

Council and Chapter Leaders

2025 Activity Plan

The Activity Plan is designed to provide council and chapter leaders with a month-by-month planning schedule that includes key dates, compliance requirements and recommended activities to keep your council and chapter strong and successful. This document can also be used as a template to add your own council or chapter planning activities.

Delegation of tasks is essential to ensure activities are accomplished. It is recommended council or chapter leaders take the opportunity to delegate activities to appropriate positions. This not only ensures the completion of assignments but serves as a conduit toward volunteer engagement and leadership development.

For questions or assistance, please contact ENA Component Relations at componentrelations@ena.org or call 847-460-2627.

Note: Some dates on the calendar have yet to be determined. A revised version of the Activity Plan will be shared as those dates are established.

JANUARY

Key Dates to Remember (*Compliance dates in italics*)

- 1/2 Online applications open for Annual Achievement Award nominations and Council Achievement Award
- 1/6 Emergency Nursing Diverse Voices Research Fellowship Application [opens](#)
- 1/6 Applications open for [ENA Foundation Conference Scholarships](#) for global applicants
- 1/22 State Government Affairs Chairpersons conference call – 2 p.m. Central time
- 1/27 ENA Foundation Board of Trustees meeting
- 1/28 ENA Foundation ENStrong Challenge begins
- 1/28-31 ENA Leadership Conference 2025, Louisville, KY
- 1/31 *2024 Annual Report due for councils and separately incorporated chapters*
- 1/31 *Council and separately incorporated chapter policies due – Revised bylaws were due Dec. 31, 2024*

Key Activities

Compliance:

- Ensure Council Annual Report is completed by Jan. 31.
 - Council Annual Report survey link emailed to all council and separately incorporated chapter presidents. Annual reports must be completed by the deadline to be compliant with ENA Policy and Procedures.
- Ensure policies are submitted by Jan. 31.
- Ensure the treasurer has obtained and completed new bank signature cards.
 - It is **required** to have at least three authorized signers. This ensures there will be individuals with the ability to access the account should one or more persons leave their ENA position.
 - Three-tier councils must maintain all bank accounts in the council's name and under its EIN number. Three-tier councils may establish accounts for each of its chapters in one or multiple banks – or as outlined in council policy and procedures – provided all such accounts are opened and maintained in the council's name. No chapter shall maintain a bank account in its own name separate from the council.

Membership:

- Monthly activity: Access council or chapter membership lists from the chapter portal
 - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
 - Because member data changes daily, run a new list for each mailing/emailing.
 - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#).
- Monthly activity: Access the TNCC/ENPC Instructors by State Report and Course Report by State available on the ENA website to council presidents and trauma/pediatric chairpersons.
 - Monitor instructor expiration status and follow up to ensure they remain active.
 - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.

- Access the [ENA Brand Center](#), a central online repository where council and chapter leaders can download a variety of ENA-branded templates and forms, including your council or chapter logo. The brand center helps maintain consistency between ENA and its councils and chapters.

Planning:

- Council officers should access position-based Outlook email accounts provided by ENA for use in 2025. Password reset was emailed to council officers in early January.
- Ensure all branding is current with the council or chapter logo provided in the [ENA Brand Center](#).
- Establish and maintain committees: Government Affairs, Membership, Quality, Safety, and Injury Prevention, Fundraising, Trauma and Pediatrics and others.
 - All required committee chairpersons must be in the chapter portal in accordance with ENA Policy and Procedures for ENA State Council Compliance and Operations.
- Establish dates for business meetings, membership meetings, delegate meetings, educational events. Post to your website by end of January.
- Plan to conduct at least one continuing education program, either in person or virtual, during the year. Councils are required to provide at least 6 contact hours a year. See ENA Policy and Procedures for ENA State Council Compliance and Operations. Contact ENA Educational Services at 847-460-4123 for information on contact hours.
- Schedule the election of 2026 officers to take place prior to the end of October. Officers are due to be entered in the chapter portal by Oct. 31 in accordance with ENA Policy and Procedures for ENA State Council Compliance and Operations
- IRS Extensions, Form 990 filing receipts and/or copies of filings must be submitted annually by Sept. 15. **The IRS deadline is May 15.**

Volunteer Engagement:

- Plan for ENA Council Achievement Award applications.
- Look for ENA award nomination information in *ENA Connection* or visit ENA's website at www.ena.org. The application deadline is **Feb. 20 at noon Central time.**

Website:

- Confirm council or chapter website is updated to include the 2025 council or chapter officers, board meeting dates, education and membership meetings.

