

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. Microsoft Word, Excel and PowerPoint 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. Takes meeting minutes during all in-person Board meetings and submits them to
- C. Works with Headquarters to host a Co-Chair Orientation (Sept/Oct) for all new in-coming Committee Co-Chairs.
- D. Works with Headquarters to host a Mid-Year Co-Chair Meeting (Jan/Feb) for all Committee Co-Chairs. Reports to the Board the status of each committee and/or addresses any concerns regarding unmet committee charges, succession planning, etc.
- E. Responsible for reviewing and presenting all committee charges and annual reports during the in-person June Board meeting. This includes proposing new charges for the upcoming year.
- F. Works with Headquarters to ensure all Committee Charges, Policies & Procedures, and Budgets are posted on the AAMD shared workspace, as well as communicated to all committee Co-Chairs.
- G. May serve as the AAMD liaison to other professional groups or attend meetings, when necessary, to represent the AAMD.

- H. Serves as a Board Liaison for up to 2 AAMD Committees, which includes participating in their monthly committee meetings and submitting Committee Liaison Reports prior to each monthly Board Meeting.
- I. Communicates with the Board, committees and other professional organizations by correspondence, telephone, or email, as required.
 - 1. Phone calls or emails received should be addressed within 48 hours of being received.
 - 2. Notifies the Board President of extended vacation or sick leave.
- J. Provides a physical inventory list of AAMD property to AAMD Headquarters by May 1st (as needed).
- K. Is required to sign the AAMD Volunteer Agreement 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.

- A. Removal Due to Attendance: 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.

IV. TIME AND TRAVEL EXPECTATIONS

- A. Attends monthly Board meetings via Zoom:
 - 1. General Board Meeting (2 hours) – Required; Traditionally held on a weeknight (7:00-9:00PM ET) as determined by the Board President.
 - 2. Town Hall Meeting (30 minutes) – Optional; Traditionally held over lunch hour or other time during regular business hours
- B. Attends monthly AAMD Committee Meetings (up to 2 hours), serving as the Board Liaison
- C. Attends the in-person Mid-Year Board Meeting usually held in January or February for 2-3 days. This will be at the expense of AAMD.

- D. Attends the in-person Board Meetings, including the Business Meeting, held at the Annual Meeting over the course of 7-8 days in June. This will be at the expense of AAMD.
 - 1. If possible, attend the Annual Meeting prior to their term of office to familiarize themselves with Board business. This will also be at the expense of the AAMD.
- E. Attends any other convened meetings of the Board of Directors.