



DUTIES OF THE AAMD REGIONAL REPRESENTATIVE

I. QUALIFICATIONS

- A. Is a Full CMD Member in good standing
- B. Is primarily and professionally employed in a position that directly relates to medical dosimetry and does not pose a conflict of interest.
- C. Obtain employer's written approval for support, as applicable to the duties of the position.
- D. Has internet access for email and online workspace collaboration.

II. MEETING PLANNING RESPONSIBILITIES

- A. Participate on Regional Representative Committee to ensure successful regional meetings. Attendance at such meetings is determined by the Regional Director based upon location and availability.
- B. Solicit and select speakers for all regional meetings.
- C. Work with AAMD Headquarters to maintain speaker database which includes the following information:
 - 1. Presentation title
 - 2. Abstract
 - 3. Learning objectives
 - 4. CV/ Bio
 - 5. Speaker engagement agreements
 - 6. Compensation
- D. In collaboration with AAMD Director of Education, assist with collection of speaker/presentation information for MDCB approval.
- E. Work with AAMD Headquarters to ensure proper crediting for speakers based upon compensation package approved by AAMD Board of Directors.
- F. Assist AAMD Headquarters, as needed, in maintaining and reviewing all hotel and meeting planner contracts, providing input to the Board of Directors for consideration of approval.
- G. Recruit volunteers to assist during the meetings where necessary.
- H. Review content for speaker evaluation forms provided by AAMD Headquarters.

- I. Write/e-mail post-conference thank you notes to all speakers.
- J. Encourage member participation in regional and annual meetings.
- K. Schedule and participate in regional meeting conference calls, as needed.
- L. Work collaboratively with fellow Regional Representatives and AAMD Headquarters.
- M. Actively serve as a mentor for regional meetings.
- N. Conduct an annual review and update of the Regional Meeting Guidelines in collaboration with the Regional Director and other Regional Representatives.

III. GENERAL RESPONSIBILITIES

- A. Provide AAMD newsletter content when requested.
- B. Keep a record of all regional correspondence within his or her region. Obtain AAMD stationery from AAMD Headquarters, as needed.
- C. Serve as a contact, as needed, between the members in his or her region and the AAMD.
- D. Recruit volunteers from his or her region to serve on standing or ad hoc committees within the organization and Regional Representative succession.
- E. Provide welcome packet intro letter for new members in the region as part of AAMD welcome packet developed by the Membership Committee and distributed by AAMD Headquarters.
- F. Represent the AAMD at all times. Promote the established goals and image of the AAMD. This can be accomplished by:
 - 1. Promoting recruitment of individuals involved in the medical dosimetry profession into the AAMD.
 - 2. Promoting recognition of the AAMD and its activities through the use of appropriate media.
- G. Notify the Regional Representative Committee of extended vacation or sick leave.
- H. Provide a physical inventory list of AAMD property in their possession to the AAMD Headquarters by May 1st of each year.
- I. Submit budget request, if needed, to the AAMD Headquarters annually by May 1st.
- J. Sign Conflict of Interest and Confidentiality statements annually by September 1st.
- K. Act as a mentor to fellow Regional Representatives.

IV. POLICY

Regional Representative positions are filled by elected Full CMD Members within their respective region or appointed by the Board of Directors. Accepting any AAMD position requires commitment to the Society and its members. If the above duties are not met or actions are not within the best interests of the Society, the Regional Representative may be asked to resign his or her post at the discretion of the Board of Directors.

V. TIME AND TRAVEL EXPECTATIONS

- A. Attend assigned regional meetings. Employer consent is required.
- B. Communicate with the Regional Director via conference calls and email.
- C. Address all phone calls or emails within 48 hours of being received.