

I. OFFICER AND DELEGATE JOB DESCRIPTIONS

A. President's Job Description

1. General Description

The office of President carries with it a solemn responsibility to uphold the ASRT bylaws, the ISRT bylaws, and the ISRT special rules and policies. The President must, in good conscience, carry out the wishes of the membership and instill confidence and respect for the democratic process of the Society. The President shall conduct himself in such a manner that will enhance the image of the profession and the Society in the eyes of the membership, as well as our colleagues in the medical profession and general public. The President must rise above petty prejudices and personalities. Putting aside his own views, he must afford every member equal rights to pursue any issue and to present these views to the membership.

All board members, when on official business for the board or the Society, are official spokesmen. The board members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each board member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a board member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Specific Duties of the President

- a. The President shall become familiar with the bylaws of the ASRT, the bylaws, special rules and policy and procedure manual of the ISRT, and Roberts Rules of Order, Newly Revised, prior to being installed.
- b. The President shall preside at all official state meetings of the Society.
- c. The President, along with the Chairman of the Board, shall compile information from materials in committee/taskforce reports and board meeting minutes into the annual report. The President shall present the report at the Annual Conference Business Session.
- d. The President shall appoint all members and chairmen of all committees/taskforces as provided in the bylaws and special rules. A complete list of all committee/taskforce appointments shall be submitted to the board and to the Communications Manager and Webmaster for publication.
- e. The President shall prepare information to give to all committee/taskforce chairmen, executive staff and board members describing their duties, charges and other pertinent information needed to fulfill their commitments to the ISRT. This shall be completed within two weeks of the Annual Conference.
- f. The President shall make recommendations for persons to serve in executive staff positions to be appointed by the board.
- g. The President shall serve as an ex-officio member of all committees/taskforces except the Finance and Nominating Committees. When the President is serving as an ex-officio member, he

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shall have no vote nor be counted in a quorum.

- h. The President shall charge all committees/taskforces. He shall maintain contact with committee/taskforce chairmen to insure that a proper level of performance is maintained. The President may discharge and/or replace committee/taskforce members or chairmen who fail to perform their assigned duties.
- i. The President shall promote participation/leadership in the ISRT by mentoring interested individuals on a one-on-one basis, when possible.
- j. In order to maintain an adequate level of communication, the President should:
 - 1) Write a message for each issue of the JOURNAL and/or newsletter and/or website;
 - 2) Answer all correspondence promptly;
 - 3) Attend Indiana Radiological Society meetings as the ISRT Indiana Radiological Society Liaison.
- k. The President shall serve as Vice Chairman of the Board.
- l. Within five days of receiving election results, the President shall notify all candidates of the results of the election.
- m. The President shall appoint individuals to serve in the following positions during the Annual Meeting:
 - 1) Scientific Essay/Exhibit Competition judges
 - 2) Sergeant-at-Arms
 - 3) Tellers
- n. The President shall maintain communication with educational meeting chairmen and perform all duties related to each specific meeting as outlined in the presidential responsibilities in the educational meeting guideline manual.
- o. The President shall appoint individuals to serve on the selection committee for the Henry Konecny, RT(R) Student Scholarship Competition.
- p. The President shall appoint individuals to serve on the selection committee for the Past Presidents Technologist Scholarship award.
- q. The President shall appoint individuals to serve as judges for other ISRT sponsored competitions as needed.
- r. The President shall serve as a member of the Communications Review Committee.
- s. The President shall serve as a member of the Finance Committee.
- t. The President shall serve as Indiana Radiological Society Liaison.
- u. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee and the Treasurer within 30 days of the actual expense.

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PRESIDENT'S JOB DESCRIPTION

ADOPTED: 1981

AMENDED: 9/82, 3/84, 11/84, 9/86, 9/87, 9/88, 9/91, 9/97, 9/98, 9/99, 7/00, 10/00, 1/01, 7/01, 7/03, 8/03, 9/04, 01/06, 05/06, 9/07, 6/09

B. Vice President's Job Description

1. General Description

The office of Vice President carries with it a solemn responsibility to uphold the ASRT bylaws, the ISRT bylaws, and the ISRT special rules and policies. The Vice President must, in good conscience, carry out the wishes of the membership and instill confidence and respect for the democratic process of the Society. He shall conduct himself in such a manner that will enhance the image of the profession and the Society in the eyes of the membership, as well as our colleagues in the medical profession, and general public. The Vice President must be prepared to assume the duties of the President.

