



2024 ANNUAL REPORT– COUNCIL QUESTIONNAIRE

In accordance with *ENA Procedures*, councils/separately incorporated chapters are required to submit an Annual Report for the period of January 1 – December 31, 2024, to maintain their charter.

Note: Three-tier councils will be responsible for answering questions pertaining to their chapters. Chapters (who are not separately incorporated) will not be required to complete the report.

If the form is not completed by **Friday, January 31, 2025**, your council/separately incorporated chapter may be at risk of suspension and assessment monies may be withheld.

For ease of completion, we recommend you print this PDF document, gather the relevant information, and note your responses on the paper questionnaire before starting to input your data online.

Note: Please submit the following additional compliance requirements through the Compliance Submission process as required per ENA Policy and Procedures for State Council Compliance and Operations:

- **Current Policies**
- **State Council's current Bylaws (ensure approval date is included in the document)**

Please enter your name and contact information below.

First Name / Last Name	
Daytime Phone Number	
Email Address	

Please answer this Annual Report on behalf of your council (or separately incorporated chapter).

Please enter your council (or separately incorporated chapter) below for which you are completing the 2024 Annual Report.

1. In 2024, please indicate whether your council (or separately incorporated chapter) set and met formal goals for the following...? *Please select one response per row.*

	Set a formal goal and <u>exceeded</u> it	Set a formal goal and <u>met</u> it	Set a formal goal and <u>did NOT</u> achieve it	<u>Did NOT</u> set a formal goal
Member recruitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member retention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting/Event attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ENA Foundation fundraising	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. In 2024, how many total meetings were held (in-person, virtually, or hybrid) for your ...

Board of Directors	#
General Membership	#

3. Did your council, chapters, or SIGs hold an annual educational symposium for its members in 2024? *Select all that apply.*

<input type="radio"/>	Yes, an in-person educational symposium
<input type="radio"/>	Yes, a virtual educational symposium
<input type="radio"/>	Yes, a hybrid educational symposium (both in-person and virtual)
<input type="radio"/>	No – we did not host an educational symposium in 2024 [EXCLUSIVE RESPONSE]

4. Did your council, chapters, or SIGs provide at least 6 hours of continuing education to your members as required in ENA Policy and Procedures?

<input type="radio"/>	Yes	ANSWER Q5
<input type="radio"/>	No	SKIP TO Q6

5. How was the education offered? *Select all that apply.*

<input type="radio"/>	In person
<input type="radio"/>	Virtually
<input type="radio"/>	Hybrid

6. If your council, chapters, or SIGs did not provide at least 6 hours of continuing education to your members, please describe reasons or barriers to achieving the requirement.

7. Please list your 2025 Educational events or conference(s), including dates and location. You may include a link to the conference web page. If your conference is undecided, please let us know by indicating below. Include chapter and SIG conferences, as applicable.

Note: the conference submitted must be ENA Council/Chapter sponsored (or partnered) educational events. Board or membership meetings, third party courses (CEN, CEN Review etc.) and outside conferences should not be included.

[Q8-Q12 FOR COUNCILS ONLY. SEPARATELY INCORPORATED CHAPTERS OF TEXAS PLEASE SKIP TO Q13 ON PAGE 6]

ENA provides Microsoft 365 including Outlook email accounts for each officer position to support effective communication with members, partners, vendors and the public. Council officers are required to access and utilize their officer email accounts during their term in office.

8. To what extent do you agree or disagree with the following statements regarding the Microsoft email accounts ...

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
I am satisfied with my overall experience of using Microsoft Office email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All officers accessed and utilized their email accounts regularly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outlook emails are a valuable tool for communicating with members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Did you experience any challenges with the Microsoft email accounts? *Select all that apply.*

<input type="radio"/>	Could not access the account(s)
<input type="radio"/>	Officers struggled with utilizing the accounts regularly
<input type="radio"/>	Other (please specify)
<input type="radio"/>	No email issues were experienced [EXCLUSIVE RESPONSE]

As part of the Microsoft 365 accounts provided to the council officers, councils have a team set up in Microsoft Teams.

10. How often do you use the following features of Microsoft Teams for communication with your officers ...

	One on one/Group Messaging or Chats	Voice or Video Calls	Meetings
Multiple times a week	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Once a week	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2-3 times a month	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Once a month	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Less frequently than once a month	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I do not use this feature of Teams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. To what extent do you agree or disagree with the following statements regarding Microsoft Teams ...

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
I am satisfied with the overall functionality of Microsoft Teams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teams is a valuable tool for collaborating with officers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It is easy to access and navigate the different features of Teams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It is easy to share files and documents within a Team channel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The co-authoring feature on documents is useful for collaborative editing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The meeting features (screen sharing, whiteboarding) are effective for team collaboration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teams provides adequate tools for project management and task assignment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It was easy is it to find support or answers to questions about using Teams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I received adequate training on how to use the various features of Microsoft Teams and Outlook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. What, if any, comments or suggestions do you have regarding Microsoft Outlook or Teams?

