

State Council and Chapter Leaders

2023 Activity Plan

The Activity Plan is designed to provide state and chapter leaders with a month-by-month planning schedule that includes key dates, compliance requirements and recommended activities to keep your state council and chapter strong and successful. This document can also be used as a template to add your own state council or chapter planning activities.

Delegation of tasks is essential to ensure activities are accomplished. It is recommended that state or chapter leaders take the opportunity to delegate activities to appropriate positions. This not only ensures the completion of assignments completed but serves as a conduit toward volunteer engagement and leadership development.

For questions or assistance, please contact the ENA Component Relations department at componentrelations@ena.org or call 847-460-2627.

Note: Some dates on the calendar are yet to be determined. Dates will be updated, and a revised version of the Activity Plan will be shared.

JANUARY

Key dates to Remember *(Compliance dates in Italics)*

- 1/3 Online applications open for Annual Achievement Award nominations and State Council Achievement Award application
- 1/9 Emergency Nursing Diverse Voices Research Fellowship (ENDVR) Application [opens](#)
- 1/16 Applications open for [ENA Foundation Conference Scholarships](#) for international applicants
- 1/17 State Government Affairs Chairpersons conference call – 3 p.m. Central time
- 1/22-31 **Limited functionality of ENA systems** due to membership portal upgrade work. State & Chapter Reporting/Resources on the ENA website, ENA CONNECT and ENA University may be inaccessible at times.
- 1/26 ENA Foundation ENStrong Challenge begins
- 1/27-29 Leadership Orientation, Scottsdale, Arizona
- 1/28 ENA Update at Leadership Orientation, Scottsdale, Arizona
- 1/31 *2022 Annual Report due for state councils and separately incorporated chapters*
- 1/31 *State council and separately incorporated chapters 2023 budget and budget narrative – final/state board approved – as well as current bylaws and policies due to ENA Component Relations*

Key Activities

Compliance:

- Ensure State Annual Report is completed by Jan. 31.
 - State Council Annual Report survey link emailed to all state council and separately incorporated chapter presidents in mid-January. Annual reports must be completed by the deadline to be compliant with ENA Procedures – State Council and Chapter Compliance and Operational Procedures.
- Ensure 2023 state budget and budget narrative – final/state board approved – as well as current bylaws and policies are emailed to componentrelations@ena.org by Jan. 31.
- Ensure the state treasurer has obtained and completed new bank signature cards.
 - It is **required** to have at least three authorized signers. This ensures there will be individuals with the ability to access the account should one or more persons leave their ENA position
 - In the event chapters maintain bank accounts separate from the state council, which is NOT recommended, it is **required** that the third signature be that of the state council treasurer. However, in cases where a chapter is incorporated separately from the state council, it is not required to have the state council treasurer as a signer on the chapter's bank account(s).

Membership:

- Monthly activity: Access state or chapter membership lists from the State Council/Chapter Management System **** Please Note: The State Council/Chapter Management System will have limited functionality Jan. 22-31 due to membership portal upgrade work. Additional information, including tutorials on how to use the updated system will be provided. ENA is also planning enhancements to the tools available to make membership reporting and activities easier for states and chapters.**
 - Send welcome letters to new members (include upcoming meeting dates, educational opportunities, various benefits, volunteer opportunities). Template letters are available in the [ENA Brand Center](#).** See note above about limited access Jan. 22-31.
 - Because member data changes daily, run a new list for each mailing/emailing.

- Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#).
- Monthly activity: TNCC/ENPC Instructors by State Report and Course Report by State available on the ENA website to state presidents and trauma/pediatric chairpersons.
 - Monitor instructor expiration status; follow up to ensure they remain active.
 - Each month, run the Instructor Evaluation report available in the State Leader view of eCourseOps to ensure no instructors have fallen below the overall score of 3.0.
- Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter. The brand center helps maintain consistency between ENA and the states and chapters. **See note above about limited access Jan. 22-31.