All board members, when on official business for the board or the Society, are official spokesmen. The board members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each board member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a board member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Specific Duties of the Vice President

- a. The Vice President shall become familiar with the bylaws of the ASRT, the bylaws, special rules and policy and procedure manual of the ISRT, and Roberts Rules of Order, Newly Revised.
- b. The Vice President shall promote participation/leadership in the ISRT by mentoring interested individuals on a one-on-one basis, when possible.
- c. The Vice President must be prepared to assume the office of President at any time.
- d. It will be the responsibility of the Vice President to purchase a gift for the retiring Senior Board Member prior to the Annual Conference Business Meeting. Monies for this gift will be allocated in the Board Operating budget.
- e. The Vice President shall be responsible for creating a display for the Annual Conference which will include the following:
 - 1) Committee positions available
 - 2) Volunteer opportunities
 - 3) Special programs offered by the ISRT
 - 4) Upcoming events
 - 5) Contact information for the Board of Directors
 - 6) Any other information the board deems necessary to include
- f. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee and the Treasurer within 30 days of the actual expense.

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VICE PRESIDENT'S JOB DESCRIPTION

ADOPTED: 1981

AMENDED: 9/82, 6/84, 9/86, 9/87, 9/88, 9/89, 9/98, 7/00, 1/01, 7/03, 9/07, 06/09

C. President-Elect's Job Description

1. General Description

The office of President-Elect carries with it a solemn responsibility to uphold the ASRT bylaws, the ISRT bylaws, and the ISRT special rules and policies. He shall conduct himself in such a manner that will enhance the image of the profession and the Society in the eyes of the membership, as well as our colleagues in the medical profession and general public. This year in office is intended to provide an opportunity for self education in all matters relating to the Society in preparation to assume the office of President. He shall maintain close contact with the membership, elected officers and district presidents.

All board members, when on official business for the board or the Society, are official spokesmen. The board members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each board member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a board member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Specific Duties of the President-Elect

- a. The President-Elect shall become familiar with the bylaws of the ASRT, the bylaws, special rules and policy and procedure manual of the ISRT, and Roberts Rules of Order, Newly Revised.
- b. The President-Elect shall evaluate the ISRT Strategic Plan and appoint committees/taskforces to accomplish the goals and objectives outlined in the plan.
- c. The President-Elect shall be prepared to appoint all committee/taskforce chairmen and committee/taskforce members. The President-Elect shall communicate with the Treasurer and Chairman of the Finance Committee as to which committees/taskforces need to be budgeted and monetary requests for any special committee/taskforce charges.
- d. The President-Elect shall promote participation/leadership in the ISRT by mentoring interested individuals on a one-on-one basis, when possible.
- e. The President-Elect shall work with interested individuals to obtain bids for future ISRT educational meetings.
- f. The President-elect shall serve as a member of the educational meetings committees to prepare themselves to appropriately oversee the meetings their year as President.
- g. The President-Elect shall serve as a member of the Finance Committee.
- h. The President-elect shall accompany the IRS Liaison to the Indiana Radiological Society meetings.
- i. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee and the Treasurer.

