Invest In Your Future: Volunteer Today

ABCGN Leadership Opportunities
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Contents

• How does the Selection and Election Process Work?

• What is expected from ABCGN Board Members?

• ABCGN Public Member

• 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, 330 N. Wabash 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, the biographical data form, and essay 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 biographical data sheets of selected candidates and the essay statements will be incorporated into the ballot that is disseminated to all voting ABCGN members in November. 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 Board Member?

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

Eligibility:
- Have a minimum of five (5) years of experience in the field of gastroenterology/GI endoscopy.
- Demonstrate proven leadership ability at the national and/or regional level.
- Maintain certification by ABCGN.
- 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.
- Be willing to acquire the knowledge necessary to provide competent service to the Board.
- Be willing and able to serve a three-year term as a ABCGN Director.
- Agree not to participate in any certification review courses during their term as Director and thereafter.
- Attended at least one ABCGN Item Writers Workshop

Responsibilities and Duties of a Director:
- Serves as a member of the Board of Directorsto:
  - 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 on 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 10-15 hours each month depending on the business of the organization and committee assignments. Travel may be 5-10 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 (3-5 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.

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**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.
ABCGN Public Member

Unlike ABCGN/SGNA volunteers, who receive both tangible and professional benefits from serving the organizations, the ABCGN Public Member is serving as a “non-professional volunteer.” The person who serves in this role is vital to ensuring the public interest in the ABCGN exam and activities, but the benefit back is one of prestige and sense of volunteerism. The Public Member does receive full travel reimbursement but there is currently no additional monetary compensation.

Time Commitment/Requirements
The Public Member is expected to attend all board of directors meeting and participate as a voting member. There are two face to face meetings per year, approximately 1-2 board meetings via conference call, and then any committee work related to assigned committee(s). The Public Member typically serves on ABCGN’s Award & Scholarships and Appeals committees. Below is a rough estimate of time commitment throughout the year:

- February: evening board conference call (approximately 1-2 hours)
- May: face-to-face meeting (oneday)
- July/August: evening board conference call (approximately 1-2 hours)
- November: face-to-face meeting (two days-)
- Committee work: via email/conference calls (approximately 1-2 hours permonth)

Selection of Public Member
1. Identifying qualified public members:
   a. Not in profession
      i. Not a healthcare provider
      ii. Consider not even related to healthcare
   b. No relatives
   c. No vested interest in organization
   d. Champion healthcare for consumer
   e. Interest in public protection
   f. Advocacy experience
   g. Prior board/volunteer experience

2. Possible candidate
   a. Beneficiaries of organization services (GI patient)
   b. Consumer organizations/civic groups
Related ABCGN Policy

3.7 The Public Member will represent the public by continually assessing and prompting a certification climate that is responsive to the needs to the public. The public member will attend all board meeting, be assigned to at least one committee and have voting rights. The Public Director shall not be a nurse or associate and, therefore, shall not be eligible for certification, shall not be married to any person eligible to be certified by ABCGN, and shall not employ or be employed by any person eligible to be certified by the ABCGN. The Public Director shall represent the interests of consumers and shall protect the interests of the public at large.
Section 4. Nominations & Elections

41 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 takeoffice.

Section 6. Eligibility

A candidate for Director must meet the following requirements, except the Public Director who shall be required to meet only requirements D-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
  • application form
  • employer/supervisor support form
  • two personal/professional references
  • essay
  References are asked to fill out an evaluation form as well as submit a narrative.

October
  Nominations and Elections Committee meets:
  • responses evaluated
  • potential candidates may be contacted via phone
  • candidates selected and submitted to board for approval

November
  • 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 and Biographical Date/Essay
   Please fill out these forms and return to ABCGN.

2. References and Employer/Supervisor Support
   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 October 15. 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. Please have your employer/supervisor fill
   out the support form.

3. Essay:
   In one page, describe how you see yourself contributing to the ABCGN and certified
   gastroenterology nursing community. There will be no editing/changes made to the
   essays submitted.
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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