



EXPECTATIONS of BOARD MEMBERS

All policies and procedures of Colorado ENA will be reviewed, updated, and ratified annually by the Colorado ENA Board of Directors. This Policy may be amended or any exceptions to it may be authorized by resolution of the Board of Directors at any time.

THIS POLICY HAS BEEN REVIEWED AND RATIFIED FOR YEAR 2009, on 4-27-09

COLORADO ENA BOARD OF DIRECTORS GOALS;

- To provide caring, compassionate, practical and high quality non-medical support services
- Promote transparency, good governance and ethical practices in the private and public sectors
- Provide opportunities for ENA members to communicate directly with the Board

Board Expectations

1. All board members are required to abide by the ENA's conflict of interest policy which incorporates a disclosure form that must be signed upon appointment to the board and renewed annually
2. Board Members must acknowledge the accountability, legal liabilities, and possibility of exposure to litigation while serving within the Board.
3. The ENA board meets at least six times per year. Utilizing conference call is permitted however attendance is generally held in person. The dates and locations of board meetings are set by the board of directors up to one year in advance, but may be subject to change with board approval. All board members are expected to attend and fully participate in all meetings. In the event that a director cannot attend, prior notice must be given to the board.
4. Colorado ENA provides no compensation for service on the ENA board, unless said expenses are incurred while running the business of Colorado ENA. All expenditures with requests for reimbursement must be approved by the majority of the board prior to purchase.
5. The President and Board members are expected to suggest items for the agenda. Accompanying documentation should be provided to the ENA office at least three weeks before the board meeting. If possible, provide one clean copy by email, mail or Federal Express
6. The President will communicate and meet with all committee chairs in helping to develop initiatives, plans, and identifying necessary tools for success.
7. The meeting agenda is sent to each board member's email address by at least 5 days before the meeting. All board members are expected to come to the meeting fully prepared to discuss items presented on the agenda.
8. Provide regular communication (at least 2 times a year) to all ENA members.
9. In addition to determining ENA policy and activities, board members are expected to serve on Colorado ENA *ad hoc* committees and accept responsibility for various projects.

BOARD MEETING PRACTICES

1. To allow for frank discussion, all board meeting discussions are considered confidential. The minutes contain only brief descriptions of items under consideration and the decisions of the board. Dissenting opinions are noted in the minutes upon request.
2. In our effort to remain a united front, Board decisions will be upheld by all Colorado ENA board members regardless of their individual vote or opinion.
3. Discussion of board members (to others), which may be deemed slanderous, is strictly prohibited.
4. Board meetings may be tape recorded only to assist in the preparation of accurate minutes. The tapes are erased as soon as the minutes have been approved.
5. Come to meetings on time, prepared to engage in dialogue, conversations, discussion or debate, remaining disciplined in discourse, demonstrating assertive communication skills in both speaking and listening. Board Members shall respect and accept differing opinions.
6. Check to assure issues, not persons, are being debated, making every attempt to keep differences from becoming personal and handling personal conflicts privately, not publicly.
7. Respect each other's time by following the agenda and attending to time allocated for discussion.
8. In order to remain transparent to the members of Colorado ENA, Board meetings are open to the General Membership.
9. Questions about any of the above may be directed to the Colorado ENA President.