



# POLICY & PROCEDURE MANUAL 2019

Ohio Society of Radiologic Technologists

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## **INTRODUCTION**

The Table of Contents above is dynamic in that you can use Ctrl+click (Cmd+click for Mac) to follow the link to move directly to the page where the information is located. Use Ctrl+click (Cmd+click for Mac) to follow all hyperlinks located in the document.

Throughout this document, you will find **hyperlinks** to the OSRT Website where additional information can be found. Some of the hyperlinks connect to OSRT web pages that are public while other hyperlinks connect to documents that are for board or appointees use only. In this regard, to access files that are in the Board Documents section of the website, you must be logged on to the site. To make sure these hyperlinks work for you, please follow this [link to logon](#). Once logged on, you will be able to access information in this document that is hyperlinked to the Board Document section of the site.

This document is intended to contain all current OSRT operational policies and procedures either in their entirety or by hyperlink. General forms used by the Society can be accessed in the Appendix. All General topics are listed alphabetically. The number of the motion and important decision that created the policy/procedure is indicated in parenthesis, when applicable.

Although revisions to this document may be made at any time (as outlined in Amendment Process, Section 2), each section is to be reviewed annually and revised as needed. The Recording Secretary will serve as the scribe for incorporating changes into the document. The Executive Committee will be responsible for bringing proposed revisions to the 2<sup>nd</sup> Mid-year Board of Directors meeting for approval.

# **AFFILIATE ORGANIZATIONS**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

## **Section 1: Definition**

An affiliate organization (referred to as Affiliate Subordinate by the ASRT) is a local or regional professional medical imaging and radiation therapy organization that will afford professionals the opportunity for continued professional education.

## **Section 2: Affiliation Agreement**

- A. Any society interested in affiliating with the OSRT should contact the Executive Secretary for the Request for Affiliation. Affiliate societies must meet all ASRT requirements and State of Ohio tax requirement.
- B. The requesting organization must complete the materials required by the [ASRT](#) and submit it to the OSRT Executive Secretary. These documents must be updated on an annual basis. The affiliate must follow the guidelines and procedures for affiliate organizations. The OSRT will serve as a resource to affiliate organizations, as requested.

## **AMENDMENT PROCESS**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

### **Section 1: Bylaws**

- A. As delineated in the Bylaws, Article XIII, [Bylaws](#) may be amended, revised, or repealed by a majority vote of the members of the Society, provided the members are notified at least thirty (30) days prior to the time of voting.
- B. Amendments to the Bylaws may be proposed by any active member of the Society by submitting the proposed amendment, in writing, to the Senior Chairperson of the Board of Directors. The Senior Chairperson will obtain Board of Directors input and approval prior to submitting to the membership for a vote.
- C. Amendments adopted by the membership shall become effective upon passage of the amendment.
- D. The Junior Chairperson of the Board of Directors will ensure that the most current version of the Bylaws is posted on the OSRT Website.

### **Section 2: Policy and Procedure Manual**

- A. May be amended, revised, or repealed by a majority vote of the Board of Directors.
- B. Amendments to the *Policy and Procedure Manual* may be proposed by any active member by submitting the proposed amendment, in writing, to the Senior Chairperson of the Board of Directors. The Senior Chairperson will obtain Board input and approval.
- C. Amendments adopted by the Board of Directors shall become effective upon passage of the amendment.
- D. The Executive Committee is responsible for reviewing and updating the *Policy and Procedure Manual* on an annual basis. Revisions will be presented to the Board of Directors for approval at the second 2<sup>nd</sup> Mid-Year board meeting.
- E. The Junior Chairperson of the Board of Directors will ensure that the most current version of the *Policy and Procedure Manual* is posted on the OSRT Website.

# **BOARD OF DIRECTORS**

## **Bylaws**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

### **Section 1: Composition**

- A. The Board of Directors of this Society shall consist of the following eleven (11) members: President-elect, President, Junior Chairperson of the Board, Senior Chairperson of the Board, six (6) Members-at-Large, one (1) radiologic sciences/medical imaging student (Bylaws Article VI, Section 1).
- B. The Executive Committee of the Board of Directors shall consist of the President-elect, President, Junior Chairperson of the Board, and Senior Chairperson of the Board (Bylaws Article VII, Section 6).

### **Section 2: Qualifications and Elections of Members of the Board**

#### **A. Qualifications for Member-at-Large (Bylaws Article VI, Section 2)**

- 1. Active membership in the OSRT for two (2) consecutive years immediately prior to nomination; or one (1) year as a student leader and one-year active membership in the OSRT immediately prior to nomination;
- 2. Maintain active OSRT membership for the duration of the term;
- 3. Maintain current ASRT membership, and;
- 4. Service as an OSRT or OSRT-ERF committee member, or OSRT-ERF Director for a minimum of one (1) year.

#### **B. Qualifications for President-elect (Bylaws Article VII, Section 2)**

- 1. Active membership in the Society for four (4) consecutive years immediately prior to nomination, at the time of nomination, and for the duration of the term on the Board of Directors;
- 2. Serve as a Member-at-Large for a minimum of one (1) term prior to assuming office (M-13-11);
- 3. Active membership in the ASRT for four (4) consecutive years immediately prior to nomination, at the time of nomination, and for the duration of the term of office, and;
- 4. Demonstrate current practice in radiologic sciences at the time of nomination.

#### **C. Term for President-elect (Bylaws Article VII, Section 3)**

The President-elect shall serve consecutive one-year terms as President-elect, President, Junior Chairperson of the Board, and Senior Chairperson of the Board.

#### **D. Election (Bylaws Article VI, Section 3, A)**

- 1. A Nominating Committee shall be appointed by the President with approval by the Board of Directors;
- 2. The Nominating Committee shall consist of a minimum of five (5) members ideally representing the northwest, northeast, southwest, southeast and central regions of Ohio;
- 3. Nominations shall be submitted via the OSRT website;
- 4. The Executive Secretary shall screen candidates to ensure that all have the proper credentials;
- 5. The Nominating Committee shall contact the nominees to assure willingness to serve if elected;
- 6. It shall be the responsibility of the Nominating Committee to publicize and present all the qualified candidates on the ballot.

#### **E. Balloting: Members-at-Large (Bylaws Article VI, Section 3, B)**

- 1. The elected Directors of the Board of Directors shall be divided into three (3) groups of two (2) Members-at-Large. One group will be elected by the membership each year and shall serve a three (3) year term.

2. The highest vote recipients from returned ballots shall be elected as Members-at-Large of the Board of Directors. In the event of a tie vote, a vote will be retaken at the first business session of the Annual Meeting until one person has a majority vote.
3. The Executive Secretary will send results of the electronic tally to the Senior Chairperson of the Board of Directors who will contact all nominees, by email and phone, regarding the results of the election within seven (7) days of ballot closure.
4. Within seven (7) days after nominees are contacted, the Senior Chairperson of the Board of Directors will e-mail the Board with election results. Election results will be sent to the Webmaster, *Cardinal Rays* editor(s), and Social Media chair(s) to communicate with membership.

**F. Balloting: President-elect (Bylaws Article VI, Section 3, C)**

1. One active member shall be elected by the membership as President-elect and shall serve a one (1) year term in that role.
2. The highest vote recipient from returned ballots shall be elected as President-elect. In the event of a tie vote, a vote will be retaken at the first business session of the Annual Meeting until one person has a majority vote.
3. The Senior Chairperson of the Board of Directors will contact all nominees regarding the results of the election within 7 days of ballot closure.
4. Within seven (7) days after nominees are contacted, the Senior Chairperson will e-mail the Board with election results. Election results will be sent to the Webmaster, *Cardinal Rays* editor(s), and Social Media chair(s) to communicate with membership.

**G. Student Director (Bylaws Article VI, Section 3, D)**

The Executive Committee of the Board of Directors shall appoint one (1) student member to the Board of Directors from the qualified applicants, to be notified by the Student Liaison Appointee within seven (7) days of selection. The appointed student shall be a Student Member of the Society and serve a one (1) year term. The Student Director shall have voting rights on the Board but may not hold office.

### **Section 3: Duties and Responsibilities**

**A. Duties of Elected Board Members**

1. Conduct the business of the Society and employ such personnel as may be in the best interest of the Society;
2. Control all funds and properties of the Society and oversee accounts;
3. Attend all meetings in their entirety and fully participate in all Board Meetings, special meetings, and committee meetings;
4. Attend the OSRT Annual Meeting in its entirety;
  - i. Support OSRT by staying at host hotel if possible to help meet room block quota;
5. Attend the Leadership Academy prior to assuming office;
6. Serve as a chairperson of a committee of the Society; submit committee reports when requested by the Senior Chairperson of the Board of Directors by the stated deadline;
  - i. One incoming Member-at-Large or Officer will serve a three-year term in leadership of the Annual Meeting Committee (one year as committee member, one year as Vice-chair, and one year as Chair (M-18-16));
7. Review the plans for the coming Annual Meeting at the 1<sup>st</sup> Mid-Year Board of Directors meeting and approve the final program and the fee schedule;
8. Before the Annual Meeting, approve changes to those who will receive complementary registration and other considerations;
9. Approve the date and /or site of the Annual Meeting;
10. Be available to meet with any member or group of members as requested;
11. Maintain communication to the membership and the general public;
12. Respond to all incoming communications in a timely manner; Review all reports of the committees of the Society, consider their recommendations and through the President, direct all new projects;
13. Evaluate and assess the effectiveness of the organization;



14. Appoint affiliate and alternate affiliate delegates to the ASRT;
15. Appoint no less than 51% of the OSRT Education and Research Foundation Board of Director members to include the Junior Chairperson of the OSRT business association Board of Directors (M-18-25). Entire list of candidates will be presented to the Board by the OSRT-ERF no later than January 1 of each year. Discussion and selection will be a standing agenda item at the 2<sup>nd</sup> Mid-year Board meeting;
16. Approve all committee appointments made by the President;
17. Remove a Director or an officer, as needed, as outlined in the Bylaws, Article VI, Section 6 and Article VII, Section 7;
18. Communicate and mingle with the participants of the Annual Meeting.
19. All information/concerns regarding society business should be sent to the Executive Committee. The Senior Chairperson of the Board of Directors will then communicate with the concerned parties;
20. Communicate Board meeting agenda items to the Senior Chairperson of the Board of Directors;
21. Communicate Business session agenda items to the President.

