



DUTIES OF THE AAMD TREASURER

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 have financial skills and familiarity with Microsoft Excel.
- 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.
- G. Must submit to a criminal background screening and be approved by the Executive Director prior to his or her name being placed on the ballot.

II. RESPONSIBILITIES

- A. Serves on the Board of Directors with voting privileges.
- B. Develops a budget proposal for the fiscal year with the assistance of the Board and the Executive Director.
- C. Works with the AAMD Executive Director and accountant to maintain AAMD financial accounts.
- D. Works closely with the AAMD Executive Director and accountant to ensure that all necessary IRS reports are filed and confirms that all accounts are audited annually.
- E. Submits an annual report at the Annual Meeting. This report is to be submitted in written form to the Board and verbally to the membership attending the general business meeting.
- F. Provides guidance to the Board and committees regarding financial matters to include long-range planning.

- G. Coordinates with the AAMD Executive Director and accountant to provide all financial documentation for AAMD records.
- H. Coordinates with the AAMD Executive Director and accountant to verify the reconciliation of accounts of the meetings.
- I. Attends Board meetings usually held in the form of evening teleconference calls. These usually last between two and three hours and are convened at least monthly.
- J. Under the direction of the Board and with the AAMD investment adviser and accountant's input (as required), invests the Association's funds as directed for maximum safety and investing return.
- K. Transfers all materials and equipment associated with the AAMD to the new Treasurer no later than August 15th.
- L. Sends all misdirected materials received, after the term of office is completed, to the current Treasurer within seven (7) days.
- M. Attends Board meetings and general business meetings
 1. If possible, incoming Directors of the Board are to attend 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.
- N. 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.

- O. Provides a physical inventory list of AAMD property in his or her possession to AAMD Administrative Headquarters by May 1st.
- P. Submits budget requests, if needed, to Administrative Headquarters annually by May 1st.
- Q. 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 AAMD. Accepting any Board position requires commitment to the AAMD and its members. If the above duties are not met, or actions are not in the best interests of the AAMD, 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.