

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: L-22 Page: 1 of 1 Effective Date: 11/2012 Revision Date:  Review Date: 2/16
<b>Subject:</b> Committee Commission: Healthcare Policy Committee	
<b>Review Responsibility:</b> Healthcare Policy Committee	

**Purpose:** The Healthcare Policy Committee will support SGNA's efforts to influence policy regarding colorectal cancer awareness, infection prevention and sedation administration.

1. **Committee Objective:** To determine and establish SGNA's position and/or involvement regarding colorectal cancer awareness, infection prevention and sedation administration.
2. **Committee composition:**
  - A. Chair: Appointed by the SGNA President-Elect, with Board of Director approval for a one-year term. Desirable pre-requisite is one year as committee member. Must be a licensed nurse and a voting member and it is recommended that the chair be a registered nurse with current ABCGN certification.
  - B. Members: No more than six persons shall serve on this committee.
3. **Chair responsibilities:**
  - A. Ensure committee work is in line with committee charge.
  - B. Assign tasks and projects to committee members as needed.
  - C. Submit annual budget requests if needed.
  - D. Report issues or concerns to the Board liaison as they arise.
  - E. Represent SGNA at legislative meetings if Legislative Liaison is unable to attend.
4. **Committee responsibilities:**
  - A. Committee will specify SGNA's positions and/or involvement regarding colorectal cancer awareness, infection prevention and sedation administration with Board approval.
  - B. Committee will strengthen collaborative partnerships centered around colorectal cancer awareness, infection prevention and sedation administration.
  - C. Committee identifies major public awareness campaigns regarding colorectal cancer, infection prevention and sedation administration and determines SGNA participation.
5. **Staff responsibilities:**
  - A. Support committee by sending out e-mails, correspondence, conference call materials, etc...
  - B. Assist in annual budget development.
  - C. Maintain committee documents in an organized manner (roster, committee charge, etc...)

6. Refer to Policy L-1 "Committee Commission- Omnibus" for additional responsibilities.