Invest In Your Future: Volunteer Today

SGNA Leadership Opportunities

Society of Gastroenterology Nurses and Associates, Inc.

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Elected by the members and chaired by the Immediate Past President, SGNA's Nominations and Elections Committee has the responsibility each year of selecting candidates for election to office--a process that impacts the direction of the Society.

We hope the following information provides insight into the various elected positions within SGNA, as well as the selection and election process.

Those elected to office join the ranks of the policymakers and planners for the Society, beginning their term after the Annual Course. Together they determine the Society's position on current issues. They take responsibility for setting its goals, formulating policies and establishing programs that meet the present and future needs of the membership.

The success of the Society depends on how well they understand their roles and how effectively they handle their responsibilities.

SGNA continues to drive the specialty of GI/Endoscopy nursing. You can make a vital impact on the growth and future of the Society and the profession by engaging with the Nominations and Elections process. We ask that you consider sharing your talents with your professional peers by assuming the responsibilities of an elected position in SGNA.

In this document you will find…

- **How does the selection and election process work?**
- **What is expected from each elected office?**
- **Election Policies & Procedures**
- **Due Dates**
- **Understanding Next Steps**

How Does the Selection and Election Process Work?

Interested members are asked to complete the SGNA Nominations Form survey. In the Fall, the SGNA Nominations and Elections Committee will host individual calls with each candidate. SGNA Headquarters will then send selected candidates a packet which includes a Leadership Position Application and Questionnaire. The deadline to submit the completed forms will be noted on the forms and correspondence. In addition to the Leadership Position Application and answers to the Leadership Questions, prospective candidates will need to provide a cover letter, resume/vitae, one professional letter of reference and an electronic photo.

The Nominations and Elections Committee meets virtually in the Fall of each year to evaluate potential candidates based on all the information gathered, and to create a slate of candidates that will be presented to the SGNA Board of Directors for final approval. The SGNA Board of Directors will approve the slate of candidates at their Fall board meeting. The Nominations and Elections Committee then notifies candidates of its decision.

Pertinent information from the cover letter, Leadership Position Application and answers to Leadership Questions from the candidates will be incorporated into the ballot that is disseminated to all voting SGNA members. The SGNA staff team, based in Chicago, Illinois, receives, records, and tabulates the valid votes cast. In January the Nominations and Elections Committee Chair notifies candidates of the results, and reports them and to the membership in May at the Annual Course.

General Requirements

Elected Officers and Directors will be required to attend the May orientation and Board meeting prior to the Annual Course. The Nominations and Elections Committee is not required to attend the May orientation and Board meeting.

All elected individuals are required to have email and Internet access because Board members extensively transact business via electronic communication.

Board of Directors

The Board of Directors, made up of Officers and Directors, manages the affairs of the Society. Responsible for oversight of the Society's committees and other work groups, the Board reviews committee reports and makes informed decisions on Society programs and activities.

Executive Committee*

SGNA's Executive Committee is composed of the following elected officers: President, President-Elect, Secretary, Treasurer, and Immediate Past President.

**These positions are voted on and elected by the SGNA Board of Directors.*

When the Board is not in session, the Executive Committee acts with the authority of the Board of Directors in managing the affairs of the Society.

Positions to be Elected by Membership via Ballot

The following positions are filled by ballot with the winners taking office each May:

- Directors-at-Large (three Directors and one Associate Director)
  - Six Directors-at-Large and one Associate Director shall be elected from the membership at large and shall serve for terms of two years (with vote). Three of the six directors shall be elected this year. No Director-At-Large or Associate Director shall serve more than two consecutive full terms.
- Nominations and Elections Committee Members (four)
  - The Committee shall consist of the Immediate Past President, and four members of the Society not currently serving on the Board of Directors.

<u>Important</u> Note to All Candidates:

It is recommended that each candidate have:

- *A clear understanding of the commitment, time requirements, challenges, and rewards of the position;*
- *Personal support of family/significant others;*
- *Support of one's employer and professional colleagues; and*
- *Internet access and email address (required).*

SGNA Board of Directors Culture Statement

We, the SGNA Board of Directors;

- *Engage in respectful dialogue to collaborate on strategic goals, creating value for the Board and the Society.*
- *Challenge ourselves and the organization to achieve excellence in all spheres of influence.*
- *Focus on strategy over tactics.*
- *Value collaboration between Board members, staff, committees, industry and related professional organizations.*
- *Value our time together; therefore expect members to come prepared for dialogue and decision-making.*
- *Encourage forward thinking without fear of taking risk.*
- *Recognize respectful dissent and still emerge as one voice.*
- *Are committed to succession planning by developing the right person for the right position at the right time.*

SGNA Leadership Position: ***Director-At-Large***

The Board of Directors is the policy and decision making body of the Society. A Director is elected to a two-year term.