Planning:

- State council officers access position Outlook email accounts provided by ENA for use in 2023.
- Ensure all branding is current with the state or chapter logo provided in the [ENA Brand Center](#).
- Establish and maintain committees: Government Affairs, Membership, Quality, Safety, and Injury Prevention, Fundraising, Trauma and Pediatrics and others.
 - All committee chairpersons' must be entered into the State Council/Chapter Management Area – please refer to [State Council/Chapter Management Area Instructions](#).
 - Ensure the state captain for General Assembly is entered in the state's State Council/Chapter Management Area within your ENA member profile.
- Establish dates for business meetings, membership meetings, as well as a delegate meeting to be held prior to the General Assembly for discussion of proposed bylaws and resolutions which are available on the ENA website by mid-summer.
- Plan to conduct at least one continuing education program, either in person or virtual, during the year. Contact ENA Educational Services at 847-460-4123 for information on contact hours.
- Schedule election of 2023 officers to take place prior to the end of October. Officers are due Oct. 31 in the State Council/Chapter Management System in accordance with ENA Procedures – State Council and Chapter Compliance and Operational Procedures.
- IRS Extensions, Form 990 filing receipts and/or copies of filings must be submitted annually to ENA Component Relations by Sept. 15 annually. **The IRS deadline is May 15.**

Volunteer Engagement:

- Plan for ENA State Council Achievement Award applications.
- Look for ENA award nomination information in *ENA Connection* or visit ENA's website at www.ena.org. The application deadline is **Feb. 16 at noon Central time.**

Website:

- Confirm state or chapter website is updated to include the 2023 state council or chapter officers and membership meetings.

FEBRUARY

Key dates to Remember

TBD	ENA Day on the Hill registration
2/4	Deadline for EMF/ENA Foundation \$50,000 Research Grant
2/14	Applications open for ENA Foundation/Sigma \$6,000 Research Grant
2/15	Deadline to submit Annual Achievement Award nomination forms and State Council Achievement Award applications
2/15	Quarterly State Pulse email distributed to state councils and chapters
2/17	Deadline for ENDVR Fellowship application – noon Central time.
2/20	Deadline for ENA Foundation Conference Scholarships for international applicants
2/22	Deadline to submit Lantern Award applications

Key Activities

Membership:

- Review provided training resources in the new State/Chapter Leader Portal and ENA Membership Portal. Resources including recordings and written documentation to be provided by ENA staff.
- Monthly activity: Access state or chapter membership lists from the State Council/Chapter Management System.
 - Send welcome letters to new members. Include upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
 - Because member data changes daily, run a new list for each mailing/emailing.
 - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#)
- Monthly activity: TNCC/ENPC Instructors by State Report and Course Report by State available on the ENA website to state presidents and trauma/pediatric chairpersons.
 - Monitor instructor expiration status. Follow up to ensure they remain active.
 - Each month, run the Instructor Evaluation report available in the State Leader view of eCourseOps to ensure no instructors have fallen below the overall score of 3.0.
- Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter. The brand center helps maintain consistency between ENA and the states and chapters.

Planning:

- Establish a system for the selection of delegates and alternate delegates to the General Assembly. Plan for partial or full funding.

Volunteer Engagement:

- Resolution submissions for General Assembly must be sent to governance@ena.org. Deadline is May 23 at noon Central time.

MARCH

Key dates to Remember

TBD	Emergency Nursing 2023 registration opens
3/1	Applications open for ENA Foundation Academic Scholarships
3/7	State and Chapter Leaders meeting – 11 a.m. Central time
3/7-13	National Patient Safety Awareness Week
3/7	Applications/nominations open for ENA Connection’s 20 Under 40 program
3/14-17	ENA Board of Directors Meeting – San Diego
3/14	Applications open for ENA Foundation Conference Scholarships – US based applicants
3/21	ENA Virtual Town Hall – noon Central time
3/21	ENA Foundation Board of Trustees meeting – 3 p.m. Central time
3/23	State Trauma and Pediatric Chairpersons webinar – 2 p.m. Central time

Key Activities

Communication:

- Begin call for delegate applications.
- TBD – Emergency Nursing 2023 program information available on the ENA website.
- TBD – Emergency Nursing 2023 registration opens.

