

Name:	Member Number:	Available points	Pts earned	Verified
Officer:	President President-elect Secretary Treasurer Immediate past president	3 2 2 2 1		
Committees (Regional)	List committee and role:			
<ul style="list-style-type: none"> • Membership <ul style="list-style-type: none"> ○ Website manager: Meeting invites, newsletter, gatherings ○ Getting new members to join and mentor them to obtain points ○ Election of officers, keeper of flag (s) ○ Points manager • Education/ Fall Conference <ul style="list-style-type: none"> ○ Chair: advertise (web/email/snail), online & onsite reg, CE cert, eval ○ Speaker liaison: bio, objectives, ppt, intro at conf ○ CE app: oversee spkr liaisons, CE credit (abcgn, cbspd) and follow up paperwork ○ Facility liaison: secure space, plan food, AV equipment, contracts ○ Vendor liaison: secure vendors, manage space, payments to treasurer ○ Activities: door prizes, timer, setup/cleanup, packets, office supplies • Bylaws: review and update, submit changes to national SGNA • Legislative Liaison: attend legislative act (DDW, sessions where GI legislation is being debated), declaration for colon ca awareness month in March 	Chair 3 Co-Chair 2 Member 2			
National SGNA	Officer/ committee member	4		
Education: Documentation required (proof of completion, CE certificate, copy of certification)	GI Certification 1 st year Maintenance College Credit Chesapeake Tristate or GI CE All other Seminars/CE	5 1 1 pt/credit hour 4 CE's = 1 pt 8 CE's = 1 pt		
Meeting attendance: Must attend at least 2 meetings (verified by sec./points mgr) January, April, June, September, November	CTSGNA (1pt/meeting) Perfect attendance	1 2		
Presentation, Teaching/lecture (conference, unit, community) Proof required-copy of program, thank you letter, etc.	GI related: Regional/ Ntl level Non-GI related/unit level	5 2		
Display/Poster presentation/ Activity Community health fairs, GI luncheon w/education CE, writing article, research project (<i>Proof can be newspaper article, picture of poster/display, thank you letter</i>)	Describe activity	2		
Total points obtained (14 needed to qualify) _____				

Return this form and documentation to the current membership chair no later than December 1st
Connie Collins Fax # 410-629-6850 or email to ccollins@atlanticgeneral.org