

OSRT Volunteer Program

Education Committee

The Education Committee is responsible for offering continuing education sessions and approval of annual meeting items. Committee members must make arrangements for meeting location. Duties associated with program content include; submission of request for approval forms for speakers, survey follow-up and analysis of continuing educational sessions.

Time Commitment: Approximately five hours per month.

Annual Meeting Committee

The Annual Meeting Committee oversees and coordinates all aspects of the annual meeting. This includes working with hotel management, submitting speaker documentation, formatting the event schedule, and collaborating with other committees and appointees (quiz bowl, education, honors, Ohio Society of Radiologic Technologists Education and Research Foundation Executive Secretary and Financial Manager). Short term volunteer opportunities include room moderation and working in the annual meeting registration area.

Time Commitment: Approximately sixteen hours per month for one year prior to the annual meeting. Room moderators and registration workers could spend one hour to one day volunteering at the annual meeting.

Quiz Bowl Committee

The Quiz Bowl Committee revises all quiz bowl questions, updates the team application in collaboration with the web editors. They work with the executive secretary and program directors to determine team member eligibility. They also create the competition brackets; create the competition question rounds along with extra questions; solicit volunteer moderators, judges, scorekeepers, and sergeant-at-arms; and provide all needed information to the appropriate volunteers.

Time Commitment: Committee members meet two to three times per year for two to three hours each. Volunteers need to be at the advisor meeting at the annual meeting. They will spend the entire day at the quiz bowl competition (set-up takes about two hours and the competition about eight hours). Co-chairs spend an additional 20 to 30 hours setting up the competition.

Technology and Innovations Committee

The Education – Technology and Innovations Task Force was implemented to investigate new methodologies to enhance the engagement of the members of the OSRT through the use of new technology and innovations.

Time Commitment: Two to five hours per month.

Health Policy Committee

This committee monitors state and federal legislative activities. The committee is involved in the ASRT Grass-roots Advocacy efforts. Committee members attend meetings for the following Ohio Department of Health Committees; Radiation Generating Equipment Committee and Radiation Advisory Council. Also committee members can be involved in contacting legislators via e-mail or phone about imaging health care issues and bills.

Time Commitment: Chairpersons: four to eight hours per month checking email and following up on emails and files. Committee members can spend four hours attending a Radiation Generating Equipment Meeting.

Marketing and Sales Committee

The Marketing and Sales Committee works with the Annual Meeting Committee to develop a list of sponsors, vendors and donors for the OSRT Annual Meeting. This committee researches possible vendors who may have an interest in advertising on the OSRT Website. Committee chairs communicate findings to executive committee and web editors.

Time Commitment: Four to eight hours per month.

Nominations Committee

The Nominations Committee solicits candidates for the Board of Directors and the Technologist of the Year Award. The committee ensures that candidates meet the requirements to serve on the Board of Directors as well as qualify for technologist of the year. The committee prepares the OSRT ballot and counts the votes.

Time Commitment: One to two hours per month.

Volunteer Committee

The volunteer appointee will contact members who have volunteered to serve on a committee or the board and will assure placement on the committee. The appointee will be responsible for following up on new committee member involvement.

Time Commitment: Two to four hours per month.

Membership Committee

The membership committee was developed to focus attention on increasing student membership as well as technologists registered in modalities other than radiography.

Time Commitment: Two to four hours per month.

Strategic Plan Task Force

This Task Force is responsible for revising the strategic plan in accordance with the OSRT vision and mission. The Strategic Plan is revised every three to five years. This Task Force is responsible for revising the plan to the needs of the organization. Strategic Plan revisions must be reflected and coordinated with OSRT Bylaws and Policy & Procedure Manual.

Time Commitment: Members meet three to four times per year. Total meeting time is twenty hours per year. Communication is also done via e-mail.

Cardinal Rays Editor

The editor is responsible for producing the Cardinal Rays Newsletter. The editor solicits articles from members and students. Once received, the articles are edited and assembled in Publisher for distribution to the members and students bimonthly.

Time Commitment: Time spent varies from ten to twenty hours per month.

Historian

The historian maintains OSRT historical records and items. The historian prepares a display of historical documents for the annual meetings.

Time Commitment: One hour per month.

Parliamentarian

The Parliamentarian presides over OSRT Board and business sessions.

Time Commitment: Forty hours per year.

Photographer

The duties of the photographer entail taking pictures at the annual meeting. After the annual meeting, pictures are saved to a CD and sent to the web editor(s) and historian.

Time Commitment: Two to four hours during the annual meeting.

Recording Secretary

The recording secretary records the board of director meeting minutes. The recording secretary also completes the Annual Report to the Membership Form.

Time Commitment: Five hours per month.

Resolutions Appointee

The resolutions and bylaws appointee is responsible for maintaining and disseminating current copies of the Bylaws and Procedure Manual to the Board of Directors and makes recommendations to the Board of Directors regarding Bylaws and Procedure Manual changes as appropriate.

Time Commitment: Approximately five hours per year.

Student Liaison

The student liaison is responsible for updating the Student Leadership Program application in collaboration with the web editors and executive secretary, reviewing completed applications for student eligibility, compiling executive committee rankings and communicating with applicants. The liaison is the primary communicator with all student directors and interns and works with them regarding content and presentation of content for the annual meeting student open forum.

Time Commitment: One to two hours per month.

Survey Appointee

The survey appointee is responsible for updating, administering, and analyzing the results of the annual membership survey. To do this, the appointees revises the survey with direction from the Board of Directors; updates the survey recipient addresses with direction from the executive secretary; administers the survey to OSRT members; compiles and does a preliminary analysis of the results that are presented to the Board of Directors.

Time Commitment: Approximately two hours in February and March.

Web Editor/Website Content Manager

The Web editor reviews, edits and assists in content development for posting to a website. The Web editor works with other colleagues in the OSRT meeting, posting requests and serving as the organization's information architect.

Time Commitment: Varies based on demands; approximately 2-3 hours per week.

Foundation

The foundation promotes technologist and student scholarships within the profession. The foundation coordinates the annual meeting essay competitions, and poster competitions.

Time Commitment: Four hours in early February in addition to application-review time. Essay judges' time-varies depending on number of essays submitted. Poster judges time-two to three hours during the annual meeting.