



Invest In Your Future: Volunteer Today

ABCGN Leadership Opportunities

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In this document you will find...

- **How does the Selection and Election Process Work?**
- **What is Expected from ABCGN Board Members?**
- **Election Policies & Procedures**
- **Due Dates**
- **Understanding your Next Step**

How Does the Selection and Election Process Work?

Each summer, ABCGN posts a Call for Nominations to fill available Director positions on the Board. Nominations are submitted via mail, email, or fax to ABCGN Headquarters, 401 N. Michigan Avenue, Chicago, IL 60611; fax 312-673-6723; or info@ABCGN.org. At the close of the Call for Nominations, each candidate is sent a packet of information and forms that need to be completed and returned by the published due date. Forms include a willingness to serve form and an employer/supervisor support form. In addition, two personal/professional references and a resume/vitae need to be submitted.

The Nominations and Elections Committee meets in special session in the fall to evaluate potential candidates based on all the information gathered, and to create a slate of candidates that will be presented to the ABCGN Board of Directors for final approval. The Nominations and Elections Committee then notifies candidates of final slate decisions.

Pertinent information from the resume/vitae of selected candidates and the essay statements will be incorporated into the ballot that is disseminated to all voting ABCGN members in December/January. At the conclusion of the voting period, the Nominations and Elections Committee notifies candidates of the results, and reports them to the membership at the Annual Business Meeting in May.

General Requirements

Elected officers will be required to attend the May board meeting the Saturday of the Annual Course.

All elected individuals are required to have email and Internet access, since 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 Organization. Responsible for oversight of the Organization's committees and other work groups, the Board reviews committee reports and makes informed decisions on Organization programs and activities.

Executive Committee

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

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 Organization.

What is Expected from an ABCGN Elected Officer?

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

Eligibility:

- Maintain ABCGN certification;
- Understands and identifies with ABCGN programs, projects and operations through a strong background in one or more of the following:
 - participation in SGNA offices/committees/task forces at the regional and/or national level;
 - familiarity with ABCGN Board's policies and procedures;
 - participation in SGNA's House of Delegates;

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 Organization's mission, goals and positions;
 - monitor emerging issues and evaluate the Organization's activities in relation to the needs of the members.
- Explores information required to make sound decisions on Organization policies, programs and activities;
- Reads and responds to all Board correspondence as necessary in a timely manner;
- Serves as Director to one or more (usually two) ABCGN 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 Organization and all required Board meetings (see travel required).

Time Commitment:

May be as much as 15-25 hours each month depending on the business of the organization and committee assignments. Travel may be 10-15 working days per year.

General Leadership Characteristics:

- Is committed to and enthusiastic for the mission, goals and strategic plan of the organization;
- 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 organization.

Travel Required:

Regular Meetings include:

Fall ABCGN Board Meeting (1-2 days)

Spring ABCGN Annual Course (5-7 days)

Plus attendance at other meetings as required.

Reimbursement:

ABCGN 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 ABCGN policy.

Note to All Candidates:

It is recommended that each candidate have:

- *A clear understanding of the commitment, time requirements, frustrations and rewards of the position;*
- *Personal support of family/significant others;*
- *Support of her/his employer and professional colleagues;*
- *Internet access and email address.*

Section 4. Nominations & Elections

4.1 Annual Elections

Annual elections by the members shall be conducted to elect directors to fill the terms of those Directors whose terms are expiring.

4.1.1 Chair of the Committee on Nominations and Elections

The Immediate Past President shall serve as chair of the Committee. If there is no Immediate Past President, the incoming President shall, with the approval of the Board of Directors, appoint the Committee chair.

4.1.2 Members of the Committee on Nominations and Elections

The Committee shall consist of the Past President, and four current and/or former SGNA/ABCGN Board members who truly understand the role of the Board and the direction of the association.

4.1.3 Eligibility

Members of the Nominations & Elections Committee are not eligible to be a candidate for election to the Board of Directors while serving on the Nominations & Elections Committee.

4.1.4 Conflict of Interest:

To prevent any conflict of interest, no employee of any commercial firm or vendor, be it for-profit or otherwise, or member of the SGNA Board of Directors, shall be eligible to be a candidate for the Board of Directors.

