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| 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, 10/08, 11/12, 2/16, 4/19 Review Date: 2/02, 10/06, 10/08, 10/10, 11/12, 2/16, 1/18, 4/19 |
| 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. Succession is based on needs of the committee (i.e., needs include strategic leadership, readiness level of the members, etc.)

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. Succession is based on the needs of the committee (i.e., needs include guidance on each role on the committee, readiness level of the members, etc.)

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 for Chair role.
- 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 and participates in meetings (i.e., live summer meeting, conference calls) 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.