

# **Invest In Your Future: Volunteer Today**

## SGNA Leadership Opportunities



**Society of Gastroenterology Nurses and Associates, Inc.**

## **Invest In Your Future: Volunteer Today SGNA Leadership Opportunities**

*Elected by the members and chaired by the Immediate Past President, SGNA's Nominations and Elections Committee has the responsibility each year of selecting candidates for election to office--a process that impacts the direction of the Society.*

*We hope the following information provides insight into the various elected positions within SGNA, as well as the selection and election process.*

*Those elected to office join the ranks of the policymakers and planners for the Society, beginning their term in May. Together they determine the Society's position on current issues. They take responsibility for setting its goals, formulating policies and establishing programs that meet the present and future needs of the membership.*

*The success of the Society depends on how well they understand their roles and how effectively they handle their responsibilities.*

*SGNA continues to grow in membership, prestige and respect. You can have a vital impact on the growth and future of the Society. We ask that you consider sharing your talents with your professional peers by assuming the responsibilities of an elected position in SGNA.*

### **In this document you will find...**

- **How does the Selection and Election Process Work?**
- **What is Expected from Each Elected Office?**
- **Election Policies & Procedures**
- **Due Dates**
- **Understanding your Next Step**

## **How Does the Selection and Election Process Work?**

Interested members are asked to fill out a “SGNA Nominations Form” and send to SGNA Headquarters, 401 N. Michigan Avenue, Chicago, IL 60611 or fax to 312-673-6694. In the Summer SGNA Headquarters will send each candidate a packet including a Leadership Position Application and Questionnaire. The deadline to submit the completed forms will be noted on the forms and correspondence. In addition to the Leadership Position Applications and answers to the Leadership Questions, prospective candidates will need to provide a cover letter, resume/vitae, two professional letters of reference and an electronic photo.

The Nominations and Elections Committee meets in special session in the Fall of each year to evaluate potential candidates based on all the information gathered, and to create a slate of candidates that will be presented to the SGNA Board of Directors for final approval. The SGNA Board of Directors will approve the slate of candidates at their October board meeting. The Nominations and Elections Committee then notifies candidates of its decision.

Pertinent information from the cover letter, Leadership Position Application and answers to Questions from the candidates will be incorporated into the ballot that is disseminated to all voting SGNA members in December. The Market Research and Statistics Division of SmithBucklin, Chicago, Illinois, receives, records and tabulates the valid votes cast. In February the Nominations and Elections Committee Chair notifies candidates of the results, and reports them and to the membership in May at the Annual Course.

## **General Requirements**

Elected Officers, Directors and Nominations & Elections Committee will be required to attend the May orientation and board meeting the Thursday prior to the Annual Course.

**All elected individuals are required to have email and Internet access, since Board members extensively transact business via electronic communication.**

## **Board of Directors**

The Board of Directors, made up of Officers and Directors, manages the affairs of the Society. Responsible for oversight of the Society’s committees and other work groups, the Board reviews committee reports and makes informed decisions on Society programs and activities.

## **Executive Committee**

SGNA’s Executive Committee is composed of the following elected officers: President, President-Elect, Secretary, Treasurer and Immediate Past President.

*\*These positions will be voted on and elected by the SGNA Board of Directors. If you are interested in nominating someone for a position on the Executive Committee, please contact a current SGNA Board Member.*

When the Board is not in session, the Executive Committee acts with the authority of the Board of Directors in managing the affairs of the Society.

## Positions to be Elected by Membership via Ballot

The following positions are filled by ballot, with the winners taking office each May:

- Directors-at-Large
- Members, Nominations and Elections Committee (four)

## Positions to be Elected by the Board of Directors via Vote

The following positions are filled by a vote of the Board of Directors with the winners taking office each May:

- President-Elect
- Treasurer\*
- Secretary\*

\* *The Secretary and Treasurer are elected in alternate years.*

### **Important Note to All Candidates:**

*It is recommended that each candidate have:*

- *A clear understanding of the commitment, time requirements, frustrations and rewards of the position;*
- *Personal support of family/significant others;*
- *Support of her/his employer and professional colleagues;*
- *Internet access and email address (required).*

### **SGNA Board of Directors Culture Statement**

*We, the SGNA Board of Directors;*

- *Engage in respectful dialogue to collaborate on strategic goals, creating value for the Board and the Society.*
- *Challenge ourselves and the organization to achieve excellence in all spheres of influence.*
- *Focus on strategy over tactics.*
- *Value collaboration between Board members, staff, committees, industry and related professional organizations.*
- *Value our time together; therefore expect members to come prepared for dialogue and decision-making.*
- *Encourage forward thinking without fear of taking risk.*
- *Recognize respectful dissent and still emerge as one voice.*
- *Are committed to succession planning by developing the right person for the right position at the right time.*

## What is Expected from Each Elected Officer?

<b>SGNA Leadership Position: <i>President-Elect</i></b>
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Making a three-year commitment, the President-Elect serves a one-year term and automatically becomes President upon completion of that year. (The President-Elect will assume the Presidency to complete an unexpired term in the event of a vacancy in the office of President.) Following the scheduled one-year term as President, this individual serves one year as Immediate Past President.

