

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: H-6 Page: 1 of 1 Effective Date: 10/06 Revision Date: 10/08, 4/10, 10/10, 11/12, 5/15 Review Date: 10/08, 4/10, 10/10, 11/12, 5/15
<b>Subject:</b> Regional Society Member of the Year Award	
<b>Review Responsibility:</b> Director of Regional Societies	

**Policy Statement:**

SGNA recognizes Regional Societies which best promote and support the goals of SGNA. Through this recognition, SGNA encourages educational growth, increased involvement at the National level and community involvement.

**Focus:** Regional Society Members

**Purpose:**

To outline the process for submission of applications for the Regional Society Member of the Year Award, and determining the recipient of the award.

**Procedure:**

1. The guidelines and criteria for consideration and submission of applications are defined in Awards Brochure. Specifically, eligibility includes:
  - 1.1 Must be a current member of SGNA with a membership of at least three years.
  - 1.2 Must be currently employed in the field of gastroenterology/endoscopy with a minimum of five years experience.
2. Deadline for nomination form is November 30. Application and letter of referral are due no later than December 31. Submit completed application along with the candidate letter to SGNA Headquarters:
3. The Regional Society Committee will review all applications and determine the recipient of the award. The Director of Regional Societies will report the winner to the Board in the form of an Information Report at the Winter Board Meeting.
4. After the Winter Board meeting, SGNA Headquarters will notify the award recipient by March 1, so that award winner can plan to attend the May Annual Course.
5. The recipient of the Regional Society Member of the Year Award will be recognized at the Annual Course.
6. The recipient of the Regional Society Member of the Year Award will receive the following benefits:
  - 6.1 Full Annual Course registration fee waived (see policy G-5)
  - 6.2 Airfare & three-night hotel stay
  - 6.3 Award presented at awards ceremony
  - 6.4 Recognition in either *SGNA News* and/or *eScope* and Regional President's Memo