

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: L-17 Page: 1 of 1 Effective Date: 1/91 Revision Date: 1/91, 10/99, 10/03, 10/08, 10/10, 2/16, 4/19 Review Date: 2/02, 10/06, 10/08, 10/10, 11/12, 2/16, 4/19
Subject: Committee Commission: Regional Societies	
Review Responsibility: Regional Societies	

Purpose: To outline the duties of the Regional Societies Committee.

1. **Committee objectives**

- A. Enhance & maintain the flow of communication between SGNA and the Regional Societies.
- B. Support ongoing growth and activities of Regional Societies.
- C. Monitor and support new or potential Regional Societies.
- D. Monitor regional compliance with annual chartering requirements.

2. **Committee composition**

- A. Chair: Appointed by the President- Elect, with Board approval, for a one-year term. Criteria: voting member of SGNA
- B. Committee: Membership will consist of six or more members appointed by the President-Elect with Board approval, for a one year term. Each member serves as a Divisional Coordinator.

3. **Committee Responsibilities:**

- A. Communicate quarterly to assigned regional society leadership regarding the activities of SGNA.
- B. Provide assistance to regional societies that are having difficulties and communicate any serious issues promptly to the Director of Regional Societies.
- C. Assist the regional societies in the annual re-chartering process.
- D. Encourage and assist with new regional formation; monitor existing chartered regional societies.
- E. Request approval from the SGNA Board of Directors for chartering of qualified regional groups.
- F. Present new charters at the Annual Course.
- G. Review all applications and determine the recipient of the Regional Society Member of the Year 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.
- H. Assist in the development of agendas for regional leadership educational sessions.

4. Refer to Policy L-1 “Committee Commissions-Omnibus” for additional responsibilities.