### ***Eligibility:***

- Voting or life member of SGNA;
- Two years service completed when nominated as a Director of the Society or as Secretary or Treasurer of the Society;
- Certified by the ABCGN;

### ***Responsibilities and Duties of the President:***

The President-Elect serves as an understudy to the President, whose duties are:

- Serve as official representative and spokesperson of the Society; communicating the Society's mission, goals and positions to its various publics;
- Preside at all meetings of the Board and the Society; serve as the Chair of the Executive Committee;
- Work closely with the Executive Director and the President-Elect to manage the daily affairs of the Society; communicate at least weekly via conference calls;
- Serve as leader of the Board of Directors to
  - support and monitor the Society's mission, goals and positions;
  - monitor emerging issues and evaluate the Society's activities in relation to the needs of the members;
- Mentor the President-Elect and other SGNA leaders;
- Serve as an ex-officio member of standing and special committees (except for Nominations and Elections);
- Serve as SGNA delegate to meetings of other organizations, such as SIGNEA, ABCGN, ASGE, ANA, and AORN;
- Appoint all committee chairs and members for the Presidential year (except Nominations and Elections) with the approval of the Board;
- Submit reports of presidential activities to the Board of Directors at least quarterly;
- Submit an annual report of the Society to the membership at the Annual Business Meeting;
- Participate in the evaluation of SGNA's management firm and the journal editor;
- Write columns for *SGNA News* and other publications as needed.

### ***Time Commitment:***

May be as much as 20-30 hours each week depending on the business of the Society. Travel may be 50-60 working days per year with many weekends included.

**General Leadership Characteristics:**

- Is committed to and enthusiastic for the mission, goals and strategic plan of the Society;
- Inspires confidence and support among the leaders and motivates others to take constructive action;
- Is fair, open minded and objective; utilizes appropriate information and sound judgment to formulate Board policy and make decisions;
- Is organized and meets timelines;
- Communicates clearly and positively;
- Is effective in public appearances and public speaking;
- Willingly sacrifices spare time, weekends and non-working hours to accomplish the goals of the Society;
- Retires gracefully at the completion of the term of service.

**Travel:**

During the terms of both the President and President-Elect, travel to represent SGNA before its various publics may include, for example:

Fall        SGNA Fall Board Meeting    (6-7 days)  
              ABCGN Board of Directors meeting (2-3 days)  
              Budget, Finance and Audit Meeting (2-3 days)  
              Canadian SGNA Meeting (5-6 days)  
              International Gastroenterology Meeting (7-8 days)

Winter     SGNA Winter Board Meeting (4-5 days)

Spring     Collaborative Association Meetings (ex. AORN) (5-7 days)  
              SGNA Annual Course/Board Meeting (8-10 days)

Plus other meetings as required.

**Reimbursement:**

SGNA reimburses expenses for transportation (airfare, mileage, etc.) and per diem for meals and hotel (based on double occupancy). Other expenses such as copying, phone and postage are reimbursed based on SGNA policy as outlined in SGNA’s annual budget.

Because of the additional travel commitment to SGNA, the employers of the President and President-Elect receive an annual stipend (\$5,000 President-Elect / \$10,000 President) to help defray expenses for the institution during their employee’s term of office.

<b>SGNA Leadership Position: <i>Treasurer</i></b>
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As a member of the Board of Directors, the Treasurer works closely with the Board and SGNA Headquarters staff in preparing and executing financial policy for the Society. The Treasurer is elected to a two-year term.

