

COMMITTEES

Committees are chosen to perform any work in a specific field that may be referred to over a fixed period of time. The committees enable the Association to delegate many tasks that need to be carried out on a regular basis.

COMMITTEE APPOINTMENTS

Chairs and members are appointed annually by the President and approved by the BoD.

The Committee Chair will:

1. communicate with committee members on a regular basis
2. distribute to committee charges
3. direct the activities of the committee toward the achievement of their charges; provide them with suggestions, direction, and assistance in the performance of activities, meet necessary deadlines
4. assign a reasonable time frame for completion of activities
5. identify the need for reporting the committee activities to members on a regular basis
6. provide reports to the BoD related to the committee activities and progress utilizing the appropriate committee/Liaison report form
7. submit two electronic progress reports as requested to the BoD each year. Reports are sent to the Operations Manager and reviewed by the BoD. Reports are presented at the Mid-year Board meeting and Annual Board meetings of the Association. If recommendations are made requiring Board action, the report shall be identified as "Action Required" (AR). If recommendations are not included the report should be identified as "Information Only" (IO) and it will not be discussed at the Board Meetings.
8. provide files to the next committee chairperson.

The Committee Vice-Chair will:

1. assist the chairman in directing the activities of the committee and assign a reasonable time frame for completion
2. preside over the committee activities in the absence of the chair
3. perform all additional duties as assigned

The Committee Member will:

1. perform all duties as assigned by the committee chair.

STANDING COMMITTEES

Advocacy Committee will:

1. investigate the feasibility of and development of National Practice Standards for Educators
2. investigate the feasibility of and development of a national certification examination for Medical Imaging and Radiologic Science Educators
3. provide updates to the curriculum page of the website
4. keep the AEIRS BoD informed of Advocacy activities through consultation and correspondence, electronic reports at the Mid-year, pre- and post-Annual Board meetings

Annual Business Meeting Minutes Committee will:

1. be comprised of the Parliamentarian, one of the Sergeant-at-Arms, 3rd year Director-at-Large, and incoming President-Elect
2. review and revise draft Business Meeting minutes
3. approve final Business Meeting minutes within 60 days of the Annual Meeting and distribute to the membership

The Bylaws Committee will:

1. solicit recommendations pertinent to bylaw changes
2. make recommendations to the BoD regarding Bylaw changes to be included in Mid-year report for BoD review at Mid-year meeting
3. notify membership 30 days prior to Annual Meeting of the proposed Bylaws changes
4. present all changes to be voted upon by the membership at the Annual Meeting
5. conduct biennial review of Bylaws in the third quarter of odd numbered years
6. perform additional duties as assigned.

The Education Committee will:

1. provide updates to the curriculum page of the website
2. collaborate with Board and Event Coordinator to create and offer workshop in
3. secure speakers and notify applicants of acceptance and non-acceptance for virtual meetings and webinars
4. coordinate virtual meeting/webinar presentations, descriptions, and conference program
5. serve as primary contact for virtual meeting/webinar faculty, create speaker introductions

6. assist Event Coordinator at virtual meetings
7. perform additional duties as assigned

The Fellows Committee will:

1. encourage members to review the Fellow application to determine whether they meet the established criteria in each category to qualify for Fellow status
2. evaluate applications for Fellow status using the evaluation point scale and form
3. notify the AEIRS president of applicants meeting the criteria for elevation to Fellow status
4. notify applicants of the committee's decision
5. plan the Fellow ceremony for the Annual Meeting
6. review the Fellow document and suggest changes when necessary
7. respond to any inquiries from Fellow applicants in a timely manner
8. perform additional duties as assigned.

The Membership Committee will:

1. work in conjunction with the Annual Meeting Chair & Event Coordinator to plan and manage off-site social events at the Annual Meeting (if applicable)
2. develop formal and informal (unfunded) networking opportunities at educational meetings
3. serve as hosts to welcome new members during the Annual Meeting Welcome reception
4. encourage committee members to attend local and state meetings as AEIRS greeters
5. recruit new members so as to help the Association increase membership
6. assist the BoD in implementing a comprehensive Communication Plan
7. perform additional duties as assigned

The Nominating Committee will:

1. work with Technical Support Specialist to send an email call for nominations to all members and request recommendations. Names will be accepted between October and January prior to the Annual Meeting
2. send names of all qualified candidates to the CoB and Operations Manager within 48 hours of application deadline

3. perform additional duties as assigned

* Members of the Nominating committee who are nominated for office must resign from the committee

The Research Committee will:

