

TEXAS EMERGENCY NURSES ASSOCIATION

Committee Overview



EMERGENCY NURSES ASSOCIATION
SAFE PRACTICE, SAFE CARE

Texas State Council

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What is a Committee?

- A person to whom a charge or trust is committed
- A body of persons delegated to consider, investigate, take action on, or report on some matter especially; A group of fellow legislators chosen by a legislative body to give consideration to legislative matters
- A self-constructed organization for the promotion of common object

- Merriam-Webster

It is you!

We can not have a committee without you!

National

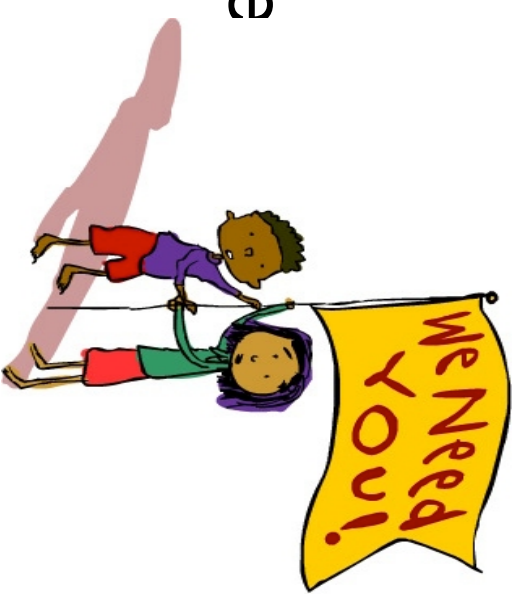
- 24 National Committees
- National ENA Committees and Charges and be found at https://www.ena.org/docs/default-source/get-involved/volunteer-group-resources/2018-ena-volunteer-group-roster_final_web.pdf?sfvrsn=b06bf9c7_12

Did You Know? Texas ENA SOP

- The state council shall have committees in sufficient numbers necessary to address its objectives, professional practice, special interests and programs
- Funding shall be provided as determined by the Board of Directors and the State Council
- TXENA President-elect select committee chair elects for chairs that will become vacant during their Presidential year

Texas Emergency Nurses Association

- What can you do?
 - ▣ Get Involved!
 - ▣ Be an active committee member
- Qualifications:
 - ▣ Current Texas ENA membership
 - ▣ Current registered nurse licensure



Texas ENA Committees

- Chairperson
 - Three Year Term, one year Chair Elect, two years Chair, subject to reappointment, January 1st through December 31 (usually)
 - Chapter representatives (members)
 - Board member liaison (selected committees)
- The committee will annually establish goals and objectives to be approved by the Board of Directors

Committee Chair



- Guides the committee in its work as outlined by the charges from the president and board of directors
- Preferred: chair will have been an active member of that committee for one year
- Committee Chairpersons appointed by President
- Serves no longer than two successive terms
- Term January 1st to December 31st for two consecutive years
- Establish goals and objectives - Communicate!!

Role of Committee Chair

- Plans committee meetings and agenda
- Provide Committee report at State Council meetings
- Conducts committee meetings or provides a substitute when necessary
- Accepts and supports the committee's charges and ensures the meeting timeline (Located in the SOPs)
- Evaluates the committee's efforts and communicates accomplishments to the committee and to the ENA board liaison

Role of Committee Chair - cont

- Prepares and provides minutes, reports and article to *TXENA NewsRunner*, to the State Council Secretary
- Chairperson to communicate committee activity with the local chapters
- Provides input and works within the committee's established budget
- Provided list of potential committee members to the Board of Directors
- Chairperson mentors a Chair-elect to assume the Chair's position
- Prepares sign-in sheets

General Committee Duties

- Develop and submit a committee budget
- Monitor and report utilization of funds
- Develop committee goals and an action plan for committee activities.
- Maintain a close liaison with assigned Board Members.
- Submit a written report of committee progress quarterly to the state secretary within one week of the State Council meetings
- Provide a concise verbal report at each State Council meeting

General Qualifications for Committee Chairs:

- Current Texas ENA membership.
- Current registered nurse licensure
- It is preferred that the chair is an active member of that committee for one year

□

General Member Duties:

- Attend committee meetings and complete committee tasks as assigned.
- Committees will be comprised of a sufficient number of TXENNA members to conduct committee business.