4.1.5 Nominating Procedures

In accordance with policies and procedures established by the Board of Directors, the Committee shall consider the qualifications of all candidates proposed by the membership or by members of the Committee itself. The Committee shall create a slate of candidates for presentation to the Board of Directors for approval prior to presenting to the membership.

Section 5. Term

Directors shall be elected to terms of three (3) years. Persons serving two (2) full three-year terms on the Board under these bylaws shall not be eligible for re-election to the Board until two (2) years have passed since the conclusion of their previous term of service.

Directors shall assume office at the conclusion of the annual meeting of ABCGN at which they are elected or, if elected by electronic ballot, next following their election by electronic ballot. The President whose term ends at that meeting shall preside at the beginning of the meeting, and the Directors whose terms end at that meeting shall sit as

Directors at the beginning of the meeting. When the retiring President and Board of Directors have completed their remaining business, the President shall install the President-elect in the office of President and shall assume the office of Past President, the Director or Directors whose terms have been completed and the outgoing Past President shall retire, and the new officers and Directors shall take office.

Section 6. Eligibility

A candidate for Director must meet the following requirements, except the Public Director who shall be required to meet only requirements E-H:

- A. Have a minimum of five (5) years of experience in the field of gastroenterology/GI endoscopy.
- B. Demonstrate proven leadership ability at the national and/or regional level.
- C. Maintain certification by ABCGN.
- D. Be able to travel a minimum of two (2) times per year for up to seven (7) days to attend meetings of the Board of Directors.
- E. Be willing to acquire the knowledge necessary to provide competent service to the Board.
- F. Be willing and able to serve a three-year term as a ABCGN Director.
- G. Agree not to participate in any certification review courses during their term as Director and thereafter.
- H. Attended at least one ABCGN Item Writers Workshop

Any Director appointed to fill a vacancy shall serve for the remainder of the original unexpired term. Such service shall not be counted as a term for the purpose of determining eligibility for reappointment.

Timeline

September 30

Information due from potential candidate::

- willingness to serve form
- resume/vitae
- employer/supervisor support form
- two personal/professional references
- essay
- black and white photo (electronic)

References are asked to fill out an evaluation form as well as submit a narrative.

October-December

Nominations and Elections Committee meets:

- responses evaluated
- potential candidates may be contacted via phone
- candidates selected and submitted to board for approval
- ballot posted on website

Understanding Your Next Step...

We hope that you are excited by the leadership opportunities available through ABCGN and that you are ready to commit to serving in a leadership position. Let's review the process:

1. **Willingness to Serve, Employer/Supervisor Support , Resume/Vitae**

ABCGN typically has far more candidates than Board positions available. Please indicate on the Willingness to Serve form if you would be interested in serving on a committee should you not be elected.

2. **References:**

Please distribute the reference form to two (2) of your peers (non-physician) and ask that they fax or email the forms back to ABCGN by September 30. Select individuals whom you feel will respond to our questionnaire and who know you well enough to provide an accurate assessment of your skills. The committee may also contact leaders from your Regional Organization.

3. **Essay:**

In 250 words or less, describe how you see yourself contributing to the ABCGN and certified gastroenterology nursing community. PLEASE NOTE: Any essay exceeding 250 words will be 'cut' at 250 words. There will be no editing/changes made to the essays submitted.

4. **Photo:**

Email an electronic photo. We recommend that you have a portrait 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, just a better understanding of your chance for a
rewarding experience*

Self-Appraisal

1. Why do I want to be an elected leader?
2. Am I willing to sacrifice time, money and other goals?
3. Will my health and spirit withstand the increase of demands?
4. Can I identify with and work with the ABCGN Headquarters staff as a team member?
5. Can I take constructive criticism?
6. Can I communicate effectively? Can I deliver the message to others?
7. Can I subordinate my personal biases to respond to the needs of the full constituency?
8. Can I deal with being a past leader when my term is over?

Personal Check-List

- √ I have reviewed the organization's bylaws and strategic plan. (*Copies can be obtained through ABCGN 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 organizational 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 organization.
- √ I come to meetings prepared to discuss and make decisions on items on the agenda.
- √ I am familiar with the basics of parliamentary procedure.
- √ I am in touch with members' changing needs for service from the organization and consider them prior to making decisions.

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