***Eligibility:***

- Voting or life member of SGNA.
- Experience in business or finance.
- Previous experience as Treasurer at a regional level or in another organization.
- Previous experience as a Committee Chair or Director.
- ABCGN Certification

***Responsibilities and Duties of the Treasurer:***

- Serves as the financial representative of the Society.
- Assists in the direction of all financial affairs.
- Serves as the Chair of the Budget, Finance and Audit Committee for the term of office.
- Member of the Executive Committee.
- Works with the Headquarters staff and the Board of Directors in the development of an annual operating budget for the Society.
- Monitors financial activity, investments, income and expenses on a monthly basis in conjunction with SGNA Headquarters staff.
- Advises the Board of Directors regarding investments, reimbursements and the development of financial policy.
- Presents quarterly financial reports to the Board.
- Presents audited financial reports to the membership at the Annual Business Meeting.
- Serves as a resource person for the Board and Regional Societies regarding financial matters of the Society.

***Time Commitment***

A 15-25 hours per month time commitment can be expected depending on the time of year and activities of the Society. Travel may be 24-26 working days per year.

***General Leadership Characteristics:***

- Demonstrates sound judgment.
- Supports and monitors the Society's mission and goals.
- Communicates the mission and goals to other publics.
- Inspires confidence, respect, trust and support among peers.
- Collects facts and understands the issues before making decisions.
- Is open-minded and objective.
- Organized and meets timelines.
- Communicates clearly and positively.

***Travel Required:***

Regular meetings include:

Fall        SGNA Fall Board Meeting (3-4 days)  
              Budget, Finance and Audit Committee Meeting (2-3 days)

Winter     SGNA Winter Board Meeting (4-5 days)

Spring     SGNA Annual Course/Board Meeting (8-10 days)

Plus other meetings as required.

***Reimbursement:***

SGNA reimburses expenses for transportation (airfare, mileage, etc.) and per diem for meals and hotel (based on double occupancy). Other expenses such as copying, phone and postage are reimbursed based on SGNA policy as outlined in SGNA's annual budget.



## SGNA Leadership Position: *Secretary*

A member of the Board of Directors, the Secretary works closely with the Board and SGNA Headquarters staff to record the actions of the Board, maintain its standing rules and the Society's bylaws. The Secretary serves a two-year term.

### ***Eligibility:***

- Voting or life member of SGNA;
- Have a strong background in one or more of the following:
  - participation in offices/committees/task forces at the regional and/or national level;
  - familiarity with SGNA Board's policies and procedures;
  - participation in SGNA's House of Delegates;
  - participation in SGNA's annual events and/or regional events as lecturer, poster presenter or moderator.
  - ABCGN Certification

### ***Responsibilities and Duties of the Secretary:***

- Serve as a resource to Board members and Regional Societies regarding standing rules and bylaws;
- Support and monitor the Society's mission, goals and positions; communicate the Society's mission, goals and positions to its various publics;
- Evaluate the Society's activities in relation to the needs of the members;
- Identify information required to make sound decisions on Society policies, programs and activities;
- Read and respond to all Board correspondence as necessary in a timely manner;
- Attend all meetings of the Society;
- Attend Board meetings (see travel required):
  - prepare for Board meetings by reading the Board packet in advance of the meeting
  - participate in discussion at the Board meeting regarding issues contained in the Board packet.
- Write articles for *SGNA News* as needed and requested;
- Serve as a member of the Executive Committee.
- Serve as Chair of the SGNA Bylaws Committee during term of office

### ***Time Commitment:***

A commitment of 15-25 hours each month, depending on the business of the Society. Travel may be 24-26 working days per year.

***General Leadership Characteristics:***

- Is committed to and enthusiastic for the mission, goals and strategic plan of the Society;
- Inspires confidence and support among the leaders and motivates others to take constructive actions;
- Is fair, open minded and objective and utilizes appropriate information and sound judgment to formulate Board policy and make decisions;
- Is organized and meets timelines;
- Communicates clearly and positively;
- Willingly sacrifices spare time, weekends and non-working hours to accomplish the goals of the Society.

***Travel Required:***

Regular meetings include:

Fall        SGNA Fall Board Meeting (6-7 days)

Winter     SGNA Winter Board Meeting (4-5 days)

Spring     SGNA Annual Meeting (8-10 days)

Plus other meetings as required.

***Reimbursement:***

SGNA reimburses expenses for transportation (airfare, mileage, etc.) and per diem for meals and hotel (based on double occupancy). Other expenses such as copying, phone and postage are reimbursed based on SGNA policy as outlined in SGNA's annual budget.

## SGNA Leadership Position: *Director*

The Board of Directors is the policy and decision making body of the Society. A Director is elected to a two-year term.

