

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: B-3 Page: 1 of 1 Effective Date: 01/94 Revision Date: 02/97, 10/99, 10/04, Review Date: 10/10 10/04, 10/06, 10/08, 10/10, 11/12, 2/15
Subject: Committee/Task Force Summary Report	
Review Responsibility: Articles and Bylaws Committee	

Policy Statement:

Reports of the status of the Society will be presented at the Board of Directors meetings in the most efficient manner.

Focus:

Committee/Task Force Chairs, Headquarters Staff

Purpose:

To describe the format and requirements for Committee/Task Force reports to the Board of Directors.

Procedure:

1. Reports will be written as Action, Consent and Information reports.
 - 1.1 Action and Consent reports are those items that require Board action.
 - 1.2 Information reports update the Board on the activities of a committee or Society leader and do not require Board action.
2. To maintain the efficiency of the board meeting a consent agenda is maintained for non-controversial reports. Board members have the prerogative of extracting any report on the consent agenda for discussion; unless this occurs, consent reports are considered and passed as a package.
3. If the Board determines that an informational report merits discussion, it is raised as part of the agenda once all action reports have been discussed.
4. The Board of Directors meeting agenda will be organized in to three categories:
 - 4.1 Action
 - 4.2 Consent
 - 4.3 Information
5. Actions taken by the Board will be electronically published to the membership.