

BOARD OF DIRECTORS

BOARD PURPOSE

The BoD is to function in a unified, democratic manner, giving due consideration to any and all issues brought before it by any member of the organization.

BOARD COMPOSITION

The BoD shall consist of seven (7) members including:

- Chair of the BoD (immediate Past-President)
- President
- President-Elect
- Secretary/Treasurer
- Directors at Large (three)

Should a vacancy occur, the unexpired term shall be filled by Board appointment and agreed upon by the remaining Board members.

BOARD RESPONSIBILITIES

The BoD is elected by the membership and is responsible to the membership. Members of the BoD are expected to fulfill their term of service. If a member is unable to fulfill their term of service, they would not be eligible for re-election or re-appointment for a period of one year. The BoD manages the business of the Association including:

1. attend and actively participate in all BoD business
2. become familiar with the AEIRS Bylaws, Policy and Procedure Manual and Finance Policy Manual
3. establish Strategic Plan and implement initiatives
4. manage financial affairs and approve the annual budget
5. provide input for staff annual performance reviews during the fall Board Meeting; staff annual performance reviews shall be conducted by the Executive Board at the time of the Mid-year Board meeting
6. act on committee recommendations
7. select and appoint sponsorships for AEIRS representatives to participate in national professional activities on behalf of the Association
8. enact resolutions and Bylaws
9. accept grants, gifts, and bequests

10. create and confer special awards
11. conduct annual review and updates to the Finance Policy Manual and the Policy and Procedure Manual
12. review annual progress of the Strategic Plan goals and initiatives and revise the Strategic Plan every five years
13. determine appropriate representation to invited meetings and Liaison organizations
14. maintain social networking site(s) for Association communications
15. serve as Board Advocate to committees and task forces, or as appointees as assigned by the President
 - a. provide guidance to committee Chairs regarding charges and responsibilities
 - b. communicate with Chair on progress of committees

Specific Annual Meeting duties:

1. assist the Event Coordinator in negotiating Annual Meeting RFPs and conducting site visits and venue selection
2. approve insurance requirements for Annual Meeting
3. conduct the Annual Business Meeting

BOARD CONDUCT

1. Any Board member may be terminated for dereliction of duty or conduct detrimental to the Association of Educators in Imaging and Radiologic Sciences, Inc. Sufficient cause for such termination shall be a violation of the AEIRS Bylaws or national/international professional ethics standards, or any other conduct prejudicial to the interests of AEIRS.
 - a. If the BoD deems the charges to be sufficient, the person charged shall be advised in writing of the charges.
 - b. A statement of the charges shall be sent by certified or registered mail to the last recorded address of the member at least twenty (20) days before final action is taken.
 - c. The statement shall be accompanied by a notice of the time and place of the meeting of the BoD at which the charges shall be considered.
 - d. The member shall have the opportunity to present any defense to such charges before action is taken.
 - e. Termination shall be by majority vote of the remaining Board members.

2. A BoD member failing to attend two scheduled meetings within a year may be removed from office by a majority vote of the BoD. The vacancy created will be filled by appointment and approved by the majority of the remaining BoD members.
3. Failure of any BoD member to maintain active membership status in the Association automatically constitutes removal from the BoD.
4. It is the responsibility of the BoD members to keep the membership informed of actions taken as well as decisions made by the BoD through presentations by the Chairman of the Board and President at the Annual Meeting, the President's Message in each issue of the *Spectrum*, and through distribution of a Mid-year report from the President to the membership.
5. Board Members are not eligible to present platform or poster presentations at AEIRS CE conferences or workshops, with the exception of AEIRS open forums and committee/Liaison sponsored presentations. Board members are also not eligible to receive AEIRS grants and scholarships.

EXECUTIVE COMMITTEE

The Executive Committee, consisting of the President, President-Elect, and Chair of the Board, may address pressing issues that substantially affect the Association, such as an emerging crisis. The Executive Committee has the power to act on behalf of the full BoD. Actions are reported to the BoD via email as soon as possible.

PROCEDURES FOR BOARD MEETINGS

1. BoD meetings will be conducted under the revised Robert's Rules of Order
2. BoD functions under majority rule
3. BoD may employ such personnel as may be necessary to conduct the business of the Association
4. Secretary/Treasurer shall attend and record the proceedings of all Board meetings
5. attendance of a majority of the BoD constitutes a quorum
6. Executive session means any meeting of a deliberate assembly, or a portion of a meeting, at which the proceedings are confidential. A motion to go into Executive session must be adopted by a Board vote. Only special invitees as the BoD may deem necessary, are allowed to remain in the meeting room. Proceedings are not recorded in the meeting minutes. Only motions are recorded as an outcome of the Executive session.