### ***Eligibility:***

- Voting or life member of SGNA;
- Understands and identifies with SGNA programs, projects and operations through a strong background in one or more of the following:
  - participation in offices/committees/task forces at the regional and/or national level;
  - familiarity with SGNA Board's policies and procedures;
  - participation in SGNA's House of Delegates;
  - participation in SGNA's annual events and/or regional events as lecturer, poster presenter or moderator.

### ***Responsibilities and Duties of a Director:***

- Serves as a member of the Board of Directors to:
  - participate as an informed decision maker;
  - support, monitor and communicate the Society's mission, goals and positions;
  - monitor emerging issues and evaluate the Society's activities in relation to the needs of the members.
- Explores information required to make sound decisions on Society policies, programs and activities;
- Reads and responds to all Board correspondence as necessary in a timely manner;
- Serves as Director to one or more (usually two) SGNA committees; presents committee reports, proposed programs and action plans to the Board of Directors for approval/progress;
- Participates in and/or chairs committees of Board and task forces as appointed by the President;
- Attends all meetings of the Society and all required Board meetings (see travel required).

### ***Time Commitment:***

May be as much as 15-25 hours each month depending on the business of the Society. Travel may be 22-24 working days per year

### ***General Leadership Characteristics:***

- Is committed to and enthusiastic for the mission, goals and strategic plan of the Society;
- Inspires confidence, respect, trust and support among peers;
- Collects facts and understands the issues before making decisions;
- Is open minded and objective;
- Is organized and meets timelines;
- Communicates clearly and positively;
- Willingly sacrifices spare time, weekends and non-working hours to accomplish goals of the Society.

***Travel Required:***

Regular Meetings include:

Fall        SGNA Board Meeting/Leadership Conference (4-5 days)

Winter     SGNA Winter Board Meeting (4-5 days)

Spring     SGNA Annual Course (8-10 days)

Plus other meetings as required.

***Reimbursement:***

SGNA reimburses expenses for transportation (airfare, mileage, etc.) and per-diem expenses for meals and lodging (based on double occupancy). Other expenses such as copying, phone and postage are reimbursed based on SGNA policy as outlined in SGNA's annual budget plan.

## **SGNA Leadership Position: *Nominations and Elections Committee***

The Nominations and Elections Committee solicits and evaluates candidates for SGNA leadership positions (Board of Directors and Nominations and Elections Committee Members) and prepares a slate of candidates for the annual ballot. Members serve a one-year term. Internet access is required, as most communication is via email.

### ***Eligibility:***

- Voting or life member of SGNA;
- Understands and identifies with SGNA through a strong background in one or more of the following:
  - participation in offices/committee/task force at the regional and/or national level;
  - familiarity with SGNA Board's policies and procedures;
  - participation in SGNA's House of Delegates;
  - participation in SGNA's annual events and/or regional events as lecturer, poster presenter or moderator.

### ***Responsibilities and Duties:***

- Serve as liaison to a designated number of Regional Societies to solicit potential candidates for leadership positions, write letters, follow-up with phone calls to regional leaders;
- Write articles for *SGNA News* regarding the nominations and elections process;
- Communicate with potential candidates for leadership positions to clarify criteria for candidacy for those positions;
- Participate in one committee meeting at Annual Course immediately following election and one meeting (via telephone conference call) of the Nominations and Elections Committee to evaluate all candidates for leadership positions and to select a slate of candidates for the annual ballot.

### ***Time Commitment:***

May be as much as 15-20 hours each month for the first five months of the program year. Following the election, 5-15 hours each month may be required.

### ***General Leadership Characteristics:***

- Demonstrates commitment to & enthusiasm for the mission, goals & strategic plan of SGNA;
- Demonstrates good communication skills, both written and verbal;
- Works effectively in an interactive, collective team environment;
- Demonstrates effective analysis and sound judgment in the decision-making process;
- Is fair, open minded and objective;
- Is organized and meets timelines;
- Communicates clearly and positively, even during controversial issues.

### ***Travel:***

Spring SGNA Annual Course (2 days)- note, one day is for Board Orientation/meeting (Thursday prior to course) and one day is for the Committee Meeting during the Annual Course.

### ***Reimbursement:***

SGNA reimburses expenses for transportation (airfare, mileage, etc.) and per diem for meals and lodging (based on double occupancy). Other expenses such as copying, phone and postage are reimbursed based on SGNA policy as outlined in SGNA's annual budget.

