

# NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	NENA National Conference
Number of Pages	1
Approval Date	November 2019
Past Revision Dates	November 2018

1. NENA will host an annual 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.
4. NENA Board of Directors to call for a Conference Committee 1 year prior to year of conference
  - a. Standing members of Conference committee are NENA Vice President and NENA Financial Liaison.
5. All financial planning and all financial transactions related to the national conference will be managed by NENA Financial Administrator.
6. Provincial affiliate that is hosting the conference will receive a minimum of \$15,000.00 regardless of profit or loss.
7. Financial reimbursement to host provincial group will be 70% and to NENA it will be 30%. Any loss incurred will be absorbed by NENA (100%).
8. If portion of profit to the province is greater than \$15,000.00 then the hosting province will get the 70/30 split on the entire profit.
9. In the event that there is no active provincial organization in the host province/territory, funds will be held in abeyance by the NENA Financial Administrator.
10. All previous budgets and planning documents are to be shared with upcoming Conference Chairperson.
11. Expenses are reimbursed as per NENA Board Policy. Expenses for Conference Committee members shall be determined by Conference Chairperson and NENA Financial Administrator.
12. All BOD members will receive complimentary conference registration and social event cost.
13. All BOD members are expected to attend all conference sessions and social events.
14. 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.
15. Complimentary conference registrations shall be offered to ENA President and a representative from Canadian Nurses Association. Travel and accommodation expenses are the responsibility of the attendee.