

## **AAMD Secretary Position Description**

### **Qualifications:**

Is a Full CMD Member in good standing with the AAMD.

Prior AAMD Board and/or committee leadership service preferred but not required.

Is primarily and professionally employed in a position that directly relates to medical dosimetry and does not pose a conflict of interest.

Has an understanding of Robert's Rules of Order and Parliamentary Procedure.

Has obtained the employer's written approval for support as applicable to the duties of the position.

Has internet access for email and online workspace collaboration.

Must have required skills and access to applications to conduct document reviews, proofreading, minute taking, and file organization in a timely manner. Microsoft Word, Excel and PowerPoint skills are highly preferred.

### **Duties and Responsibilities:**

Serves on the Board of Directors with voting privileges.

Takes meeting minutes during all Board meetings and submits draft minutes to AAMD Staff for final review. Works with AAMD Staff to ensure the final minutes are then disseminated to Board members for review and approval prior to the next monthly Board meeting.

Serves as a Board Liaison for up to two committees, which includes participating in their regularly scheduled committee meetings, submitting Committee Liaison Reports prior to each monthly Board Meeting, and ensuring the committee(s) successfully follow their policies and procedures as well as meet their annual committee charges.

Works with Headquarters to host a Co-Chair/Region Representative Orientation in the Fall, held virtually.

Responsible for managing and presenting the Committee Annual Reports during the June Board Meeting.

Responsible for directing member concerns, incidents requiring action, and/or suggestions to the Board or appropriate committee.

May serve as the AAMD liaison to other professional groups or attend meetings, when necessary, to represent the AAMD.

Communicates with the Board, committees and other professional organizations in a timely manner through telephone, virtual meeting software or email, as needed.

Set aside time to review the Board Agenda & corresponding documents before each meeting. This includes reading Committee Liaison Reports, proposed contracts/agreements, and other pertinent information.

Phone calls or emails received should be addressed within 48 hours of being received.

Required to sign the AAMD Volunteer Agreement annually by September 1st.

### **Time and Travel Expectations:**

Attend monthly Board meetings via Zoom/Teams:

- General Board Meeting (2 hours) – Required; Traditionally held on a weeknight (7:00-9:00PM ET) as determined by the Board President.
- Town Hall Meeting (30 minutes) – Optional; Traditionally held over lunch hour or other time during regular business hours.

Attends regularly scheduled AAMD Committee Meetings (up to 2 hours) via Zoom/Teams, serving as the Board Liaison.

Attend 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.

Attend the AAMD Annual Meeting (minimum 7 days in June). This will be at the expense of AAMD.

- Includes attending the in-person Board Meeting (the Friday-Saturday beforehand) and the AAMD Business Meeting (members-only).
- 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 AAMD.

Attends any other convened meetings of the Board of Directors.

*Optional:* Participate in AAMD sponsored events to represent AAMD leadership: National Medical Dosimetry Day webinars, Fall Meeting/Virtual Symposiums, Member Meet-Ups, etc.

## **Commitment:**

Leadership positions on the Board are filled by elected or appointed Full CMD members of the association. Accepting any Board position requires commitment to AAMD and its members. If the above duties are not met, or actions are not in the best interests of AAMD, the individual may be asked to resign their post at the discretion of the Board.

- **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.
- **AAMD Volunteer Year:** August 1 – July 31