

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	NENA National Conference
Number of Pages	1
Approval Date	February 2016
Past Revision Dates	
Next Revision Date	November 2018

1. NENA will host an annual Education Conference associated with the Board of Directors meeting and the Annual General Meeting.
2. A roster of proposed Provincial/City sites will be set by the Board of Directors and reviewed at each spring board meeting.
3. Expression of Interest for Conference Chairperson and conference committee members to be circulated to all NENA members, by NENA President, 2 years prior to year of conference. (See Board Policy – Expression of Interest – Conference Committee and Conference Chair)
4. NENA Board of Directors to strike conference committee 2 years prior to year of conference
 - a. Standing members of Conference committee are NENA Past President or President Elect and NENA Treasurer
5. All financial planning and all financial transactions related to the national conference will be managed by NENA Treasurer and NENA Financial Administrator
6. Financial reimbursement to host provincial group will be 50/50 for profit and 75/25 NENA/province for any loss.
7. In the event that there is no active provincial organization, funds will be held in abeyance by the NENA Treasurer.
8. All previous budgets and planning documents are to be shared with upcoming conference chairperson.
9. Expenses are reimbursed as per NENA Board Policy. Expenses for conference committee members shall be determined by conference chairperson and NENA Treasurer.
10. All BOD members (Executive and President’s Council) will receive complimentary conference registration and social event cost.
11. All BOD members are expected to attend all conference sessions and social events.
12. Professional appearance is mandatory (or as directed by conference committee)
13. All Past Presidents of NENA shall be invited to the National Conference and will receive a complimentary registration each year. Travel and accommodation expenses are the responsibility of the attendee.
14. Complimentary conference registrations shall be issued to ENA President, a representative from CNA and the President of CAEP. Travel and accommodation expenses are the responsibility of the attendee.