

AERSTNY Board Positions and Committees

Duties of the Board of Directors (2-year terms)

- President
- President Elect
- Vice President
- Treasurer
- Recording Secretary
- Corresponding Secretary
- Nominating Committee Chair

STANDING COMMITTEES

All committee chairs are expected to attend the general business meetings held at the annual conference or all meetings if invited by the President and to have an appropriate report prepared.

AERTSNY STANDING COMMITTEES:

1. AUDITING COMMITTEE -

This committee shall review all financial matters of the society as directed by the President.

2. ANNUAL CONFERENCE COMMITTEE -

The Chair shall appoint with the approval of the President, shall conduct the financial affairs of the annual conference under the supervision of the Board of Directors. May appoint subcommittees to handle registration, ECE, on-site fundraising and conference flyer and mailing.

3. **BYLAWS Committee -**

This committee serves to review and update the association bylaws as per Roberts Rules of Order. Bylaw revisions may be at the request of any member in good standing including the board or a committee.

4. **EDUCATIONAL ADVISORY -**

The committee shall monitor activities at all levels that may have an impact on Radiologic Science Programs. This committee shall work to promote educational excellence and high standards for the Radiologic Sciences.

5. **MEMBERSHIP –**

This committee serve to solicit new members and to oversee the annual renewal of membership. It shall communicate all affairs of the membership to the Board of Directors.

6. **NEWSLETTER –**

This committee serves to gather information from the appropriate sources to publish a biannual publication which is timely and informative to the membership and other interested parties. Sees to the printing and mailing of the publication.

7. **NOMINATING - Chair -** The nominating committee shall be elected by the membership. This committee will solicit candidates to run for office and set up the election process during an election year.

8. PUBLIC RELATIONS –

This committee serves to solicit sponsorship, vendor/exhibitors and other sources of financial support for the association.

9. SCHOLARSHIP-

This committee shall oversee the disbursement of the Gertrude Duourdounas awards and make recommendations to the Board of Directors when applications for scholarships are received.

STANDING COMMITTEE DUTIES

The Auditing Committee shall:

- Review financial activities (documents, expenditures, income etc.) of the association on an annual basis or at the direction of the Board of Directors.
- Document any discrepancies that may arise.
- Investigate any areas of inconsistency or apparent mismanagement by the Board of Directors.
- Submit a written report of committee activities to the Board of Directors at the midyear meeting and the annual conference.
- Perform other projects as requested by the President.

The Annual Conference Committee shall:

PRE-CONFERENCE:

- Investigate sites and dates for the annual conference.
- Conduct site visits with the President.
- Receive bids from sites interested in the annual conference.
- Make recommendations to the Board of Directors as to the conference site.
- Arrange accommodation and meal packages with conference site with board approval.
- Develop contract with facility to be approved and signed by the President.
- Contact potential speakers for the educational program.

- Negotiate with speakers and obtain signed contract which states honoraria and reimbursement policy (see contract).
- Develop annual conference program.
- Coordinate with corresponding secretary and membership committee to produce and mail the conference flyer.
- Arrange classrooms and AV needs.
- Arrange menus, breaks and social activities with facility management and board approval.
- Obtain speaker information for presentations and for ECE purposes.
- Assist speakers/Guests in making arrangements for travel and accommodations.
- Obtain biographical sketches from speakers for introductory purposes.
- Submit a written progress report of the committee activities to the Board of Directors at the mid-year meeting and the annual conference.
- Perform other projects as requested by the President.

AT THE CONFERENCE:

- Coordinate registration activities.
- Determine the site of class and business sessions.
- Ensure adequate seating.
- Assure the setup of the head table for all business sessions.
- Assure AV needs have been met.
- Assure that classroom setup meets the needs of the speakers as per their requests.
- See to door prizes.
- See to head table seating at the banquet. This should include guests and incoming and exiting officers (in election years).
- With the President, review contract and master bill with facility for accuracy.
- Perform other projects as requested by the President.

The Bylaws Committee Shall:

- Receive proposed amendments and resolutions, ensure that they are in accordance with the latest bylaws of the association, and prepare them for presentation to the membership.
- Review the current Bylaws as directed by the President.
- Acknowledge all proposed resolutions and amendments.
- Present all proposed changes to the Bylaws to the membership at the annual conference or other specially called meeting.
- Keep accurate records of all correspondence concerning resolutions and Bylaws.
- Submit a report to the Board of Directors at the mid-year meeting and annual conference.
- Perform other projects as requested by the President.