□

Changes for 2018

- Combined Membership meeting (all members)
 - Media Committee responsibilities added to Membership Committee
- Committee Chair Meeting
- Finance Committee:
 - Will become a teleconference prior to quarterly meetings
- Emergency Preparedness Committee eliminated in 2018

Changes for 2018

- Delegate Selection and Resolutions Committee combined to form **General Assembly Committee**
- Elections Process Committee responsibilities transferred to **Council of Presidents**
- Scholarship Committee transferred to TXENA Foundation in 2018
 - *Committee Chair and Members may not be a candidate for scholarships while serving as a member of the committee.*

Roles of Committee Members

- Attend committee meetings
- Complete committee tasks as assigned
- Assist the Chairperson
- Get involved!
- Term of Appointment:
 - One year term subject to reappointment
 - You can always be a guest





Texas ENA Committees



Bylaws and Standard Operating Procedures Committee

- To propose, review and revise Bylaws and Standard Operating Procedures to define the practices of the Texas ENA Board of Directors, State Council, Committees and local chapters
- President- elect and parliamentarian active member of the Bylaws and SOPs committee

Awards & Honors Committee

- TXENA Achievement Awards
 - Application
 - Scoring
- Submission of TXENA Achievement Awards recipient to ENA Achievement Awards
- Obtain Awards Trophies
- Planning of Awards Gala
- TXENA Legacy Circle Application

Free Standing EDS

- Discuss issues that face Free standing EDS
 - To discuss issues related to Free Standing EDS
 - 2017 Ad Hoc Committee

General Assembly Committee

(Formally known as Delegate Selection)

- To define a procedure that represents the most equitable method of selecting State delegates to the National "General Assembly"
- Procedure:
 - The point system will be used to determine State delegate positions, in addition to the criteria set by the National Bylaws
- Prepare delegate selection application

General Assembly Committee – con't

- Formally known as Resolutions:
- Monitor all resolutions/Bylaws changes being presented at General Assembly and communicate those resolutions/Bylaws changes to the state council.
- Serve as a resource to other interested individuals and groups regarding issues related to Resolutions and Bylaws changes.

Injury Prevention Committee

- To reduce the number of injuries, deaths and crashes due to drinking and driving
- Increase the proportion of adolescents who abstain from using alcohol
- Initiate early alcohol and drug awareness education and prevention skills
- Provide education to senior citizens about the interaction of alcohol and their medications as well as highway safety skills

Injury Prevention Committee - cont

- Provide occupant protection education to the general population
- Support helmet laws and encourage helmet use
- Promote collaboration in local communities to prevent injuries
- Provide injury prevention education to the public in all areas including, but not limited to: bicycle and helmet safety, gun safety, domestic violence prevention, fall prevention, home safety and child passenger safety

Governmental Affairs

Committee

- Identify and monitor pending legislation affecting emergency nursing, emergency health care, and EMS at the state and national levels
- Analyze pending legislation affecting emergency nursing, emergency health care, and EMS, make recommendations to the Board for positions on such legislation, and draft letters for the President's signature
- Actively lobby legislators, government agencies and other organization relative to TEXAS ENA's position on legislation affecting emergency nursing, emergency health care, and EMS

Governmental Affairs Committee -

cont

- Maintain active liaison with the Texas Nurses Association relative to government affairs for the purposes of bill tracking and common legislative positions where appropriate
- Develop, and implement as necessary, a telephone tree of Texas ENA members for the dissemination of information
- Keep the national office informed of significant legislative issues in Texas regarding emergency nursing, emergency health care, and EMS