1. work with Technical Support Specialist to send an email call for Research Grant applications and assist in identifying applicants
2. annually review all research grant application materials for the AEIRS research grant and make changes as necessary to ensure the clarity of the requirements
3. annually review the form used to evaluate applications for the AEIRS research grant to ensure the objectivity of the reviewers
4. review applications submitted for the AEIRS research grant in March and forward the committee's recommendation(s) to the BoD
5. serve as mentors to AEIRS members who need guidance with grant applications
6. assist the Event Coordinator with educational activities related to research and writing, as directed by the President
7. perform all additional duties as assigned

* Chair and Vice-Chair are ineligible to apply for the Research Grant

The Scholarship Committee will:

1. work with Technical Support Specialist to send an email call for Scholarship applications and assist in identifying applicants
2. annually review all scholarship application materials and make changes as necessary to ensure the clarity of the requirements
3. annually review forms used to evaluate all applications to ensure the objectivity of the reviewers
4. review applications submitted for AEIRS scholarships in May and forward committee's recommendations to the BoD
5. perform additional duties as assigned

*The Chair and Vice-Chair of the Scholarship Committee are ineligible to apply for an AEIRS scholarship

AD-HOC COMMITTEES

Special committees or task forces may be established to perform specific tasks and will cease to exist when the final report is submitted.

1. Annual Meeting Committee may be established each year by the Annual Meeting Chair
2. Advocacy Committee may be established each year by the Board of Directors
 - a. For the 2019-2024 strategic initiatives, the committee will assist the BoD in
 - i. investigating the feasibility of and development of National Practice Standards for educators
 - ii. investigating the feasibility of and development of a national certification examination for Medical Imaging and Radiologic Science Educators

APPOINTMENTS and LIAISONS

Members are appointed annually, unless stated otherwise in this manual, by the President and approved by the BoD.

The Liaison and Appointee will:

1. provide reports to the BoD related to activities and progress utilizing the appropriate committee/liaison report form
2. submit two electronic progress reports as requested to the BoD each year. Reports are sent to the executive office and reviewed by the BoD. Reports are presented at the Mid-year BoD meeting and pre- and post-Annual Board meetings of the Association
3. provide files to the next Liaison or Appointee
4. notify the AEIRS President if they will or will not be attending the respective professional organization meeting at least 60 days in advance of the meeting. If the liaison is unable to attend, the President may elect to send an AEIRS representative in their place.

* Members serving as a liaison or appointee are not reimbursed for expenses related to AEIRS activities.

AMERICAN ASSOCIATION OF MEDICAL DOSIMETRISTS (AAMD)

Appointment shall be made and approved by the AEIRS BoD.

CRITERIA FOR APPOINTMENT:

1. must demonstrate familiarity with the structure and function of AAMD
2. must be an active member of AEIRS
3. must be an active member of AAMD
4. to maintain communication and collaboration with Association

RESPONSIBILITIES OF THE APPOINTEE TO AEIRS:

1. be available to give greetings on behalf of AEIRS at official AAMD conferences when in attendance
2. serve as an intermediary between AEIRS and AAMD to recruit new members and develop collaborative initiatives that benefit the membership of AEIRS
3. keep the AEIRS BoD informed of the AAMD activities through consultation and correspondence, electronic reports for the Mid-year and pre- and post-Annual Board meetings
4. coordinate conjoint projects approved by the BoD
5. review AEIRS policy and position statements

RESPONSIBILITIES OF THE AEIRS TO THE APPOINTEE:

1. inform the appointee of responsibilities of the appointment
2. provide the appointee with AEIRS opinion or philosophy on items of concern
3. provide the appointee with current policy and position statements
4. provide the appointee with appropriate documents as needed

ASSOCIATION OF AMERICAN PHYSICISTS IN MEDICINE (AAPM)

Appointment shall be made and approved by the AEIRS BoD.

CRITERIA FOR APPOINTMENT:

1. must demonstrate familiarity with the structure and function of the AAPM
2. must be an active member of AEIRS
3. to maintain communication and collaboration with Association

RESPONSIBILITIES OF THE APPOINTEE TO THE AEIRS:

1. be available to give greetings on behalf of AEIRS at official AAPM meetings when in attendance
2. keep the AEIRS BoD informed of AAPM activities through consultation and correspondence, electronic reports at the Mid-year, pre- and post-Annual Board meetings
3. initiate the inclusion of AAPM radiation safety and quality educational materials in AEIRS publications, on the web, and on social networking sites
4. review AEIRS policy and position statements

RESPONSIBILITIES OF THE AEIRS TO THE APPOINTEE:

1. retain status as a supporting organization of AAPM
2. inform the appointee of responsibilities of the appointment
3. provide the appointee with AEIRS opinion or philosophy on items of concern
4. provide the appointee with current policy and position
5. provide the appointee with appropriate documents as needed

AMERICAN ASSOCIATION OF PHYSICISTS IN MEDICINE (AAPM) CARES

ASSOCIATION FOR MEDICAL IMAGING MANAGEMENT (AHRA)

Appointment shall be made and approved by the AEIRS BoD.