FEBRUARY

Key Dates to Remember

- 2/12 ENA Day on the Hill Registration
- 2/14 Deadline for ENDVR Fellowship application – noon Central time.
- 2/14 Deadline for ENA Foundation Conference Scholarships for global applicants
- 2/19 Quarterly State Pulse email distributed to councils and chapters
- 2/20 Deadline to submit Annual Achievement Award nomination forms and Council Achievement Award applications
- 2/24 Applications open for [ENA Foundation Academic Scholarships](#)
- 2/27 Deadline to submit Lantern Award applications

Key Activities

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Planning:

- Establish a system for the selection of delegates and alternate delegates to the General Assembly. Plan for partial or full funding.

Volunteer Engagement:

- Resolution submissions for General Assembly must be sent to governance@ena.org. Deadline is May 19 at noon Central time.

MARCH

Key Dates to Remember

- 3/3 Applications open for [ENA Foundation Conference Scholarships](#) – U.S.-based applicants
- 3/4 Council and Chapter Leaders meeting – 11 a.m. Central time
- 3/7-13 National Patient Safety Awareness Week
- 3/7 Applications/nominations open for ENA Connection’s 20 Under 40 program
- 3/11 ENA Virtual Town Hall – noon Central time
- 3/20 State Trauma and Pediatric Chairpersons webinar – 2 p.m. Central time
- 3/25-28 ENA Board of Directors Meeting – New Orleans

Key Activities

Communication:

- Begin call for delegate applications.
- TBD – Emergency Nursing 2025 program information available on the ENA website.
- TBD – Emergency Nursing 2025 registration opens.

Membership:

- Monthly activity: Access council or chapter membership lists from the chapter portal
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Planning:

- Plan to attend ENA Day on the Hill in Washington, D.C., in April.
- Begin preparing tax forms for filing directly with the IRS. All councils and separately incorporated chapters have the responsibility of filing an annual information return: Revenue less than \$50,000, file Form 990-N online only; revenue between \$50,000-\$200,000, file Form 990-EZ; revenue greater than \$200,000, file Form 990. IRS filing deadline is May 15. Contact ENA Component Relations with questions.
 - Chapters are required to provide necessary financial records to councils.
 - IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA annually by Sept. 15. **Councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to Sept. 15.**

April

Key Dates to Remember

TBD	EN Week 5K registration opens
4/1	Call for candidates Opens – ENA Board of Directors and Leadership Development and Elections Committee – opens for the 2025 ENA Election
TBD	Deadline for ENA Connection 20 Under 40 program applications
4/15	ENA Foundation Board of Trustees meeting - Virtual
4/18-24	National Volunteer Week
4/18	Deadline for ENA Foundation Conference Scholarships – noon Central time
4/18	Deadline for ENA Foundation Academic Scholarship applications – noon Central time
4/23	Quarterly State Pulse email distributed to councils and chapters
4/28-30	Day on the Hill
4/30	Call for Candidates Closes – ENA Board of Directors and Leadership Development and Elections Committee – opens for the 2025 ENA Election

Key Activities

Membership:

- Monthly activity: Access council or chapter membership lists from the chapter portal
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 - Because member data changes daily, run a new list for each mailing/emailing.
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 - Monitor instructor expiration status and follow up to ensure they remain active.
 - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.
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Planning:

- Continue preparing IRS forms. All councils and separately incorporated chapters have the responsibility of filing an annual information return: Revenue less than \$50,000, file Form 990-N online only; revenue between \$50,000-\$200,000, file Form 990-EZ; revenue greater than \$200,000, file Form 990. IRS filing deadline is May 15. Contact ENA Component Relations with questions.
 - IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA annually by Sept. 15. **Councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to Sept. 15.**

Volunteer Engagement:

- General Assembly Bylaws amendments and resolutions submissions must be sent to governance@ena.org. The deadline is May 19 at noon Central time.

