

## TSGNA DIVISION CHAIRPERSON'S COMMISSION

1. The Division Chairperson is elected annually by TSGNA Members from the division.
  - Reports to the Division Director.
  - Oversees the activities and serves as a resource person to the Division Secretary.
  - Appoints a voting division member to serve on the *Nominations / Elections Committee* at the beginning of the term, and notifies the Chairperson of the choice. (This person may be given the responsibility for nominations and elections in the division, or this activity can be the responsibility of the Division Secretary.)
2. The Division Chairperson, in conjunction with the Division Secretary, will submit written reports, with the requested number of copies, as follows:
  - A division report, outlining the goals for the year, should be submitted to the Division Director by Nov. 15 This report could also contain information regarding anticipated educational programs for the year.
  - A report summarizing progress and activities to the Division Director by March 15.
  - A year-end report summarizing progress (especially achievement of defined goals) and activities to Division Director by August 15
  - Reports as requested for the *TSGNA website*.
  - Other reports as requested.
3. Delegate duties to the Division Secretary, and request assistance from the Division Director, as indicated.
4. Facilitate implementation of goals

5. Communicate bimonthly with:
  - The Division Director for issues that need to be presented at the Division Meeting.
  - Others who have assigned responsibilities in the division, to assure continuity, attending meetings of the above, as indicated.
6. Plan Division Meetings, as to date, place, program content and presenter, and share this information with the Division Secretary, so notices can be sent to the members.
7. Preside at Division Meetings, sharing pertinent SGNA / TSGNA information. Have SGNA Membership Applications available at all meetings.
8. In conjunction with the person responsible for Division Elections, prepare a slate of officers for the Division, receiving nominations for Division Chairperson, Division Secretary and Division Medical Advisor. Curricula vitae should be available to assist the membership with the voting process, and written consent must be obtained before placing anyone's name on the ballot.
9. Refer to the Division Secretary's Commission and the *TSGNA Nominations / Elections Policy* for guidelines for the election process. If voting by ballot is necessary, the Division Chairperson and Division Secretary (with a third member optional) should count the ballots together.
10. Notify the Division Director of the election outcomes as soon as the names are available.
11. Write letters to the Medical Directors and nominees, as follows:
  - A letter thanking the immediate past Medical Advisor for serving in this capacity.
  - A letter notifying the newly elected Medical Advisor of the election results and explaining what the position means. A copy of the portion of the TSGNA By- Laws which pertains to the Medical Advisor should be included.
  - A letter thanking other nominees for their support and willingness to serve and to notify them of who was elected.

12. Keep the Medical Advisor informed regarding the activities of the organization by sending copies of the meeting minutes, *TSGNA Newsletter*, and / or other pertinent information.
13. Develop and / or update a Division Communication List, composed of area hospitals and physicians affiliated with gastroenterology, including nurses and associates employed in these areas. Send a copy of the list to the *Communication Committee Chairperson*. Utilize the list by mailing meeting notices, etc. to these prospective members and by sharing information, questions, etc.
14. Monitor completion of goals.