**B. Duties of Appointed Student Director**

1. Liaise between all radiologic science/medical imaging students and the OSRT by representing students through attendance at all Board of Directors meetings, Annual Meetings and other meetings as designated;
2. Conduct student surveys as necessary or by direction of the Board of Directors;
3. Promote OSRT activities in the Student Forum at the Annual Meeting;
4. Communicate and mingle with the participants at the Annual Meeting.
5. Participate on a minimum of one (1) OSRT committee; Committee assignments are at the discretion of the President;
6. Attend the OSRT Annual Meeting in its entirety;
  - a. Support OSRT by staying at host hotel if possible to help meet room block quota;
7. Attend required activities at the Annual Meeting;
8. Encourage membership and student participation in OSRT by meeting with students at the Annual Meeting Student Forum and by writing articles for *Student Cardinal Rays*;
9. Submit articles for the *Student Cardinal Rays* to the *Cardinal Ray's* editor within the submission deadlines. Forward current email address to *Cardinal Rays* editor;
10. Present a professional image and demeanor through active participation in OSRT activities and serve as a role model for other students;
11. Maintain student membership in the ASRT
  - a. Assistance in the payment of ASRT membership dues may be available to the Student Director based on reimbursement options ([reimbursement form](#));
12. All information/concerns regarding society business should be sent to the Executive Committee. The Senior Chairperson of the Board of Directors will then communicate with the concerned parties;
13. Communicate Board meeting agenda items to the Senior Chairperson of the Board of Directors;
14. Communicate Business session agenda items to the President.

**C. Duties of the Executive Committee of the Board of Directors (Officers)**

1. Hold at least two (2) meetings, one at midyear and one in conjunction with the Annual Meeting. The number of meetings is left to the discretion of the officers;
2. Maintain open communications with all Board members, and ensure that they are fulfilling their Board duties;
3. Ensure that a financial report is provided to the membership at the Annual Meeting;
4. Assess the organization's mission as it pertains to services provided, resources available, and professional needs;
5. Assess the efficiency and effectiveness of the organizational operational structure;
6. Develop activities to promote the OSRT;
7. Attend at least one day of the Leadership Academy annually;
8. Evaluate performance of contracted services;

9. Review and approve all contractual agreements entered into by the Society with the Financial Manager;
10. Review and update the *Policy and Procedure Manual* on an annual basis. Revisions will be presented to the Board of Directors for approval at the second 2<sup>nd</sup> Mid-Year board meeting;
11. Should the need arise a special meeting of the Society may be called at such time and place as may be designated by the officers. A quorum shall consist of a majority of the Board of Directors including two (2) officers. Board members shall be notified at least 15 days in advance of such meeting, together with a statement of the business to be transacted. No essential business other than that specified shall be transacted at a special meeting;
12. Follow the strategic plan in management of the organization;
13. Maintain accessible communication with the membership and the general public via web site *Cardinal Rays*, and social media;
14. Utilize human resources efficiently and effectively;
15. Coordinate use of human resources to avoid duplication and maximize efficiency;
16. Evaluate performance of contract services;
17. Evaluate structure of Board of Directors including offices and recommend revisions when appropriate;
18. Evaluate equipment/applications related to organizational operations;
19. Assure adequate and appropriate equipment/applications for efficient and effective operation of the organization;
20. Evaluate equipment/applications related to educational activities;
21. Assure solvency for the organization through prudent fiscal practices;
  - a. Review and analyze operational expenditures
  - b. Review and analyze operational revenues
  - c. Analyze data from educational activities
22. Work with Executive Secretary and Financial Manager to collect and record relevant Annual Meeting information as indicated on the Annual Meeting Report Form;
23. Submit committee report by deadline specified by Senior Chairperson of the Board of Directors.

**D. Duties of the Senior Chairperson of the Board**

1. Preside over the Board of Directors;
2. Call meetings for the sole purpose of transacting the business of the Society;
3. Serve as advisor to the President;
4. Include the Executive Committee on all correspondence;
5. Prepare and present a report of the Board of Directors' activities at the Annual Meeting business session and submit report to Webmaster for posting;
6. Complete the Senior Chairperson of the Board script for the Francine Todd Memorial Honors Banquet and ensure all awards are available for presentation;
7. Preside over the final business session at the Francine Todd Memorial Honors Banquet and install newly elected Board members (This may be delegated to others);
8. Prepare Annual Meeting invitations for the Penn-Hu-Mac-Par-Gill lecturer, Technologist of the Year, and Life Member inductee (if applicable);
9. Prepare the Penn-Hu-Mac-Par-Gill lecturer introduction, read their biography at the Francine Todd Memorial Honors Banquet, and present a token (plaque) at the time of the presentation;
10. Co-sign with the Financial Manager all OSRT checks;
11. Approve and sign the request form for all expenditures of two hundred (\$200) dollars or more for unbudgeted expenses and funds allocated from the committee expense budget line;
12. Preside over Board of Directors meetings
  - i. Inform all Board members of meeting dates and locations giving proper and sufficient notification to all who are to attend;
  - ii. Call for committee reports and agenda suggestions approximately four (4) weeks prior to meeting;
  - iii. Compile an agenda for Board meetings. The agenda is to be sent to all who attend approximately one (1) week before the scheduled meeting;

- iv. Abstain from voting, except in the event of a tie, the Senior Chairperson will cast the deciding vote;
13. Make readily available agenda, the Bylaws, *Policy and Procedure Manual* and gavel to all Board of Directors meetings;
14. The outgoing Senior Chairperson of the Board of Directors shall send congratulatory letters to winners of the quiz bowl and student self-assessment exam, chairpersons of the Annual Meeting, Technologist of the Year recipient, Penn-Hu-Mac-Par-Gill Lecturer, and Life Member recipient. Letters should be sent within 3 weeks of Annual Meeting. This correspondence should be copied to the Executive Committee;
15. In conjunction with the Executive Board, provide written performance evaluation of Financial Manager and Executive Secretary. Review the evaluation directly with the Financial Manager and Executive Secretary at the Annual Meeting;
16. In conjunction with Executive Secretary, conduct Board Meeting Assessment and Annual Board Assessment surveys;
17. Maintain accurate files of all correspondence and Society transactions. These files shall be forwarded to his/her successor at the end of his/her tenure;
18. Contact all nominees by email and phone, regarding the results of the election within seven (7) days of ballot closure. Within seven (7) days after nominees are contacted, the Senior Chairperson will email the Board with the election results. Election results will be sent to the Webmaster, *Cardinal Rays* editor(s), and Social Media chairperson to communicate results to the membership;
19. Appoint a Parliamentarian to serve for all business sessions of the society;
20. Chairperson or their designee will meet with Annual Meeting host hotel, Financial Manager, and Annual Meeting Co-chair(s);
21. Communicate and mingle with participants of the Annual Meeting.

**E. Duties of the Junior Chairperson of the Board**

1. Preside over Board of Directors meeting in the absence of the Senior Chairperson;
2. Oversee Nominating Committee;
3. Serve as voting Director on OSRT Education and Research Foundation Board; report OSRTERF activities at OSRT Board of Director meetings;
4. Serve as advisor to the President-elect;
5. Include the Executive Committee on all correspondence;
6. Ensure that most current version of Bylaws, *Policy and Procedure Manual*, *Annual Meeting Format Guide*, Strategic Plan, Operational Plan, and committee appointments are posted on the OSRT Website;
7. Communicate dates, times and locations of all meetings to the Executive Secretary for posting on the OSRT Website calendar;
8. Communicate with newly elected Board of Directors members regarding roles and responsibilities for Annual Meeting attendance and the Board meetings;
9. Receive and discuss the results of the Leadership Academy evaluations with the Leadership Academy Committee chair;
10. Maintain accurate files of all correspondence and Society transactions. These files shall be forwarded to his/her successor at the end of his/her tenure;
11. Communicate and mingle with participants of the Annual Meeting.

**F. Duties of the President**

1. Appoint Board of Directors members and/or Society members as appointees and chairpersons of committees for a one-year appointment;
  - a. Appoint all committee chairs/appointees by the Post Annual Board of Directors meeting;
  - b. Present list of committee chairs/appointees to the Board of Directors at the Post Annual Meeting for approval;
  - c. Forward a complete list of committee chairs/appointees to the Webmaster, Board members, and Recording Secretary;

2. Serve as an ex-officio member of all committees except the Nominating Committee;
3. Charge the committees in the duties as outlined in the strategic plan;
4. Conduct an orientation for all committee chairs within 45 days of the start of the President's term of office;
5. Communicate and serve as the primary liaison for all committee chairs (except Nominating Committee);
6. Assist the Senior Chairperson with creation of meeting agendas;
7. Include the Executive Committee on all correspondence;
8. Maintain accurate files of all correspondence and Society transactions. These files shall be forwarded to his/her successor at the end of his/her tenure;
9. Write a message for each issue of the *Cardinal Rays*. Electronic copy should be sent directly to the editor in the time frame requested by the editor(s);
10. Extend formal invitations to dignitaries for Annual Meeting;
11. Preside over Board of Directors meeting in the absence of the Senior and Junior Chairpersons of the Board;
12. The incoming President presents an acceptance address at the final business session immediately following acceptance of office of President at the Francine Todd Memorial Honors banquet. A copy of the address will be sent to the Webmaster within 2 weeks of the conclusion of the Annual Meeting;
13. Ensure that a copy of each annual committee report is posted in the designated area for the membership at the Annual Meeting;
14. Appoint Sergeants-at-Arms for the Annual Meeting;
15. Prepare an agenda and preside over the business session;
16. Serve as liaison for ASRT communications;
17. Communicate and mingle with the participants of the Annual Meeting.

**G. Duties of the President-elect**

1. Include the Executive Committee on all correspondence;
2. Review all board documents and become familiar with the workings of the Board of Directors;
3. Maintain accurate files of all correspondence and Society transactions. These files shall be forwarded to his/her successor at the end of his/her tenure;
4. Select appointees, committee chairs and members, create committee charges and communicate to incoming chairs and appointees that their appointment is for one year;
5. Communicate and mingle with the participants of the Annual Meeting.

**Section 4: Ohio Affiliate Delegate Appointments**

- A. The President and the President-elect will be appointed as the two OSRT Affiliate Delegates to the ASRT House of Delegates if eligible (M-15-08).
  1. In the event the President and/or President-elect is not eligible/available to assume the affiliate delegate position, an election will be held by the Board of Directors to fill the vacant position at the 1<sup>st</sup> Mid-Year Board of Directors Meeting (M-15-08).
  2. If either the President or President-elect is unable to fulfill his/her duties as OSRT Affiliate Delegate, the Board of Directors will try to send one "inexperienced" delegate and one "experienced" delegate when possible to provide mentoring (ID-15-02).
- B. Alternate delegates shall be selected from the OSRT Board of Directors by a majority vote of the Board at the 1<sup>st</sup> Mid-Year Board Meeting.
- C. The appointed Board members shall meet all ASRT affiliate delegate requirements.
- D. Communicate to the Board of Directors pertinent information to be voted upon at the Annual Governance and House of Delegates meeting.

