

## **DUTIES OF THE AAMD REGION REPRESENTATIVE**

### **I. QUALIFICATIONS**

- A. Is a Full CMD Member in good standing.
- B. Is primarily and professionally employed in a position that directly relates to medical dosimetry and does not pose a conflict of interest.
- C. Obtain employer's written approval for support, as applicable to the duties of the position.
- D. Has internet access for email and online workspace collaboration.

### **II. MEETING PLANNING RESPONSIBILITIES**

- A. Participate in the Region Representative Committee to ensure successful Fall Meetings. Attendance at such meetings is determined by the Regional Director, based upon location and availability.
- B. Solicit and review abstracts.
- C. In collaboration with the other Region Representatives, select speakers and develop the agenda.
- D. Recruit volunteers to assist where necessary.
- E. Write/email meeting thank you notes to all speakers.
- F. Encourage member participation and registration.
- G. Schedule and participate in meeting planning conference calls, as needed.

### **III. GENERAL RESPONSIBILITIES**

- A. Serve as a primary contact, as needed, between the members in their region and the AAMD staff and the Board of Directors.
- B. Send monthly emails to new members based on the list provided by AAMD Headquarters.
- C. Send check-in emails to all members in your region based on the list provided by AAMD Headquarters.

- D. Host Member Meet-ups.
- E. Recruit volunteers from their region to serve on standing or ad hoc committees within the organization and Region Representative succession.
- F. Represent the AAMD at all times. Promote the established goals and mission of the AAMD. This can be accomplished by:
  - 1. Promoting recruitment of individuals involved in the medical dosimetry profession into AAMD.
  - 2. Promoting recognition of AAMD and its activities using appropriate media.
- G. Notify the Regional Director of extended vacation or sick leave.
- H. Sign AAMD Volunteer Agreement annually by September 1st.

#### **IV. POLICY**

Region Representative positions are filled by elected Full CMD Members within their respective region or appointed by the Board of Directors. Accepting any AAMD position requires commitment to the organization and its members. If the above duties are not met or actions are not within the best interests of the organization, the Region Representative may be asked to resign their post at the discretion of the Board of Directors.

#### **V. TIME AND TRAVEL EXPECTATIONS**

- A. Attend monthly Region Representative meetings (1 hour) via Zoom.
- B. Attend assigned Fall Meetings (2 days) if hosting in your region or if applicable. Employer consent is required for travel.
- C. Address all phone calls or emails within 48 hours of being received.