

DUTIES OF THE AAMD SECRETARY

I. QUALIFICATIONS

- A. Is a Full CMD Member in good standing with the AAMD.
- B. Is primarily and professionally employed in a position that directly relates to medical dosimetry and does not pose a conflict of interest.
- C. Has an understanding of Robert's Rules of Order and Parliamentary Procedure.
- D. Must possess good computer skills. Excel and Power Point experience is highly advised.
- E. Has obtained employer's written approval for support as applicable to the duties of the position.
- F. Has internet access for email and online workspace collaboration.

II. RESPONSIBILITIES

- A. Serves on the Board of Directors with voting privileges.
- B. Maintains and updates the position descriptions for the Board of Directors and forwards an approved copy to the President and Administrative Headquarters.
- C. Works with the President and Executive Director to ensure committee charges are posted on the AAMD shared workspace, as well as communicated to all committee Co-Chairs.
- D. Works closely with the President in coordinating the work of the Society.
- E. Works with committee liaisons to report to the Board the status of each of the committee charges, outlining which charges have and have not been met, and suggests ways to finalize the unmet tasks at the mid-year point (January/ February).
- F. Throughout the year, notifies committee Co-Chairs of any Board-directed charge via email and/ or shared workspace. Shall provide a copy of this communication to all respective committee liaisons.
- G. Attends Board meetings: usually held in the form of an evening teleconference call. These usually last between two and three hours and are convened at least monthly.
- H. Attends Board meetings and general business meetings

1. If possible, incoming Directors of the Board are to attend the Annual Meeting prior to his or her term of office to familiarize themselves with the Board business. This will be at the expense of the AAMD.
 2. Board meetings held at the time of the Annual Meeting are usually convened throughout the course of the meeting, beginning on the Friday prior. This will be at the expense of the AAMD.
 3. Attends other convened Board of Directors meetings.
 4. Removal: To the extent permitted under the Oregon Nonprofit Corporations Act, any Director elected after June 29, 2003 missing more than three (3) assemblies of the Board of Directors in any one (1) year period may be removed upon the affirmative vote by a majority of the Directors for such removal.
- I. Communicates with the Board, committees and other professional organizations by correspondence, telephone or email, as required.
 1. Phone calls or e-mails received should be addressed within 48 hours of being received.
 2. Notify the Board of extended vacation or sick leave.
 - J. Provides a physical inventory list of AAMD property in his or her possession to AAMD Administrative Headquarters by April 1st.
 - K. Submits budget requests, if needed, to Administrative Headquarters annually by May 1st.
 - L. Is required to sign Conflict of Interest and Confidentiality Statement annually by September 1st.

III. POLICY

Director positions on the Board are filled by elected or appointed Full CMD Members of the Association. Accepting any Board position requires commitment to the Society and its members. If the above duties are not met, or actions are not in the best interests of the Society, the Director may be asked to resign his or her post at the discretion of the Board.

IV. TIME AND TRAVEL EXPECTATIONS

- A. Attends the Mid-Year Board Meeting usually held in January or February for 2-3 days.
- B. Attends Board Meetings and the General Membership Business Meeting held at the Annual Meeting over the course of 7-8 days.

- C. Attends conference calls, which are held at least monthly and are occasionally held during regular business hours.
- D. Attends any other convened meetings of the Board of Directors.