

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: L-1 Page: 1 of 2 Effective Date: 1/91 Revision Date: 4/95, 10/99, 2/02, 10/04, 10/08, 10/10, Review Date: 11/12, 2/16 10/04, 10/06, 10/08, 10/10, 11/12, 2/16
Subject: Committee Commissions - Omnibus	
Review Responsibility: Articles and Bylaws Committee	

Policy Statement:

Duties of committees shall be specified and approved by the Board of Directors in accordance with established policy. (Bylaws Article 13.014)

Focus:

Standing Committees: Articles and Bylaws, Budget, Audit and Finance, Education, Healthcare Policy, House of Delegates, Nominations and Elections, Practice, Program, Regional Societies, Research and Social Media.

Purpose:

To outline information pertaining to all SGNA Committees. Additional Committee-specific information is contained in each committee's commission.

1. Committee Board Liaison Responsibilities:
 - 1.1 Teaches/mentors Committee Chairs on what is their role and responsibility. Provides specific direction for the Committee Chair.
 - 1.2 Communicate the goals of the Board of Directors to the Committee (i.e. what the Board wants the Committee to accomplish) at the first committee meeting.
 - 1.3 Communicates requests from the Committee back to the Board of Directors.
 - 1.4 Communicates Committee Action Plans to the Board of Directors as assigned.
 - 1.5 Ensures development of the committee annual budget and submits budget requests to the staff liaison by designated deadline of each year.
 - 1.6 Communicates committee progress back to the Board of Directors via Board Reports.
 - 1.7 Reports Committee member and Chair evaluation of performance to the President-Elect in time for the President-Elect to make committee assignments.
2. Committee Chair Responsibilities:
 - 2.1 Teaches/mentors Committee members on their roles and responsibilities within the Committee.
 - 2.2 Provides leadership and direction to the committee.
 - 2.3 Establishes an Action Plan to accomplish annual committee goals. Plans should include; meeting schedules, timelines, strategies, action steps, financial implications/needs and assignments for getting committee work accomplished.
 - 2.4 Submits Action Plan to the Board Liaison in time for the Liaison to communicate the plan to the Board of Directors as needed.

- 2.5 Prepares budget worksheets and submits to the Board liaison in time for the Board Liaison to meet the budget deadline.
 - 2.6 Maintains communication with committee members, assigned Board liaison, SGNA Headquarters and other committee chairs on behalf of the committee.
 - 2.7 Submits written committee reports when necessary or upon request to the Board Liaison including newsletter articles when appropriate.
 - 2.8 Manages committee correspondence, sending copies to the President, President-Elect and SGNA Executive Director or staff liaison.
 - 2.9 Works within the Budget parameters to accomplish committee work.
 - 2.10 Collaborates with Board Liaison to review/revise/develop policies relevant to committee goals/activities.
 - 2.12 Collaborates with the Board Liaison, evaluate committee member assignments and accomplishments. Report such information to the President-Elect in time for the President-Elect to make committee assignments for the next year.
 - 2.13 Committee Chair assignment consists of a one year term.
3. Committee Member Responsibilities:
 - 3.1 Completes assigned tasks within established timeframes.
 - 3.2 Communicates with committee chair in the form of periodic progress reports.
 - 3.3 Participates in committee meetings and correspondence (check e-mail regularly).
 - 3.4 Reports to Committee Chair if completion of assignments and/or committee participation is delayed or not possible.
 - 3.5 Committee member assignments consist of a one year term.
4. Staff Liaison Responsibilities:
 - 4.1 At the request of the Committee Chair and/or Board Liaison, sends out e-mails, letters, misc. communications, etc.
 - 4.2 At the request of the Committee Chair, schedules conference calls and meetings.
 - 4.3 Sets up logistics for all meetings (hotel, meals, materials, etc.)
 - 4.4 Receives budget requests from BOD Liaisons and sends to Budget, Finance & Audit Committee.