OFFICERS & DIRECTORS

CHAIR OF THE BOARD

The Chair of the Board (CoB) will:

1. orient new Board members
2. call and preside at all Board meetings
 - a. develop an agenda for each Board meeting
 - b. notify the BoD members at least 30 days in advance of all Board meetings
 - c. select the site and date for the Mid-year Board meeting at the Annual Meeting
 - d. select the site and date for the Strategic Planning Meeting every 5 years in combination with Mid-year Board meeting (2029, 2034, etc.)
3. install officers at the Annual Business Meeting
4. present the President's plaque to the outgoing President at the Annual Business Meeting
5. coordinate annual performance reviews for staff positions
 - a. email performance review template to BoD to provide feedback for each staff member's performance
 - b. create finalized performance review document for each staff member and share with Executive Committee
 - c. meet with each staff member and conduct performance review immediately prior to the Mid-year Board meeting in conjunction with the Executive Committee
 - d. email all countersigned annual performance review documents to the Operations Manager for filing

***Outgoing Chair of the BoD may serve as the Nominations Committee Chair for the following year**

PRESIDENT

The office of President carries with it the responsibility of upholding the Bylaws and policies of the Association as outlined. The President will:

1. appoint all appointees, committees, ERB Chair and serve as an ex-officio member of all committees except the Nominating Committee and Fellows Committee (unless a Fellow)
2. uphold all policies and Bylaws of the Association, carry out the wishes of the membership, instill confidence and respect for the processes of the Association, afford every member equal right to pursue any issue and present these views to the membership
3. answer all correspondence promptly
4. conduct the Annual Business Meeting
5. email thank you letters to committee members
6. appoint a Parliamentarian and Sergeant-at-Arms for the Annual Business Meeting.
7. communicate with JRCERT office requesting sponsorship for the Honors lecture following the post Annual BoD meeting
8. prepare a President's message for the Newsletter and send to the Newsletter Executive Editor by September 15th and March 15th
9. prepare a Mid-year report for all members to be communicated via email and send to Technical Support Specialist for posting to the website, and prepare an annual report to be communicated at the Annual Business Meeting and send to Technical Support Specialist for posting on the website
10. notify Honors Lecturer within 30 days of the post-Annual Board meeting
11. develop an agenda for the Annual Business Meeting and email to the Operations Manager by June 1st
12. in conjunction with the Operations Manager, send all appointees, Liaisons, committee Chairs and members, letters of agreement, charges, and Committee, Appointees, and Liaison's list.
13. present gift of appreciation to outgoing CoB at Annual Business Meeting
14. appoint an Annual Business Meeting Minutes Committee to review and approve the Business Meeting minutes within 60 days, in accordance with revised Robert's Rules of Order. The Annual Business Meeting Minutes Committee shall be comprised of the President-Elect, 3rd year Director at Large, Parliamentarian, and one Sergeant-at-Arms

15. serve as the official contact for all communications between AEIRS and ASRT
16. be available to give greetings on behalf of AEIRS at official ASRT meetings when in attendance
17. serve as an intermediary between AEIRS and ASRT to recruit new members and develop collaborative initiatives that benefit the membership of AEIRS
18. keep the BoD informed of all activities and communications through consultation and correspondence, and report at the BoD meetings
19. submit all budget requests to the BoD for approval
20. meet with each staff member and conduct performance review immediately prior to the Mid-year Board meeting in conjunction with the Executive Committee
21. facilitate and moderate the AEIRS Annual Meeting Open Forum as requested
22. serve as advocate to the Research Committee
23. verify election results in conjunction with Operations Manager
24. Oversee social media posts from appointee in conjunction with Technical Support Specialist

PRESIDENT-ELECT

The President-Elect assumes the office of President at the Annual Business Meeting, one-year post-election. The President-Elect will use this year in office as a period of self-education in all matters relating to the Association.

The President-Elect will:

1. perform all the duties of the President in the case of absence or inability to act
2. attend all Board meetings of the Association
3. acquire a thorough knowledge of the policies and procedures of the Association
4. revise committee charges to meet Strategic Plan initiatives
5. solicit and confirm by email all committee Chairs and members and appointee's positions by May 1st
6. notify members that were not appointed to committees by email
7. prepare the Committee and Appointees list and present for Board approval at the pre-annual Board Meeting
8. coordinate and conduct the Leadership Luncheon at the Annual Meeting, including inviting all Chairs, vice-Chairs, appointees, Liaisons, JRCERT, ARRT, and ASRT by May 1st
9. send Leadership Luncheon attendance numbers to the Annual Meeting Chair two weeks prior to the Annual Meeting
10. serve as the advocate to the Executive Editors of the Newsletter and Journal, and the ERB
11. In conjunction with the Operations Manager, send a letter of appreciation to the ERB Chair, Journal Executive Editor, *Spectrum* Executive Editor, and Managing Editor, acknowledging their efforts
12. serve as Chair of the Annual Business Meeting Minutes Committee
13. meet with each staff member and conduct a performance review immediately prior to the Mid-year Board meeting in conjunction with the Executive Committee

SECRETARY/TREASURER

Immediately upon assuming office will:

1. prepare to record the minutes of the post-annual Board meeting
2. meet with the outgoing Secretary/Treasurer to obtain all necessary instructions, electronic files, etc.