- E. Communicate with the selected ASRT Student Leadership Development Program participants.
- F. All Affiliate Delegates and alternate delegates must complete and submit the appropriate ASRT forms by the posted deadline.
- G. Affiliate Delegates must write and submit article(s) for posting on the OSRT website, Cardinal Rays, and/or social media. (ID-17-08).
- H. Follow up with the ASRT Student Leadership Development Program participants after the meeting.

## Section 5: Assessment of the Board of Directors and Board of Directors Meetings

### A. Purpose

#### 1. Annual Board Assessment

The Annual Board Assessment is designed to help evaluate how well the OSRT Board of Directors is functioning and to identify areas where the Board might improve its performance.

#### 2. Board Meeting Assessment

The Board Meeting Assessment is designed to assess the OSRT Board of Directors meetings and identify areas where the Board might improve its performance.

### B. Procedure

#### 1. Annual Board Assessment (ID-14-03)

- a. By no later than March 1<sup>st</sup>, the Executive Secretary will email the hyperlink to the Annual Board Assessment survey to all Board of Director members with instructions to complete the survey by no later than March 15<sup>th</sup>.
- b. On March 10<sup>th</sup>, the Executive Secretary will email the hyperlink to the survey to all Board of Directors members with a reminder to complete the survey if they have not already done so. Responses are anonymous so there is no way to send a targeted email to only those who have not completed the survey.
- c. Within one week following March 15<sup>th</sup>, the Executive Secretary will close the survey and compile the quantitative and commentary results.
- d. By no later than March 21<sup>st</sup>, the Executive Secretary will email the compiled results to all Board members for discussion at the Pre-Annual Board of Directors meeting.
- e. The Senior Chairperson of the Board will schedule an Executive Session at the beginning of the Pre-Annual Board of Directors' meeting for discussion of the compiled results. Only Board members will be in attendance at the Executive Session.

#### 2. Board Meeting Assessment

- a. The following procedure will be followed for assessment of the Pre-Annual, Post-Annual, 1<sup>st</sup> Mid-Year, and 2<sup>nd</sup> Mid-Year Board meetings. The Pre-Annual Board meeting assessment results will be discussed at the Post-Annual Board meeting.
- b. By no later than one week following the Board of Directors meeting, the Executive Secretary will email the hyperlink to the Board Meeting Assessment survey to all OSRT members attending the **entire Board meeting**. The deadline for survey completion should be no later than two weeks following the email date and should be communicated in this email.
- c. Within three to four days before the survey completion deadline, the Executive Secretary will again email the hyperlink to the survey with a reminder to complete the survey if not already

completed. Responses are anonymous so there is no way to send a targeted email to only those who have not completed the survey.

- d. Within one week following the survey deadline, the Executive Secretary will close the survey and compile the quantitative and commentary results.
- e. Within two weeks following the survey deadline, the Executive Secretary will email the compiled results to the Senior Chairperson (M-14-32).
- f. Senior Chairperson will review and generically summarize the comments. This is reviewed with the Executive Committee, and then disseminated to all who were emailed the survey for discussion at the next meeting of the Board of Directors (M-14-32).
- g. If there are items/issues of conflict or contention, then the Senior Chairperson will contact the necessary persons to resolve the items/issues within two days of the emailed survey results.
- h. The Senior Chairperson of the Board will add the "Board Meeting Assessment Results" to the agenda of the next Board meeting for discussion of the results.

## **Section 6: Board of Directors and General Membership Meetings**

### **A. Establishment of Meeting Dates**

1. Board of Directors Meetings
  - a. The Board of Directors meeting may be called at such time and place as designated by the officers (Bylaws Article VI, Section 7). Dates, times and locations of meetings shall be communicated to the membership (Bylaws: Article VI, Section 7).
  - b. The Board meetings are generally held as follows:
    - 1<sup>st</sup> Mid-Year meeting on the 4<sup>th</sup> Friday or Saturday of September (this meeting should not be held until 1 ½ weeks after September 1 to allow adequate time for closing and auditing of the financial books before the meeting. (ID-19-04)
    - 2<sup>nd</sup> Mid-Year meeting on the 4<sup>th</sup> Friday or Saturday of January
    - Pre-Annual at the beginning of the Annual Meeting
    - Post-Annual within six (6) weeks of the close of the Annual Meeting
  - c. Dates will be determined by the Senior Chairperson or presiding officer.
  - d. In order to conduct business, a quorum shall be present. A quorum for a Board of Directors meeting shall consist of a majority of the Directors including two (2) officers (Bylaws: Article VI, Section 8).
  - e. Electronic participation  
The Board of Directors may permit any or all members to participate in a meeting by, or conduct the meeting through the use of any means of communication by which all members participating may simultaneously hear each other during the meeting (Bylaws: Article VI, Section 7).
2. Annual Meeting of the General Assembly
  - a. The Society shall hold an Annual Meeting for the purpose of conducting the business of the Society as directed in the Strategic Plan (Bylaws: Article IX, Section 1).
  - b. General Assembly meeting will be held at the Annual Meeting; days and times will be determined by the Board of Directors.
  - c. In order to conduct business a quorum shall be present. A quorum for a meeting of the membership shall consist of not less than twenty-five percent (25%) of the voting members registered at the meeting, including two officers (Bylaws: Article IX, Section 2).

### **B. Meeting Agenda**

1. The agenda lists all items in the order they are expected to occur.
2. The agenda will be determined by the presiding officer.

3. A sample agenda for the Board of Directors meetings and the general membership 1<sup>st</sup> Business meeting can be found in Appendix H.

### **C. Consent Agenda**

1. A consent agenda may be presented by the Senior Chairperson of the Board of Directors or presiding officer at the beginning of any meeting. Items may be removed from the consent agenda on the request of one member of the Board of Directors (or assembly for general membership meetings). Items not removed will be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly (M-17-13).
2. The purpose of the consent agenda is to handle all noncontroversial items before the assembly at one time.
3. Items on the consent agenda are not discussed or debated at the meeting.
4. The Financial Manager's report shall not be placed on the consent agenda (ID-17-07).
5. The Strategic Plan report will not be placed on the consent agenda of the Board of Directors meetings. (ID-19-01)
6. The Executive Secretary report will not be placed on the consent agenda of the Board of Directors meetings. (ID-19-02)
7. Consent agenda will be placed early in the meeting agenda.
8. The Senior Chairperson of the Board of Directors or the presiding authority places the consent agenda on the distributed agenda to the members.
9. The presiding officer asks if any member wishes to remove an item(s) from the consent agenda.
10. Any Director can request the removal of any item from the consent agenda without explanation.
11. The presiding officer then places the removed item(s) into the-position in the meeting agenda as directed by the assembly.
12. The presiding officer asks if any other items are to be removed, until there are no more responses.
13. The presiding officer reads each item remaining in the consent agenda and states "these items are before the assembly. If there is no objection, these items will be adopted." After allowing time for objections, the presiding officer states, "there being no objection, these items are adopted".

### **D. Meeting Protocol**

1. Phones should be on silent mode or off and stowed during the session, only taken out during breaks.
2. The Parliamentarian will announce "Off Topic" when discussion/ debate veers from the topic on the table.
3. During discussion, the first to speak on any idea is the author of the statement.
4. One individual may only speak twice on any motion.
5. Do not interrupt the speaker and be respectful of differing points of view.
6. You must raise your hand and be recognized by the presiding officer before you can speak.
7. Hand signals can be used to indicate agreement with a statement in lieu of speaking.
8. Keep side conversations to a minimum.
9. There is a "Parking Lot" for items, ideas and issues that come up during discussion that might be relevant to the organization but not to the current topic. These will be recorded and returned to at the appropriate point in the agenda.
10. Elected board members and the Student Director are the only voting members. The Senior Chairperson of the Board of Directors only votes in the case of a tie, except when written ballots are utilized in which case the presiding officer is always eligible to vote.
11. Written ballots may be used for voting at the discretion of the presiding officer.

# **COMMITTEES and APPOINTEES**

## **Section 1: Standing Committees**

OSRT Standing Committees include Advocacy, Annual Meeting, Education, Leadership Academy, Marketing and Sales, Membership, Nominating, and Quiz Bowl. Appointments will be from May through April unless otherwise indicated. (ID-18-07)

### **A. Advocacy Committee Health Policy**

**Date Reviewed:** January 2019

**Date Revised:** January 2019

1. Establish initial communication with committee members between May and July, or as soon as possible.
2. Chair and vice chair should maintain frequent communication with each other and the committee members.
3. Copy all correspondence to the OSRT President.
4. Develop and submit a committee report when requested by the Senior Chairperson of the Board of Directors by the stated deadline.
5. Review the committee duties and responsibilities outlined in the Policy & Procedure Manual in addition to the charges received from the OSRT President.
6. Review the OSRT Website for posted pertinent committee information checking for accuracy and timeliness. Forward revisions/updates to the Webmaster.
7. Review annually and update as needed, portions of the Policy & Procedure Manual pertinent to respective committee duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.
8. Advocate the Society's position on all proposed legislation/regulation and practice issues pertinent to the profession.
9. Advocate on the federal level as needed for the profession.
10. Maintain contact with key state and national Congressional leaders on all activities pertinent to the profession.
11. Monitor the agenda for the Ohio Medical Board meetings and attend when pertinent issues arise.
12. Provide testimony as needed on proposed legislation/regulation and practice issues pertinent to the profession.
13. Send one or more representative to meetings of the Ohio Department of Health as appropriate to include Radiation Advisory Committee, and Radiation Generating Committee.
14. Maintain consistent communication with OSRT's legislative consultant.
15. Review the utilization and benefit of the Legislative Consultant position and bring results to the Executive Session of the Board of Directors at the Pre-Annual Board meeting.
16. Post current regulatory information on the OSRT website, social media, etc. to keep members informed.
17. Prepare and present report to the membership at the General Assembly Meeting at the Annual Meeting.
18. Chair and/or representative should attend OSRT Meetings to include: Pre-Annual, Post-Annual, and 1<sup>st</sup> and 2<sup>nd</sup> Mid-Year Board of Directors meetings and the general membership Annual Business Meeting.
19. The President shall serve as an ex-officio member of the committee.



