

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: L-14 Page: 1 of 2 Effective Date: 12/90 Revision Date: 1/92, 10/99, 10/03, Review Date: 10/08, 11/12, 2/16 2/02, 10/06, 10/08, 10/10, 11/12, 2/16
Subject: Committee Commission: Program	
Review Responsibility: Program	

Purpose: To describe the duties of the Program Committee

1. Committee objective:

Create Annual Courses that address the educational needs of the practitioner and enhance the continued educational growth of the members.

2. Committee composition

2.1 Chair: Must be a licensed nurse and voting member and it is recommended that the chair be a registered nurse with current ABCGN certification. Automatic succession from the Co-Chair position for a one year term.

2.11 In order for eligibility for the incoming Chair position, it is required to have held the Co-Chair position.

2.2 Co-Chair: Must be a licensed nurse and a voting member and it is recommended that the chair be a registered nurse with current ABCGN certification. Appointed by the President-Elect, with Board approval, for a one year term.

2.21 In order for eligibility for the incoming Co-Chair position, it is recommended to have had held two of the following roles: Concurrent Coordinator or Assistant, Optional Coordinator or Assistant, must be served.

2.22 The Co-Chair also serves as General Session Coordinator.

2.3 Per ANCC criteria, at least one member of the committee must hold a baccalaureate degree or higher in nursing.

2.4 Members include: Concurrent Sessions Coordinator and Optional Sessions Coordinator.

2.41 Each position is assigned as a one year term

2.42 Supporting roles for the committee, appointed by the President-Elect, with Board approval, are an entry level one year term position, including, Moderator/Poster Coordinator, and assistant roles to all coordinator level positions.

3. Chair Responsibilities

3.1 Orients new committee at Annual Course committee meeting to the roles and responsibilities of committee.

- 3.2 Works with Co-chair to choose General Session speakers.
- 3.3 Makes any final decisions as to speaker or budget decisions, when needed.
- 3.4 Mentors Co-chair to prepare them for the next year.
- 3.5 Consults with President-Elect for suggestions on General Session Speaker selection.

4. Committee Responsibilities

- 4.1 Reviews abstracts submitted for presentation at the Annual Course.
- 4.2 Reviews evaluations of immediate past course.
- 4.3 Attends live summer meeting to develop the educational program.
- 4.4 Follow up to find needed speakers.
- 4.5 Contact speakers about educational content, when needed.
- 4.6 Chair and Co-chair reviews poster material, reviews abstracts and coordinates poster judges.
- 4.7 Moderator Coordinator reviews Moderator correspondence and presents the Moderator Orientations at the Annual Course.

5. Staff Responsibilities

- 5.1 Facilitate all mailings and reminder correspondence with speakers.
6. Refer to Policy L-1 "Committee Commissions - Omnibus" for additional responsibilities.