3. Procedures for the President-Elect

- a. At least fifteen days prior to the Annual Conference, the President-Elect should send a letter to all incoming board members, committee/taskforce chairmen and executive staff and any other pertinent individuals to include the following: (Sample letters are contained in the President-Elect file provided by the Executive Secretary.)
 - 1) Notice of the pre-annual (5th) board meeting. The notice should include a request for the incoming individuals to attend the meeting in order to assist them in functioning more effectively during their first board meeting.
 - 2) Notice of the time and place for board orientation.
 - 3) Notice of the time and place for the first board meeting.
- b. All board members should be alert for possible committee/taskforce members and executive staff and should submit their recommendations to the President-Elect. At the Spring (3rd) Board meeting, the President-Elect shall present names for consideration of Executive Staff to be appointed by the board. Board members may also submit names for consideration.
- c. At the first board meeting, the new President shall submit final recommendations for executive staff positions and shall submit the names of appointed committee/taskforce chairmen and committee/taskforce members.
- d. At the Annual Conference, and prior to the first board meeting, conduct an orientation meeting for all incoming board members, committee/taskforce chairmen and executive staff. The orientation should be conducted with the assistance of the President, Chairman of the Board and any other individuals deemed appropriate.
- e. During the orientation meeting, the President-Elect shall provide information to all incoming board members, committee/taskforce chairmen, and executive staff. The information should contain job descriptions, budgets, charges, and appropriate board policy and other miscellaneous forms. Specific information is contained in the President-Elect file provided by the Executive Secretary.
- f. Appointment Procedures
 - 1) The President-Elect shall send all candidates letters to request their approval for a committee/taskforce appointment or executive staff recommendation. The letter should also outline the responsibilities of the position.
 - 2) The President-Elect shall forward contact information for individuals to the Executive Secretary for typesetting of the board directory.
 - 3) At the first board meeting, the newly installed President shall submit a list of all appointed committee/taskforce chairmen and committee/taskforce members to the board.
 - 4) At the first board meeting, the newly installed President shall submit final recommendations of persons to serve in executive staff positions to be appointed by the board.

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- 5) Persons appointed to executive staff positions by the board shall be informed of the appointment in writing from the President within ten days of the first board meeting.

PRESIDENT-ELECT'S JOB DESCRIPTION

ADOPTED: 1981

AMENDED: 9/82, 6/84, 9/86, 9/87, 12/87, 9/88, 9/91, 9/98, 9/99, 7/00, 1/01, 7/01, 07/02, 7/03, 09/04, 01/06, 06/09

D. Secretary's Job Description

1. General Description

The office of Secretary carries with it a solemn responsibility to uphold the ASRT bylaws, the ISRT bylaws, and the ISRT special rules and policies. The Secretary shall conduct himself in such a manner that will enhance the image of the profession and the Society in the eyes of the membership, as well as our colleagues in the medical profession and general public.

All board members, when on official business for the board or the Society, are official spokesmen. The board members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each board member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a board member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Specific Duties of the Secretary

- a. The Chairman of the Board, Secretary, and Executive Secretary shall prepare the agenda for the board meetings.
- b. The Secretary shall type and send correspondence as directed.
- c. The Secretary shall act as the official time keeper for all board meetings. The Secretary will be responsible for reminding the board of the time used in 15-minute increments for topics during the board meeting.
- d. The Secretary shall assist the Executive Secretary with the minutes at the board meetings. The Executive Secretary shall type the board minutes and send to the Secretary and the Chairman of the Board for review prior to distribution.
- e. The Secretary shall mail any information sent via e-mail to those individuals who do not have e-mail access.
- f. The Secretary shall record and transcribe the minutes of any executive session of the board following the approved format. The Secretary shall distribute the minutes of any executive session only to voting board members.
- g. The Secretary shall assist the Executive Secretary in taking minutes at the ISRT Strategic Planning retreat.
- h. In the absence of the Executive Secretary, the Secretary shall record and transcribe the minutes of the business sessions of the Annual Conference, board meetings, and any special meetings of the Society. The Secretary shall assist the Executive Secretary with the recording of the minutes of the Annual Conference Business Meeting.
- i. During the Annual Conference Business Meeting and any other business meeting the Secretary may be directed by the President to read any greetings or reports submitted.

