

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: L-22 Page: 1 of 1 Effective Date: 11/2012 Revision Date: 4/19 Review Date: 2/16, 4/19
Subject: Committee Commission: Healthcare Policy Committee	
Review Responsibility: Healthcare Policy Committee	

Purpose: The Healthcare Policy Committee will support SGNA's efforts to influence policy regarding colorectal cancer awareness, infection prevention and other topics determined by the Board of Directors.

1. **Committee Objective:** To determine and establish SGNA's position and/or involvement regarding colorectal cancer awareness, infection prevention, regulatory agencies and other topics as determined by the Board of Directors.
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 eight 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. Incorporate the goals outlined in the society's strategic plan into the committee's work
 - F. 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 other topics as determined by the Board
 - B. Committee will strengthen collaborative partnerships centered on colorectal cancer awareness, infection prevention, regulatory agencies and other topics as determined by the Board.
 - C. Committee identifies major public awareness campaigns regarding colorectal cancer, infection prevention and topics as determined by the Board 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. Provide strategic guidance on achievement of healthcare policy initiatives.
 - D. Maintain committee documents in an organized manner (roster, committee charge, etc...)

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