Throughout the year, will:

1. prepare minutes of the Annual Business Meeting and email to the Annual Meeting Minutes Committee within 15 days of the close of the meeting
2. prepare and distribute minutes of all meetings of the BoD
3. record motions and important decisions acted upon via e-mail for distribution at the pre-annual and Mid-year Board meeting
4. necessary corrections shall be made to all Board meeting minutes and resubmitted to the BoD no later than one month following the meeting. Once the minutes have been approved, they shall be forwarded to the Operations Manager for the permanent file
5. in conjunction with the Operations Manager, complete necessary tax forms and provide audits as requested
6. in conjunction with the Operations Manager, present the financial report at Board meetings
7. in conjunction with the Operations Manager, assure financial integrity and stability via the Reconciliation Checklist
8. annually record revisions of the Policy and Procedure Manual, Finance Policy Manual and Strategic Plan, and distribute to Board members for approval.
9. Serve as advocate to the Scholarship Committee

During the Annual Meeting will:

1. present financial reports to membership at the Annual Business Meeting and as requested
2. be prepared to turn over all correspondence and other records to successor

* The outgoing Secretary/Treasurer is responsible for the pre-annual Board Meeting minutes and Annual Business Meeting minutes. The incoming Secretary/Treasurer is responsible for the post-annual Board Meeting minutes.

DIRECTORS-AT-LARGE

The Director-at-Large (1st year) will:

1. review and revise submission guidelines for poster presentations and submit to Board and Operations Manager and *Spectrum* Editor by September 15th
2. send a call for posters to all AEIRS members on August 1st with an application deadline of no later than January 1st, 12:59 PM EST so applications can be reviewed at the Mid- year Board Meeting in January
3. notify poster applicants of acceptance of proposals to present, notify poster applicants if their submission has not been accepted (Jan/Feb)
4. Serve as Board Advocate for the Education Committee
5. Assist with planning and implementation of virtual meetings and webinars in conjunction with the Event Coordinator and Education Committee

The Director-at-Large (2nd year) will:

1. serve as Annual Meeting Vice-Chair
 - a. assist Event Coordinator, Newsletter Executive Editor and Technical Support Specialist in collecting of information pertinent to Annual Meeting publicity by September 15th
 - b. coordinate silent auction
2. coordinate the Honors Ceremony and lecture in conjunction with Fellows Committee Chair which includes the following awards: Life Member, Honorary Member, Honors Lecturer and new Fellows

In conjunction with the Technical Support Specialist, solicit names of suitable Honors lecture candidates for the following year from the AEIRS membership by April 1st. The recipient should be an individual nationally recognized as having made significant contributions to the field of education in the Imaging & Radiologic Sciences

- a. submit the slate of candidates to the BoD for the post-annual Board meeting; the BoD will vote on all candidates and choose the individual to present the lecture at the next Annual Meeting
- b. ensure that the President notifies the chosen recipient in writing within 30 days following the post-annual Board meeting
- c. create the program for the Honors Ceremony
 - i. contact the Honors Lecturer to obtain a photograph and biography by March 15th
 - ii. contact the Fellows Committee Chair to obtain photographs and biographies of new Fellows by March 15th
 - iii. contact the Operations Manager to obtain photographs and biographies of new Life and Honorary Members by March 15th
 - iv. email the final Honors program to the Operations Manager on May 15th
3. Serve as Board Advocate for the Membership Committee

The Director-at-Large (3rd year) will:

1. serve as Board Advocate for the Bylaws Committee
2. serve as Annual Meeting Chair
 - a. solicit speakers and topics for program one year prior to the Annual Meeting; send a call for presentations to AEIRS members on October 15th, November 15th and November 30th with an application deadline of December 15th at 11:59pm EST
 - b. serve as primary contact for program faculty/speakers and review speaker introduction packets and CE number
 - c. notify speaker applicants of acceptance of proposals to present, notify applicants if their submission has not been accepted (July/Aug)
 - d. develop and submit a proposed Annual Meeting program and task plan to BoD for approval by October 1st to be presented at the next scheduled Board meeting
 - e. send final Annual Meeting program to AEIRS Event Coordinator for dissemination to meeting attendees (May)
 - f. manage and coordinate all Annual Meeting activities
 - g. procure, coordinate and appropriately orient Annual Meeting volunteers to assist with: serve as room moderators (one for each entry/exit); introduce speakers, assist with Honors lecture and Business Meeting; assist with the registration desk and with other duties, as needed throughout the Annual Meeting (April/May/June)
 - h. purchase gifts and write thank you notes to give to all presenters after each presentation (June/July)
 - i. write thank you notes to give to all conference partners during the Annual Meeting (July)
 - j. determine menu selections and financial projections for menu selections in coordination with the Event Coordinator, within the contracted budget (November/June)

- k. present preliminary reports on status of program at the Mid-Year Board Meeting and pre-Annual Board Meeting
- l. edit scripts for opening ceremonies at the Annual Meeting in conjunction with Chairman of the Board, if needed (April)