SECTION IV OFFICER AND DELEGATE JOB DESCRIPTIONS

- j. The Secretary shall be ready at all times to assume the duties of the Executive Secretary in regards to recording and transcribing minutes.
- k. The Secretary shall be responsible for coordinating the selection of Student Pages with the other members of the board of directors.
 - 1) Accept completed applications.
 - 2) Verify applications contain all required documentation.
 - 3) Inform all involved individuals of final selection outcome.
 - 4) Provide the Student Pages with scheduled dates for required attendance during Annual Conference.
- l. Provide the Student Pages with a copy of the ISRT Student Page Manual.
 - 1) The Secretary shall be responsible for inviting ISRT past presidents to the Past Presidents' Luncheon held during Annual Conference.
 - 2) Request a current address/email list of past presidents from the Executive Secretary after June 1st.
 - 3) Email Past President Luncheon invitation and response form to all past presidents who have an email address in the database prior to August 1st.
 - 4) Mail Past President Luncheon invitation and response form to all past presidents who do not have email or whose email was returned as invalid prior to August 1st.
 - 5) If you don't receive responses back from emails within 10 days of sending email, send a copy of the letter and RSVP by mail.
 - 6) Prior to September 1st, tally responses and report results to Annual Conference Committee Chairman, Registration Chairman and Executive Secretary.
 - 7) Forward all response forms to the Executive Secretary after Annual Conference for updating in the data base.
- m. The Secretary shall promote participation/leadership in the ISRT by mentoring interested individuals on a one-on-one basis, when possible.
- n. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee and the Treasurer.

SECRETARY'S JOB DESCRIPTION

ADOPTED: 1981

AMENDED: 9/82, 9/84, 9/86, 12/86, 4/87, 9/87, 9/88, 12/88, 9/90, 9/91, 9/92, 9/93, 9/95, 9/96, 9/98, 9/99, 7/00, 1/01, 7/02, 01/03, 03/03, 7/03, 07/04, 07/07, 06/09

E. Treasurer's Job Description

1. General Description

The office of Treasurer carries with it a solemn responsibility to uphold the ASRT bylaws, the ISRT bylaws, and the ISRT special rules and policies. The Treasurer shall conduct himself in such a manner that will enhance the image of the profession and the Society in the eyes of the membership, as well as our colleagues in the medical profession and general public.

All board members, when on official business for the board or the Society, are official spokesmen. The board members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each board member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a board member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Specific Duties of the Treasurer

- a. The Treasurer shall establish a checking and/or savings account at a bank of his choice.
- b. The Treasurer shall keep the accounts in a manner approved by the Board of Directors.
- c. The Treasurer shall make access to the bank account available to the Finance Committee Chairman for monthly statement reconciliation review. This can be done with duplicate statements, online access or other means as approved by the Board of Directors.
- d. The Treasurer shall coordinate an annual "agreed upon procedure" to review the financial statements of the Society to be performed by a qualified individual with a written report submitted to the incoming Treasurer, incoming President, the Chairman of the Board and the Chairman of the Finance Committee. When the office of Treasurer changes it shall be the discretion of the Board of Directors to have the books reviewed. The extent of the review shall be determined upon recommendation by a qualified individual such as an accountant as to whether a full or partial audit, review, or agreed upon procedures is utilized.
- e. The Treasurer shall file all legal documents as required by law. These include Internal Revenue Service tax return, Indiana Department of Revenue tax return, the Indiana tax exempt application, and 1099 tax forms for any ISRT employee. Filing of all necessary tax returned and any other paperwork shall be completed by the appropriate tax deadline.
- f. The Treasurer shall annually secure board approval for all accounting contracts prior to signing.
- g. The Treasurer shall disburse checks for expenditures only when expense vouchers have been properly completed and approved.
- h. The Treasurer shall provide a detailed financial statement for each meeting of the Board of Directors. An annual report shall be presented to the assembly during the Annual Meeting and entered into the minutes.

SECTION IV OFFICER AND DELEGATE JOB DESCRIPTIONS

- i. The proposed budget shall be available to all voting members prior to, or at the Annual Conference Business Meeting.
- j. The Treasurer shall promote participation/leadership in the ISRT by mentoring interested individuals on a one-on-one basis, when possible.
- k. The Treasurer shall be a member of the Finance Committee.
- l. The Treasurer shall pay ISRT employees salaries upon the direction of the Board of Directors according to the terms of the signed employee agreements.
- m. The Treasurer shall send monthly financial statements to the Chairman of the Finance Committee and the President. Monthly statements shall also be sent to the Executive Secretary for verification of receipt of all transferred funds.
- n. The Treasurer shall serve as the liaison to any newsmagazines which the ISRT has formal agreements and will be responsible for the receipt of any monies as a result of these agreements.
- o. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee.
- p. Obtain \$200 cash (one and five dollar bills) prior to the Annual Conference to be used as change for the Basket Raffle. This money should be given to the Chairman of the Board.
- q. Collect money raised during the Basket Raffle from the Chairman of the Board prior to the close of the Annual Conference.