## B. Annual Meeting Committee

**Date Reviewed:** January 2019

**Date Revised:** *January 2019*

1. Establish initial communication with committee members between May and July, or as soon as possible.
2. Chair and vice chair should maintain frequent communication with each other and the committee members.
3. Copy all correspondence to the OSRT President.
4. Develop and submit a committee report when requested by the Senior Chairperson of the Board of Directors by the stated deadline.
5. Review the committee duties and responsibilities outlined in the Policy & Procedure Manual in addition to the charges received from the OSRT President.
6. Review the OSRT Website for posted pertinent committee information checking for accuracy and timeliness. Forward revisions/updates to the Webmaster.
7. Review annually and update, as needed, portions of the Policy & Procedure Manual pertinent to respective committee duties and timelines to be submitted to the Senior Chairperson by November 30.
8. The Annual Meeting chairman and Vice Chairman appointees will be assigned to Board Members-at-Large or Officers and the Webmaster, Executive Secretary and Financial Manager will serve as ex officio members of each Annual Meeting Committee. (M-18-16). One incoming Board Member-at-Large will serve as an Annual Meeting Committee member each year and progress to serve as the Annual Meeting Vice-Chair during the 2nd year of his/her Board term and serve as the Annual Meeting Chair the 3<sup>rd</sup> year of his/her Board term.
9. Communicate and work with hotel staff for meeting details and itinerary.
10. Develop program brochure and Annual Meeting information to be posted on the OSRT website.
11. Provide a report at the Board of Directors meeting when needed per agenda.
12. Develop information and communicate with potential speakers and proctors for the student self assessment examination.
13. Communicate information with the Executive Secretary for distribution to the membership and the Webmaster for posting on the OSRT website.
14. Communicate with the President for invitations to dignitaries.
15. Chair and/or representative should attend OSRT Meetings to include: Pre-Annual, Post-Annual, and 1<sup>st</sup> and 2<sup>nd</sup> Mid-Year Board of Directors meetings and the general membership Annual Business Meeting.
16. Update Annual Meeting Format Guide if needed.
17. With the Executive Secretary and Financial Manager, compile statistics, meeting evaluations, and other pertinent information for Annual Meeting report form and submit to Executive Committee for data analysis.
18. Coordinate administration of Philip W. Ballinger student self-assessment exam.
19. Other duties as outlined in the [Annual Meeting Format Guide](#).

### C. Education Committee

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

1. Establish initial communication with committee members between May and July, or as soon as possible.
2. Chair and vice chair should maintain frequent communication with each other and the committee members.
3. Copy all correspondence to the OSRT President.
4. Develop and submit a committee report when requested by the Senior Chairperson of the Board of Directors by the stated deadline.
5. Review the committee duties and responsibilities outlined in the Policy & Procedure Manual in addition to the charges received from the OSRT President.
6. Review the OSRT Website for posted pertinent committee information checking for accuracy and timeliness. Forward revisions/updates to the Webmaster.
7. Review annually and update, as needed, portions of the Policy & Procedure Manual pertinent to respective committee duties and timelines to be submitted to the Senior Chairperson by November 30.
8. Chair and/or representative should attend OSRT meetings when possible to include: Pre-Annual, Post-Annual, and 1<sup>st</sup> and 2<sup>nd</sup> Mid-Year Board of Directors meetings and the general membership Annual Business Meeting.
9. Annually, provide topics on safe radiation practices and cultural differences.
10. Promote current and emerging technology educational offerings.
11. Promote alternate delivery methods for educational offerings.
12. Research NIH articles for OSRT Ed-ConneX website page and submit to Webmaster for posting.
13. Provide a minimum of one (1) Annual Meeting and two (2) regional educational offerings if possible.
14. With the Executive Secretary and Financial Manager, utilize digital methods for data collection, analysis, and dissemination of information regarding regional and Annual Meetings and submit to the Executive Committee within six (6) weeks following the meetings.
15. Participate in the development and/or revision of professional curricula:
  - a. Disseminate all draft professional curricula to members.
  - b. Solicit, compile, and submit comments.
16. The President shall serve as an ex-officio member of the committee.

#### D. Leadership Academy Committee

Date Reviewed: January 2019

Date Revised: January 2019

The Leadership Academy will be a standing committee of the OSRT with three (3) year terms (M-17-11).

1. Establish communicate with committee members between May and July or as soon as possible.
2. Chair and vice chair should maintain frequent communication with each other and their committee members.
3. Copy all correspondence to the OSRT President.
4. Develop and submit a committee report when requested by the Senior Chairperson of the Board of Directors by the stated deadline.
5. Review the committee duties and responsibilities outlined in the Policy & Procedure Manual in addition to the charges received from the OSRT President.
6. Review the OSRT Website for posted pertinent committee information checking for accuracy and timeliness. Forward revisions/updates to the Webmaster.
7. Review annually and update, as needed, portions of Policy and Procedure pertinent to respective committee duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.
8. Chair and/or representative should attend OSRT meetings when possible to include: Pre-Annual, Post-Annual, and 1<sup>st</sup> and 2<sup>nd</sup> Mid-Year Board of Directors meetings and the general membership Annual Business Meeting.
9. Newly elected members of the Board of Directors and the new student leaders will be required to attend the Leadership Academy (M-17-09). This shall be completed prior to beginning of the individual's term of service.
10. The Leadership Academy will be offered at the end of March on a Saturday and Sunday (M-17-08).
11. The OSRT budget will include a specific budget line for the Leadership Academy annually beginning with the 2018-2019 budget (M-17-10).
12. Incoming Leadership Academy Committee member shall attend the two-day academy prior to beginning committee member/Vice Chair appointment (M-17-21).
13. Graduates of the Leadership Academy and their respective assigned committee chairs/co-chairs will be evaluated annually by each party (M-17-22).
14. At least two weeks prior to the 1<sup>st</sup> Mid-Year Board meeting, the Leadership Academy Committee Chair emails to the Executive Committee a slate of at least four (4) OSRT members that they recommend serving on the Leadership Academy Committee. Each member on the slate should have extensive leadership experience within the OSRT.
15. After consensus by the Executive Committee, the President-elect communicates with the individual chosen from the slate to ask about their participation on this Committee for 3 years. This should be completed by the end of January so that the new Committee member can attend the Leadership Academy in March as a participant and/or observer. The appointment begins at the conclusion of the following Annual Meeting.
16. The new Committee member is such that (s)he serves as an apprentice during the first year, as vice-chair the second year, and as chair the third year.
17. Maintain communication with the President-elect regarding potential OSRT committee appointments for Leadership Academy graduates.
18. The President shall serve as an ex-officio member of the committee.

**Procedures/Process and Timeline**

<b>TIMEFRAME TO BE COMPLETED</b>	<b>COMMITTEE DUTY</b>	<b>RESPONSIBLE</b>
May - July year before Leadership Academy, following Post-Annual Board of Directors meeting:	<ul style="list-style-type: none"> <li>• Communicate with Committee Chairs regarding graduate assignment and evaluations (mentor and mentee) forms in appendix.</li> <li>• Review graduate satisfaction surveys (form in appendix) and make notes for needed revisions.</li> </ul>	Committee
July	<ul style="list-style-type: none"> <li>• Determine maximum number of attendees for March Leadership Academy (not to exceed 15, with 2-3 being new Board members and 4 Student Leaders) (M-17-09).</li> <li>• Determine dates for March Leadership Academy, preferably at the end of March (avoiding spring break weekends).</li> <li>• Secure location for March Leadership Academy – consider location that is free of charge, i.e. colleges/universities/hospitals.</li> <li>• Secure and contract hotel – work with OSRT Financial Manager.</li> </ul>	Committee/ Financial Manager
August	<ul style="list-style-type: none"> <li>• Review and revise all PowerPoint presentations.</li> <li>• Submit slate of potential faculty leaders to President to serve on the Committee</li> <li>• Create report for 1<sup>st</sup> Mid-Year Board meeting to include tasks completed since last Board of Directors meeting, location and dates of Leadership Academy (preferably Saturday and Sunday).</li> </ul>	Committee
October-December	<ul style="list-style-type: none"> <li>• Review and revise the application for website.</li> <li>• Review and revise pre-and post-test, satisfaction survey, mentor evaluation, and mentee evaluation, congratulations email for President to email to accepted participants. The congratulations email should contain an acceptance deadline of February 27<sup>th</sup>.</li> <li>• Submit article to <i>Cardinal Rays</i> editor and Webmaster with invitation to apply – see previous documents.</li> <li>• Assign duties to Leadership Academy faculty:</li> <li>• PowerPoint presentations;</li> <li>• Order food and purchase water and snacks;</li> <li>• Copy PowerPoints and create binders for each participant and faculty;</li> <li>• Submit to ASRT for CE approval;</li> <li>• Pre-work assignments for participants and faculty;</li> <li>• Leaders of interactive activities, and;</li> <li>• Create name table tents.</li> </ul>	Committee
January	<ul style="list-style-type: none"> <li>• Submit to ASRT for CE approval.</li> <li>• Submit revised budget request to Board, if necessary.</li> <li>• Create report for 2<sup>nd</sup> Mid-Year Board of Directors meeting to include tasks completed since last Board meeting.</li> <li>• Work with Executive Secretary and Webmaster to post the application on the website.</li> </ul>	Committee/ Executive Secretary/ Webmaster

TIMEFRAME TO BE COMPLETED	COMMITTEE DUTY	RESPONSIBLE
February	<ul style="list-style-type: none"> <li>• Review and rank applicants using rubric.</li> <li>• Provide OSRT President with listing and contact information of accepted participants and request that (s)he email congratulatory email by no later than February 20<sup>th</sup>.</li> <li>• Committee chair to mail names and contact information of accepted applicants to all Leadership Academy faculty.</li> <li>• Chair to email pre-work to accepted participants by March 1<sup>st</sup> to include faculty names, titles, workplace, and email address – see previous documents.</li> <li>• Provide hotel with names and phone numbers of participants and faculty for hotel rooms.</li> </ul>	Committee
March	<ul style="list-style-type: none"> <li>• Conduct two-day Leadership Academy at site that is free of charge – order food, purchase snacks and water, procure AV equipment, get registration form from Executive Secretary, create registration sign in sheet, place binders for each participant, print name table tents.</li> <li>• Get completion certificates from Executive Secretary, signed by President.</li> <li>• Committee chair distributes evaluations for graduates and committee mentors (electronic). The Committee Chair will discuss results with Leadership Academy graduates, OSRT Junior Chairperson of the Board of Directors and with Leadership Academy committee mentors.</li> </ul>	Committee/ Board of Directors/ Executive Secretary
April	<ul style="list-style-type: none"> <li>• Collect data: pre and post-tests, satisfaction surveys, and;</li> <li>• Create report for Post-Annual Board of Directors meeting to include statistics, data analysis and feedback.</li> </ul>	Committee

**E. Marketing and Sales Committee**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

The Marketing and Sales Committee will be an OSRT standing committee (M-12-08).

