

South Dakota ENA Operational Guideline for Committee Chair

Purpose:

To define process for application, appointment, responsibilities and requirements of State Committee Chairs.

Committee	Global Responsibilities	Requirements
1) Trauma	<ul style="list-style-type: none"> ■ Oversight of TNCC(P) classes ■ Coordination and management of TNCC(I) ■ Conduct TNCC updates for all state instructors ■ Present annual budget proposal and activity plan to State Council ■ Participate in National ENA Trauma Committee conference calls and disseminate information to TNCC Course Coordinators 	ENA Member – TNCC Instructor and Faculty
2) Pediatric	<ul style="list-style-type: none"> ■ Oversight of ENPC(P) classes ■ Coordination and management of ENPC(I) ■ Conduct ENPC updates for all state instructors ■ Present annual budget proposal and activity plan to State Council ■ Participate in National ENA Trauma Committee conference calls and disseminate information to ENPC Course Coordinators 	ENA Member – ENPC Instructor and Faculty
3) Government Affairs	<ul style="list-style-type: none"> ■ Liaison to National and State legislative activities ■ Disseminate information to state members ■ Consider participation at Nurses Day at the Legislature in Pierre during yearly sessions ■ Present annual budget proposal and activity plan to State Council 	ENA Member
4) Injury Prevention (IQSIP)	<ul style="list-style-type: none"> ■ Coordination & promotion of information to state membership ■ Present annual budget proposal and activity plan to State Council 	ENA Member
5) Media Relations	<ul style="list-style-type: none"> ■ Management of SD ENA website, social media such as facebook group site ■ Present annual budget proposal and activity plan to State Council 	ENA Member

6) Education	<ul style="list-style-type: none"> ■ Serves as an educational resource by monitoring and addressing educational issues, needs, and interests of the membership and emergency nurses in general. ■ Organization and planning of fall education conference ■ Present annual budget proposal and activity plan to State Council 	ENA Member
--------------	---	------------

Process

Application (as attached)

- Submit to State President or President-Elect by December 15, annually.

Appointment

- State President selects and appoints Chairs December 31, annually.
- State President notifies National ENA of appointments

SD ENA Committee Chair Application

Name: _____

ENA Membership number: _____

Address: _____

Home/Cell number: _____

Email: _____

Application for the following Committee (Please ✓)

- Trauma
 - ◆ TNCC Instructor #: _____
 - ◆ TNCC Faculty: Yes: _____ No: _____
 - ◆ Number of TNCC classes taught in 2 years: _____
- Pediatrics
 - ◆ ENPC Instructor #: _____
 - ◆ ENPC Faculty: Yes: _____ No: _____
 - ◆ Number of ENPC classes taught in 2 years: _____
- Government Affairs
- Injury Prevention
- Media Relations
- Education

Goals: Must list at least 2 goals
