

DUTIES OF THE AAMD REGIONAL DIRECTOR

I. QUALIFICATIONS

- A. Is a Full CMD Member in good standing with the AAMD.
- B. Candidate must have previous experience as Regional Representative, Annual Conference Committee Chair, served as a chair for a Regional Meeting, or served on the AAMD Board of Directors.
- 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. Must have access to electronic mail with capabilities for attachments.

II. GENERAL RESPONSIBILITIES

- A. Serves on the Board of Directors with voting privileges. If appointed, may serve on the Executive Committee along with the President, President Elect, Immediate Past President, Secretary, Treasurer, and the Executive Director, who serves in an ex-officio capacity.
- B. Serves as liaison to all Regional Representatives.
- C. Will assist all Regional Representatives and AAMD Headquarter Staff in the planning of Regional Meetings
- D. Requests appropriate records and correspondence from the previous Regional Director.
- E. Serves as a resource to the Annual Conference Committee and will participate in monthly Annual Conference Committee teleconference calls.
- F. Review Regional Meeting Guidelines Annually for relevancy and update as required.
- G. Serves as the focus of communication with the Regional Representatives, by holding monthly teleconference calls. Will provide the AAMD Board of Directors with a monthly regional activity report. This will include updates on all Regional Representative activities and Regional Meetings.
- H. Responsible for directing member concerns, suggestions or problems to the Board or

appropriate committee.

- I. The Regional Director should at all times remember that he or she represents the AAMD. It is also his or her responsibility to promote the established goals and image of the AAMD. This can be accomplished in the following manner:
 - 1. Promote recruitment of individuals involved in the medical dosimetry profession into the AAMD.
 - 2. Promote recognition of the AAMD and its activities through the use of local media.
- J. 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.
- K. Attends Board meetings and general business meetings
 - 1. If possible, incoming Regional Directors of the Board are to attend the Board of Directors Business Meeting at the Annual Meeting prior to their 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.
- L. 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 and Regional Meeting Subcommittee of extended vacation or sick leave.
- M. Provides a physical inventory list of AAMD property in his or her possession to AAMD Administrative Headquarters by April 1st.
- N. Submits budget requests, if needed, to Administrative Headquarters annually by May 1st.
- O. Is required to sign Conflict of Interest and Confidentiality Statement annually by December 31st.

III. POLICY

Regional 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 midyear 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.
- E. Attends assigned Regional Meetings.