## **Election Policies and Procedures**

Some policies and procedures related to the election process include:

### ***A-22 Conflict of Interest:***

SGNA members functioning as representatives of SGNA should be knowledgeable of and avoid any actual, potential or perceived conflict of interest. Such conflict may include, but not be limited to:

1. Any impropriety or perceived impropriety between the official activities of SGNA and any paid or unpaid activities on behalf of other professional organizations.
2. Any member who is an owner, employee, consultant, stock or bond holder, lecturer, officer or director for any health-related manufacturer, distributor, or licensee of products or services associated with gastroenterology, endoscopy or patient care.

Elected and appointed leaders are asked to review and acknowledge awareness of the complete conflict of interest policy statement.

## **Due Dates**

***Call SGNA Headquarters for a complete application and updated listing of specific dates.***

### **August**

Information due from potential candidate, including:

1. Cover letter – outlining why you believe you are the best person for the position
2. Two professional letters of reference
3. Your resume/vitae including contact information, and your history of:
  - Education
  - Employment
  - SGNA National involvement
  - SGNA Regional involvement
  - Presentations/publications
  - ABCGN involvement
  - Other related organization or professional nursing awards/participation
4. Leadership Position Application and answers to Leadership Position Questions
5. Electronic photo

### **September**

All candidate materials sent to Nominations and Elections Committee for review

### **September/October**

Nominations and Elections Committee meets:

- responses evaluated
- potential candidates may be contacted via phone
- candidates selected

## **Understanding Your Next Step...**

We hope that you are excited by the leadership opportunities available through SGNA and that you are ready to submit your name for consideration for a particular leadership position. Let's review the process:

### **1. Cover Letter:**

Be specific about why you believe you are the best person for the position(s) in which you are interested.

### **2. Two Professional References:**

Select individuals whom you feel know you well enough to provide an accurate assessment of your skills. These individuals should have specific examples related to your leadership abilities included in their letter of reference. The Nominations and Elections committee may also contact leaders from your Regional Society to learn more.

### **3. Your resume/vitae:**

Should include contact information, and your history of:

- Education
- Employment
- SGNA National involvement
- SGNA Regional involvement
- Presentations/publications
- ABCGN involvement
- Other related organization or professional nursing awards/participation

### **4. Completed Application and Answers to Leadership Position Questions**

Both forms to be obtained through SGNA Headquarters.

### **5. Electronic Photo:**

Email an electronic photo. We recommend that you have a portrait taken professionally. This photo is often the only way many members can identify you.

## **Self-Appraisal and Personal Checklist for Leadership Candidates**

*There are no right or wrong answers, just a better understanding of your chance for a rewarding experience.*

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### **Self-Appraisal**

1. Why do I want to be an elected leader (President/ Treasurer/ Secretary/ Director/ Nominations and Elections Committee)?
2. Am I willing to sacrifice time, money and other goals?
3. Will my health and spirit withstand the barrage of demands?
4. Can I identify with and work with the SGNA Headquarters staff as a team member?
5. Am I emotionally fit to withstand the jealousy, fears and criticisms of peers?
6. Can I take constructive criticism?
7. Can I communicate effectively? Can I deliver the message to others?
8. Can I subordinate my personal biases to respond to the needs of the full constituency?
9. Can I deal with being a past leader (President/Treasurer/Secretary/Director/ Nominations and Elections Committee member) when my term is over?

### **Personal Check-List**

- √ I have reviewed the Society's bylaws and strategic plan. (*Copies can be obtained through SGNA Headquarters.*)
- √ I reflect the values I claim to believe in.
- √ I have read the position description and have a clear understanding of my duties.
- √ I make decisions in a timely manner.
- √ I am aware of my strengths and weaknesses and ask for help when I need it.
- √ I do not let personalities affect decisions I make about Society issues.
- √ I am sensitive to the needs of others and encourage them to express their points of view.
- √ When communicating with others, I stress the positive, even when facing a negative situation.
- √ I identify fellow members with leadership potential and encourage them to develop their skills and pursue further involvement in the Society.



## **President-Elect**

- √ I give special recognition to all activities accomplished through teamwork.
- √ I work to create an environment that allows others to express new ideas, even if there is a chance for failure.
- √ I am emotionally stable and in good health.
- √ I act on behalf of the best interest of the Society and not personal gain/ achievement.

## **Director**

- √ I come to meetings prepared to discuss and make decisions on items on the agenda.
- √ I am familiar with the basics of parliamentary procedure.
- √ I am in touch with members' changing needs for service from the Society and consider them prior to making decisions.

## **Nominations and Elections Committee**

- √ I encourage others to challenge themselves professionally and personally through their involvement in the Society.
- √ I instill in others a sense of how their efforts have contributed to the overall good of the Society



**Society of Gastroenterology Nurses and Associates, Inc.**

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