TREASURER'S JOB DESCRIPTION

ADOPTED: 9/82

AMENDED: 6/84, 9/86, 9/87, 12/87, 9/88, 9/90, 9/91, 9/93, 9/96, 9/98, 9/99, 7/00, 1/01, 7/01, 07/02, 7/03, 10/08, 06/09, 08/09

F. Chairman of the Board's Job Description

1. General Description

All board members, when on official business for the board or the Society, are official spokesmen. The board members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each board member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a board member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Specific Duties of the Chairman of the Board

- a. The date, time, and place for the board meetings will be established by the Chairman. The Chairman will select several possible dates and request input from the board, executive staff and committee/taskforce chairmen as to which date is best. The Chairman will then select the date for each meeting based on the responses.
- b. The Chairman, Secretary, and Executive Secretary shall prepare the agenda for the board meetings. The Executive Secretary will send an agenda to all board members, student page(s), committee/taskforce chairmen and the executive staff at least one week prior to the board meeting.
- c. The Chairman has the prerogative to add agenda items as needed at any time.
- d. The Chairman shall preside at all meetings of the board. The meetings shall be conducted according to Roberts's Rules of Order Newly Revised.
- e. The Chairman, along with the President, shall compile information from materials in committee/taskforce reports, board meeting minutes and action taken by the Executive Committee into the annual report. The Annual Report is delivered at the Annual Conference Business Meeting by the President and also may be published.
- f. Within 30 days following the Annual Conference Business Meeting, the Chairman shall review all contracts and other legal agreements to which the Society is a party and take such actions as may be necessary.
- g. The Chairman shall be the primary spokesman for the board.
- h. The Chairman shall submit a report on the activities of the board after each board meeting for publication to the membership. The Executive Secretary may provide a synopsis of the board meeting minutes in lieu of a separate report.
- i. The Chairman of the Board shall promote participation/leadership in the ISRT by mentoring interested individuals on a one-on-one basis, when possible.

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- j. The Chairman of the Board is responsible for assisting the President-Elect and the President with orientation at the Annual Meeting.
- k. The Chairman of the Board shall serve as a member of the Communications Review Committee.
- l. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee and the Treasurer within 30 days of the actual expense.
- m. The Chairman of the Board is responsible for coordinating the basket raffle for the Annual Conference. Solicit donations from Board members, Executive Staff, Student Pages, and Committee Chairmen at the spring board meeting.
 - 1) Communicate with the President to solicit baskets and items to be raffled from other possible sources.
 - 2) Send names of contributors to the Executive Secretary for placement in the conference program booklet and for recognition certificates.
 - 3) Contact contributors four weeks prior to the Annual Conference for details about donation (number of items, item type, how to wrap, and when and where to deliver)
 - 4) Purchase grand prize item to give given away during raffle. Price will not exceed \$200. The funds for the grand prize will be budgeted in the Board of Directors Operational expense account.
 - 5) Coordinate the selling of raffle tickets by the Board of Directors on Thursday of the Annual Conference.
 - 6) Coordinate drawing of the winning tickets.
 - 7) Secure all monies for the basket raffle while at the conference. Turn all raffle money into the ISRT Treasurer prior to the close of the Annual Conference.
 - 8) Submit a report detailing the number of baskets and amount of money raised prior to the Second Board of Directors meeting in January.
 - 9) See Basket Raffle Policy in the Annual Conference Manual for complete details.

CHAIRMAN OF THE BOARD'S JOB DESCRIPTION

ADOPTED: 1981

AMENDED: 9/82,11/84, 9/86, 9/87, 12/87, 9/88, 9/91, 9/98, 9/99, 7/00, 10/00, 1/01, 7/01, 07/02, 03/03, 7/03, 05/06, 04/07, 06/09

G. Senior Board Member's Job Description

3. General Description

All board members, when on official business for the board or the Society, are official spokesmen. The board members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each board member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a board member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

4. Specific Duties of the Senior Board Member

- a. The Senior Board Member shall serve as chairman of the Finance Committee.
- b. The Senior Board Member shall sign the expense vouchers.
- c. The Senior Board Member shall promote participation/leadership in the ISRT by mentoring interested individuals on a one-on-one basis, when possible.
- d. The Senior Board Member shall serve as the Student Page mentor.
- e. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee and the Treasurer.