1. Establish communication with committee members between May and July, or as soon as possible.
2. Chair and vice chair should maintain frequent communication with each other and their committee members.
3. Copy all correspondence to the OSRT President.
4. Develop and submit a committee report when requested by the Senior Chairperson of the Board of Directors by the stated deadline.
5. Review the committee duties and responsibilities outlined in the Policy & Procedure Manual in addition to the charges received from the OSRT President.
6. Review the OSRT Website for posted pertinent committee information checking for accuracy and timeliness. Forward revisions/updates to the Webmaster.
7. Review annually and update, as needed, portions of the Policy & Procedure Manual pertinent to respective committee duties and timelines to be submitted to the Senior Chairperson by November 30.
8. Chair and/or representative should attend OSRT meetings when possible to include: Pre-Annual, Post-Annual, and 1<sup>st</sup> and 2<sup>nd</sup> Mid-Year meetings Board of Directors meetings and the general membership Annual Business Meeting.
9. Identify and engage potential donors and advertising opportunities.
10. Work with Annual Meeting co-chairs, Executive Secretary, Webmaster, Financial Manager to coordinate donor and advertising agreements.
11. Recruit and retain sponsors for web advertising with input from the Financial Manager.
12. Work with Webmaster to expand Job ConneX offerings.
13. Update advising materials annually.
14. Monitor and respond to Marketing and Sales email through OSRT website.
15. The Chairperson will serve as the primary contact with vendors.
16. The President shall serve as ex-officio member of the committee.

**Duties and Timeline for Annual Meeting**

<b>Timeframe to be completed</b>	<b>Committee Duty</b>	<b>Responsible</b>
April of the year prior to the Annual Meeting	<ul style="list-style-type: none"> <li>• Contact website advertisers to see about renewing contracts</li> </ul>	Chairs in consultation with Financial Manager
May-June of the year prior to the Annual Meeting	<ul style="list-style-type: none"> <li>• Chairs contact Annual Meeting chairs</li> <li>• Solicit liaison from Annual Meeting committee to help with marketing in the region that meeting is being held</li> <li>• Obtain specific meeting information i.e. date, times, location, # of attendees, etc.</li> </ul>	Chairs
July-August of the year prior to the Annual Meeting	<ul style="list-style-type: none"> <li>• Discuss strategy to market for Annual Meeting</li> <li>• Assign specific duties to committee members</li> </ul>	Chairs and committee via in-person meeting or conference call.

Timeframe to be completed	Committee Duty	Responsible
	<ul style="list-style-type: none"> <li>• Review and update previous year’s sponsor list</li> <li>• Prepare report for 1<sup>st</sup> Mid-Year Board Meeting</li> </ul>	
October-November of the year prior to the Annual Meeting	<ul style="list-style-type: none"> <li>• Update or prepare Annual Meeting documents and send out for review to Annual Meeting Co-chairs, Financial Manager, and Executive Secretary.</li> <li>• Provide copy of latest sponsor list at 2<sup>nd</sup> Mid-Year Board meeting <del>BOD</del> to see if any contacts need to be deleted or changed</li> <li>• Mass email or fax to sponsors</li> <li>• Keep track of returned emails</li> </ul>	Chairs
January prior to the Annual Meeting	<ul style="list-style-type: none"> <li>• Identify local vendors</li> <li>• Identify and solicit corporate sponsors in Annual Meeting region, i.e. United Dairy Farmers, Meijer, Restaurants; Reds/Indians (usually need 6-8 weeks to process the request).</li> <li>• Update for BOD</li> <li>• Touch base with communication committee, help with door prizes</li> </ul>	AM liaison and Chairs  Chairs
February prior to the Annual Meeting	Reminder email blast to sponsors	Chairs
Late March-April prior to Annual Meeting	<ul style="list-style-type: none"> <li>• Prepare list of door prizes for Annual Meeting Chairs</li> <li>• Coordinate vendor space assignments with Annual Meeting Chairs</li> </ul>	Chairs
Annual Meeting	<ul style="list-style-type: none"> <li>• Prepare door prizes for distribution</li> <li>• Stuff folders</li> <li>• Communicate with and assist vendors with set up</li> <li>• Hand out door prizes at different functions</li> </ul>	Marketing and Sales Committee

## F. Membership Committee

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

The Membership Committee will be a standing committee of the OSRT (M-14-16).

1. Establish initial communication with committee members between May and July, or as soon as possible.
2. Chair and vice chair should maintain frequent communication with each other and the committee members.
3. Copy all correspondence to the OSRT President.
4. Develop and submit a committee report when requested by the Senior Chairperson of the Board of Directors by the stated deadline.
5. Review the committee duties and responsibilities outlined in the Policy & Procedure Manual in addition to the charges received from the OSRT President.
6. Review the OSRT Website for posted pertinent committee information checking for accuracy and timeliness. Forward revisions/updates to the Webmaster.
7. Review annually and update, as needed, portions of the Policy & Procedure Manual pertinent to respective committee duties and timelines to be submitted to the Senior Chairperson by November 30.
8. Chair and/or representative should attend OSRT meetings when possible to include: Pre-Annual, Post-Annual, and 1<sup>st</sup> and 2<sup>nd</sup> Mid-Year Board of Directors meetings and the general membership Annual Business Meeting.
9. Review membership data trends and submit data to the Executive Committee.
10. Generate and coordinate membership drives and campaigns.
11. The President shall serve as an ex-officio member of the committee.



## G. Nominating Committee

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

1. Establish communication with committee members between May and July as soon as possible.
2. Chair and vice chair should maintain frequent communication with each other and their committee members.
3. Copy all correspondence to the OSRT President.
4. Develop and submit a committee report when requested by the Senior Chairperson of the Board of Directors by the stated deadline.
5. Review the committee duties and responsibilities outlined in the Policy & Procedure Manual in addition to the charges received from the OSRT President.
6. Review the OSRT Website for posted pertinent committee information checking for accuracy and timeliness. Forward revisions/updates to the Webmaster.
7. Review annually and update as needed, portions of Policy and Procedure Manual pertinent to respective committee duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.
8. Chair and/or representative should attend OSRT meetings when possible to include: Pre-Annual, Post-Annual, and 1<sup>st</sup> and 2<sup>nd</sup> Mid-Year Board of Directors meetings and the general membership Annual Business Meeting.
9. Shall be appointed by the President with approval by the Board of Directors (Bylaws Article VI, Section 3, A1). The Junior Chairperson of the Board of Directors will oversee this committee and may serve as committee chairperson.
10. Shall consist of a minimum of five (5) members ideally representing the northwest, northeast, southwest, southeast and central regions of Ohio (Bylaws Article VI, Sections 3, A2).
11. Follow the Bylaws and policies of the OSRT in identifying candidates for the Board of Directors.
12. Chair will request current membership list divided by regions for committee use.
13. Nominations shall be actively solicited using multiple methods including website, *Cardinal Rays*, and social media.
14. Call for nominations for Board of Directors and President-elect will be kept visible on the OSRT website all year (ID-15-03).
15. Nominations shall be submitted via the OSRT website.
16. The Executive Secretary shall verify membership and OSRT service qualifications of nominees and forward to Nominating Committee. The Nominating Committee will verify ASRT membership.
17. Contact the nominee to assure willingness to serve if elected.
18. Publicize and present all the qualified candidates on the ballot.
19. Promote
  - i. Ohio representation at the ASRT Leadership Academy.
  - ii. Ohio representation in the national election for Chapter delegates to the ASRT House of Delegates.
20. The Executive Secretary will send results of the electronic tally to the Senior Chairperson of the Board of Directors who will contact all nominees, by email and phone, regarding the results of the election within (seven) 7 days of ballot closure.
21. Within seven (7) days after nominees are contacted, the Senior Chairperson will e-mail the Board of Directors with election results. Election results will be sent to the Webmaster, *Cardinal Rays* editor(s), and Social Media chair(s) to communicate with membership.
22. No information relative to nominations received will be given out until nominations are closed (ID-14-10).
23. The voting for election to the Board of Directors, Technologist of the Year and President-elect will take place immediately after nominations close on January 15<sup>th</sup> (ID-17-12).

## H. Quiz Bowl Committee

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

The Quiz Bowl Committee will be a standing committee of the OSRT (M-14-13).

1. Establish initial communication with committee members between May and July, or as soon as possible.
2. Chair vice chair should maintain frequent communication with each other and their committee members.
3. Copy all correspondence to the OSRT President.
4. Develop and submit a committee report when requested by the Senior Chairperson of the Board of Directors by the stated deadline.
5. Review the committee duties and responsibilities outlined in the Policy & Procedure Manual in addition to the charges received from the OSRT President.
6. Review the OSRT Website for posted pertinent committee information checking for accuracy and timeliness. Forward revisions/updates to the Webmaster.
7. Review annually and update, as needed, portions of Policy and Procedure Manual pertinent to respective committee duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.
8. Chair and/or representative should attend OSRT Meetings when possible to include: Pre-Annual, Post-Annual, and 1<sup>st</sup> and 2<sup>nd</sup> Mid-Year Board of Directors meetings and the general membership Annual Business Meeting.
9. Conduct Quiz Bowl competition.
10. Review deadlines and [QB Rules](#) and bring proposed changes to the 1<sup>st</sup> Mid-Year Board meeting.
11. Ensure latest versions are posted on the OSRT website by October 1<sup>st</sup>.
12. Update competition question bank to reflect current ARRT content specifications.
13. The updated competition question bank shall be archived annually on the OSRT website by the QB committee chairs.
14. Compile applications and prepare competition brackets.
15. Communicate with Annual Meeting Chairperson(s) regarding competition physical requirements.
16. Communicate first and second place team to Annual Meeting Chairperson(s), Financial Manager, Executive Secretary, Webmaster, and Senior Chairperson of the Board of Directors.

## I. Social Media Committee

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

The Social Media Committee will be standing OSRT committee (M-18-18)

1. Establish initial communication with committee members between May and July, or as soon as possible.
2. Chair and vice chair should maintain frequent communication with each other and the committee members.
3. Copy all correspondence to the OSRT President.
4. Develop and submit a committee report when requested by the Senior Chairperson of the Board of Directors by the stated deadline.
5. Review the committee duties and responsibilities outlined in the Policy & Procedure Manual in addition to the charges received from the OSRT President.
6. Review the OSRT Website for posted pertinent committee information checking for accuracy and timeliness. Forward revisions/updates to the Webmaster.
7. Review annually and update, as needed, portions of the Policy & Procedure Manual pertinent to respective committee duties and timelines to be submitted to the Senior Chairperson by November 30.
8. Chair and/or representative should attend OSRT meetings when possible to include: Pre-Annual, Post-Annual, and 1<sup>st</sup> and 2<sup>nd</sup> Mid-Year Board of Directors meetings and the general membership Annual Business Meeting.
9. Communicate OSRT information via Facebook, Twitter, and Instagram.
10. Submissions to all social media platforms are done via the Chair and Vice Chair of the Social Media Committee and can be made at any time.
11. Some submissions will be on a scheduled timeline to allow for review and possible approval by the Executive Committee. These submissions are date related events, like upcoming CE events, elections and election results.
12. The authority to post on OSRT social media will be limited to the Chair and Vice-chair of the Social Media committee.
13. The Social Media Chairs will consult the Board when questions of appropriateness arise.
14. Post all OSRT events listing dates and times: educational, Board of Directors meetings, and Annual Meetings.
15. Post committee information if requested to do so by the Executive Committee.
16. Post OSRT news items posted by affiliate societies or other governing bodies.
17. Social Media Chairs are responsible for:
  - a) Coordinating workload with the Social Media Committee.
  - b) Monitoring the OSRT Social Media Platforms forms for inappropriate posts.
  - c) Posting all requested information based on the needs of the OSRT.
  - d) Managing and responding to social media emails and posts.
  - e) Working with the OSRT Executive Board to promote the Society through social media advertising and posting.

