
I'm a Leader!

Now What????

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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](#)

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[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