Membership:

- Monthly activity: Access state or chapter membership lists from the State Council/Chapter Management System.
 - Send welcome letters to new members. Include upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
 - Because member data changes daily, run a new list for each mailing/emailing.
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- Monthly activity: Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter. The brand center helps maintain consistency between ENA and the states and chapters.

Planning:

- Plan to attend ENA Day on the Hill in Washington, D.C., in May
- Begin preparing tax forms for filing directly with the IRS. Every state council and separately incorporated chapter has the responsibility to file an annual information return: Revenue less than \$50,000, file Form 990-N online only; revenue between \$50,000-\$200,000, file Form 990-EZ; revenue greater than \$200,000, file Form 990. IRS filing deadline is May 15. Contact ENA Component Relations with questions.



State Council and Chapter Leaders 2023 Activity Plan

- Chapters are required to provide necessary financial records to state councils.
- IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations annually by Sept. 15. **State Councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to Sept. 15.**

April

Key dates to Remember

TBD	EN Week 5K registration opens
TBD	Call for candidates – ENA Board of Directors and Nominations and Elections Committee – opens for the 2023 ENA Election
4/2	Deadline for ENA Foundation-Sigma research grant applications – noon Central time
TBD	Deadline for ENA Connection 20 Under 40 program applications
4/18	Deadline for ENA Foundation Conference Scholarships – noon Central time
4/18-24	National Volunteer Week
4/19	Quarterly State Pulse email distributed to state councils and chapters
4/29	Deadline for ENA Foundation Academic Scholarship applications – noon Central time

Key Activities

Membership:

- Monthly activity: Access state or chapter membership lists from the State Council/Chapter Management System.
 - Send welcome letters to new members. Include upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
 - Because member data changes daily, run a new list for each mailing/emailing.
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 - Each month, run the Instructor Evaluation report available in the State Leader view of eCourseOps to ensure no instructors have fallen below the overall score of 3.0.
- Monthly activity: Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter. The brand center helps maintain consistency between ENA and the states and chapters.

Planning:

- Continue preparing IRS forms. Every state council and separately incorporated chapter has the responsibility to file an annual information return: Revenue less than \$50,000, file Form 990-N online only; revenue between \$50,000-\$200,000, file Form 990-EZ; revenue greater than \$200,000, file Form 990. IRS filing deadline is May 15. Contact ENA Component Relations with questions.
 - IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations annually by Sept. 15. **State Councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to Sept. 15.**



State Council and Chapter Leaders 2023 Activity Plan

Website:

- Confirm state or chapter website is updated.

Volunteer Engagement:

- General Assembly resolutions and bylaws amendment submissions must be sent to governance@ena.org. The deadline is May 23 at noon Central time.

MAY

Key dates to Remember (*Compliance dates in Italics*)

5/1	Call for ENA Foundation Board of Trustees applications
5/2-3	Day on the Hill
5/6-12	National Nurses Week – National Nurses Day – May 6
5/17	State Government Affairs Chairpersons conference call – 2 p.m. Central time
5/13	Membership status deadline for determining number of General Assembly delegates and alternate delegates. States will be notified when delegate registration is open
5/15	Delegate registration opens
5/15	<i>State council and separately incorporated chapter IRS Form 990 filing deadline</i>
5/16-22	National EMS Week
5/16	State and Chapter Leaders meeting – 11 a.m. Central time
5/23	Deadline for submission of 2023 General Assembly resolutions or bylaws amendments – noon Central time
5/23	ENA Foundation Board of Trustees meeting – 3 p.m. Central time
5/31	ENA Foundation 2023 ENStrong Challenge ends
5/31	Deadline for ENA Foundation Board of Trustees applications – noon Central time

Key Activities

Compliance:

