



TEXAS EMERGENCY NURSES ASSOCIATION, INC.
Texas State Council
April 2011

Dear Chapter President:

I am enclosing a delegate applicant letter, an IRS W-9 form and an application to serve as a 2011 Texas ENA delegate. Please make copies and distribute these to the members of your chapter.

Please note that there are some additions and deletions in the form this year. As required by the state SOP's, the point system will determine state delegate positions. Points are accumulated by attending Texas State Council meetings and/or chapter meetings, holding current cards in CEN/PCEN/CFRN/CTRN/TNCC /ENPC and for active participation on committees and/or in an officer position. Please verify local points prior to signing application. A completed W-9 must also be returned with the application packet.

Please encourage your members to complete their applications and submit them to you no later than June 1, 2011. Then, application must be postmarked no later than June 15, 2011 and addressed to my attention using the address listed below. Any and all applications postmarked after June 15, 2011 will **NOT** be considered in the delegate selection process.

Please include your email address. I plan to email each Chapter President when I receive your applications. If you have not heard from me by June 25th, please contact me. This will ensure that I do receive all applications.

Thank you for your hard work and dedication to ENA.

Pat Yancey, RN, CEN
Delegate Selection Committee Chair
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Bedford, TX 76022
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Dear Delegate Applicant:

You are to be commended for your participation in the Emergency Nurses Association. Once again it is time to complete your application to serve as a Texas delegate to the 2011 National ENA General Assembly in Tampa, Florida

A point system is used to determine delegate status. Per the Standard Operating Procedures, points can be accumulated through such things as:

1. Meeting attendance; National, State Council and Chapter,
2. Certification as a CEN/CFRN/CTRN/PCEN
3. Verification as a TNCC-P, TNCC-I, ENPC-P, ENPC-I
3. Serving as an officer on the national, state and/or local level
4. Committee participation on a national, state and/or local level as a member or chair
5. Other special projects

Delegate Requirements are as follows:

1. See Delegate Information Letter for further requirements.

If you are unable to commit to these requirements, please do not apply for delegate status and allow someone else to serve.

If you can make this commitment, you should complete your application and submit it to your local Chapter President. Submission deadlines are firm. Failure to comply will result in your application not being considered. Chapter Presidents will verify the information and forward them to the state Delegate Selection Committee chair. Copies of cards will not be required this year we will verify Membership, TNCC, ENPC, TNCC/ENPC Instructor Status, CEN, CTRN, CFRN and ENA Membership from national lists. These lists will be requested just prior to the July State Council Meeting and current status on that date will be used in determining status.

Again, year we have a requirement that all applicants complete an IRS Form W-9 in order to be eligible for delegate status. The W-9 form is required by the IRS in certain situations when travel expenses are paid. The W-9 is attached to the packet and **MUST** be completed and returned with the application in order to be considered. Please fill in all points earned.

The Delegate Selection Committee will verify application information, tabulate points and submit a list of verified applicants to the Texas State Council Board of Directors and State Council Delegates at the Council meeting on July 16, 2011. Delegates will be selected on a point total basis. Delegates to the National ENA General Assembly will be ratified by the Texas State Council on July 16, 2011 and delegates will be notified in writing by the committee the following week.

To facilitate this process, certain deadlines must be met:

1. Please complete your application and submit it to your local Chapter President no later than **June 1, 2011**.
2. Chapter Presidents must submit all applications to the Delegate Selection Committee chair postmarked no later than **June 15, 2011**.

The Texas State Council would like to take this opportunity to thank you for your work and commitment to the ENA and for submitting your application to serve as a Texas delegate to the National ENA General Assembly.

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