Texas State Council

POLICY/ PROCEDURE

Title: Director Responsibility Guidelines	**Number:**
Cross Reference:	
Approved by: Texas State Council Board of Directors (BOD)	**Origination Date:** 01/09/2022
Revised by: BOD	**Approval Date: 12/2025**
	Revision Date: 12/2025

I. PURPOSE:

The purpose of this document is to provide guidelines and job responsibilities for each of the Directors on the Texas State Council Board (BOD) in order to meet the needs of the organization.

II. BACKGROUND/DEFINITIONS:

The Directors have an important role on the BOD. Their knowledge and expertise are needed to assume responsibilities and tasks that will help fulfill the Strategic Plan, operations, purpose, and goals of the organization.

This document is a guideline only and is subject to additional duties, responsibilities and modifications as determined by the Texas ENA President and BOD.

III. PROTOCOL/PROCEDURE

Each Director will assume one of the four roles listed below and/or other duties as assigned:

1. Meetings & Planning

a. Assist in the identification of location of Quarterly State Council Meetings
b. Work with chapter President or designated contact person to assure facility, meeting rooms, meals, special events are available and meet the needs of the organization and its members.
c. Review meeting related contracts and presents to the BOD for approval.
d. Collaborate with Media Director to ensure microphones and other AV equipment is available.
e. Develop Policies and Operational Procedures to create checklists, guidelines, etc. to facilitate successful meeting planning and execution.

2. Media

a. Serve as liaison with the webmaster to provide a functional, current Texas ENA website.
b. Keep members informed through the use of social media including but not limited to Facebook, Twitter, Instagram etc.
c. Facilitate State Council meetings via Zoom or other approved virtual platforms.

d. Assist with AV needs at State Council meetings.
e. Develop Policies and Procedures to provide clarity, continuity, and guidance on subjects pertinent to Media.

3. Compliance

a. Oversee that the requirements of the Texas Chapters at the National and State level are met to include but not limited to:
    1. National
        i. Officer elections and entry to National ENA database
        ii. Committee Chairs are entered into National ENA database
        iii. Annual Budget and Budget summary
        iv. Current Bylaws and Policies submitted
        v. 990
    2. State
        i. Attendance at Texas General Assembly requirements met
        ii. 802
        iii. 1096 & 1099
        iv. Signed COI for BOD and Committee Chairs
        v. Collaborates with Secretary to verify Quarterly reports are submitted.
b. Resource for Chapter leaders in meeting these requirements.
c. Develop Policies and Procedures to provide clarity, continuity, and guidance on subjects pertinent to Compliance.

4. Professional Organization Liaison

a. Network other professional organizations to promote and support current nursing practices that benefit all nurses, but especially Emergency Nurses.
b. Collaborate with Schools of Nursing to recognize the value of professional organizations such as ENA and to promote membership.
c. Serve as point of contact to the BOD and Committees who request assistance with resources, joint projects etc. that involve other entities.
d. Develop Policies and Procedures to provide clarity, continuity, and guidance on subjects pertinent to networking, Peer relationships, etc.