SENIOR BOARD MEMBER'S JOB DESCRIPTION

ADOPTED: 9/87

AMENDED: 12/87, 9/88, 4/89, 9/91, 7/00, 1/01, 7/03, 9/04, 01/07, 06/09

H. Immediate Past President's Job Description

1. General Description

All board members, when on official business for the board or the Society, are official spokesmen. The board members' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each board member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a board member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

2. Specific Duties of the Immediate Past President

- a. The Immediate Past President shall promote participation/leadership in the ISRT by mentoring interested individuals on a one-on-one basis, when possible.
- b. The immediate past president shall serve as a member of the Finance Committee.
- c. Submit all expenses with receipts and a completed voucher to the Chairman of the Finance Committee and the Treasurer.

IMMEDIATE PAST PRESIDENT'S JOB DESCRIPTION

ADOPTED: 9/88

AMENDED: 9/98, 7/00, 1/01, 7/03, 06/09

A. Affiliate Delegate Responsibilities

1. Specific Duties of Affiliate Delegates

- a. All delegates, when on official business for the board or the Society, are official spokesmen. The delegates' words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each delegate must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a delegate is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)
- b. Affiliate delegates shall receive and review all communications from the ASRT Executive Office, ISRT, House of Delegates, other affiliate and national chapter delegates. Affiliate delegates should review all information contained in the ASRT Journal, Scanner, and respective modality publications in order to keep current with the ASRT operations, procedures and business of the profession.
- c. Affiliate delegates are expected to attend all sessions of the House of Delegates according to the published agenda times and reference committee meetings and any other meetings required of delegates. Delegates not in attendance at these meetings for the entire time according to the published agenda may not be reimbursed the entire amount. Delegates shall act on behalf of the membership of the Indiana Society of Radiologic Technologists.
- d. Affiliate delegates shall respond to all communications from the ASRT Board of Directors or from the House of Delegates.
- e. Affiliate delegates shall disseminate information to the ISRT board.
- f. Affiliate delegates shall communicate with other delegates during the ASRT Annual Conference.
- g. Affiliate delegates shall represent the ISRT and vote on matters before the House of Delegates.
- h. Affiliate delegates shall provide information to the House of Delegates from the ISRT.
- i. Affiliate delegates shall provide information to the ISRT regarding the profession and the actions of the House of Delegates.
- j. Affiliate delegates shall submit a written report to the ISRT Board of Directors and Chapter delegates shall submit a written report to the Region VI Board of Directors with a copy to the ISRT Chairman of the Board within thirty days following the conclusion of the Annual Meeting of the House of Delegates. Affiliate delegates shall make a final written report available to the membership. The report shall be published.
- k. Affiliate Delegates shall present an oral report at the ISRT Annual Meeting. The designation of the delegate to present the report is the responsibility of the President.

2. Funding for Affiliate Delegates

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- a. Funding shall be provided as listed under Section II, H. 2. of the ISRT board policy and procedure manual.
3. Removal of an Affiliate Delegate
- a. Upon failure of a delegate to fulfill the duties of the position, the Indiana Society Board of Directors may replace an elected delegate.
 - b. The delegate shall be notified, in writing, of failing to fulfill the duties of the position. The delegate shall be notified at least twenty (20) days in advance of the upcoming Board of Directors meeting.
 - c. The delegate has the right to attend the board meeting and address the charges.
 - d. The decision to replace a delegate must carry a majority vote of the Board of Directors.
 - e. The Chairman of the Board will inform the delegate of the decision, in writing, within 10 days following the board meeting.

AFFILIATE DELEGATE RESPONSIBILITIES

ADOPTED: 9/87

AMENDED: 9/89, 9/91, 9/93, 4/94, 9/94, 9/96, 9/97, 9/98, 7/00, 1/01, 7/01, 09/04