



## ENA Membership Reimbursement

Approved: 1/12/18  
Revision Date:

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**STANDARD PROCEDURE:** ENA Membership Reimbursement MENA State Council Officers and Chairpersons

### I. PURPOSE:

To standardize the ENA Membership Reimbursement process for MENA State Council Officers and Chairpersons.

### II. POLICY:

- A. In recognition for and acknowledgement of the additional responsibilities and time commitment required to serve as a State Council Officer or Chairperson, MENA will pay or reimburse the ENA Membership fees for current State Council Officers and Chairs.
- B. The MENA Board of Directors and MENA State Council will determine eligibility for ENA Membership reimbursement for MENA State Council current Officers and Chairpersons.
- C. Membership fees will be paid during the current term of office for MENA State Council Officers and Chairs.
- D. The MENA Treasurer will determine most cost effective method of obtaining membership; this may include a 3 year membership to cover 4 year terms of office.

### III. ELIGIBILITY:

- A. State Council Officers and Chairs must exercise the duties and responsibilities required by the current MENA Bylaws.
- B. State Council Officers and Chairs must submit goals and budgets to State Council for approval at the first business meeting of the fiscal year.
- C. State Council Officers and Chairs must submit a log detailing hours and duties spent on MENA responsibilities to the MENA Board of Directors at the first business meeting of the fiscal year.
- D. To be eligible, MENA activity hours must exceed 80 hours per calendar year.

### IV. PROCESS:

- A. State Council Officers and Chairs will submit the ENA Membership renewal form to the MENA Board of Directors one month prior to expiration date.
- B. The Treasurer and Membership Chair will process approved ENA Membership dues for current State Council Officers and Chairs.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State Council President