TIMEFRAME TO BE COMPLETED	COMMITTEE DUTY	RESPONSIBLE
When needed	Post any Professional Activity Requested by the Executive Board.	Social Media Committee Chair and Vice Chair
When needed	Post any Educational Activity Provided by the OSRT.	Social Media Committee Chair and Vice Chair
January	Post the date and time of the January BoD Meeting 2 weeks prior to the meeting. Post during the BoD meeting to let people know what is going on during the meeting. Post after the BoD meeting to let everyone know what to look forward to with regard to the OSRT.	Social Media Committee Chair and Vice Chair
January	Post results of the New OSRT Student Leaders to Social Media platforms.	Social Media Committee Chair
January	Post information about elections for the OSRT Board of Directors, deadlines, voting dates, etc.	Social Media Committee Chair
January and February	Post voting information for Ohioans who are running for ASRT Delegates in their respective modalities.	Social Media Committee Chair
March	Post Elections results for OSRT Board of Directors.	Social Media Committee Chair
March	Post results of the ASRT delegate election; Ohio delegate elected.	Social Media Committee Chair
April	Post information about all Annual Meeting Activities.	Entire Social Media Committee

TIMEFRAME TO BE COMPLETED	COMMITTEE DUTY	RESPONSIBLE
May	Post the date and time of the Post Annual BoD Meeting 2 weeks prior to the meeting. Post during the BoD meeting to let people know what is going on during the meeting. Post after the BoD meeting to let everyone know what to look forward to with regard to the OSRT.	Social Media Committee Chair and Vice Chair
September	Post the date and time of the September BoD Meeting 2 weeks prior to the meeting. Post during the BoD meeting to let people know what is going on during the meeting. Post after the BoD meeting to let everyone know what to look forward to with regard to the OSRT.	Social Media Committee Chair and Vice Chair
November	Post NRTW Activities.	Entire Social Media Committee
As directed by the Executive Board	Create and manage social media digital marketing ads.	Executive Board and the Chair of the Social Media Committee; with the help of the Entire Social Media Committee
As directed by the Executive Board	Any other task deemed appropriate for the Social Media Committee.	Entire Social Media Committee

## **Section 2: Establishing Ad Hoc Committees**

**Date Reviewed:** *January 2019*                      **Date Revised:** *January 2019*

- A. The President or Senior Chairperson of the Board of Directors may appoint ad hoc committees as needed to accomplish specific tasks. The President or Senior Chairperson of the Board may decide the number and appoint the members of the committee.
- B. The ad hoc committee will be assigned charges by the President and/or Senior Chairperson of the Board and shall serve until the charge(s) is/are completed.
- C. The title of these committees must be clearly stated in the following format: “Ad Hoc Committee on ...”.

## Section 3: Standing Appointees

### A. Cardinal Rays Editor(S)

Date Reviewed: January 2019

Date Revised: January 2019

1. Description
  - a. *Cardinal Rays* is the official newsletter of The Ohio Society of Radiologic Technologists. It is published and provided to all members, Ohio hospitals, and Ohio radiologic technology programs every other month (January, March, May, July, September, November).
  - b. The *Cardinal Rays* submissions to the editor(s) are tentatively due the 15th of the even months prior to release (i.e. the November/December edition's submission is due October 15th to the editor). This timeline allows for editorial review, revision, and publication on the 1st of the month.
  - c. Each edition should contain a message from the President or Board of Directors, the OSRT Mission and Vision Statements, and a brief report from a minimum of one standing committee along with the OSRT phone number, e-mail address, and OSRT Web address.
  - d. Submissions for publication include letters to the editor, the editorial column from the President of the OSRT, upcoming continuing education events, any committee reports, interviews, announcements, Meet the Board, "Where are they now..." articles, and the Foundation Corner.
  - e. The *Cardinal Rays* shall only include OSRT affiliate continuing education programs in the newsletter. Job advertisements are not accepted for publication in the newsletter.
  - f. The volume changes in the month of May and the issue number changes bimonthly.
  - g. The Editor(s) of *Cardinal Rays* serve(s) as the editor(s) of *Student Cardinal Rays*.
  - h. *Student Cardinal Rays* will be published in each edition of *Cardinal Rays*, and it shall maintain a separate volume and issue number from *Cardinal Rays*.
2. Responsibilities of the Editor(s)
  - a. Send a calendar to each committee chairperson immediately following the Annual Meeting outlining the length of the report (100-150 words) and the dates for submission.
  - b. Format, edit and send the newsletter to the Executive Secretary for distribution to the members.
  - c. Attend OSRT meetings to include: Pre-Annual, Post-Annual, and 1<sup>st</sup> and 2<sup>nd</sup> Mid-Year Board of Directors meetings and the general membership Annual Business Meeting.
  - d. Solicit article submissions for *Cardinal Rays* from individuals and also request information from committees.
  - e. Assure distribute the editions electronically based on the approved timeline.
  - f. Investigate publication and distribution needs as needed.
  - g. Send a copy of *Cardinal Rays* to the Webmaster and the Executive Secretary in PDF format.
  - h. Post a timeline to contributing editors (the OSRT Board of Directors and committee chairs) for the upcoming year.
  - i. Investigate newsletter software updates as necessary.
  - j. Submit committee reports by deadline specified by Senior Chairperson of the Board of Directors.
  - k. Additional duties may be assigned by the Board of Directors.
  - l. Review annually and update as needed, portions of Policy and Procedure Manual pertinent to *Cardinal Rays* editor duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.

#### Timeline & Guidelines for *Cardinal Rays*

The *Cardinal Rays* submissions to the editor are tentatively due the 15th of the even months prior to release (i.e. the November/December edition's submission is due October 15th to the editor). This timeline allows for editorial review, revision, and publication on the 1st of the month. These submissions

include letters to the editor, the editorial column from the President of the OSRT, upcoming CE events, any committee reports, interviews, announcements, Meet the Board, Where are they now, and the Foundation Corner. The editor is responsible for sending a copy of *Cardinal Rays* to the Webmaster in a PDF file and also to the OSRT secretary.

The volume changes in the month of **May** and the **monthly number** changes with each issue. The OSRT Mission and Vision must be included in each issue (including *Student Cardinal Rays*, along with the OSRT phone number, e- mail address, OSRT Web address. It is also the responsibility of the editor to post a timeline to contributing editors (The OSRT Board) for the upcoming year.

The OSRT President and Student Director need to plan on submitting an article for each edition to the CR editor. Please encourage the committees to include any updates or reports to the editor.

TIMEFRAME TO BE COMPLETED	COMMITTEE DUTY	RESPONSIBLE
January/ February	<ul style="list-style-type: none"> <li>Welcome in the New Year, past accomplishments and goals of the upcoming year, Annual Meeting information submitted by Annual Meeting chairs. Reminder of deadlines for upcoming events, remind everyone of the online voting open and closing dates. This issue may be delayed so as to include the profiles of the candidates of the upcoming election or a separate voting edition may be required. The candidate profiles are to be emailed to the <i>Cardinal Rays</i> editor by the Nominating Committee chair. This edition should encourage members to attend the Annual Meeting.</li> </ul>	Editor(s)
March/April	<ul style="list-style-type: none"> <li>This edition should encourage members to attend the Annual Meeting since the edition is published at the beginning of March and the meeting is in April. Also any legislative issues on the horizon should be addressed and the announcement of Board of Directors members and student leaders. This edition will be held until the announcement of the new board members and student leaders has been communicated to appropriate parties.</li> </ul>	Editor(s)
May/ June	<ul style="list-style-type: none"> <li>A summary of the Presidential address, Annual Meeting winners/grant recipients and any dignitaries present at the meeting including their title and professional credentials. The majority of this information comes from the banquet script to be forwarded to the editor by the current OSRT President/ Senior Chairperson of the Board of Directors and also the chairman of the OSRT-ERF or Financial Manager; due date for this edition is dependent</li> </ul>	Editor(s) Senior Chair President OSRT-ERF Chair



TIMEFRAME TO BE COMPLETED	COMMITTEE DUTY	RESPONSIBLE
	upon the timing of the Annual Meeting and communicated by the editor.	
July/ August	<ul style="list-style-type: none"> <li>Publish any continuing education events for the current year or related hot topics including nominations for national office or chapter delegate.</li> </ul>	Editor(s)
September/October	<ul style="list-style-type: none"> <li>National Radiologic Technology Week is in November, reminder of this event. Promote OSRT plan for celebration.</li> </ul>	Editor(s)
November/December	<ul style="list-style-type: none"> <li>Holiday news, reminder of upcoming deadlines; nomination, essay competitions, exhibit competition, grants and upcoming quiz bowl competition and board positions.</li> <li>The President should encourage members to run for board positions in this edition. The Foundation list of donors should also be submitted by the Financial Manager for the fiscal year and be posted in this edition.</li> </ul>	Editor(s) President Financial Manager

