



VIRGINIA ENA STATE COUNCIL DELEGATE RESPONSIBILITIES 2012

All Virginia delegates attending General Assembly must take the delegate training session presented by ENA prior to attending the General Assembly in San Diego.

Delegate Training Session Recording Access:

- The session link may be found in the ENA Web site in the Delegate area under the General Assembly link found in the member's only area.
- Complete the required registration fields, click SUBMIT and the recording will begin
- A certificate will be awarded upon completing a short quiz

Must Attend State Delegate /Virginia State Council meeting on August 21, 2012.

Attend all business meetings in San Diego 9/12-13, 2012

Represent your ENA constituents

Seek to understand all the issues

Know the issue on resolutions and state our opinions

Be familiar with standing rules and microphone procedures

Basic knowledge of Roberts Rules

Be prepared to attend and participate in the Resolution revision meetings

Maintain a professional attitude and appearance (NO JEANS)

Be attentive to proceedings- no computer unless cleared by the state President, PDA use

Will be required to assist in manning the state booth for the scientific assembly if applicable

Delegates will be reimbursed for expenses according to the point value application system used by the state council and up to the amount declared by the 2012 Board of Directors for each individual.

Reimbursement for Virginia State Council related expenses and/or activities for the 2012 General Assembly or National ENA Conference is done by **submitting original receipts along with a completed Reimbursement Form to the Treasurer within sixty (60) days of completion of travel.** The Reimbursement Form is available on the Virginia State Council website or can be obtained from the state Treasurer. Failure to submit appropriate documentation within the sixty (60) days will result in forfeit of your reimbursement. **Please submit a copy of your completion certificate from the delegate training session along with your reimbursement form.**

Tommy Earnest JR, Treasurer
2031 Alum Ridge Road NW
Floyd, VA 24091

Travel monies may be used for airfare, hotel accommodations, food up to \$50 per day (excluding alcohol), taxi/shuttles or other travel related expenses. Car rental is not included in reimbursement. The receipt for food should be an itemized receipt and not just the total cost.

Individuals must disclose if they are receiving funds or any other monies when being reimbursed by the state council. Pursuant to rules in the Internal Revenue Service code, delegates are not to "personally profit" from the Virginia State Council reimbursement.

Failure to adhere to the delegate responsibilities may result in the return of financial support back to the Virginia State Council. This will be determined by the Executive Committee of the Virginia State Council and mitigating circumstances presented by the delegate.