Now we'd like to know about some specific activities within your council (or separately incorporated chapter).

**13. How active is your council (or separately incorporated chapter) in each of the following...?
Please select one response per row.**

	Extremely active	Somewhat active	Not too active	Not at all active
Advocacy / Legislative issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identifying / Soliciting Sponsors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nursing practice issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fundraising	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New member recruitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Nurse recruitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Existing member retention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Injury prevention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coaching/mentoring emerging professionals (i.e., those with 5 or less years of experience)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diversity, Equity and Inclusion (DEI) initiatives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The next set of questions are about member engagement and communication.

14. Thinking of your members, does your council (or separately incorporated chapter) have...

	Yes	No
An orientation/onboarding program for NEW members	<input type="radio"/>	<input type="radio"/>
A mentoring program for members	<input type="radio"/>	<input type="radio"/>
A program in place to engage participation from <u>emerging professionals</u> (new to emergency nursing and/or younger members)	<input type="radio"/>	<input type="radio"/>

15. What, if any, comments or suggestions do you have regarding orientation and/or mentoring programs for your members?

16. Thinking of your Officers, does your council (or separately incorporated chapter) have...

	Yes	No
An orientation/transition program for INCOMING officers	<input type="radio"/>	<input type="radio"/>
A mentoring program for EXISTING officers	<input type="radio"/>	<input type="radio"/>
A succession plan for identifying/developing new leaders	<input type="radio"/>	<input type="radio"/>

17. What, if any, comments or suggestions do you have regarding orientation programs, mentoring programs and succession plans for Officers?

18. How does your council (or separately incorporated chapter) engage and retain current members? *Select all that apply.*

<input type="radio"/>	General membership meetings
<input type="radio"/>	Educational events
<input type="radio"/>	Networking events
<input type="radio"/>	Monetary incentives/giveaways at events
<input type="radio"/>	Social media (Facebook, Instagram, Twitter/X etc.)
<input type="radio"/>	Encouraging members to use ENA member benefits (i.e., Free CNE's, ENA CONNECT)
<input type="radio"/>	Volunteer opportunities
<input type="radio"/>	Reaching out to all new members with welcome message
<input type="radio"/>	Council fundraising challenges
<input type="radio"/>	Mentoring programs/events
<input type="radio"/>	Conducting a member needs assessment/member research
<input type="radio"/>	Other (please specify)

19. Which of the following techniques does your council (or separately incorporated chapter) use to target/recruit NEW members to ENA? *Select all that apply.*

<input type="radio"/>	Contact with nurse managers
<input type="radio"/>	Direct mail
<input type="radio"/>	Educational events
<input type="radio"/>	Email
<input type="radio"/>	Telephone solicitation
<input type="radio"/>	Member-to-member recruitment campaigns
<input type="radio"/>	Discounts on membership (group memberships)
<input type="radio"/>	Monetary incentives/giveaways at events
<input type="radio"/>	Social media (Facebook, Instagram, Twitter/X etc.)
<input type="radio"/>	Council (or separately incorporated chapter) website
<input type="radio"/>	Hospital visits
<input type="radio"/>	Nursing schools/colleges
<input type="radio"/>	Exhibit at local tradeshow/conferences/student events
<input type="radio"/>	Other (please specify)

**20. Looking back on the year, what was your organization’s biggest area of challenge?
*Select all that apply.***

<input type="radio"/>	Leadership engagement and filling officer or volunteer roles
<input type="radio"/>	Member recruitment
<input type="radio"/>	Member retention
<input type="radio"/>	Member participation/engagement
<input type="radio"/>	Communication with members
<input type="radio"/>	Budgeting and finance
<input type="radio"/>	Officer and document transition
<input type="radio"/>	Website development and maintenance
<input type="radio"/>	Educational offerings for members
<input type="radio"/>	Board/Officer Management (conflict resolution, critical conversations)
<input type="radio"/>	Other (please specify)

21. Please describe your challenge(s) and where you feel ENA could help provide support to address this area in the future.

IF YOU ARE A TWO-TIER COUNCIL, THIS IS THE END OF YOUR ANNUAL REPORT
THREE-TIER COUNCILS, PLEASE ANSWER THE QUESTIONS ON PAGE 10

QUESTIONS FOR THREE-TIER COUNCILS ONLY

The next set of questions are about your local chapters.

22. In general, how active are your chapters?

<input type="radio"/>	Very Active
<input type="radio"/>	Somewhat Active
<input type="radio"/>	Not Active

23. If you have chapters that are somewhat active or not active list the chapter name here and describe your concerns.

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24. In your opinion what, if any, areas of your local chapters programs and administration need to change and/or improve?

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25. In your opinion, what, if any, areas of your local chapter programs and administration are going well and/or should be recognized?

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Thank you for your valuable input.