the support or opposition of a candidate, as defined above. This prohibition extends to the use of State Council assets or human resources in support of political activities that are engaged in personally by board members or any other representatives of this organization. While there is no prohibition against these individuals engaging in political activities personally (on their own time, and without representing that they are acting on behalf of the association), these individuals must at all times be aware that State Council resources cannot at any

time be utilized in support of these political activities.

### **Government Affairs Liaison Role & Responsibilities**

The role and responsibilities of the Government Affairs Chair are to:

- Be the association's registered legislative agent with the State of Louisiana's JLEC.
- Complete additional duties as outlined above in this policy and as required by law as a legislative agent.
- Identify and monitor pending legislation affecting emergency nursing health care and emergency patient needs; bring key issues to the Louisiana ENA Board of Directors, Louisiana ENA State Council, and/or General Membership for consideration
- Coordinate Louisiana ENA's participation in the annual "Nurses Day at the State Legislature" event in collaboration with the state nurses association
- Maintain contact with the national ENA Government Affairs Committee
- Assist Louisiana ENA members in drafting letters to legislators in regards to pertinent legislation
- Provide information to the Louisiana ENA webmaster regarding key legislation that requires action on the part of Louisiana ENA members around the State
- Mentor Louisiana ENA members who may be the subsequent Government Affairs Chair
- Other duties as requested by the Louisiana ENA Board of Directors and/or Louisiana ENA State Council.
- Conduct educational events as requested by the membership.

*Approved by the Louisiana ENA State Council 11.7.14*

*Reviewed 12.17.16*

### **IQSIP CHAIR ROLE & RESPONSIBILITIES**

#### **Purpose**

This document describes the role and responsibilities of the IQSIP Chair for the Louisiana Emergency Nurses Association.

#### **Role & Responsibilities**

The role and responsibilities of the Injury Prevention Chair are to:

- Collaborate with various entities throughout the state regarding injury prevention
- Collaborate with national ENA regarding injury prevention
- Recommend to the Louisiana ENA issues regarding injury prevention that may impact public health
- Serve as a resource for state ENA members regarding injury prevention
- Mentor Louisiana ENA members who may be subsequent Injury Prevention proponents
- Other duties as requested by the Louisiana ENA Board of Directors and/or Louisiana ENA State Council

*Approved by the Louisiana ENA State Council on 11.7.14*

*Reviewed 12.17.16*

## **MEDIA POLICY & PROCEDURES**

### **PURPOSE**

This document is to delineate a media policy for the Louisiana Emergency Nurses Association.

### **POLICY**

The current Louisiana ENA President shall serve as official media spokesperson on behalf of Louisiana ENA. In the event that a current appointed Committee Chairperson has expertise in the subject matter related to the media request, the President may defer the media contact to the Chairperson.

Louisiana ENA encourages all its members to be proactive in speaking out as emergency nurses on issues related to patient advocacy and emergency patient care.

### **PROCEDURES**

All media inquiries related to Louisiana ENA shall be directed without delay to the current Louisiana ENA President. Contact information for the current President is found on the Louisiana ENA website at [www.louisianaena.com](http://www.louisianaena.com).

The President or his/her designee (i.e. a Chairperson) shall adhere to the *Media Guidelines for Print, Radio & Television* as published by the National ENA.). Questions about the guidelines or for media relations assistance should be directed to the Director of Communications at the national ENA.

At a subsequent Louisiana ENA State Council meeting, the Louisiana ENA Board shall be made aware of the media event and a copy of any printed story shall be provided to Board members by the President or respective his/her media designee.

*Approved by the Louisiana ENA State Council on 11.7.14  
Reviewed 12.17.16*

### **Records Retention**

#### **The following records should be permanently retained:**

- Tax Returns
- Annual Reports
- Audit Reports
- Bylaws
- Articles of Incorporation
- Meeting Minutes
- Property and equipment records
- Trademark registrations and copyrights
- Printer's proofs of all publications
- Legal documents
- Tax-exempt status filings
- Any other documents that pertain to the establishment and permanent operation of this organization

#### **Records Retained for Seven Years**

- Primary accounting records such as bank statements check registers, cancelled checks.
- Cash receipts records
- Brokerage and/or investment account statements
- Completed grant program documents and contracts
- Expired contracts
- Form 1099 records

**Procedure:**

All documents listed should be kept in a secure location. Documents kept in digital or digitized formats will be backed up on a continuous basis and a copy of the file stored at a physically separate location.

Documents being destroyed will either be shredded or electronically erased and a log maintained to document destruction. Destruction of any State Council documents must be witnessed by at least two State Council members.

**Record Oversight & Backup**

All LENA documents pertinent to the records retention procedures must be dually created and stored in separate locations.

