

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: D-5 Page: 1 of 1 Effective Date: 01/91 Revision Date: 05/92,05/97, 5/01, 10/04, 10/10, 2/15, Review Date: 11/18 10/04, 10/06, 10/08, 10/10, 11/12, 2/15, 11/20
Subject: President/President-Elect Stipend	
Review Responsibility: Budget and Finance Committee	

Policy Statement:

The employers of the SGNA President and President-elect, or a designated charity of their choice, will receive a stipend to help defray expenses incurred by the institution during their terms in office. The Board of Directors through the Society's annual budgeting process will determine the stipend amount.

Focus: SGNA President, President-elect

Purpose:

To define the purpose for giving a stipend to the employer of the SGNA President and President-elect during their terms of office.

Procedure:

1. Upon notification of election to office, the President and President-elect will provide SGNA Headquarters with the necessary information (name and address of appropriate contact person) in order to process payment of the stipend to the employers.
2. Upon receiving the necessary information, SGNA Headquarters will issue the check to the respective employers within four weeks.
3. If the SGNA President and/or President-elect is a self-employed contract professional (excludes unemployed), the stipend amount will be remitted to the President and/or President-elect.