MAY

Key Dates to Remember *(Compliance dates in italics)*

TBD	Emergency Nursing 2025 registration opens
5/1	Call for ENA Foundation Board of Trustees applications
5/6-12	National Nurses Week – National Nurses Day – May 6
5/12	International Nurses Day
5/15	General Assembly Delegate registration opens and membership status deadline for determining number of delegates. Each council will be notified of their total number of delegates.
5/15	<i>Council and separately incorporated chapter IRS Form 990 filing deadline</i>
5/16-22	National EMS Week
5/19	Deadline to submit Bylaw amendments and Resolutions for consideration at the 2025 General Assembly. Proposals must be submitted to governance@ena.org by noon Central time.
5/22	Council and Chapter Leaders meeting – 2 p.m. Central time
5/31	ENA Foundation 2025 ENStrong Challenge ends
5/31	Deadline for ENA Foundation Board of Trustees applications – noon Central time

Key Activities

Compliance:

- Councils are notified as to the maximum number of General Assembly delegates each council will be allowed. Delegate registration begins in the chapter portal.
- File tax forms with the IRS. All councils and separately incorporated chapters have the responsibility of filing an annual information return: Revenue less than \$50,000, file Form 990-N online only; revenue between \$50,000-\$200,000, file Form 990-EZ; revenue greater than \$200,000, file Form 990. IRS filing deadline is May 15. Contact ENA Component Relations with questions.
 - Chapters are required to provide necessary financial records to councils.
 - IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA annually by Sept. 15. **Councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to Sept. 15.**

Membership:

- Monthly activity: Access council or chapter membership lists from the chapter portal
 - Send welcome letters to new members with upcoming meeting dates, educational opportunities, various benefits and volunteer opportunities. Template letters are available in the [ENA Brand Center](#).
 - Because member data changes daily, run a new list for each mailing/emailing.
 - Ensure that member emails comply with the CAN-SPAM Act. See the [Email Usage and Protocol](#).
- Monthly activity: Access the TNCC/ENPC Instructors by State Report and Course Report by State available on the ENA website to council presidents and trauma/pediatric chairpersons.
 - Monitor instructor expiration status and follow up to ensure they remain active.
 - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.

- Access the [ENA Brand Center](#), a central online repository where council and chapter leaders can download a variety of ENA-branded templates and forms, including your council or chapter logo. The brand center helps maintain consistency between ENA and its councils and chapters.

Planning:

- Begin selection of delegates and alternate delegates for General Assembly.

Volunteer Engagement:

- General Assembly Bylaws amendments and Resolutions submissions must be sent to governance@ena.org. The deadline is May 19 at noon Central time.

JUNE

Key Dates to Remember

TBA	ENA Foundation Global Exchange scholarships open
6/1	ENA Connection 20 Under 40 honorees notified
6/3	ENA Virtual Town Hall – noon Central time
6/4	State Government Affairs Chairpersons conference call – 2 p.m. Central time
6/26	State Trauma and Pediatric Chairpersons webinar – 2 p.m. Central time

Key Activities

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 - Each month, run the Instructor Evaluation report available in the State Leader view of course management portal to ensure no instructors have fallen below the overall score of 3.0.
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Planning:

- Ensure delegates, alternate delegates and council captains are registered in the chapter portal within your ENA member profile by the deadline.
- Determine if council/chapter will have a fundraising booth at Emergency Nursing 2025. For more information about booth space, email partnerwithus@ena.org.
- Begin process for council and chapter elections of 2026 officers. The 2026 officers are due in the chapter portal on Oct. 31. Hold elections accordingly.