### Student Cardinal Rays Timeline

TIMEFRAME TO BE COMPLETED	COMMITTEE DUTY	RESPONSIBLE
January/February	<ul style="list-style-type: none"> <li>Welcome into the New Year and reminder again of upcoming deadlines; these deadlines are posted on the OSRT website @ <a href="http://www.osrt.org">www.osrt.org</a> Post the Annual Meeting date and place.</li> </ul>	Student Director/ CR Editor(s)
March/April	<ul style="list-style-type: none"> <li>Upcoming Annual Meeting and events that students might like to attend and the importance of assessment exam(s). The Annual Meeting is typically held in April but this edition will go out the beginning of March. If there is an annual forum going to be held please encourage the students to attend. A goodbye note from Student Director, announcement of new Student Director if available.</li> </ul>	Student Director/ CR Editor(s)
May/June	<ul style="list-style-type: none"> <li>A summary of the Presidential address &amp; Annual Meeting winners/grant recipients, this comes from the banquet script to be forwarded to the editor by the current OSRT President/chairman and the Foundation Chairman.</li> <li>This issue profiles the new student director to include a short biographical paragraph, radiologic program name, and any related employment, etc.; you may include the new student leaders and introduce them as well. The student director's email address is included with each edition.</li> </ul>	Student Director/ CR Editor(s)
July/August	<ul style="list-style-type: none"> <li>Summer events highlight or hot topics among students. Suggestions include interviewing a technologist about their career and where it has led them or interviewing another student.</li> </ul>	Student Director/ CR Editor(s)
September/October	<ul style="list-style-type: none"> <li>National Radiologic Technology Week and how to become involved as a student. Information about the week can be found on the web at <a href="http://www.osrt.org">www.osrt.org</a> or <a href="http://www.asrt.org">www.asrt.org</a>. Promote OSRT plan for celebration.</li> </ul>	Student Director/ CR Editor(s)
November/December	<ul style="list-style-type: none"> <li>Holiday news, reminder of any upcoming deadlines; nomination, essay competitions, exhibit competition, grants. Note: Writings should be of your own experiences and thoughts, not plagiarized; all submissions are at the final discretion of the editor. *These are suggestions but feel free to expand the list! You may have any of the student leaders submit an article or you may work together.</li> </ul>	Student Director/ CR Editor(s)

## B. Historian

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

1. Maintain the historical records as delineated in the record retention policy of the OSRT. These documents may include minutes of the meetings, copies of programs and materials from meetings, copies of *Cardinal Rays*, and donated items.
2. Prepare a display of material from the Historian's file for each Annual Meeting.
3. Respond to requests for information or assistance.
4. Attend OSRT meetings to include: Annual Business Meeting of the membership, Post-Annual, Pre-Annual and both Mid-Year meeting of the Board of Directors and the Annual Business meeting of the general membership.
5. Update historical information on OSRT website annually and send edits to the Webmaster (i.e. Life Members, Past Presidents, Technologists of the Year, Penn-Hu-Mac-Par-Gill Lecturers).
6. Submit annual committee report at Pre-annual Board of Directors Meeting by deadline specified by Senior Chairperson of the Board of Directors.
7. Review annually and update as needed, portions of Policy and Procedure Manual pertinent to Historian duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.

**C. Minutes Committee**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

1. Composed of the Executive Committee and an active OSRT member who was present at the Business Session (appointed by the President).
2. Review Business Session minutes from the Annual Meeting.
3. Make corrections to the minutes as needed and submit to the Recording Secretary.

**D. Parliamentarian**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

1. Shall be appointed by the Senior Chairperson of the Board of Directors with the approval of the Board of Directors.
2. Shall not be a voting member of the Board of Directors.
3. Report to the Senior Chairperson of the Board of Directors.
4. Attend and assume the role of Parliamentarian during the Society’s meetings.
  - a. Sit in the designated area for visual access to the presiding authority.
  - b. Function in the role of the Parliamentarian as a non-interventionist, and assist and support the presiding authority in maintaining order and adhering to time schedules as approved by the Board of Directors or membership.
5. Be available to confer with the presiding authority as needed.
6. Be available to meet with the membership during or after the business sessions to answer questions about the role and function of the Parliamentarian and Parliamentary procedure.
7. Be available to work on other tasks as specified by the Senior Chairperson of the Board of Directors.
8. Assist with coordination of motions, important decisions and resolutions.
9. Assist with election and voting procedures.
10. Review previous motions and important decisions annually and recommend items to rescind to the Board of Directors at the 1<sup>st</sup> Mid-Year Board meeting.
11. Provide a copy of the OSRT bylaws, OSRT *Policy and Procedure Manual* and OSRT motions and important decisions and the latest edition of *Robert’s Rules of Order* at all meetings.
12. Review annually and update, as needed, portions of *Policy and Procedure Manual* pertinent to Parliamentarian’s duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.
13. The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern this Society in all cases to which they are applicable and in which they are consistent with Bylaws of the Society.

<b>TIMEFRAME TO BE COMPLETED</b>	<b>COMMITTEE DUTY</b>	<b>RESPONSIBLE</b>
May/ June	Attend the Post-Annual Board of Directors meeting and function as Parliamentarian. Bring copy of OSRT Bylaws, OSRT <i>Policy and Procedure Manual</i> and OSRT Motions and Important Decisions and the latest edition of <i>Robert’s Rules of Order</i> .	Parliamentarian
July/ August	Review all previous motions and important decisions and recommend items to rescind to the Executive Board by September 1 <sup>st</sup> .	Parliamentarian
September	Attend 1 <sup>st</sup> Mid-Year Board of Directors meeting and function as Parliamentarian. Bring copy of OSRT Bylaws, OSRT <i>Policy and Procedure Manual</i> and OSRT Motions and Important Decisions and the latest edition of <i>Robert’s Rules of Order</i> .	Parliamentarian

TIMEFRAME TO BE COMPLETED	COMMITTEE DUTY	RESPONSIBLE
October/ November	Review and update, as needed, portions of the Policy and Procedure Manual pertinent to Parliamentarian's duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.	Parliamentarian
January	Attend 2 <sup>nd</sup> Mid-Year Board of Directors meeting and function as Parliamentarian. Bring copy of OSRT Bylaws, OSRT <i>Policy and Procedure Manual</i> and OSRT Motions and Important Decisions and the latest edition of <i>Robert's Rules of Order</i> .	Parliamentarian

## E. Recording Secretary

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

1. Attend all meetings of the society, to include the Annual Business meeting of the general membership, and Pre-Annual, Post-Annual, 1st and 2<sup>nd</sup> mid-year meetings of the Board of Directors.
2. Keep the abstracted minutes of the proceedings of all meetings using the following protocol:
  - a. Minutes should be action minutes only.
  - b. Names of individuals making and seconding motions should not be included.
  - c. Minutes should include an "Action Log" addendum to indicate actions determined at the meeting and individuals/ committees responsible.
  - d. Minutes should include an addendum listing all motions and important decisions for the current administrative year.
  - e. Name electronic files of the minutes as followed:
    - i. 20XX Pre-Annual
    - ii. 20XX Post-Annual
    - iii. 20XX 1<sup>st</sup> Mid-Year
    - iv. 20XX 2<sup>nd</sup> Mid-Year
    - v. 20XX Business1
    - vi. 20XX Business2
  - f. Draft minutes should be marked "draft" and submitted to the presiding officer of the meeting for review.
  - g. After review by the presiding officer, the Recording Secretary shall make corrections as indicated. The minutes are then marked "for corrections" and sent out by the presiding officer to the Board of Directors or the Minutes Committee for corrections with a 7-10-day deadline. After the deadline, the Recording Secretary makes corrections, marks the minutes approved with the date and sends them to the Webmaster for posting.
  - h. Copies of the approved minutes are sent to the Historian and presiding officer.
3. Maintain the OSRT directory for the Board of Directors, committee chairs and appointees and send copies to the Webmaster for posting annually, and as changes occur.
4. Post the minutes of the Business session of the previous Annual Meeting at each Annual Meeting.
5. Maintain the Motions and Important Decision document and send to the Webmaster for posting after each meeting.
6. Maintain OSRT *Policy & Procedure Manual* by serving as scribe to input changes as directed by the Board of Directors.
7. Maintain accurate files in accordance with the OSRT Records Retention policy.
8. Transfer files to his/her successor when position is vacated.
9. Revise the OSRT Policy & Procedure Manual to reflect policy changes initiated by motions/important decisions at Board of Directors and general membership meetings.
10. Review annually and update as needed, portions of Policy and Procedure Manual pertinent to Recording Secretary duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.

TIMEFRAME TO COMPLETED	COMMITTEE/APPOINTEE DUTY	RESPONSIBLE
September/October	<ul style="list-style-type: none"> <li>• Attend 1<sup>st</sup> Midyear Board meeting and take minutes.</li> <li>• Compile minutes and submit draft to Senior Board Chair for input.</li> <li>• Make changes as requested by the Senior Chair</li> <li>• Send minutes marked “for corrections” to the Senior Chair for distribution to the Board for corrections.</li> <li>• Make corrections as suggested and mark minutes “approved” with date.</li> <li>• Send approved minutes to the Webmaster for posting.</li> <li>• Send approved minutes to Historian and Senior Chair.</li> <li>• Update Motions and Decisions document after 1<sup>st</sup> midyear BoD meeting and send to Webmaster for posting.</li> </ul>	Recording Secretary
November/December	<ul style="list-style-type: none"> <li>• Review and update the Policy &amp; Procedures Manual to reflect motions and important decisions in the previous 12 months.</li> <li>• Submit the changes to Executive Committee for adoption at the 2<sup>nd</sup> midyear BoD meeting.</li> <li>• Review and update as needed portions of the Policy &amp; Procedures Manual pertinent to the Recording Secretary duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.</li> </ul>	Recording Secretary
January/ February	<ul style="list-style-type: none"> <li>• Attend 2nd Midyear Board meeting and take minutes</li> <li>• Compile minutes and submit draft to Senior Board chair for input</li> <li>• Send “for corrections” copy of minutes to the Senior Chair for distribution to the Board for corrections.</li> <li>• Make corrections as suggested and mark minutes as “approved” with date.</li> <li>• Send approved minutes to the Webmaster for posting.</li> <li>• Send approved minutes to Historian and presiding officer.</li> <li>• Update “Motions and Decisions” document to include 2<sup>nd</sup> midyear BoD meeting actions and send to Webmaster for posting.</li> </ul>	Recording Secretary
April	<ul style="list-style-type: none"> <li>• Post Business-meeting minutes from the previous Annual Meeting business meeting in the registration area of the current Annual Meeting.</li> <li>• Attend Pre-Annual BoD meeting and take minutes</li> <li>• Compile minutes and submit draft to Senior Board chair for input</li> <li>• Send “for corrections” copy of minutes to the Senior Chair for distribution to the Board for corrections.</li> <li>• Make suggested corrections and mark minutes “approved” and date.</li> <li>• Send approved minutes to the Webmaster for posting.</li> <li>• Send approved minutes to Historian and presiding officer.</li> <li>• Update Motions and Decisions after Pre-Annual Board meeting and Annual Business meeting and send to Webmaster for posting.</li> <li>• Attend Annual Meeting Business meetings of the general membership and take minutes.</li> </ul>	Recording Secretary



