

Society of Gastroenterology  
Nurses and Associates, Inc.

*Board Policy &  
Administrative Procedure  
Manual*

Policy No: L-19  
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Effective Date: 10/04  
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Review Date: 10/06, 10/08, 10/10,  
11/12, 2/16

**Subject:** Committee Commission: Future Sites

**Review Responsibility:** Future Site Sites Committee

**Purpose:** To describe the duties of the Future Site Selection Committee

**1. Committee objective:**

SGNA will define a criteria to select its Annual Course sites to efficiently and effectively meet the needs of its members and speakers.

**2. Committee composition**

- A. Chair: The current SGNA President serves as chair of the committee.  
B. Committee: Membership will consist of the current President-Elect, Program Committee Chair and Program Co-Chair.

**3. Committee Member Responsibilities:**

- A. Review and approve Annual Course destination criteria (requirements for exhibit and meeting space, hotel room blocks, proximity of local attractions, regional support, etc.).  
B. Identify and confirm a location for the Annual Course two to three years in advance in order to secure preferred dates and facilities based on information prepared by staff liaison.  
C. Make recommendation of Annual Course location to the SGNA Board for approval.  
D. The Futures Committee does not typically hold in-person meetings. Correspondence and decisions are handled via e-mail or conference call. Committee members are not expected to attend any site visits.  
E. In the event of the need to cancel or relocate a meeting, the recommendation will be made by the current year's Futures Committee to the Board of Directors.

**4. Committee Chair Responsibilities**

- A. Review facility contract liabilities to authorize the financial commitment for SGNA prior to contract signature by the Executive Director.  
B. Review and approve board reports prepared by staff liaison.

**5. Staff Responsibilities**

- A. Verify DDW meeting dates and location in order to identify SGNA dates, geographic region of Course (East, Central, West) and possible locations. Recommend possible locations to committee for approval.  
B. Send request for proposal to selected cities, review proposals, negotiate pricing and compile report for committee's review. Make recommendation of location to committee.  
C. One staff person to conduct site visit to first choice location to confirm that it is an ideal location for the Annual Course. Additional site visits will be conducted only if the first choice facility is not selected as an ideal location.  
D. Following board approval of the location, negotiate facility contract(s) to limit SGNA's financial commitment. Provide liability summary of contract terms to SGNA President for approval before finalizing. All facility contracts are signed by SGNA's Executive Director.

- E. In the event of the need to cancel or relocate a meeting, the staff liaison will research options and make a recommendation to the Futures Committee.