

## **ENCSGNA Board Member Roles and Responsibilities**

### **President – 2-year term**

- Coordinates Board Meetings
- Completes Audit of Treasurer Report
- Submits Annual Awards with Communications Director
- Submits Re-charter Packet to SGNA (list of board members due Jan 1<sup>st</sup> and budget due Feb 7<sup>th</sup> in coordination with Treasurer)
- Monitors SGNA Expectations of Region
- Reviews Communication with SGNA Leadership
- Provides Communication Board Member with list of new members
- Reviews CE Conference Programs
- Moderates CE Conferences
- Serves as Regional Delegate at SGNA Annual Conference

### **Immediate Past President – 1-year term**

- Mentors President into Role
- Serves as Alternate Regional Delegate at SGNA Annual Conference
- Assists President with Coordinating Board Meetings
- Develops Board Meeting Agendas
- Creates Slate of Nominees for Election

### **President Elect – 1 year term**

- Mentee of President
- Serves as Alternate Regional Delegate at SGNA Annual Conference
- Assists President with Coordinating Board Meetings
- Develops Board Meeting Agendas
- Creates Slate of Nominees for Election

### **Treasurer – 2-year term**

- Monitors checking, CD, and Stripe Accounts
- Processes Reimbursements of Members/Conferences/ Mileage
- Completes Checks for Grant Money
- Reconciles Grant Recipient Receipts
- Reconciles Board Member's Conference/Expense Receipts
- Manages Registration Fees for Attendees and Vendors for Biannual Conferences
- Gives Treasurer Reports Biannually
- Meets with President for Annual Audit

## **ENCSGNA Board Member Roles and Responsibilities**

### **Secretary – 2-year term**

- Takes Meeting Minutes
- Presents Meeting Minutes at Semi-annual Conferences
- Manages Annual Grant Applications
- Develops and Mails Letters for Grant Approval/Denial to Applicants
- Manages All Mass Mailings

### **Board Member – Public Relations/Communication – 2-year term**

- Monitors New Members of ENCSGNA and sends Welcome Letter with Invitation to Conferences
- Develops Quarterly Regional Newsletter
- Submits Membership Proposals for SGNA or ENSGNA Bylaw Changes
- Visits GI/Endoscopy Offices to Recruit New Members
- Manages Outlook Account with President and Cathy

### **Board Member – Social Media – 2 year term**

- Updates and Manages Weekly Website
- Updates and Manages Facebook Page
- Manages Advertisement of Regional Activities, Events, and CE Conferences through media sites
- Maintains Calendar of Events and Announces Legislative Changes of Website and Facebook

### **Two Positions: Conference Planning-Board Member – 2 year term**

- Manages all aspects of Biannual CE Conferences:
  - ✚ Location
  - ✚ Assisting Host Site
  - ✚ Speakers
  - ✚ SGNA CE Application
  - ✚ Cost of Event
  - ✚ Development of Materials
  - ✚ Works with Social Media and Communicates with Board Members to Advertise Event to Nurses, Associates, and Vendors
  - ✚ Thank You Cards and Gift Cards to Speakers
  - ✚ Thank You Cards to Vendors
  - ✚ Consideration of Future Sites

## **ENCSGNA Board Member Roles and Responsibilities**

### **Board Member Legislative Liaison – 2 year term**

- Keeps up to date on Legislative Changes Concerning
  - ✚ Nursing
  - ✚ APRN Status
  - ✚ Colon Cancer Detection
  - ✚ Affordable Health Care Act
- Develops a quarterly article with updates to be included in Newsletter which communicates information to Board Members
- Point person for SGNA for Legislative Issues
- Attend SGNA Legislative Events

### **Associate-Board Member at Large: 2 year term**

- Duties as assigned based on needs of organization as determined by other Board Members