JULY

Key Dates to Remember

TBD	Deadline for Emergency Nursing 2025 early-bird registration
7/1	EN Week theme and planning guide released
7/1	ENA Foundation Research and Implementation Grants application period opens
7/3	Deadline to register General Assembly delegate captains, delegates, and alternate delegates in the chapter portal
7/8	International Paramedics Day
7/8-11	ENA Board of Directors meeting – ENA Headquarters
7/15	ENA Foundation Global Exchange Scholarship application closes
7/18	General Assembly Handbook posted for delegates
7/23	ENA Foundation Board of Trustees meeting - Virtual
7/23	Quarterly State Pulse email distributed to councils and chapters

Key Activities

Membership:

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Planning:

- Encourage delegates and alternate delegates to access and view the annual delegate competency made available in August.
- View the General Assembly Handbook posted to the ENA website. Delegates and alternate delegates will receive email notification when the handbook is available. Ensure delegates review the handbook.
- Hold delegate and alternate delegate meetings to discuss delegate process, proposals and other General Assembly information.

Website:

- Confirm council or chapter website is updated.

AUGUST

Key Dates to Remember

TBD	Meet the Candidates information posted for the 2025 ENA Election
TBA	ENA 2026 Call for Volunteers opens
TBD	Emergency Nursing 2025 housing deadline
8/8	ENA Foundation Research and Implementation Grant program closes
8/15	2025 Delegate Competency available on the ENA website for all delegates
8/20	Council and Chapter Leaders meeting – 11 a.m. Central time
8/28	ENA Foundation Board of Trustees meeting TBA

Key Activities

Compliance:

- IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA annually by **Sept. 15**.
 - As ENA files its group exemption annually in September, Councils and separately incorporated chapters **must plan accordingly to ensure that their IRS Form 990 or 990EZ is filed prior to Sept. 15**.

Membership:

- Monthly activity: Access council or chapter membership lists from the chapter portal
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 - Because member data changes daily, run a new list for each mailing/emailing.
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- Access the [ENA Brand Center](#), a central online repository where council and chapter leaders can download a variety of ENA-branded templates and forms, including your council or chapter logo. The brand center helps maintain consistency between ENA and its councils and chapters.

Planning:

- Remind delegates to review the General Assembly Handbook.
- Hold delegate and alternate delegate meetings to discuss delegate process, proposals and other General Assembly information.
- Ensure council and chapter elections are underway. Elected 2026 officers are due in the chapter portal on Oct. 31.

SEPTEMBER

Key Dates to Remember *(Compliance dates in italics)*

TBD	ENA Live Town Hall
TBD	2025 ENA Election results announced
<i>9/15</i>	<i>IRS extensions, Form 990 filing receipts and/or copies of filings must be submitted to ENA to be in compliance</i>
9/15	Deadline for delegates to complete the 2025 Delegate Competency
9/15	ENA Board of Directors meeting – New Orleans
9/16	ENA Foundation Board of Trustees meeting – New Orleans
9/16-17	2025 General Assembly – New Orleans
9/16-20	ENA Election voting to select positions on the 2026 ENA Board of Directors and Leadership Development and Elections Committee
9/17	World Patient Safety Day
9/17-20	Emergency Nursing 2025 – New Orleans
9/20	ENA Election Results Announced
TBD	ENA 2025 Call for Volunteers closes

Key Activities

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- Access the [ENA Brand Center](#), a central online repository where council and chapter leaders can download a variety of ENA-branded templates and forms, including your council or chapter logo. The brand center helps maintain consistency between ENA and its councils and chapters.

Planning:

- Encourage delegates and alternate delegates to view and complete the annual Delegate Competency.
- Prepare to enter 2026 officers in the chapter portal by the Oct. 31 deadline.
- Schedule **officer transition and orientation meetings** with outgoing and incoming officers.

