

## Officers

### A) Chair and Vice Chair

A vice chair will be elected every two years by direct vote of all members of the section. The winner of the election (elected by a plurality of those section members voting) will serve as vice chair for two years with their term beginning at the close of Digestive Disease Week (DDW) in the year of the election. After two years, the vice chair will become chair of the section at the close of DDW, at which point a newly elected vice chair takes office. After the chair has completed his or her 2-year tenure, the chair then assumes a non-elected position as chair of the nominating committee.

#### ***Chair vs Vice Chair Roles:***

The chair and vice chair are responsible for all decisions relating to the section. The division of work between the chair and the vice chair of a certain section is subjective to the participants. However, AGA Council staff recommends a 50/50 division of responsibilities. Many of the sections are split between basic and clinical representatives with one chair representing basic and the other clinical. Hence, section leaders must ensure that their work is complementary and works to represent this split. Section leaders have the following responsibilities:

1. Represent the section at AGA Institute Council meetings
2. Develop the section's program for DDW:
  - a. Choose topics, speakers, and moderators for non-abstract driven sessions such as clinical or research symposia and state-of-the-art lectures,
  - b. Choose abstract review committees
  - c. Oversee the abstract review process
  - d. Develop abstract-driven oral sessions (choose and order abstracts, select moderators), such as research or topic fora
  - e. Review abstracts from outside their section to identify abstracts that may complement their section's submissions, and communicate with other section chairs/vice chairs to develop thematic topic fora that include 24 abstracts from each of two or three sections
  - f. Select abstracts for poster presentation at DDW and group accepted posters by theme or topic
3. Review and update the section's descriptors
4. Set the agenda and preside over the annual business meeting of the section; if scheduled
5. Select section members to serve as councillors for the section as necessary (e.g., associate chairs for overseeing abstract review, assisting in development of the section's DDW program).
6. Field press inquiries directed to the AGA regarding subjects within the section
7. Periodically develop proposals for educational programs separate from DDW
8. Provide input and recommendations and/or select section members to provide input and recommendations to the AGA Institute Council Chair or governing board as requested.

## **Committees**

### **i. Nominating Committee**

The nominating committee is composed of 4-5 members per section. The committee works during their section's election year to determine the final slate of candidates up for elections.

Nominating committee members are elected every two years. This election is held in concert with the election of the section vice chair. Thus, when determining the final slate of candidates, nominating committee members will pick from nominees for both section vice chair and from nominees for the next nominating committee of their respective sections.

The chair of the nominating committee will be a non-elected position, held by the immediate past chair of the section. The committee will meet by teleconference, or other electronic means, to choose candidates for vice chair and for the nominating committee. Candidates are chosen as follows:

- Two to four candidates will be chosen for the vice chair election.
- The number of candidates for the nominating committee must exceed the number of nominating committee positions by at least one person.

The chair of the nominating committee will communicate with all nominees to determine their willingness to serve.

Neither the current chair nor current vice-chair of a section shall be a member of the nominating committee. However, they may join any meetings held by the Nominating Committee to provide information and assistance. The nominating committee must provide the final slate of candidates to AGA Council staff by January 31<sup>st</sup> in the year the section's election is scheduled.

The winners of the election for Nominating Committee will be the candidates with the highest vote totals, that is, a majority will not be required for election. If a tie occurs between two candidates for an office, a vote of the nominating committee will determine which of these two candidates will be the winner of the election.