Eligibility:

- Voting or life member of SGNA;
- Understands and identifies with SGNA programs, projects, and operations through a strong background in one or more of the following:
  - participation in offices/committees/task forces at the regional and/or national level;
  - familiarity with SGNA Board policies and procedures;
  - participation in SGNA's annual events and/or regional events as lecturer, poster presenter, or moderator.

Responsibilities and Duties of a Director:

- Serves as a member of the Board of Directors to:
  - participate as an informed decision maker;
  - support, monitor and communicate the Society's mission, goals and positions;
  - monitor emerging issues and evaluate the Society's activities in relation to the needs of the members.
- Explores information required to make sound decisions on Society policies, programs and activities;
- Reads and responds to all Board correspondence as necessary in a timely manner;
- Serves as Director to one or more SGNA committees; presents committee reports, proposed programs and action plans to the Board of Directors for approval/progress;
- Participates in and/or chairs committees of Board and task forces as appointed by the President;
- Attends all meetings of the Society and all required Board meetings (see travel required).
- Participate in discussion and vote on clinical topics within scope of practice;

Time Commitment:

May be as much as 10-15 hours each month depending on the business of the Society. Travel may be 5-9 days per year (including Annual Course travel).

General Leadership Characteristics:

- Is committed to and enthusiastic for the mission, goals and strategic plan of the Society;
- Inspires confidence, respect, trust and support among peers;
- Collects facts and understands the issues before making decisions;
- Is open minded and objective;
- Is organized and meets timelines;
- Communicates clearly and positively;
- Willingly sacrifices spare time, weekends and non-working hours to accomplish goals of the Society.

Possible Travel includes:

Fall SGNA Board Meeting/Leadership Conference (2-3 days)
Spring SGNA Annual Course (5-6 days)
Plus other meetings as required.

Reimbursement:

SGNA reimburses expenses for transportation (airfare, mileage, etc.) and per-diem expenses for meals and lodging (based on double occupancy). Other expenses such as copying, phone, and postage are reimbursed based on SGNA policy as outlined in SGNA's annual budget plan.

SGNA Leadership Position: *Nominations and Elections Committee*

The Nominations and Elections Committee solicits and evaluates candidates for SGNA leadership positions (Board of Directors and Nominations and Elections Committee Members) and prepares a slate of candidates for the annual ballot. Members serve a one-year term. Internet access is required as most communication is via email.

Eligibility:

- Voting or life member of SGNA;
- Understands and identifies with SGNA through a strong background in one or more of the following:
  - participation in offices/committee/task force at the regional and/or national level;
  - familiarity with SGNA Board policies and procedures;
  - participation in SGNA's annual events and/or regional events as lecturer, poster presenter or moderator.

Responsibilities and Duties:

- Look to your network and colleagues throughout SGNA to solicit and encourage ready candidates to run for an elected position;
- Write articles for SGNA newsletters regarding the nominations and elections process;
- Communicate with potential candidates for leadership positions to clarify criteria for candidacy for those positions;
- Participate in one committee meeting at Annual Course immediately following election and one meeting (virtually) of the Nominations and Elections Committee to evaluate all candidates for leadership positions and to select a slate of candidates for the annual ballot.

Time Commitment:

May be as much as 15-20 hours each month for the first five months of the program year. Following the election, 5-15 hours each month may be required.

General Leadership Characteristics:

- Demonstrates commitment to and enthusiasm for the mission, goals and strategic plan of SGNA;
- Demonstrates good written and verbal communication skills;
- Works effectively in an interactive, collective team environment;
- Demonstrates effective analysis and sound judgment in the decision-making process;
- Is fair, open minded and objective;
- Is organized and meets timelines; and
- Communicates clearly and positively, even during controversial issues.

No travel or reimbursement applies for these positions.

Election Policies and Procedures
Some policies and procedures related to the election process include:

***A-22 Conflict of Interest*:**
SGNA members functioning as representatives of SGNA should be knowledgeable of and avoid any actual, perceived conflict of interest. Such conflict may include, but not be limited to:

1. Any impropriety or perceived impropriety between the official activities of SGNA and any paid or unpaid activities on behalf of other professional organizations.