The Educational Advisory Committee shall:

- Monitor certification issues at the ARRT.
- Monitor Curriculum related issues at the ASRT.
- Monitor resolutions and other political issues that may impact Radiologic Science Programs as they occur through the ASRT.
- Monitor accreditation issues as they occur at the JRCERT or other accrediting bodies.
- Report on their findings in a timely fashion to the President and the Newsletter chair to keep the membership apprised of their findings.
- Prepare a report for the mid-year meeting and the annual conference.
- Perform other projects as requested by the President
-

The Membership Committee shall:

- Contact all non-members in the state and nearby areas to invite them to join the association.
- Contact new faculty upon their appointment and extend an invitation to join the association if they are not already a members.
- Supply membership applications and association information to all interested parties.
- Keep a current list of all members, member status and current addresses.
- Supply mailing labels for the newsletter and conference mailing or whenever requested.
- Provide a current membership list to the conference chair and registrar for registration purposes.
- Send renewal reminders to those who do not attend the annual conference.
- Verify emeritus and life member status.
- Perform other projects as requested by the President.

The Newsletter Committee (editor) shall:

- Publish a semiannual publication of “The Blackboard” (the official publication of the association).
- Gather information.
- Edit all materials submitted for publication.
- Obtain a list of members for mailing purposes.
- Encourage members to submit work for publication.
- Work closely with all committees.
- Maintain a master file containing a copy of each issue of “The Blackboard”.
- Mail newsletters to all members and related organizations.
- Attend all meetings at the direction of the President.
- Issue special editions as directed by the President.
- Perform other projects as requested by the President.

The Nominating Committee shall:

- Read and understand the by-laws of the Association as they pertain to qualifications, nominations and elections. These are found in Article IV, Section A, and Article V, Sections A - F.
- Solicit members interested in seeking office in the organization.
- Present a slate of nominees at the mid-year meeting preceding the elections and at the annual conference prior to elections.
- Provides a written report to the secretary.
- Requests and records nominations from the floor at the annual conference when elections are held.
- Upon written acceptance of the nomination, the nominee shall submit to the nominating committee a recent picture and autobiography. These are displayed at the annual conference after the report of the chair of the nominating committee has been made at the first business session.
- Obtain pictures and autobiographies of each individual nominated from the floor after it is determined that the individual meets stated qualifications.
- Prepare election ballots under the guidance of the nominating committee chair.
- Performs other projects as requested by the President.

The Public Relations Committee shall:

- Solicit sponsorship support from interested companies.
- Oversee social activities at the annual conference under the guidance of the conference coordinator.
- Investigate fundraising prospects for the association.
- Performs other projects as requested by the President.

The Scholarship Committee shall:

- Oversee the approval and disbursement of scholarship funding when requested and with the approval of the board.
- Coordinate the Gertrude Dourdounas Awards.
- Maintain an inventory of plaques for the Dourdounas Award and inform the board when new plaques are needed.
- Performs other projects as requested by the President.

Appointed Committee Chairs

The Upstate College & Hospital Affairs Committee shall:

- Keep the membership apprised of those issues which have an impact on college programs and the profession.
- There may be upstate and downstate co-chairs to facilitate the geographical needs of the organization.
- Performs other projects as requested by the President.

The Continuing Education Committee Shall:

- Keep the board and the membership apprised of current regulations on continuing education requirements as set forth by the ARRT.
- Keep the membership apprised of changes to CE approval procedural changes.
- Investigates options for RECEEMS other than the ASRT.
- Performs other projects as requested by the President.

The Downstate College & Hospital Affairs Committee shall:

- Keep the membership apprised of those issues which have an impact on hospital programs and the profession.
- There may be upstate and downstate co-chairs to facilitate the geographical needs of the organization.
- Performs other projects as requested by the President.

The New York State Liaison shall:

- Serves to keep in close contact with state officials and keep the membership apprised of any activity at the state level which may have an impact on Radiologic Science programs, the profession or any related professions.
- May represent the AERT at Board of Health meetings or other related meetings at the discretion of the President.
- Performs other projects as requested by the President.

The Radiation Therapy Committee shall:

- Keep the membership apprised of issues and trends that relate to Radiation Therapy programs in both colleges and hospitals and in the profession via reports from ASTRO and related activities.
- Seek to solicit members from the faculties of Radiation Therapy programs.
- Performs other projects as requested by the President.

- **Special Committees and Appointments**

Ad Hoc Committees.....Serve to investigate and report on issues deemed necessary by the President. This committee is expected to attend the general business meetings held at the annual conference and to have an appropriate report prepared. Members of the committee may be directed to attend other Board meetings as deemed necessary by the President. Appointment will last until the work has been completed as deemed by the President.

Special Liaisons.....Appointed by the President to represent the AERT at events deemed important by the President and/or the Board. AERT has an ongoing liaison relationship with the Association of Educators in Radiologic Sciences. Other such liaisons, whether formal or informal may exist or be established with other pertinent organizations such as the New York State Society of Radiologic Sciences, statewide district societies, The American Society of Radiologic Technologists, The American Hospital Radiology Administrators, and organizations representing the various imaging modalities.

Excellence in Education Selection Committee..... The Selection Committee will consist of the three most recent recipients. The senior-most member of the committee will serve as the chairperson. Nominations will be accepted from the membership at the annual conference.