**President job description/benefits**

Qualifications

* SGNA member
* Must be employed in gastroenterology/endoscopy nursing
* Elected by CISGNA membership

1. Term of office is one year, having served as president-elect the previous year. Will rotate to the office of past president after term served. May serve a consecutive second term if no president-elect nominated.

2. Serves as an advisor/resource to the Executive Board, committee chairs, volunteers and members.

3. Represent CISGNA and have general supervision over the work of the Executive Board.

4. Mentor the president-elect in the structure if SGNA and the role of the president.

5. Call and preside over the CISGNA spring and fall business meetings and the Executive Board meetings using parliamentary procedure.

6. Receive and compile reports, agenda, previous meeting minutes, CISGNA proposed budget, HOD resolutions and other appropriate documents for distribution at business meetings.

7. Represent CISGNA in all matters SGNA:

* Attend annual course
* Serve as regional delegate to the SGNA House of Delegates
* Be familiar with the information in the SGNA regional handbook utilizing the information within for annual rechartering requirements and other SGNA requirements and recommendations.
* Be supportive of SGNA, and voice differences of opinion through appropriate channels.
* Communicate pertinent data and information received from SGNA (and others) to the CISGNA Executive Board and members.

8. Submit written reports to the Executive Board members and others as follows:

* A written report outlining the goals of the year. Should be given to the board with in one month following the CISGNA fall business meeting.
* A report summarizing progress and activities to the Executive Board on month prior to the CISGNA spring business meeting and one month prior to the CISGNA fall business meeting.
* A board packet including agenda and other appropriate reports, meeting minutes, etc., should be complied and given to each board member at the Executive Board meeting for review.
* Reports and letters as needed for the CISGNA newsletter.
* Other reports as indicated or requested.

9. At the conclusion of the CISGNA fall business meeting, introduce the new president to the membership.

10. Serve on the Multi-Regional Planning Committee or delegate another member.

11. Submit names of potential, future CISGNA leaders to the Executive Board.

12. Annually attend 2-3 Board meetings and the CISGNA Spring and Fall business meetings.

Benefits:

SGNA membership dues paid

Attend SGNA Leadership Class

Attend SGNA Annual Course, $2000.00 allowance for expenses

Numerous relationships made with fellow GI nurses