- State councils are notified as to the maximum number of General Assembly delegates each state will be allowed. Delegate registration begins in each the State Council/Chapter Management System.
- File tax forms with the IRS. Every state council and separately incorporated chapter has the responsibility to file an annual information return: Revenue less than \$50,000, file Form 990-N online only; revenue between \$50,000-\$200,000, file Form 990-EZ; revenue greater than \$200,000, file Form 990. IRS filing deadline is May 15. Contact ENA Component Relations with questions.
 - Chapters are required to provide necessary financial records to state councils.
 - IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations annually by Sept. 15. **State Councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to Sept. 15.**

Membership:

- Monthly activity: Access state or chapter membership lists from the State Council/Chapter Management System.
 - Send welcome letters to new members. Include upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
 - Because member data changes daily, run a new list for each mailing/emailing.
 - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#)
- Monthly activity: TNCC/ENPC Instructors by State Report and Course Report by State available on the ENA website to state presidents and trauma/pediatric chairpersons.

- Monitor instructor expiration status. Follow up to ensure they remain active.
- Each month, run the Instructor Evaluation report available in the State Leader view of eCourseOps to ensure no instructors have fallen below the overall score of 3.0.
- Monthly activity: Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter. The brand center helps maintain consistency between ENA and the states and chapters.

Planning:

- Begin selection of delegates and alternate delegates to General Assembly

Volunteer Engagement:

- General Assembly resolutions and bylaws amendment submissions must be sent to governance@ena.org. The deadline is May 23 at noon Central time.

JUNE

Key dates to Remember

- 6/1 ENA Connection 20 Under 40 honorees notified
- 6/13 ENA Virtual Town Hall – noon Central time
- 6/22 State Trauma and Pediatric Chairpersons webinar – 2 p.m. Central time

Key Activities

Communication:

- Delegate and alternate delegate confirmation letters will be sent out on a date to be determined.

Membership:

- Monthly activity: Access state or chapter membership lists from the State Council/Chapter Management System.
 - Send welcome letters to new members. Include upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
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Planning:

- Ensure delegates, alternate delegates and state captains are registered in the State Council/Chapter Management Area within your ENA member profile by the deadline.
- Determine if state/chapter will have a fundraising booth at Emergency Nursing 2023. For more information about booth space, contact the ENA at 847-460-2626 or email partnerwithus@ena.org.
- Begin process for state and chapter elections of 2024 officers. The 2024 officers are due in the State Council/Chapter Management area within your ENA member profile on Oct. 31. Hold elections accordingly.
 - Refer to the [State Council/Chapter Management Area Instructions](#) in the ENA Brand Center for more information.

JULY

Key dates to Remember

TBD	Meet the Candidates information posted for the 2023 ENA Election
TBD	Deadline for Emergency Nursing 2023 early-bird registration
7/1	EN Week theme and planning guide released
7/10	ENA Foundation Research and Implementation Grants application period opens
7/12	Quarterly State Pulse email distributed to state councils and chapters
7/15	Deadline to register General Assembly state captains, delegates and alternate delegates in the State Council/Chapter Management in accordance with the General Assembly Standing Rules of Procedures
7/18-21	ENA Board of Directors meeting – ENA Headquarters
7/25	ENA Foundation Board of Trustee meeting – 3 p.m. Central time
7/21	General Assembly Handbook posted for delegates

Key Activities

Membership:

- Monthly activity: Access state or chapter membership lists from the State Council/Chapter Management System.
 - Send welcome letters to new members. Include upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
 - Because member data changes daily, run a new list for each mailing/emailing.
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- Monthly activity: Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter. The brand center helps maintain consistency between ENA and the states and chapters.

Planning:

- Encourage delegates and alternate delegates to access and view the annual delegate competency made available Sept. 1 It must be completed by Sept 17.
- View the General Assembly Handbook posted to the ENA website. Delegates, alternate delegates and state officers will receive email notification when the handbook is available. Ensure delegates are reviewing the handbook.
- Hold state delegate and alternate delegate meetings to discuss delegate process, proposals and other General Assembly information.

Website:

- Confirm state or chapter website is updated.

