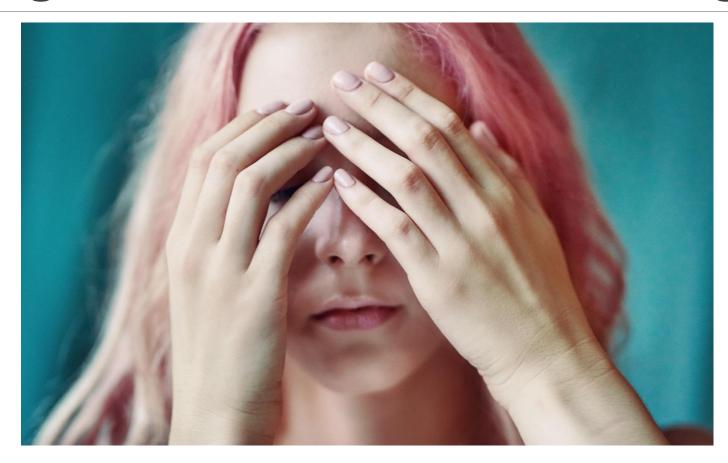
I'm a Leader!

Now What????

Objectives

- Utilize tools to be successful
- Understand the responsibilities of compliance
 - National
 - - State
 - Local Level
 - Share the purpose of quarterly reports and other required documents
 - Feel more comfortable and confident

At first glance can be overwhelming!



National Level

- Oct. 31, 2022 – Officers due

- President, Secretary, Treasurer
- Abide by Chapter Bylaws

National Level (cont)

Dec. 31, 2022 – Committee Chairs Due

- Minimal
 - Membership
 - Government Affairs
 - QSIP Quality, Safety, Injury Prevention
 - Pediatric
 - Trauma
 - Fundraising

LO2023 - Scottsdale, AZ

Jan. 27 – 29, 2023

- 6 complimentary registrations
 - President
 - President –Elect
 - Secretary
 - Treasurer
 - Membership Chair
 - TNCC Chair
 - ENPC Chair

If not on this list, State or Chapter President can contact component relations for approval and ENA will send invite if space available.

Registration Fee \$275

What if I didn't do this stuff?

Log into ENA website Leadership portal

•Email:

Componentrelations@ena.org

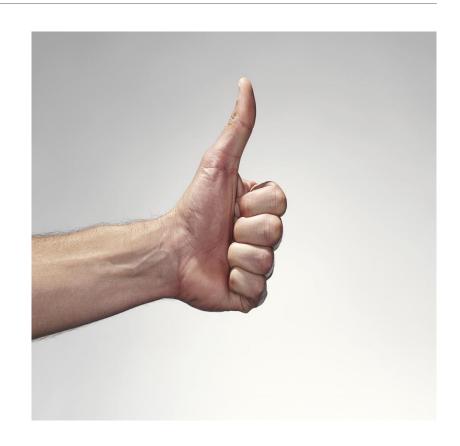
January 31, 2023

- IRS 1099 & 1096 due
 - Anyone you paid over \$599 in 2022.
 - Examples
 - Honorariums
 - Etc.

- Due to National:
 - 2023 Budget
 - Budget Narrative
 - 2022 Annual Report
 - Current Bylaws
 - Current Policies

Required Policies

- * Conflict of Interest
- * Whistleblower Protection Policy
- * Antitrust
- * Record Retention/Destruction Policy
- * Investment Policy
- * Reserves Policy
- * Federal Tax ID User Policy



May 15, 2023

State Council & separately Incorporated Chapter IRS Form 990 Filing Deadline

(or extension)

September, 2023

•- September 15 – IRS Form 990 Filing Deadline

•- Sept. 20 – 21 – General Assembly – San Diego

- Sept. 21- 24 – EN2023

October 31, 2023

Deadline for 2024 officers to be entered in the state/chapter online management area

December 31, 2023

 Committee Chairpersons must be entered into State Council/Chapter Management area

Change bank signatures to new incoming officers.

•Keep lists up to date!

Kudos to Component Relations & ENA



What if you don't do these things?

- Chapter rebates may be withheld
- May lose chapter status
- May disqualify state for some awards



State Requirements

- -Copy of 990 to Treasurer (treasurer@txena.org)
- -Copy of 2023 Budget to Treasurer
- Quarterly Chapter Reports
 - 1st quarter Oct. 1 –Dec. 31 of previous year
 - 2nd quarter Jan. 1 March 31
 - 3rd quarter April 1 June 30
 - 4th quarter July 1 September 30

WHY



- Do such amazing work
- Share ideas
- Historical
- State Achievement Awards etc.

Chapter Level

Follow your Bylaws!!

- Officers
- Committee Chairs
- Meeting frequency
- Communication

- * ENA Website
 - ena.org → log in → my account → my profile →
 - Volunteer & leadership
 - Scroll down to
 - Reports
 - Compliance Submission
 - State & Chapter Community
 - Leader Resource Area

Reports

- •* Current Members
- •* New Members
- •* Expiring Members
- •* Chapter Officers Report

Compliance Submission

- •* Deadlines
- •* Procedures
- * Compliance form to fill out
- •* Upload documents, ie. Bylaws etc.

State & Chapter Leadership Community

Latest Posts

Shared Files

Comments

Directory

Events

Browse

Participate

Volunteers

Help/FAQ

Leader Resources

Leadership Orientation

Compliance Submission

Administration & Operations

ENA Brand Center

State Achievement Awards

Other Resources

- Txena.org
- Facebook page
- Other social media
- Chapter Liaison
- State Committee Chair
- State Board Liaison
- Council of Presidents (COP)
- Kristen Christian, Director Compliance

SUMMARY

Compliance

- * Responsibilities
- * Deadlines
- * Whys

Resources

- * National Website
- * TxENA Website etc.
- * Contacts



