

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: D-10 Page: 1 of 1 Effective Date: 11/11 Revision Date: 11/12, 2/15, 11/18 Review Date: 11/12, 2/15, 11/20
<b>Subject:</b> Articles and Bylaws and Budget, Finance and Audit Committee Member-at-Large	
<b>Review Responsibility:</b> Budget, Finance and Audit Committee	

**Policy Statement:**

SGNA will have an ex-officio Member-at-Large on the Articles and Bylaws and BFA committees to provide an unbiased member perspective.

**Focus:**

Primary: Articles and Bylaws and Budget, Finance and Audit Committees

Secondary: SGNA Board of Directors

**Purpose:**

To clarify and outline the responsibilities of the Articles and Bylaws and BFA Member-at-Large.

**Procedure:**

**1. Role**

- The role of the member-at-large is to serve on the SGNA's Articles and Bylaws and Budget, Finance and Audit Committees to ensure transparency during policy, bylaw and budget development. The Member-at-Large will serve on both the Articles and Bylaws and BFA Committees as an ex-officio member. This individual will be expected to participate in the bi-annual policy review, any bylaws changes, the annual budgeting process including attendance at the live BFA meeting and also review the annual financial audit.

**2. Term**

- The Member-at-Large serves a one-year term which will run from May to May to maintain consistency with similar SGNA Board positions. The Member-at-Large may be replaced should the majority of the voting SGNA Board members decide that to do so would be in the best interests of SGNA.

**3. Qualifications**

- The Member-at-Large must be a voting licensed nurse or associate, currently practicing in the GI/endoscopy field. The Member-at-Large must also have a solid understanding of previous financial management/budget development either gained through an accredited degree program or on-the-job training.

**4. Selection**

- This position will be selected during SGNA's annual committee appointment process. Staff will collect information about potential candidates' interest in the position and share with the President-elect for their consideration during the appointment process. The President-elect will present a recommendation for Board action at the winter meeting.