- A. Paper Records.** The current LENA President is charged with maintaining possession of permanent LENA records that are in paper format with original signatures. Permanent records shall be passed from one President to the next in accordance with the term of office. Copies shall be kept of all permanent paper records via a pdf scan that is stored electronically. The LENA website may serve as one mode of electronic backup for paper documents.
- B. Electronic Options.** All electronic documents must be dually created and stored in separate locations. The LENA website may serve as one mode of electronic backup for electronic documents.

Backup files will be stored in an off-site location from the original document. Any one or more current LENA officers or the official LENA webmaster shall maintain the alternate location for storage of electronic documents. The current LENA Secretary has the duty to review annually all retained records and to make suggestions for those that can be destroyed.

*Approved by Louisiana ENA State Council on 11.7.14*

*Reviewed 12.17.16*

**RECORDS RETENTION AND DESTRUCTION POLICY: DOCUMENT DESTRUCTION LOG FORM**

<b>DATE</b>	<b>DOCUMENT DESCRIPTION</b>	<b>HOW DESTROYED</b>	<b>PRESIDENT SIGNATURE</b>	<b>SECRETARY SIGNATURE</b>	<b>OTHER LENA MEMBER SIGNATURE</b>

This log may be reproduced.

*Approved by Louisiana ENA Board of Directors on 11.7.14  
Reviewed 12.17.16*



## **TNCC AND ENPC POLICY & PROCEDURES FOR QUALITY ASSURANCE**

### **PURPOSE**

The purpose of this document is to describe what the Louisiana ENA is doing to promote quality assurance of TNCC and ENPC courses, and to expand the pool of Course Directors who can check off Instructor Candidates in Louisiana.

### **OVERVIEW**

National ENA mandates that State Councils oversee the quality of TNCC and ENPC courses provided in the state. Louisiana ENA willingly accepts this responsibility. In addition, Louisiana ENA promotes the dissemination of nursing education including TNCC and ENPC to Louisiana's nurses. This document is intended to promote:

- The quality of TNCC and ENPC at a high standard across the state
- The dissemination of TNCC AND ENPC courses to underserved regions
- An increased number of courses being offered where demand exceeds availability
- Trauma and pediatric education of emergency nurses in Louisiana

In addition to these Louisiana ENA policies, National ENA has policies regarding TNCC and ENPC Courses. For additional information on TNCC/ENPC policies, refer to the current Emergency Nurses Association, Trauma Nursing Core Course & Emergency Nursing Pediatric Course Administrative Procedures or contact the National ENA at (phone) #800-900-9659.

### **RESPONSIBILITY FOR CONDUCTING COURSES IN LOUISIANA**

***Provider Courses:*** Louisiana ENA's Trauma and Pediatric Committee Chairs and members shall serve as references for regions seeking Course Directors and Instructors for ENPC and TNCC Provider Courses. **The responsibility for conducting ENPC and TNCC Provider Courses to meet the demand of a region lies with the state.**

***Instructor Courses:*** The Louisiana ENA Trauma/Pediatric Committees shall offer at least one TNCC and ENPC Instructor Course per year. All Louisiana ENA Trauma/Pediatric Committee-sponsored TNCC/ENPC Instructor Courses will be open to eligible Instructor Potential (IP) Candidates. Preference will be given to IP Candidates from Louisiana and secondarily from contiguous states. Other IP Candidates will be considered based on course slot availability. All non-Louisiana IP Candidates wanting to take a Louisiana-sponsored TNCC/ENPC Instructor Course must have prior written approval from their respective state council, regional International Faculty, or National ENA.

Per National ENA Guidelines, "*Faculty* are TNCC/ENPC instructors who teach the respective Instructor Course." To become Faculty, tenured TNCC/ENPC Directors must submit a letter of intent to the LENA State Committee Chairperson and/or State Council President. In addition, the instructor must have two mentored experiences teaching at the respective Instructor Course with a Faculty member from the Louisiana ENA Trauma/Pediatric Committee. Once an instructor completes these two Instructor Course requirements, he/she is Faculty and can serve as Course Director at other respective Instructor-Course Courses.

Louisiana ENA strongly encourages Faculty Course Directors conducting TNCC/ENPC Instructor courses to allow registrations of eligible IP candidates from around Louisiana. Similarly, Louisiana ENA

encourages Faculty to mentor an Instructor Candidate through the teach-back process at TNCC/ENPC Provider Courses when possible.

Additional Faculty criteria can be found in the current Emergency Nurses Association, Trauma Nursing Core Course & Emergency Nursing Pediatric Course Administrative Procedures. (October 1, 2007), pages 18-19.