Membership Committee

- To develop and implement strategies for recruiting and retaining members and generation of interest in the Emergency Nurses Association
- Monitor and promote activities or benefits applicable to the member at the local and state level
- Conduct an annual membership campaign in conjunction with the national association
- Develop a method of surveying members as to their needs
- Media Committee was absorbed into Membership

Meeting Planning Committee

- To develop annual budget for TXENA quarterly meetings
- Designate meeting sites for TXENA quarterly meetings
- Assist site coordinators with arrangements for TXENA Quarterly meetings
- Develop and implement strategies to reduce cost of TXENA Quarterly meetings and assist Host Chapters with budget process for TXENA Quarterly meetings
- Update and maintain meeting planning guide

Meeting Planning Committee - cont

- **Oversee and approve, with the input from the Board, any contracts for meeting arrangements**
- **Conduct meeting evaluations with the purpose of improving TXENA Quarterly meetings**
- **Communicate with site coordinators agendas, room requirements and meeting requirements**
- **Serve as resource for local site coordinators for meeting planning**

Nursing Practice Committee

- Monitor and address issues affecting professional nursing practice, encompassing issues related to all areas of emergency nursing practice and emergency nursing standards
- Disseminate information to Chapters and members regarding professional nursing issues
- Serve as a resource to other interested individuals and groups regarding issues related to professional emergency nursing practice
- Work in conjunction with Public and Consumer Education to develop position statements and resolutions on issues pertaining to professional nursing practice

Pediatric Committee

- The State Pediatric Committee is designated with the responsibility of serving as a pediatric resource and advisory committee on the state level, by monitoring pediatric issues and assisting with the organization and implementation of ENA's pediatric courses
- To assist with the organization, implementation, and evaluation of the ENA Emergency Nurse Pediatric Course (ENPC) on a state level
- To train ENPC instructors

Pediatric Committee- cont

- To develop the appropriate number of instructors to support the state.
- To precept and evaluate ENPC instructors who are conducting an ENPC for the first time (instructor candidates).
- To be a pediatric resource and report on issues relating to the practice of pediatrics within the scope of emergency nursing practice

Professional Education Committee

- To develop and coordinate state council professional education activities.
- To provide at least one educational offering every two years.
- To coordinate with other state council committees and outside organizations the planning and implementation of education, prevention programs for health care professionals and the lay public.
- To collaborate with the planning and implementation of Texas ENA's annual education program.

Trauma Committee



- The State Trauma Committee is designated with the responsibility of serving as a trauma resource and advisory committee on the state level and assisting with the organization and implementation of ENA's trauma courses.

Trauma Committee - cont

- To assist with the organization, implementation, and evaluation of the ENA Trauma Nurse Core Course (TNCC) on a state level
- To train TNCC instructors
- To develop the appropriate number of instructors to support the state
- To precept and evaluate TNCC instructors who are conducting a TNCC for the first time (instructor candidates)
- To be a trauma resource and report on issues relating to the practice of trauma within the scope of emergency nursing practice

TxENA Committees Meeting

Times

- 1200 - 1255
 - ▣ Injury Prevention
 - ▣ Nursing Practice
 - ▣ Awards and Honors
 - 1400 – 1450
 - ▣ Government Affairs
 - ▣ Meetings & Planning
 - ▣ Trauma
- 1300-1455
- ▣ Membership
- Committee meeting
(All members)

TXENA Committees Meeting

Times

- 1500 – 1555
 - ▣ General Assembly
 - ▣ Pediatrics
- 1600 – 1655
 - ▣ By-Laws and SOPs
 - ▣ Professional Education
 - ▣ Freestanding EDs
- 1700-1755
 - ▣ Committee Chair Meeting

Questions

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THANK *You*
IN APPRECIATION OF YOU, AND ALL THAT YOU DO.