

# OPERATIONAL PROCEDURE



<b>Title:</b> Presidential Meetings	<b>Number:</b> N/A
<b>Cross Reference:</b> N/A	
<b>Approved by:</b> SD ENA Board of Directors	<b>Origination Date:</b> 2008
<b>Revised by:</b>	<b>Approval Date:</b> 2008
<b>Review date:</b> 2020	<b>Revision Date:</b> 2011, 2014, 2021

I. **PROCEDURE PURPOSE:**

To provide direction on highly suggested and mandatory meeting attendance for SD ENA's President.

II. **PROCESS:**

**National Meetings**

1. The President is automatically a delegate to national General Assembly.
2. The President will attend national ENA Conference.
3. The President will attend national Leadership Orientation
4. Online orientation

**Regional Meetings**

1. Requested representation of SD ENA that meets the ENA mission.

**State Meetings**

1. Requested representation or appointment of a state committee that meets the ENA mission

**Reimbursement/Funding**

1. Expenses for the above meetings will include room, airfare, travel mileage, food, and registration. Fees will be reimbursed in total, contingent on annual budget.
2. Receipts must be submitted to the treasurer within 30 days from return date.
3. No reimbursement for family members or recreational activities will be allowed.

**Expectations**

1. The President should attempt to attend all meetings and forums
2. The President will report on all meeting activities at the following SD ENA meeting.