AUGUST

Key dates to Remember

TBD	Emergency Nursing 2023 housing deadline
8/15	State and Chapter Leaders meeting – 11 a.m. Central time
TBD	ENA 2024 Call for Volunteers opens
8/28	Foundation Research and Implementation Grant submission deadline

Key dates to Remember

Compliance:

- IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations annually by **Sept. 15**.
- As ENA files its group exemption annually in September, state Councils and separately incorporated chapters **must plan accordingly to ensure that their IRS Form 990 or 990EZ is filed prior to Sept. 15** with copies sent to ENA Component Relations.

Membership:

- Monthly activity: Access state or chapter membership lists from the State Council/Chapter Management System.
 - Send welcome letters to new members. Include upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
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Planning:

- Remind delegates to review the General Assembly Handbook.
- Hold state delegate and alternate delegate meetings to discuss delegate process, proposals and other General Assembly information.
- Ensure state and chapter elections are underway. Elected 2023 officers are due in the State Council/Chapter Management area within your ENA member profile on Oct. 31.
 - Refer to the [State Council/Chapter Management Area Instructions](#) in the ENA Brand Center for more information.

SEPTEMBER

Key dates to Remember *(Compliance dates in Italics)*

TBD	2023 ENA Election voting begins to select positions on the ENA Board of Directors and Nominations and Elections Committee
9/1	2023 Delegate Competency available on the ENA website for all delegates
9/6	State Government Affairs Chairpersons conference call – 2 p.m. Central time
9/15	<i>IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA Component Relations to be in compliance</i>
9/21	Deadline for delegates to complete the 2023 Delegate Competency
9/19	ENA Board of Directors meeting – San Diego
9/20-21	2023 General Assembly – San Diego
9/21-9/24	Emergency Nursing 2023 – San Diego
TBD	ENA Live Town Hall
TBD	2023 ENA Election results announced – San Diego

Key Activities

Membership:

- Monthly activity: Access state or chapter membership lists from the State Council/Chapter Management System.
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 - Because member data changes daily, run a new list for each mailing/emailing.
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 - Each month, run the Instructor Evaluation report available in the State Leader view of eCourseOps to ensure no instructors have fallen below the overall score of 3.0.
- Monthly activity: Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter. The brand center helps maintain consistency between ENA and the states and chapters.

Planning:

- Encourage delegates and alternate delegates to view and complete the annual Delegate Competency when available.
- Prepare to enter 2023 officers in the State Council/Chapter Management Area within your ENA member profile by the Oct. 31 deadline.
 - Refer to the [State Council/Chapter Management Area Instructions](#) in the ENA Brand Center for more information.
- Schedule **officer transition and orientation meetings** with outgoing and incoming officers.

OCTOBER

Key dates to Remember *(Compliance dates in Italics)*

TBD	ENA 2024 Call for Volunteers closes
10/8-14	Emergency Nurses Week – Emergency Nurses Day Oct. 11
10/25	Quarterly State Pulse email distributed to state councils and chapters
10/26	State Trauma and Pediatric Chairpersons webinar – 2 p.m. Central time
10/31	<i>Deadline for 2023 officers to be entered in the State/Chapter Online Management area</i>

Key Activities

Compliance:

- Ensure 2024 state council and chapter officers are entered in the State Council/Chapter Management area within your ENA member profile by Oct. 31. Failure to comply with the deadline could result in assessment monies being held and further sanction, including charter dissolution as outlined in [State Council/Chapter Management area instructions](#).
 - Three-tier state council presidents should monitor chapters' incoming officers to ensure they are updated in the system.

ENA Connection:

- Special 20 Under 40 issue released.

Membership:

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Planning:

- Select incoming committee chairpersons. Deadline to input chairperson information in the State Council/Chapter Management area within your ENA member profile is Dec. 31 as referenced in the [State Council/Chapter Management area instructions](#).
- Prepare 2024 annual budget with incoming and outgoing state council officers.
- Begin development of strategic planning process for 2024.
 - It is recommended that the strategic plan is completed and approved by Dec. 31



State Council and Chapter Leaders 2023 Activity Plan

Website:

- Confirm state or chapter website is updated.

