

PRESIDENT-ELECT reviewed 1/2019

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 chair and members, appointees, and liaison positions by May 1st
6. notify members that were not appointed to committees by email
7. prepare the Committee, Appointees, and Liaisons 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 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 chairman of the Annual Business Meeting Minutes Committee
13. meet with each staff member and conduct performance review immediately prior to the mid-year Board meeting in conjunction with the Executive Committee

SECRETARY/TREASURER reviewed 1/2019

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 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 reviewed 1/2019

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 1st
2. send a call for posters to all AEIRS members on September 15th with an application deadline of no later than December 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 regional meetings and webinars in conjunction with the Event Planner and Education Committee

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

1. serve as Annual Meeting Vice Chair
 - a. serve as the Chair on the Annual Business Meeting Minutes Committee
 - b. assist Event Planner, Newsletter Executive Editor and Webmaster in proper publishing of information pertinent to Annual Meeting publicity by November 1st
 - c. coordinate silent auction
 - d. designate a photographer to obtain the following required photos: Honors/business luncheon honorees and attendees, board members, Annual Meeting Chair, Vice Chair, Annual Meeting Ad hoc Committee, Event Planner, Operations Manager, Life Members in attendance, new Life Members, Fellows in attendance, new Fellows, past Honors lecturers, Honorary Members in attendance, current Honors Lecturer, all receptions, each speaker and poster presenter; the photographer shall receive compensatory meeting registration
 - e. send a call for presentations to all AEIRS members on March 15th prior to the preceding Annual Meeting with an application deadline of June 6th 12:59 PM EST prior to the preceding Annual Meeting
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
 - a. in conjunction with the Operations Manager, solicit names of suitable Honors Lecture candidates, for the following year, from the AEIRS membership by April 1st
 - b. the recipient should be an individual nationally recognized as having made significant contributions to the field of education in the Imaging & Radiologic

Sciences

- c. 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
- d. ensure that the President notifies the chosen recipient in writing within 30 days following the post-annual Board meeting
- e. create the printed 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 a photographs and biographies of new Fellows by March 15th
 - iii. contact the Operations Manager to obtain a photographs and biographies of new Life and Honorary members by March 15th
 - iv. email the final honors program to the Operations Manager on March 15th printing by 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
 - b. serve as primary contact for program faculty/speakers create speaker introduction packets to include speaker introductions and CE number for distribution at the conclusion of the session (May)
 - 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 fall Board meeting
 - i. send final Annual Meeting Program to AEIRS Operations Manager to print for meeting attendees (May)
 - e. manage and coordinate all Annual Meeting activities
 - f. procure, coordinate and appropriately orient an ad hoc Annual Meeting Committee to assist with: registration materials 1 day prior to the meeting (3-4 individuals); serve as room moderators (1 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)
- g. purchase gifts and write thank you notes to give to all presenters after each presentation (June/July)
 - h. write thank you notes to give to all conference partners during the Annual Meeting (July)
 - i. determine menu selections in coordination with the Event Planner, within the contracted budget
 - j. present preliminary reports on status of program at the Annual Business Meeting and post Board meeting
 - k. edit scripts for opening ceremonies at the Annual Meeting in conjunction with Chairman of the Board, if needed (April)
3. In conjunction with the Event Planner, conduct a site visit(s) for Annual Meeting venues (Aug/Sep)

CHAIR OF THE BOD reviewed 1/2019

The Chair of the BOD will:

1. orient new board members at the post-annual Board meeting
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 (2024, 2029, etc.)
3. install officers at the Annual Business Meeting
4. Present the President's plaque to the outgoing President at the Annual Business
5. Serve as Board advocate for the Advocacy Committee
6. Coordinate annual performance reviews for staff positions
 - a. email performance review template to BOD to provide feedback for each staff members 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