



2025 ENA Board Council & Chapter Liaison Assignments

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ENA Board of Directors Council & Chapter Liaison Expectations – For Council Leaders

Annually, a member of the ENA Board of Directors will serve as a Board Liaison to assigned Councils approved by the ENA President. The purpose of the Board Liaison is to provide guidance, coaching and leadership development support to the Council and Chapter Leaders as well as engage, connect and network with members. The Board Liaison shares information from the Board as well as ENA staff about existing and upcoming initiatives that is relevant to Council and Chapter activities. This document should be used as a guideline as you navigate your role and expectations as a Board Liaison.

Expectations of a Board Liaison

1. Serve as a Liaison to the Council President & Board Leadership, providing leadership development and support throughout the year to maximize Council success.
 - Hold quarterly pulse checks with assigned Council Presidents to stay connected and provide any guidance or information needed to help them be successful.
 - Mentor Council leaders on leadership development, crucial conversations, conflict management and leadership succession planning.
 - Communicate information and engage in discussion on ENA information, including Board meeting agendas and actions items, upcoming events or key updates and program information.
2. Based on the Board Liaison's schedule and the Council's needs, the Board Liaison should attend and participate in one in-person Council conference or meeting and as many virtual meetings or conferences as their schedule allows.
 - ENA Board Liaisons should meet with the Council Board Officers to provide insight, mentorship and guidance on key issues occurring at the Council level. This allows for overall guidance, mentorship and issue resolution.
 - ENA Board Liaisons will typically deliver the ENA Update as part of their participation in Council meeting/conference visits, providing insight and connection on key ENA initiatives. This also provides an opportunity to build in discussion and engagement at the local level.
3. In addition to an ENA Board Liaison, ENA Foundation (ENAF) Board of Trustees will have Council assignments. The ENA Board Liaison will include the Foundation Liaison in regular communication and meetings.
4. The ENA Board Liaison will support Councils and Chapters in the effective planning for annual initiatives as outlined in the ENA Activity Plan for Councils and Chapters. Council leaders should engage the Board Liaison should any challenges arise in meeting required compliance and reporting deadlines.
5. The ENA Board Liaison will provide mentorship and guidance on any Council and Chapter Awards submission(s) as needed. The Liaison will also provide strategic support to help Council and Chapter Leaders navigate conflict or leadership challenges throughout the year.

Travel to Council Meetings and/or Conferences

The ENA Board will approve an annual budget to support travel expenses of a Board Liaison to visit their assigned Councils. It is recognized that each individual Board Liaison may not be able to visit each Council to which they are assigned every year in person based on time and budgetary restrictions, but every effort will be made to facilitate visits utilizing virtual participation by Board Liaisons as an alternative option to ensure participation.

The Board Liaison should work with the Council President to coordinate any visit to the Council to allow for optimal impact and networking with members and potential members. The priority for arranging visits should be aligned with highly attended events like educational symposia or conferences, versus a regular member monthly meeting, while possible.

- It is expected that the Board Liaison will be provided 20-30 minutes during the visit to present an update from the ENA Board on ENA initiatives.
- The Council is also encouraged to find other appropriate opportunities during the Board Liaison visit to maximize interaction with members including but not limited to:
 - Providing educational sessions
 - Participating in Q&A/Panel sessions
 - Meeting with Council and Chapter Leaders in the case of an Advocacy/Government Affairs event
- If the Council requests that the Board Liaison performs alternate roles not directly related to the Board Liaison role as outlined above, the Council/Chapter will be required to reimburse travel expenses similar to other speakers at the conference that may arise from that request. This request must be made in advance of the invitation for both the ENA and Council to coordinate the travel expenses.
- If the Council requests that another Board Member (not the Board Liaison) attend to serve as faculty for their conference, the Board Liaison should be made aware, so Board participation efforts and travel can be maximized.

Expectations of Council and Chapter Leaders

- Participate in quarterly check-ins with the Board Liaison as scheduled.
- Share the Board Liaison contact information and these responsibilities with your Council Board (and where applicable) Chapter Boards to ensure they are aware of who their Liaison is, and the responsibilities of the role.
- Provide Council meeting and conference dates as early as possible.
- Coordinate Chapter requests for Board visits as requested by a Chapter if applicable.
- When a Board Liaison visits the Council for a meeting or conference, allow time on the program agenda for the attending board member to provide an update on ENA activities.
- Seek guidance from the Liaison on best practices and any areas of concern, which may include but are not limited to:
 - Advice and/or support holding crucial conversations with leaders or members to address behavior detrimental to the Council/Chapter/ENA
 - Leadership conflict or engagement issues
 - Identifying/developing new Council and Chapter leaders