

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: A-1 Page: 1 of 2 Effective Date: 10/89 Revision Date: 3/97, 10/99, 2/02, 10/06, 11/12 Review Date: 10/06, 10/08, 10/10, 11/12, 2/15
<b>Subject:</b> Policy and Procedure Formulation and /or Revision	
<b>Review Responsibility:</b> Articles and Bylaws Committee	

**Policy Statement:**

SGNA will establish policies and as needed corresponding procedures describing the operations necessary to further the Society's mission and activities.

**Focus:**

SGNA Board of Directors, Committee/Task Force Chairs, Staff

**Purpose:**

To describe the process for formation and revision of SGNA policies and procedures.

**Supportive Data**

1. Any Board member, Committee/Task Force Chair, or Staff member may be assigned (herein referred to as Author) to write or revise an SGNA policy or procedure.
2. Not every Policy requires an accompanying Procedure.

**Procedure:**

1. Authors for policies/procedures and revisions thereof are assigned by the President or his/her designee.
2. The proposed policy/procedure or revision shall be written following the established format (see attached) and shall include:
  - 2.1 subject (the title of the policy/procedure)
  - 2.2 review responsibility (person(s) and/or group(s) responsible for review)
  - 2.3 policy statement (WHAT is the intent of the policy/procedure? Generally phrased as a declarative statement describing the position or intention of the Society)
  - 2.4 focus (WHO will be using and/or is primarily affected by the policy/procedure)
  - 2.5 purpose (amplification of the subject; WHY this procedure is written)
  - 2.6 supportive data, as needed to clarify the policy (background or supplemental information which is not a step in the procedure) procedure if needed (HOW is the policy implemented)
3. The proposed policy/procedure or revision will be forwarded to appropriate individual(s)/group(s) for further review or revision. The resulting draft will be reviewed by the Articles and Bylaws Committee.

4. The Secretary or author will submit draft policies/procedures or revisions to the Board members.
5. In most cases, policies and procedures are presented at regularly-scheduled Board meetings.
6. In special circumstances, the Executive Director and President may agree to the presentation of draft policies/procedures or revisions to the Executive Committee for approval when prompt action is required.
7. Following approval, the approved policy/procedure or revision will be reviewed by Staff for appropriate format, then posted on the SGNA Web site and filed.
8. Board members are responsible for accessing the new or revised policies.
9. The Bylaws & Articles Committee will conduct an overall policy review every two years before the Fall Board Meeting.

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<b>Subject:</b> (the title of the policy/procedure)	
<b>Review Responsibility:</b> (person(s) and/or group(s) responsible for review)	

**Policy Statement:**

(WHAT is the intent of the policy/procedure? Generally phrased as a declarative statement describing the position or intention of the Society.)

**Focus:**

(WHO will be using and/or is primarily affected by the policy/procedure),

**Purpose:**

amplification of the subject; WHY this procedure is written

**Supportive Data:**

(definitions, background or supplemental information which is not a step in the procedure)

**Procedure:** (HOW is the policy implemented)