CRITERIA FOR APPOINTMENT:

1. must demonstrate familiarity with the structure and function of the AHRA
2. must be an active member of AEIRS
3. Must be an active member of AHRA
4. to maintain communication and collaboration with Association

RESPONSIBILITIES OF THE APPOINTEE TO AEIRS:

1. be available to give greetings on behalf of AEIRS at official AHRA meetings when in attendance
2. serve as an intermediary between AEIRS and AHRA to recruit new members and develop collaborative initiatives that benefit the membership of AEIRS
3. keep the AEIRS BoD informed of the AHRA activities through consultation and correspondence, electronic reports at the Mid-year, pre- and post-Annual Board meetings
4. review AEIRS policy and position statements

RESPONSIBILITIES OF THE AEIRS TO THE APPOINTEE:

1. inform the appointee of responsibilities of the appointment
2. provide appointee with AEIRS opinion or philosophy on items of concern
3. obtain AEIRS position on items as requested by appointee
4. provide appointee with current policy and position statements
5. provide appointee with appropriate documents as needed

AMERICAN SOCIETY (TARGETING CANCER CARE) FOR RADIATION ONCOLOGY
(ASTRO)

Appointment shall be made and approved by the AEIRS BoD.

CRITERIA FOR APPOINTMENT:

1. must demonstrate familiarity with the structure and function of ASTRO
2. must be an active member of AEIRS
3. should be an active member of ASTRO
4. must have teaching and/or clinical experience in an accredited Radiation Oncology programs is desirable
5. must be currently certified in Radiation Therapy by the ARRT
6. to maintain communication and collaboration with Association

RESPONSIBILITIES OF THE APPOINTEE TO AEIRS:

1. be available to give greetings on behalf of AEIRS at official ASTRO conferences when in attendance
2. serve as an intermediary between AEIRS and ASTRO to recruit new members and develop collaborative initiatives that benefit the membership of AEIRS
3. keep the AEIRS BoD informed of the ASTRO activities through consultation and correspondence, electronic reports at the Mid-year, pre- and post-Annual Board meetings
4. coordinate conjoint projects approved by the BoD
5. review AEIRS policy and position statements

RESPONSIBILITIES OF THE AEIRS TO THE APPOINTEE:

1. inform the appointee of responsibilities of the appointment
2. provide the appointee with AEIRS opinion or philosophy on items of concern
3. provide the appointee with current policy and position statements
4. provide the appointee with appropriate documents as needed

INTERNATIONAL SOCIETY OF RADIOGRAPHERS & RADIOLOGICAL TECHNOLOGISTS
(ISRRT)

Appointment shall be made and approved by the AEIRS BoD.

CRITERIA FOR APPOINTMENT:

1. must demonstrate familiarity with the structure and function of the ISRRT
2. must be an active member of AEIRS
3. must be an active member of ISRRT
4. to maintain communication and collaboration with Association

RESPONSIBILITIES OF THE APPOINTEE TO AEIRS:

1. be available to give greetings on behalf of AEIRS at official ISRRT meetings when in attendance
2. serve as an intermediary between AEIRS and ISRRT to recruit new members and develop collaborative initiatives that benefit the membership of AEIRS
3. keep the BoD informed of the ISRRT activities through consultation and correspondence, electronic reports at the Mid-year, pre- and post -Annual Board meetings
4. review AEIRS policy and position statements

RESPONSIBILITIES OF THE AEIRS TO THE APPOINTEE:

1. inform the appointee of responsibilities of the appointment
2. provide appointee with AEIRS opinion or philosophy on items of concern
3. obtain AEIRS position on items as requested by appointee
4. provide appointee with current policy and position statements
5. provide appointee with appropriate documents as needed

NUCLEAR MEDICINE TECHNOLOGY CERTIFICATION BOARD (NMTCB)

Appointment shall be made and approved by the AEIRS BoD.

CRITERIA FOR APPOINTMENT:

1. must demonstrate familiarity with the structure and function of the NMTCB
2. must be an active member of AEIRS
3. to maintain communication and collaboration with Association

RESPONSIBILITIES OF THE APPOINTEE TO THE AEIRS:

1. be available to give greetings on behalf of AEIRS at official NMTCB meetings when in attendance
2. serve as an intermediary between AEIRS and NMTCB to recruit new members and develop collaborative initiatives that benefit the membership of AEIRS
3. keep the AEIRS BoD informed of the NMTCB activities through consultation and correspondence, electronic reports at the Mid-year, pre- and post -Annual Board meetings
4. review AEIRS policy and position statements

RESPONSIBILITIES OF THE AEIRS TO THE APPOINTEE:

1. inform the appointee of responsibilities of the appointment
2. provide the appointee with AEIRS opinion or philosophy on items of concern
3. provide the appointee with current policy and position
4. Provide the appointee with appropriate documents as needed

SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHERS (SDMS)

Appointment shall be made and approved by the AEIRS BoD.

