



## **DUTIES OF THE AAMD PRESIDENT-ELECT**

### **I. QUALIFICATIONS**

- A. Required to have previously served on the AAMD Board of Directors.
- 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 in his or her absence.
- C. Works closely with the President in coordinating the work of the AAMD (in order to assume leadership at the end of the current President's term of office).
- D. Serves as the Board liaison to the Annual Conference Committee (ACC).
- 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 his/her term as President-Elect. (August 1st).
- G. Participates in monthly conference calls, including Board of Directors' meetings via conference calls that usually last two to three hours, and other conference calls as needed.
- H. 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. Attendance 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.
- I. 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.
  - J. Provides a physical inventory list of AAMD property in his or her possession to AAMD Headquarters by May 1st.
  - K. Submits budget requests, if needed, to AAMD Headquarters annually by May 1st.
  - L. Is required to sign Conflict of Interest and Confidentiality Statement annually by September 1<sup>st</sup>.

### **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.