## **PERFORMANCE IMPROVEMENT OF TNCC/ENPC IN LOUISIANA**

**Accountability:** Course Instructors have the responsibility of submitting in writing (e-mail, fax, or conventional mail) to the respective State Committee Chair any areas of concern from or about a TNCC or ENPC Course within thirty days of its occurrence.

**Verification of Louisiana's TNCC/ENPC Instructor Candidates:** National ENA protocol stipulates that prior to becoming Instructors, ENPC/TNCC Instructor Candidates (ICs) must be evaluated while teaching at a respective Provider Course by course Faculty, or by a designee approved by the respective committee.

National ENA allows state ENA councils the ability to designate individuals to evaluate ICs in lieu of Trauma/Pediatric Committee members or other Faculty. Experienced TNCC/ENPC Course Directors who are interested in this role should contact their Louisiana ENA State Council Delegate, the Chair of the Louisiana ENA Trauma/Pediatric Committee, or Louisiana ENA President.

**Standardization of Instructor Candidate Evaluation:** All Faculty (or designee) must adhere to National and State Protocol when evaluating TNCC/ENPC ICs. This includes:

- Verifying a faculty to Instructor Candidate 1:1 ratio for the duration of the course.
- Submit in writing to the Louisiana ENA Trauma/Pediatric Committee Co-chair within 30 days of a course the name and status of the IC that was being verified.
- The number of ICs being evaluated at a course cannot exceed half the number of Instructors (non-IC). For example, if there are four instructors at a course, there cannot be more than two ICs being "checked off" at that course.

## **QUESTIONS**

Questions about TNCC and/or ENPC Courses in Louisiana should be directed initially to the Louisiana ENA Trauma & Pediatric Committee Chairpersons. For contact information, check the Louisiana ENA website at [www.Louisianaena.com](http://www.Louisianaena.com).

## **REFERENCES**

Emergency Nurses Association, Trauma Nursing Core Course & Emergency Nursing Pediatric Course Administrative Procedures.

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## **TRAUMA (TNCC) and PEDIATRIC (ENPC) COMMITTEE CHAIRPERSONS ROLES & RESPONSIBILITIES**

### **Purpose**

This document describes the role and responsibilities of the Trauma (TNCC) and Pediatric (ENPC) Committee Co-chairpersons for the Louisiana Emergency Nurses Association.

### **Roles & Responsibilities**

The role and responsibilities of the Trauma (TNCC) and Pediatric (ENPC) Committee Co-chairpersons are to:

- Serve as a resource for Louisiana ENA members in regards to TNCC and ENPC Policies and Procedures
- Teach TNCC and ENPC Provider and Instructor Courses
- Monitor and evaluate the quality of TNCC/ENPC within the state; develop and implement a plan for instructors who fail to maintain standards
- Notify national ENA with concerns about TNCC and/or ENPC, and collaborate in resolving issues
- Serve as a resource for Louisiana ENA colleagues in regards to trauma care in Louisiana
- Provide information to the Louisiana ENA webmaster about TNCC/ENPC instructor and Faculty
- Mentor new TNCC/ENPC instructors, course directors and Faculty.
- Mentor Louisiana ENA members who may be subsequent Trauma and/or Pediatric Committee Chairpersons
- Other duties as requested by the Louisiana ENA Board of Directors

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*Reviewed 12.17.16*

## **WEBMASTER ROLE: POLICY, RESPONSIBILITIES & PROCEDURES**

**PURPOSE:** This document describes the policy, procedures and responsibilities of the Louisiana Emergency Nurses Association (ENA) webmaster role.

**POLICY:** The Louisiana ENA shall maintain a webmaster role to oversee the Louisiana ENA website. The Louisiana ENA webmaster shall assume the responsibilities and adhere to the procedures delineated in this document.

### **RESPONSIBILITIES**

The responsibilities of the Webmaster are to:

- Serve as a liaison between the Louisiana ENA website developer and the Louisiana ENA State Council;
- Facilitate the website developer contract and seek approval from the Louisiana ENA State Council;
- Work with the website developer regarding URL maintenance, data storage and back-up;
- Facilitate payment of the website developer by the Louisiana ENA State Council;
- Organize the website for ease of use;
- Serve as a content gatekeeper to assure relevancy of posted content to the Louisiana ENA;
- Post and delete documents and photos as appropriate;

- Monitor the website for timeliness of information;
- Archive Louisiana ENA documents on the website; and
- Other duties as requested by the Louisiana ENA President.

## **PROCEDURES**

**Appointment:** The Louisiana ENA Webmaster role is filled via appointment by the Louisiana ENA President. The Webmaster serves at the pleasure of the President and may be reappointed at any time.

