

AAMD President-Elect 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.

Duties and Responsibilities:

Serves a 3-year term as follows:

Year 1: President-Elect (voting privilege)

Year 2: President (non-voting privilege)

Year 3: Immediate Past President (voting privilege)

Performs the duties of the President if the President is absent. *(Year 1 only)*

Serves as the Board liaison to the Annual Conference Committee (ACC) and attends their monthly meetings, this includes submitting Committee Liaison Reports prior to each monthly Board Meeting. *(Year 1 only)*

Works with Executive Director to create Board meeting agendas and lead all Board meetings. *(Year 2 only)*

Signs all contracts on behalf of the organization. *(Year 2 only)*

Works closely with the President in coordinating the work of the AAMD.

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.



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.

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.

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 the AAMD.

Attend weekly calls with the AAMD Executive Director (30-60 minutes) to discuss on-going business, during Year 2, while serving as AAMD President.

Attend monthly meetings (1 hour) while serving as a Board Liaison to an AAMD Committee, during Years 1 and 3.

Potential attendance to SROA/ASTRO or AAMD Fall Meetings. Partial or full expenses to be covered by AAMD, based on needs.

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, Committee Co-Chair Orientation, 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