

Title: Committee: Membership Committee	Number:
Cross Reference: Core Committee	
Approved by: Texas State Council Board of Directors	Origination Date: 4/5/2021
Revised by: Membership Committee	Approval Date: 01/14/2022
	Revision Date:

I. PURPOSE:

The purpose of the Membership Committee is to recruit and retain members and generate interest in activities of ENA.

II. BACKGROUND/DEFINITIONS:

The Membership Committee is a Core Committee of Texas ENA.

1. Membership: Current active ENA member

2. Qualifications of Chairperson/Vice-Chair:

- a. Have attended at least two (2) Texas State Council General Assembly meetings in the previous year.
- b. Current unrestricted RN license in the state of Texas.
- c. Demonstrated leadership on the local, state, or national level.

Terms of Office: 3 years

- a. Year 1 – Vice-Chair
- b. Year 2 – Chair
- c. Year 3 – Chair with Vice-Chair

3. Composition: The Membership Committee shall consist of the following who shall be as noted appointed by the Texas State Council President and approved by the Texas State Council Board of Directors (BOD)

- a. Chair
- b. Vice Chair
- c. Committee members
- d. State Council BOD Liaison

4. Vacancies

- a. Chair – Filled by the current Vice-Chair
- b. Vice-Chair – Appointed by the Texas State Council President and approved by the Texas State Council BOD.

III. PROTOCOL/PROCEDURE:

The Membership Committee will:

1. Develop and implement strategies for recruiting and retaining members and generate interest in the Emergency Nurses Association and its activities.
2. Monitor and promote activities or benefits applicable to the member at the local state, and national level.
3. Conduct an annual membership campaign in conjunction with the national association. Members may contact the ENA Membership Services Department for information regarding the ENA Membership Campaigns.
4. Develop a method of surveying members as to their needs and methods to receive ongoing feedback from members. Provide input to the annual strategic plan based on feedback received.
5. Develop a membership mentoring program and a method for member recognition.
6. Implement strategies to engage with nursing students at the local and state level.
7. The Membership Committee Chair has the following responsibilities:
 - a. Develop and distribute meeting agendas and reports from committee meetings
 - b. Conduct and chair Committee meetings quarterly and as needed to complete identified tasks.
 - c. Deliver a quarterly written and oral report on behalf of the committee at State General Assembly meetings. Written reports must be entered into Google Drive or other state specified means.
 - d. Develop and submit for approval an annual committee budget.
 - e. Serve as a liaison to local chapter membership committee chairs.
 - f. Serve as mentor to Vice-Chair
8. The Vice Chair has the following responsibilities:
 - a. Assist the Chair as requested with the above duties.
 - b. After serving as Vice-Chair, be willing to seek appointment as Chair the following year at the discretion of the Texas State Council BOD.

9. The Committee Members assist the chairperson in meeting the committee's purpose and charges.

References:

Texas ENA Bylaws

ENA Membership Services

State Council Achievement Award application