OCTOBER

Key Dates to Remember (*Compliance dates in italics*)

- 10/1 State Government Affairs Chairpersons conference call – 2 p.m. Central time
- 10/5-11 Emergency Nurses Week – Emergency Nurses Day Oct. 8
- 10/22 Quarterly State Pulse email distributed to councils and chapters
- 10/23 State Trauma and Pediatric Chairpersons webinar – 2 p.m. Central time
- 10/31 *Deadline for 2026 officers to be entered in the chapter portal*

Key Activities

Compliance:

- Ensure 2026 council and chapter officers are entered in the chapter portal by Oct. 31. Failure to comply with the deadline could result in assessment monies being held and further sanction, including charter dissolution as outlined in ENA Policy and Procedures for ENA State Council Compliance and Operations.
 - Three-tier council presidents should monitor chapters' incoming officers to ensure they are updated in the chapter portal.

ENA Connection:

- Special 20 Under 40 issue released.

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Planning:

- Select incoming committee chairpersons. Deadline to input chairperson information in the chapter portal is Dec. 31.
- Prepare 2026 annual budget with incoming and outgoing council officers. Budget is due to ENA by Dec. 31.
- Begin development of strategic planning process for 2026. It is recommended that the strategic plan is completed and approved by Dec. 31.

Website:

- Confirm council or chapter website is updated.

NOVEMBER

Key Dates to Remember

TBD	Leadership Conference 2025 registration opens
11/18	ENA Foundation Board of Trustee Meeting (In Person)
11/19	2026 ENA Lantern Award applications available on ENA website
11/20	Council and Chapter Leaders meeting – 11 a.m. Central time
11/29	Launch of ENA Foundation Giving Season

Key Activities

Membership:

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Planning:

- Schedule officer transition meetings to take place **before** Jan. 1. Refer to officer-specific transition checklist and officer manuals available to ensure the transfer of all necessary records and files to take place before Jan. 1.

DECEMBER

Key Dates to Remember (*Compliance dates in italics*)

- 12/9-12 ENA Board of Directors orientation – ENA Headquarters
- 12/10 Council Achievement Awards applications open
- 12/16 ENA Virtual Town Hall – noon Central time
- 12/31 Committee chairpersons must be entered in the chapter portal
- 12/31 *File change of address form with the IRS to ensure future IRS correspondence is directed to the incoming treasurer - councils and separately incorporated chapters only*
- 12/31 *Change bank signatories to new incoming officers*

Key Activities

Compliance:

- Ensure the council treasurer obtains and completes new bank signature cards and returns them to the bank promptly.
 - It is **required** to have at least three authorized signers. This ensures there will be individuals with the ability to access the account should one or more people leave their ENA position.
 - In the event chapters maintain bank accounts separate from the council, which is NOT recommended, it is **required** that the third signature be that of the council treasurer. However, in cases where a chapter is incorporated separately from the council, it is not required to have the council treasurer as a signer on the chapter's bank account(s).
- File change of address form with the IRS to ensure IRS correspondence is directed to the incoming council treasurer. This only applies to councils and separately incorporated chapters only.
- Chairpersons for the Government Affairs, Membership, Fundraising, TNCC/ENPC and QSIP committees must be entered in the chapter portal by Dec. 31.
- Ensure 2025 Annual Report, current bylaws and policies are submitted to ENA by Jan. 31.

Communication:

- Finalize and approve the strategic plan and goals for 2026.
 - Distribute to all incoming officers and post on the council or chapter website.

Membership:

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- Access the [ENA Brand Center](#), a central online repository where council and chapter leaders can download a variety of ENA-branded templates and forms, including your council or chapter logo. The brand center helps maintain consistency between ENA and its councils and chapters.

Planning:

- Schedule officer transition meetings to take place **prior** to Jan. 1. Refer to officer-specific Transition Checklist and officer manuals available to ensure transfer of all necessary records and files to take place before Jan. 1
- Ensure preparations are being made to complete the ENA Council Achievement Award application.
- Link to ENA Council Achievement Award applications will be available on ENA website.

Website:

- Ensure council or chapter website is updated with 2026 officers, upcoming meeting dates and locations, educational conferences, strategic plan and other information of value to members.