

**EMERGENCY NURSES ASSOCIATION  
CALIFORNIA STATE COUNCIL  
STANDARD PROCEDURE  
STANDING COMMITTEE: NEWSLETTER**

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**I. PURPOSE**

The purposes of the Standing Committee: Newsletter are:

- A. To distribute information from the California State Council, including Committees and Appointees, to the general membership of the California Emergency Nurses Association (ENA) via "the California MONITOR, the Newsletter of the California Emergency Nurses Association";
- B. To provide information about current education pertinent to emergency nursing, especially education sponsored by ENA; and
- C. To serve as an intermediary for distribution of election information e.g. candidacy statements.

[Note: Newsletter is sent to all California ENA members as part of their membership benefits. Complimentary copies are sent to the Editor and Managing Editor of "Journal of Emergency Nursing", Editor of ETCETERA, the National ENA Board of Directors liaison to California and all Honorary Members of California ENA. In addition, subscriptions may be purchased for twenty-five dollars (\$25) a year.]

**II. MEMBERSHIP**

The Newsletter Committee shall consist of the following who shall be appointed to the Committee by the State Council President according to ARTICLE XI of the State Council *Bylaws*.

- 1. Chair / Editor
- 2. Nonspecific number of members
- 3. State Council Board of Directors liaison

**A. QUALIFICATIONS**

- 1. Chair shall have and maintain:
  - a. current active ENA membership;
  - b. current professional nursing licensure in the state of California;
  - c. Certified Emergency Nurse (preferred);

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**II. MEMBERSHIP**

A. QUALIFICATIONS (continued)

1. Chair shall have and maintain:
  - d. leadership as demonstrated by active involvement on Chapter, State or National level of ENA; and
  - e. previous editorial, computer and/or publishing experience.
2. Members shall have and maintain:
  - a. current active ENA membership;
  - b. current professional nursing licensure in the state of California; and
  - c. active involvement at Chapter, State or National level of ENA.

B. TERM OF OFFICE

1. Chair / Editor: One (1) year term, subject to reappointment.
2. Members: One (1) year term, subject to reappointment.

Term of office shall run the calendar year i.e. beginning in January and ending in December.

C. VACANCIES

1. All vacancies will be filled by the State Council President according to ARTICLE VII of the *Bylaws*.

**III. SPECIFIC RESPONSIBILITIES**

A. CHAIR / EDITOR

1. Develop, submit for approval and monitor an annual Committee budget.
2. Submit a written report of Committee progress at the State Council meetings. If present, deliver an oral report on behalf of the Committee at said meetings.
3. Submit an annual written summary report of Committee activity to the State Council.
4. Assist Bylaws Committee in reviewing and updating *Bylaws* and *Procedures* pertaining to the Newsletter Committee.
5. Apply for and maintain the State Council's Third Class Mailing Permit.
6. Submit an annual publication schedule to the State Council and adhere to it as written.
7. Submit a galley of the Newsletter to the Board liaison for approval.

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**III. SPECIFIC RESPONSIBILITIES**

**A. CHAIR / EDITOR (continued)**

8. Manage placement of sponsors and donations previously approved by the Board, in the Newsletter including billing of said advertisers. The advertising agency and/or facility will receive a copy of the Newsletter in which their advertisement appears.
9. Oversee formatting, printing and mailing of said Newsletter to the general membership via Third Class Mail.
10. Ensure early distribution via First Class Mail of each issue of the Newsletter to the Board of Directors and the Chapter Presidents.
11. Call and chair Committee meetings as needed to complete tasks.

**B. MEMBERS**

1. Attend Committee meetings as required and complete assigned tasks.

**ORIGINAL APPROVED BY STATE COUNCIL: January 1994  
REVIEW/REVISION DATE: January 1994, August 05**