

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: L-23 Page: 1 of 1 Effective Date: 2/19
<b>Subject:</b> Group Commission: Associates Advisory Group	
<b>Review Responsibility:</b> Associates	

**Purpose:** To describe the duties of the Associates Advisory Group

1. **Group objectives:**

Act as an advisory body to the Board of Directors, Committees, Regional Societies and Special Interest Groups when requested to review efforts or materials that may influence associates' role in gastroenterology and endoscopy, or associate engagement in SGNA.

Provide strategic direction in the development of educational and membership initiatives, in collaboration with others (e.g., Special Interest Groups, and Regional Societies, vendors or other organizations) designed to recruit and retain associates.

Collaborate with the Associate Special Interest Group (SIG) to increase recruitment of associates into SGNA and ensure associates' perspectives are represented in SGNA's educational, marketing and membership efforts and materials.

2. **Group composition**

A. Chair: The Chair of the Associates Advisory Group simultaneously serves as a director on the Board. The Chair of the Associates Advisory Group serves a one year term. Must be a technician and voting member and it is recommended the Chair have past experience as a member of the Associate SIG.

B. Group: Membership will consist of five or more members appointed by the President-Elect, with Board approval, for a one year term. The Chair of the Associate SIG is required to be a member of the Group.

C. It is strongly recommended that all group members be certified by IAHCMM or CBSPD.

D. It is strongly recommended that all group members have completed the SGNA Associates and Advanced Associates Courses prior to serving in their role.

3. **Group Responsibilities:**

A. Support Associate Special Interest Group.

B. Provide input on Infection Prevention Champions Program to encourage associate participation.

C. Review marketing efforts targeted at associates for content and impact of message as needed.

D. Contribute to development of Regional Toolkits; Assess associate engagement level from Regional Toolkits annually.

E. Effectively communicate interests of associates to committees.

4. **Group Chair Responsibilities:**

A. Communicate the objectives of the Group at the first group meeting.

B. Communicates requests from the Group back to the Board of Directors.

C. Communicates Group progress back to the Board of Directors via Board Reports.

D. Provides leadership and direction to the Group.

- E. Maintains communication with group members, SGNA Headquarters, Board and committee chairs on behalf of the Group.
- F. Act as a liaison between the Board and Associate SIG to advance the strategic interests of associates.

5. **Group Member Responsibilities:**

- A. Completes assigned tasks within established timeframes.
- B. Participates in group meetings and correspondence (check e-mail regularly).
- C. Reports to Group Chair if completion of assignments and/or group participation is delayed or not possible.

6. **Staff Liaison Responsibilities:**

- A. At the request of the Group Chair, sends out emails, letters, misc. communications, etc.
- B. At the request of the Group Chair, schedules conference calls and meetings.