

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: H-2 Page: 1 of 2 Effective Date: 09/85 Revision Date: 10/99, 5/01, 10/08, Review Date: 4/10 2/02, 10/06, 10/08, 4/10, 10/10, 11/12, 5/15
Subject: SGNA – Regional Societies Communication	
Review Responsibility: Director of Regional Societies	

Policy Statement:

Timely and consistent communication between SGNA and Regional Societies will be maintained.

Focus: Primary: Regional Societies, Regional Societies Committee
Secondary: SGNA Board of Directors, SGNA Headquarters

Purpose:

To define guidelines for communication between SGNA and the Regional Societies and to delineate responsibilities of SGNA and the Regional Societies.

Procedure:

1. Communication between SGNA and the Regional Society will be directed through the following pathway:
 - 1.1 SGNA Headquarters to Director of Regional Societies, to Regional Societies Chair, to Divisional Coordinators, to Regional Society Presidents.
2. A written Regional Societies Presidents Memo will be distributed biannually (Spring and Fall) to each Regional Society President providing information on current activities/issues of SGNA. (Copies also distributed to the President-elect, delegate and alternate to the House of Delegates).
 - 2.1 Items requiring dissemination to the Regional Society Presidents through the Regional Presidents Memo will be submitted to SGNA Headquarters by the designated deadline. The Director of Regional Societies and the Regional Society Chair will review and approve the content of the Memo before distribution. It is the responsibility of each Regional Society President to disseminate pertinent information to regional members.
3. It is the responsibility of the Regional Society President to reply to e-mails, memos, requests for information, questionnaires, etc. in a timely manner (suggested weekly).