



## **DUTIES OF THE AAMD MEMBER-AT-LARGE**

### **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. Has obtained employer's written approval for support as applicable to the duties of the position.
- E. Has internet access for email and online workspace collaboration

### **II. RESPONSIBILITIES**

- A. Serves on the Board of Directors with voting privileges.
- B. Serves as the liaison to one or more AAMD committees, as chosen annually by the President.
- C. Participates in monthly conference calls: Board of Directors meeting via conference call, usually lasting two to three hours.
- D. Attends Board meetings and general business meetings
  - 1. If possible, an incoming Member-at-Large is to attend the Board of Directors Meeting at the Annual Meeting prior to his or her term of office to familiarize himself or herself 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. Attend 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.

- E. 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.
- F. Provides a physical inventory list of AAMD property in his or her possession to AAMD Headquarters by May 1st.
- G. Submits budget requests, if needed, to Headquarters annually by May 1st.
- H. Is required to sign Conflict of Interest and Confidentiality Statement annually by September 1st.

### **III. POLICY**

Member-at-Large 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 Member-at-Large 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.