**Website Oversight:** Louisiana ENA members wanting to share information on the website shall send it to the webmaster via e-mail. All documents will be posted in pdf format. Questions related to content in documents sent by members to the webmaster shall be resolved between the sender and webmaster if possible. If resolution is not achieved between the sender and webmaster, the webmaster shall bring the issue to a Louisiana ENA meeting for resolution by the State Council.

All documents on the website shall be dated. The webmaster shall review the website at minimum on a quarterly basis to assure timeliness of information. Meeting minutes and newsletters shall be archived indefinitely.

Procedures for information-sharing via the Louisiana ENA website do not supersede the Louisiana ENA's policy and procedures on document retention and destruction.

*Approved Louisiana ENA State Council on 11.7.14  
Reviewed 12.17.16*

## **Whistleblower Protection Policy & Procedures**

### **Purpose**

- To protect a member who reports an activity viewed as unlawful or unethical from retaliatory action.
- To offer a member a mechanism to report such activity.
- To ensure that the Emergency Nurses Association is as compliant as possible to the Sarbanes-Oxley Act of 2002.

### **Policy**

The Louisiana Emergency Nurses Association (LENA) will not take retaliatory action against any member for reporting suspected or actual occurrence(s) of illegal, unethical, or inappropriate events, behaviors, or practices.

### **Standards/Criteria**

Criminal whistleblower provisions of Sarbanes-Oxley Act of 2002 apply to not-for-profit organizations.

### **Operational Procedures**

- Members with knowledge or a concern relative to illegal or dishonest fraudulent activity is to communicate these concerns by contacting the Louisiana ENA President or any member of the Board of Directors. If this is not an option, the member should contact

the National ENA office.

- The recipient of this communication is to bring this information immediately to the appropriate Louisiana ENA or National ENA leadership. It will then be determined who is responsible for investigating and coordinating corrective action.
- Any person reporting suspected illegal or unethical activity must be acting in good faith and have reasonable grounds for believing the information disclosed. The Whistleblower is to exercise sound judgment to avoid baseless allegations.
- The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

*Approved by the Louisiana ENA Board of Directors on 11.7.14*

*Reviewed 12.17.16*

### **LOUISIANA ENA CREDIT CARD USE**

#### **Policy**

The Louisiana ENA recognizes that to streamline the costs of business affairs, a credit card is issued to the state council and secured by the State Treasurer.

#### **Procedure:**

- A lost or stolen card must be reported immediately upon realization of the loss or theft. The Treasurer should keep a copy of the card number in a secure location. PINs should NEVER be stored with this number or with the card. The current State President will also maintain a copy of card and billing information.
- Covered business expenses are to be directly related to the business of the Council, and include but may not be limited to: expenses dealing with travel and lodging to state council meetings, postage, web-fees, business supplies, mailers, conference fees, payment to our vendors (newsletter, CPA), etc.
- An expense report with receipts is to be submitted in electronic or paper form for any expense charged on the credit card within the quarter in which the expense is charged.
- Expenses accidentally or inadvertently charged to the credit card must be immediately reimbursed to the treasurer, and a letter of explanation must be sent to the Executive committee.
- The board recognizes the fact that the best price for operating expenses will be secured so as to contain costs to the council.
- Any passwords or PIN numbers for the account will be maintained by the state treasurer and state president and changed as needed for security reasons.
- The credit card will be closed by the Treasurer, voluntarily surrendered, and no longer used at the end of the treasurer's term. If the Treasurer serves multiple, consecutive terms, the card can continue to be used. The credit card may also be closed by a majority vote of the Board and must be done so within 7 days of the vote.

Approved by the Louisiana ENA State Council 11.7.2014

Reviewed 12.17.16

## **Officer and Director Attendance**

### **Purpose**

To clarify attendance requirements of the Board of Directors at scheduled state council meetings

### **Policy**

Officers and Directors should make every effort to attend meetings. The Louisiana ENA recognizes physical attendance at every meeting may not be possible. Attendance by teleconference is acceptable in these circumstances. Officers and Directors will have the option to attend via teleconference twice per year. Physical attendance is expected for the remaining meetings.

### **Procedure:**

- The State Council President will send Webex meeting invites for each scheduled meeting.
- Officers and Directors who plan to participate via Webex will notify the President at minimal one week prior to the scheduled meeting.
- The State Council President (or their designee) will provide those attending by Webex all pertinent documents that will be reviewed during the meeting no later than one day prior to the meeting.
- Officers and Directors that have extenuating circumstances and may need to participate via Webex in addition to the allowed twice per year may contact the State Council President, who may approve at his/her discretion.

*Approved by the Louisiana ENA State Council 01.13.17*