2. Any member who is an owner, employee, consultant, stock or bond holder, lecturer, officer or director for any health-related manufacturer, distributor, or licensee of products or services associated with gastroenterology, endoscopy, or patient care.

3. Members of the Board of Directors may not simultaneously be an active regional president. Elected Board members who are currently regional presidents must step down from their regional president position at the time their national SGNA Board of Directors term begins.

4. Serving on the board of another closely associated organization (i.e. ABCGN).

Elected and appointed leaders are asked to review and acknowledge awareness of the complete conflict of interest policy statement.

Due Dates and Process

Step 1:
September:
1. Submit your interest in serving for an elected position at www.surveymonkey.com/r/NE2425 by September 29, 2023.

Step 2:
October:
1. A member of the Nominations and Elections Committee will call you to discuss your interest and experience.
2. If selected to move forward, the following information will be due from you on October 30, 2023:
    a. Cover letter
    b. One professional letter of reference
    c. Your resume/curriculum vitae including contact information and your professional experience
    d. Leadership Position Application and answers to Leadership Questions
    e. Electronic photo

All candidate materials are then sent to Nominations and Elections Committee for review

October/November:
1. Nominations and Elections Committee recommends the election slate.
2. The Board of Directors will confirm the slate during their November Board meeting.
3. Nominees will be notified of results by the end of November.

December/January:
1. Voting will take place.

February:
1. Results announced.

Application Requirements (*if requested to move forward after initial phone conversation*)

We hope that you are excited by the leadership opportunities available through SGNA and that you are ready to submit your name for consideration for a particular leadership position. Let's review the required materials:

1. **Cover Letter**:
   Be specific about why you believe you are the best person for the position(s) in which you are interested.

2. **One Professional Reference:**
   Select an individual whom you feel know you well enough to provide an accurate assessment of your skills. This individual should have specific examples related to your leadership abilities included in their letter of reference. The Nominations and Elections Committee may also contact leaders from your Regional Society to learn more.

3. **Your resume/curriculum vitae:**
   Should include contact information, and your history of:
   - Education
   - Employment
   - SGNA National involvement
   - SGNA Regional involvement
   - Presentations/publications
   - ABCGN involvement
   - Other related organization or professional nursing awards and/or participation

4. **Completed Application and Answers to Leadership Questions:**
   Both forms can be obtained through SGNA Headquarters.

5. **Electronic Photo:**
   Email an electronic photo. We recommend that you have a headshot taken professionally. This photo is often the only way many members can identify you.

Self-Appraisal and Personal Checklist for Leadership Candidates

There are no right or wrong answers. Your answers to these questions may provide a better understanding of whether the experience will be rewarding for you.

Self-Appraisal

1. Why do I want to be an elected leader (President/ Treasurer/ Secretary/ Director/Nominations and Elections Committee)?

2. Am I willing to sacrifice time, money, and other goals?

3. Will my health and spirit withstand the barrage of demands?

4. Can I identify with and work with the SGNA Headquarters staff as a team member?

5. Am I emotionally fit to withstand the jealously, fears, and criticisms of peers?

6. Can I take constructive criticism?

7. Can I communicate effectively? Can I deliver the message to others?

8. Can I subordinate my personal biases to respond to the needs of the full constituency?

Personal Check-List

- √ I have reviewed the Society's bylaws and strategic plan. (*Copies can be obtained through SGNA Headquarters.)*
- √ I reflect the values I claim to believe in.
- √ I have read the position description and have a clear understanding of my duties.
- √ I make decisions in a timely manner.
- √ I am aware of my strengths and weaknesses and ask for help when I need it.
- √ I do not let personalities affect decisions I make about Society issues.
- √ I am sensitive to the needs of others and encourage them to express their points of view.
- √ When communicating with others, I stress the positive, even when facing a negative situation.
- √ I identify fellow members with leadership potential and encourage them to develop their skills and pursue further involvement in the Society.

Director/Associate Director

- √ I come to meetings prepared to discuss and make decisions on items on the agenda.

- √ I am in touch with members' changing needs for service from the Society and consider them prior to making decisions.

Nominations and Elections Committee

- √ I encourage others to challenge themselves professionally and personally through their involvement in the Society.

- √ I instill in others a sense of how their efforts have contributed to the overall good of the Society