CRITERIA FOR APPOINTMENT:

1. must demonstrate familiarity with the structure and function of SDMS
2. must be an active member of AEIRS
3. must be an active member of SDMS
4. must be credentialed by the American Registry for Diagnostic Medical Sonography (ARDMS) or the American Registry for Radiologic Technologist with the sonography specialty credential R.T.(S)(ARRT) or equivalent
5. must have teaching and clinical experience in an educational program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
6. to maintain communication and collaboration with Association

RESPONSIBILITIES OF THE APPOINTEE TO AEIRS:

1. be available to give greetings on behalf of AEIRS at official SDMS conferences when in attendance
2. serve as an intermediary between AEIRS and SDMS to recruit new members and develop collaborative initiatives that benefit the membership of AEIRS
3. keep the AEIRS BoD informed of the SDMS activities through consultation and correspondence, electronic reports for the Mid-year and pre- and post-Annual Board meetings
4. coordinate conjoint projects approved by the BoD
5. review AEIRS policy and position statements

RESPONSIBILITIES OF THE AEIRS TO THE APPOINTEE:

1. inform the appointee of responsibilities of the appointment
2. provide the appointee with AEIRS opinion or philosophy on items of concern
3. provide the appointee with current policy and position statements
4. provide the appointee with appropriate documents as needed

SOCIETY FOR MAGNETIC RESONANCE TECHNOLOGISTS (SMRT)

Appointment shall be made and approved by the AEIRS BoD.

CRITERIA FOR APPOINTMENT:

1. must demonstrate familiarity with the structure and function of SMRT
2. must be an active member of AEIRS
3. should be an active member of SMRT
4. teaching and clinical experience in MRI programs is desirable
5. to maintain communication and collaboration with Association

RESPONSIBILITIES OF THE APPOINTEE TO AEIRS:

1. be available to give greetings on behalf of AEIRS at official SMRT conferences when in attendance
2. serve as an intermediary between AEIRS and SMRT to recruit new members and develop collaborative initiatives that benefit the membership of AEIRS
3. keep the AEIRS BoD informed of the SMRT activities through consultation and correspondence, electronic reports at the Mid-year, pre- and post-Annual Board meetings
4. coordinate conjoint projects approved by the BoD
5. review AEIRS policy and position statements

RESPONSIBILITIES OF THE AEIRS TO THE APPOINTEE:

1. inform the appointee of responsibilities of the appointment
2. provide the appointee with AEIRS opinion or philosophy on items of concern
3. provide the appointee with current policy and position statements
4. provide the appointee with appropriate documents as needed

SOCIETY OF NUCLEAR MEDICINE & MOLECULAR IMAGING - TECHNOLOGIST SECTION
(SNMMI-TS)

Appointment shall be made by the SNMMI-TS Education Committee Chairperson and approved by the AEIRS BoD.

CRITERIA FOR APPOINTMENT:

1. must demonstrate familiarity with the structure and function of the SNMMI-TS
2. must be an active member of AEIRS
3. must be an active member of SNMMI-TS
4. must be currently certified in nuclear medicine technology by the ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) or equivalent
5. must have teaching and clinical experience in an accredited nuclear medicine technology program
6. to maintain communication and collaboration with Association

RESPONSIBILITIES OF THE APPOINTEE TO THE AEIRS:

1. be available to give greetings on behalf of AEIRS at official SNMMI-TS meetings when in attendance
2. serve as an intermediary between AEIRS and SNMMI-TS to recruit new members and develop collaborative initiatives that benefit the membership of AEIRS
3. keep the AEIRS BoD informed of the SNMMI-TS activities through consultation and correspondence, electronic reports at the Mid-year, pre- and post-Annual Board meetings
4. coordinate conjoint projects approved by the BoD, especially any "Faculty Excellence Seminars" and/or other conferences sponsored by both organizations
5. review AEIRS policy and position statements

RESPONSIBILITIES OF THE AEIRS TO THE APPOINTEE:

1. inform the appointee of responsibilities of the appointment
2. provide the appointee with AEIRS opinion or philosophy on items of concern
3. provide the appointee with current policy and position
4. provide the appointee with appropriate documents as needed