

DUTIES OF THE AAMD PRESIDENT-ELECT

I. QUALIFICATIONS

- A. Prior AAMD Board and/or committee leadership service preferred, but not required.
- B. Is a Full CMD Member in good standing with the AAMD.
- C. Is primarily and professionally employed in a position that directly relates to medical dosimetry and does not pose a conflict of interest.
- D. Has an understanding of Robert's Rules of Order and Parliamentary Procedure.
- 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. Performs the duties of the President if the President is absent.
- C. Works closely with the President in coordinating the work of the AAMD.
- D. Serves as the Board liaison to the Annual Conference Committee (ACC) and attends their monthly meetings.
- E. May serve as the AAMD liaison to other professional groups or attend meetings, when necessary, to represent the AAMD.
- F. Assumes the office of President at the end of the President-Elect term. (August 1st).
- G. 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.
- H. Provides a physical inventory list of AAMD property to AAMD Headquarters by May 1st (as needed).

- I. 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 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.