

**EMERGENCY NURSES ASSOCIATION  
CALIFORNIA STATE COUNCIL  
STANDARD PROCEDURE  
STANDING COMMITTEE: RECRUITMENT AND RETENTION**

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**I. PURPOSE**

The purposes of the Standing Committee: Recruitment and Retention are:

- A. To recruit and foster new and continuing membership in the Emergency Nurses Association (ENA);
- B. To maintain a current list of ENA members in the state of California; and
- C. To conduct the California State Council delegate selection process for the National Association General Assembly.
- D. To prepare current state mailing labels for buyers as approved by the State Council and Board of Directors for the purpose of fundraising. Mailing lists may be donated to designated organizations in certain circumstances as approved by the Board.

**II. MEMBERSHIP**

The Recruitment and Retention 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
2. Chair-Elect (optional but desirable)

**A. QUALIFICATIONS**

1. Chair and Chair-Elect shall have and maintain:
  - a. current active ENA membership;
  - b. current professional nursing licensure in the state of California,
  - c. Certified Emergency Nurse (preferred); and
  - d. leadership as demonstrated by active involvement at Chapter, State or National level of ENA.

**B. TERM OF OFFICE:** Term of office shall run the calendar year i. e. beginning in January and ending in December.

1. Chair: One (1) year term, subject to reappointment.
2. Chair-Elect: One (1) year term, subject to reappointment.

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**II. MEMBERSHIP**

C. REMOVAL AND VACANCIES

1. The Chair may be removed from the Committee by the Board of Directors for consistently failing to perform assigned duties.
2. All vacancies will be filled by the State Council President according to ARTICLE VII of the *Bylaws*.

**III. SPECIFIC RESPONSIBILITIES**

A. CHAIR

1. Foster and encourage new and continuing members through the use of regular membership drives, newsletter articles, pamphlets, videos and other materials for use at Chapter and/or State Council meetings and events.
2. On a monthly basis:
  - ◆ maintain a current California membership list by utilizing data received from individual members and from the national ENA Membership Services.
  - ◆ make proper Chapter assignments for new members who do not know what Chapter they are located in. Notify national ENA Membership Services of the new assignments as soon as they are made. This will assist the State Council Treasurer in making payment of unassigned Chapter monies.
3. Develop, submit for approval and monitor an annual Committee budget.
4. 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.
5. Submit an annual written summary report of Committee activity to the State Council at the final meeting of the current year.
6. Distribute copies of the delegate selection point tabulation forms at the first three State Council meeting.
7. Collect and tabulate the delegate selection points according to *Standard Procedure* and publish a list of delegates and alternates at the fourth State Council meeting.
8. Submit final list of delegates and alternates to the State Council President so that they may be registered with the National Office forty-five (45) days prior to the National Association General Assembly.
9. **Keep a current, computerized state mailing list as supplied by the National office.**

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II. SPECIFIC RESPONSIBILITIES (Continued)

10. Prepare and ship mailing labels for approved buyers as directed by the Board of Directors. A letter of intent will be requested from potential mailing list buyers and will be kept on record by the Recruitment and Retention Chair. The Board of Directors will determine cost of mailing labels annually at the first Board meeting.

B.CHAIR-ELECT

1. Serve as an apprentice to the Chair in carrying out the above duties.
2. Assume committee responsibility in the absence of the Chair.
3. After serving as Chair-Elect for one year, may succeed to the Chair at the discretion of the State Council according to the *Bylaws*, Article XI, Section E.

**ORIGINAL APPROVED BY STATE COUNCIL: January 1994**  
**REVIEW: May 2003, August 05**  
**REVISION DATE: March 1999**