NOVEMBER

Key dates to Remember

11/30	State Council Achievement Awards applications open
11/13	2024 ENA Lantern Award applications available on ENA website
11/14	State and Chapter Leaders meeting – 11 a.m. Central time
11/29	Launch of ENA Foundation Giving Season

Key Activities

Membership:

- Monthly activity: Access state or chapter membership lists from the State Council/Chapter Management System.
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 - Because member data changes daily, run a new list for each mailing/emailing.
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- Monthly activity: Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter. The brand center helps maintain consistency between ENA and the states and chapters.

Planning:

- Schedule officer transition meetings to take place **prior** to Jan. 1. Refer to officer-specific Transition Checklist and officer manuals available to ensure transfer of all necessary records and files to take place before Jan. 1
- ENA State Council Achievement Award applications will be available on ENA website.

DECEMBER

Key dates to Remember *(Compliance dates in Italics)*

- 12/1 Leadership Orientation 2024 registration opens
- 12/5-8 ENA Board of Directors orientation – ENA Headquarters
- 12/5-8 ENA Foundation Board of Trustees orientation – ENA Headquarters
- 12/12 ENA Virtual Town Hall webinar – noon Central time
- 12/31 Committee chairpersons must be entered in the State Council/Chapter Management Area
- 12/31 *File change of address form with the IRS to ensure future IRS correspondence is directed to the incoming treasurer - state councils and separately incorporated chapters only*
- 12/31 *Change bank signatories to new incoming officers*

Key Activities

Compliance:

- Ensure state treasurer obtains and completes new bank signature cards and returns them to the bank promptly.
 - It is **required** to have at least three authorized signers. This ensures there will be individuals with the ability to access the account should one or more people leave their ENA position.
 - In the event chapters maintain bank accounts separate from the state council, which is NOT recommended, it is **required** that the third signature be that of the state council treasurer. However, in cases where a chapter is incorporated separately from the state council, it is not required to have the state council treasurer as a signer on the chapter's bank account(s).
- File change of address form with the IRS to ensure IRS correspondence is directed to the incoming state treasurer. This only applies to state councils and separately incorporated chapters only.
 - Submit a copy of the change of address form to ENA Component Relations by Dec. 31.
- Chairpersons for the Government Affairs, Membership, Fundraising, TNCC/ENPC and IQSIP committees must be entered in the State Council/Chapter Management area within your ENA member profile by Jan. 31. It is **recommended to enter them early to ensure they meet eligibility to register for Leadership Orientation.**
 - Refer to the [State Council/Chapter Management area instructions](#) in the ENA Brand Center.
- Ensure the final, state board approved 2024 state budget, current bylaws and policies are emailed to componentrelations@ena.org by Jan. 31.

Communication:

- Finalize and approve the strategic plan and goals for 2024.
 - Distribute to all incoming officers and post on the state or chapter website.

Membership:

- Monthly activity: Access state or chapter membership lists from the State Council/Chapter Management System.

- Send welcome letters to new members. Include upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
- Because member data changes daily, run a new list for each mailing/emailing.
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 - Monitor instructor expiration status. Follow up to ensure they remain active.
 - Each month, run the Instructor Evaluation report available in the State Leader view of eCourseOps to ensure no instructors have fallen below the overall score of 3.0.
- Monthly activity: Access the [ENA Brand Center](#): a central online repository where state and chapter leaders can download a variety of ENA-branded templates and forms, including your state council or chapter. The brand center helps maintain consistency between ENA and the states and chapters.

Planning:

- Schedule officer transition meetings to take place **prior** to Jan. 1. Refer to officer-specific Transition Checklist and officer manuals available to ensure transfer of all necessary records and files to take place before Jan. 1
- Ensure preparations are being made to complete the ENA State Council Achievement Award application.

Website:

- Ensure state or chapter website is updated with 2024 officers, upcoming meeting dates and locations, educational conferences, strategic plan and other information of value to members.