

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: L-3 Page: 1 of 1 Effective Date: 5/96 Revision Date: 10/99, 10/03, 10/08, Review Date: 10/10, 11/12, 2/16 2/02, 10/06, 10/08, 10/10, 11/12, 2/16
Subject: Committee Commission: House of Delegates	
Review Responsibility: House of Delegates	

Purpose: To outline responsibilities of Speaker /Vice-Speaker of the House of Delegates.

1. Committee Composition:

A. Chair

The Speaker of the House will be a licensed nurse with current ABCGN Certification and voting member, and will serve by virtue of office for one 1-year term.

B. Committee

Vice Speaker of the House will be a licensed nurse with current ABCGN Certification and voting member, and will serve by virtue of office for one 1-year term.

2. Committee Objective:

To provide ongoing communication with delegates and alternates and the SGNA Board of Directors.

3. Speaker Responsibilities:

- A. Plans/conducts annual House of Delegates sessions.
- B. Coordinates the House of Delegates schedule of events and contact hours with the Program Chair.
- C. Works with SGNA Headquarters staff to plan, implement and evaluate the annual House of Delegates sessions.
- D. Works with the Vice-Speaker to develop a House Leadership workshop at the annual meeting.
- E. Mentors the Vice-Speaker.
- F. Develops goals and objectives consistent with the mission and goals of SGNA.
- G. Is fiscally responsible for maintaining the House budget.
- H. Communicates with delegates, alternates and SGNA Board of Directors as necessary.
- I. Reviews/revises policies and procedures related to the House of Delegates.
- J. Serves as an ex-officio director of the SGNA Board of Directors (with vote).

4. Vice Speaker Responsibilities:

- A. Is familiar with parliamentary procedure according to the House of Delegates Standing Rules and the most current version of Robert's Rules of Order.
- B. Assists House Speaker in the development of goals and objectives that are consistent with the mission of SGNA.
- C. Serves as a resource person for Regionals in developing resolutions and understands the role of the delegate and alternate.

- D. Serves as an ex-officio director of the SGNA Board of Directors (with vote).
- E. Will automatically assume the role of speaker after completing the one 1-year term.