

## **AAMD Region Representative Position Description**

### **Qualifications:**

Is a Full CMD Member in good standing with the AAMD.

Must reside within the region holding office in.

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:**

Serve as primary contact between the members in their region and the AAMD staff and the Board of Directors.

Send monthly emails to new members, list provided by AAMD Headquarters.

Send mid-year/check-in emails to all members in your region, list provided by AAMD Headquarters.

Assists with planning Fall Meeting/Virtual Symposiums which includes:

- Soliciting and reviewing abstracts
- Selecting speakers and developing the agenda
- Promote meeting registration among membership
- Recruiting volunteers to serve in-person
- Write/email thank you notes to all speakers, post meeting.

Host Member Meet-Ups, which includes leading the conversation over topics submitted by members.

Assist with the Outstanding Achievement Award selection process each year

Reviews Annual Meeting abstracts

Recruit volunteers from their region to serve on standing or ad hoc committees within the organization and Region Representative succession.

Responsible for directing member concerns, incidents requiring action, and/or suggestions to the Board or appropriate committee.

Phone calls or emails received should be addressed within 48 hours of being received.

Communicates with the Board, committees and other professional organizations in a timely manner through telephone, virtual meeting software or email, as needed.

Required to sign the AAMD Volunteer Agreement annually by September 1st.

### **Time and Travel Expectations:**

Attend monthly Regional Representative meetings via Zoom/Teams (1 hour).

Attendance for the Fall Meeting (2 days) is determined by the Regional Director, based upon location and availability. Employer consent is required for travel.

Attend one monthly Board Meeting per year (2 hours), with invitation to other calls that the Board of Directors deems appropriate.

Attend one AAMD Annual Meeting per 3-year term and assist with onsite duties.

Attend Member Meet-Ups (1 hour, currently offered quarterly)

Attend Committee Co-Chair/Region Representative Orientation (Aug/Sept) (1 hour)

### **Commitment:**

Region Representative positions are filled by elected Full CMD Members within their respective region or appointed by the Board of Directors. Accepting any AAMD elected 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.

- **AAMD Volunteer Year:** August 1 – July 31