

## 2010 MASSACHUSETTS ENA OFFICER ELECTION INFORMATION

We invite you to become a part of a dynamic group of ED nurses and apply for a position as an officer for the Massachusetts ENA State Council. We are seeking applications for the following positions:

President-elect  
Secretary  
Treasurer  
Board of Directors (2 positions)

Candidates must be Massachusetts residents, have current RN licensure in Massachusetts and current ENA membership. Meeting responsibilities include attending the scheduled state council meetings (4-5 are held each year), as well as executive committee conference calls (5-6 times per year). Below are brief descriptions of each position and the responsibilities of the office. Any questions about the application process, elections or the positions should be directed to Laurie Raymond, the 2009 Massachusetts State Council President at [micbill@comcast.net](mailto:micbill@comcast.net) or mailed to 60 West St Hanover, MA 02339-1848. Application deadline is July 17, 2009. A list of the current officers can be found on the Massachusetts ENA web site [www.mass-ena.org](http://www.mass-ena.org)

### 2010 Officer Openings:

- President-elect:** Performs duties assigned by the President; these duties may include acting as a liaison to chapters and committees and meeting planning and leadership. See more information about the time commitment below.
- Secretary:** Maintains records of all meetings and conference calls, Articles of Organization, Bylaws and Standard Operating Procedures, in addition to demographic information for all state council members. A laptop is available for the secretary's use. Computer/fax access and experience are helpful.
- Treasurer:** Serves as the Chief Financial Officer and Chief Accounting Officer for the State Council. The treasurer is assisted by an accounting firm. Responsibilities include: charge of financial affairs, funds, securities and valuable papers; full and accurate upkeep of the organization's financial records; oversees the preparation and filing of paperwork required by the Commonwealth of Massachusetts, the IRS and other state/federal agencies; other duties/responsibilities may be designated by the state council; computer access/comprehension and knowledge of "Quickbooks" is suggested. This is a two (2) year commitment.
- Board of Directors:** Two (2) positions are available. These individuals share the active support of Chapters and committees, as well as other activities designated by the State Council and/or President. These are two (2) year positions.

The Massachusetts ENA Executive Committee is made up of the President, the President-elect or the Immediate Past President, the Secretary, the Treasurer and the executive Committee Board member.

The current ENA State Council president is Laurie Raymond, her term expires at the end of 2010. The duties of the President include the general charge and supervision of the State Council. The president is the Chief Executive Officer and presides over state council meetings and conference calls in accordance with Robert's Rules of Order. The Presidency is a two (2) year term combined with a one (1) year term as President-elect and a one (1) year term as Immediate Past President, making it a four (4) year commitment.

If you are interested in applying for one of these positions, please send a completed 2010 Officer Application to Laurie Raymond at 60 West St, Hanover, MA 02339 or e-mail to [micbill@comcast.net](mailto:micbill@comcast.net). Application deadline is: July 17, 2009.

In addition to the State Council offices described above, State Council committee chairs and members are also being sought. Massachusetts ENA State Council committees include:

Education	Nurse Practice
Injury Prevention	Membership
Trauma	Pediatrics
Government Affairs	Nominations/Bylaws
MENU (newsletter)/Web site	

Learn more about these committees and their projects at [www.mass-ena.org](http://www.mass-ena.org) and please contact committee chairs or Laurie Raymond to become involved.

THANK YOU for your interest in Massachusetts ENA. Please join us at an upcoming meeting. Come and find out what Mass ENA is all about!! Remember - we are YOUR emergency nursing organization - USE US!!!!