TIMEFRAME TO COMPLETED	COMMITTEE/APPOINTEE DUTY	RESPONSIBLE
	<ul style="list-style-type: none"> <li>• Compile minutes and submit draft to President for input</li> <li>• Send “for corrections” copy of minutes to the President for distribution to the Minutes Committee for corrections.</li> <li>• Make corrections as suggested and mark minutes “approved” with date</li> <li>• Send approved minutes to the Webmaster for posting</li> <li>• Send approved minutes to the Historian and President.</li> <li>• Update the OSRT Leaders directory for the coming administrative year and send to Webmaster for posting.</li> </ul>	
May/June	<ul style="list-style-type: none"> <li>• Attend Post-Annual Board meeting and take minutes</li> <li>• Compile minutes and submit draft to Senior Board chair for input</li> <li>• Send “for corrections” copy of minutes to the Senior Chair for distribution to the Board for corrections.</li> <li>• Make corrections as suggested and mark minutes “approved” with date.</li> <li>• Send approved minutes to the Webmaster for posting.</li> <li>• Send approved minutes to Historian and presiding officer.</li> <li>• Update “Motions and Decisions” document to include Post-Annual BoD meeting actions and send to Webmaster for posting.</li> </ul>	

**F. Resolutions Appointee**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

1. Present a resolution at the Annual Meeting offering thanks to the chairpersons of the meeting.
2. Solicit names of deceased past or present OSRT members for recognition by resolution. Solicitation includes Board of Director, *Cardinal Rays*, and Social Media.
3. Present a resolution at the Francine Todd Memorial Honors Banquet to honor any member who has passed away during ~~in~~ the preceding year.
4. Present other resolutions, as approved by the Board of Directors at the Francine Todd Memorial Honors Banquet.
5. Submit committee reports by deadline specified by Senior Chairperson of the Board of Directors.
6. Review annually and update as needed, portions of Policy and Procedure Manual pertinent to Resolutions Appointee duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.

<b>TIMEFRAME TO BE COMPLETE</b>	<b>Committee Duty</b>	<b>RESPONSIBLE</b>
Annual Meeting	Present Resolution honoring deceased former/present OSRT Member	Resolution Appointee
Annual Meeting	Present Resolution honoring Chairpersons of Annual Meeting	Resolution Appointee
Annual Meeting	Present other Resolutions as approved by the Board of Directors	Resolution Appointee
Post Annual Meeting	Ask Cardinal Rays Editor to post in the Cardinal Rays an article requesting for information on any deceased former/present OSRT member	Resolution Appointee
August	Confer with Executive Secretary and request assistance from Chairperson of Board in identifying former/present deceased OSRT member	Resolution Appointee
December	Confer with Executive Secretary and request assistance from Chairperson of Board in identifying former/present deceased OSRT member	Resolution Appointee

## G. Sergeants-at-Arms

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

1. The Sergeants-at-Arms will assure that all voting members are clearly identified at the business session of the Annual Meeting.
2. The Sergeants-at Arms will count the voting members present at business session.
3. The Chief Sergeant-at-Arms will report the number of voting members present at the business session to the President, when requested.
4. The Sergeants-at-Arms will maintain order at the business meetings, removing disruptive individuals.

## H. Student Leaders

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

1. Benefits of the Position (See duties of Student Director for more information regarding the specific duties/responsibilities of that position)
  - a. Develop and enhance professional leadership skills.
  - b. Active involvement in shaping the future of profession.
  - c. Establish a network with state professional leaders.
  - d. Provide input and feedback regarding student issues relevant to the profession and the OSRT.
  - e. Receive complimentary Annual Meeting registration and one night's lodging at the host hotel, admission to the Francine Todd Memorial Honors Banquet at the Annual Meeting, and a shirt identifying you as an OSRT Student Leader.
  - f. Student leaders, both in-coming and out-going, will continue to receive one free night of lodging each at the host hotel at the Annual Meeting (ID-10-07).
  - g. Encouraged to stay at host hotel to help meet room block quota;
  - h. Receive reimbursement for travel expenses associated with committee duties.
  - i. Assistance in the payment of ASRT membership dues may be available to the Student Director based on reimbursement options.
    - i. See appendix XX for the application form.
  - j. Receive a complimentary luncheon immediately preceding the business session meeting of the general membership (M-17-27).
2. Position Qualifications
  - a. Enrolled and in good standing in a medical imaging/radiologic science program at time of application and for duration of term.
  - b. Enrolled in medical imaging/radiologic science program technical core courses.
  - c. Ability to serve from April to April.
  - d. Minimum cumulative grade point average of 2.5 on a 4.0 scale.
  - e. Program Director recommendation via email submission to the OSRT Executive Secretary.
  - f. OSRT student member, NOT currently a registered technologist or technologist member of the OSRT.
  - g. Completion of online application by posted deadline.
  - h. Submit committee reports by deadline specified by Senior Chairperson of the Board of Directors.
3. Duties
  - a. Attend Leadership Academy. (Motion 17-09)
  - b. Act as role model for all medical imaging/radiologic science students.
  - c. Serve as liaison between all medical imaging/radiologic science students and OSRT.
  - d. Encourage membership and participation in OSRT events and other professional organizations.
  - e. Keep informed of issues related to the profession and your assigned committee.
  - f. Attend and actively participate in committee meetings, Board of Directors meetings, the Annual Meeting, and any other meetings/activities as directed by your mentor or an OSRT officer.
  - g. Attend the OSRT Annual Meeting in its entirety.
  - h. Respond in a timely manner to communication from the Student Director, your mentor, or an OSRT officer.
  - i. Work with the Student Liaison, Student Director and other Student Leaders to plan, attend, and actively participate in the Student Open Forum at the Annual Meeting.
  - j. Contribute to OSRT publications as desired or directed by your mentor or an OSRT officer.
  - k. Orient and mentor subsequent Student Leaders.
  - l. Student Leaders/ Directors who officially graduate before their term is over can continue to serve out their student appointment (ID-10-16).

**I. Student Liaison Appointee**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

1. Develop information and send to Executive Secretary to distribute to program directors and educators regarding the OSRT Student Leadership program and ASRT Student Leadership Development Program (SLDP).
2. Compile all relevant applicant information and send to the Executive Committee of the Board of Directors to decide through a blind selection process.
3. Contact all student applicants regarding selection and acceptance if applicable.
4. Communicate contact information of incoming Student Leaders and Student Director to Board of Directors, Webmaster, Cardinal Rays Editor, Leadership Academy Chairperson, Executive Secretary and Financial Manager.
5. Communicate roles and responsibilities to selected Student Leaders.
6. Assure assignment of a mentor for each leader and placement of student leaders on standing committees.
7. Mentor incoming student leaders by corresponding regularly throughout the year.
8. Encourage and assist student leaders in application for ASRT Student Leadership Development Program.
9. Encourage and assist student leaders in volunteering for OSRT committees after their term of service.
10. Send the number of complimentary student leader registrations and meals for the Annual Meeting to the Executive Secretary and Financial Manager.
11. Submit committee reports by deadline specified by Senior Chairperson of the Board of Directors.
12. Attend OSRT meetings to include: Pre-Annual, Post-Annual, and 1<sup>st</sup> and 2<sup>nd</sup> Mid-Year Board of Directors meetings and the general membership Annual Business Meeting.
13. Work with the Student Director and Student Leaders to plan, attend, and actively participate in the Student Open Forum at the Annual Meeting.
14. Review annually and update as needed, portions of Policy and Procedure Manual pertinent to Student Liaison duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.

TIMEFRAME TO BE COMPLETE	COMMITTEE DUTY	RESPONSIBLE
September	<ul style="list-style-type: none"> <li>• Contact Webmaster to open application on the website.</li> <li>• Direct Executive Secretary to send letters to Program Directors.</li> </ul>	Student Liaison Executive Secretary
January	<ul style="list-style-type: none"> <li>• Send reminders about application deadlines to Program Directors via email from Executive Secretary.</li> <li>• Select the ASRT student leaders via blind process to the Executive Committee.</li> <li>• Send an email to the Executive Board of Directors for the ASRT applicants and applications to be evaluated. Results are compiled, and letters of acceptance/ non-acceptance are sent to the students, Program Directors and the ASRT.</li> <li>• Discuss the Annual Meeting student open forum with current student leaders to begin planning.</li> </ul>	Student Liaison Executive Committee Student Leaders

TIMEFRAME TO BE COMPLETE	COMMITTEE DUTY	RESPONSIBLE
February	<ul style="list-style-type: none"> <li>• Finalize Annual Meeting student open forum plans with students.</li> <li>• Obtain student leader applications and make an email to executive board for evaluation-compile results-</li> <li>• Send letters of acceptance, non-acceptance to students and program directors within seven (7) days of selection, announce to Board of Directors, Leadership Academy chair, web master, and <i>Cardinal Rays</i> editor.</li> </ul>	Student Liaison Student Leaders
March	<ul style="list-style-type: none"> <li>• Send incoming leaders an email to include, PowerPoint on the OSRT, volunteer list of opportunities, Student Leader Handbook to review and sign the signature page (after updated for the year) and return to the Student Liaison prior to the Annual Meeting.</li> <li>• Meet with student leaders for informal meet-and-greet prior to Annual Meeting.</li> <li>• Send email to the incoming and outgoing student leaders outlining attendance expectations at the Annual Meeting events.</li> <li>• Email Executive Secretary to print certificates for the outgoing leaders.</li> <li>• Email Annual Meeting chairs for complimentary registration for each student leader.</li> </ul>	Student Liaison Student Leaders Executive Secretary
Annual Meeting	<ul style="list-style-type: none"> <li>• Work with students to select a committee and assign a mentor.</li> <li>• Email outgoing students for feedback and encourage committee placement for next year.</li> <li>• In concert with the Student Director and Student Leaders, conduct the Student Open Forum.</li> </ul>	Student Liaison Student Leaders
August	<ul style="list-style-type: none"> <li>• Follow up with students on activity and check in. This is a way to mentor the students and make them feel supported if they are not being included or have not been contacted by their mentor or chair of the committee they were to be assigned.</li> <li>• Encourage ASRT Student Leadership Development Program application.</li> </ul>	Student Liaison

## Section 4: Due Process for Addressing Concerns with an OSRT Appointee Performance

Date Reviewed: January 2019

Date Revised: January 2019

When an OSRT volunteer appointee does not appear to be working appropriately in his/her appointed position this policy will be enacted.

### A. Level 1: Initial Communications

1. Communications by committee chair or appointing authority

When an issue arises such as:

- violation of OSRT Bylaws
- dereliction of duty
- conduct prejudicial to the interests of the OSRT
- conduct detrimental to the OSRT

The committee chair or appointing authority will contact the committee appointee (a person to whom a role or responsibility is assigned) to discuss the concerns and describe the required actions to correct the concerns. An e-mail documenting the concerns and the action plan will be compiled by the chair or appointing authority and forwarded to the appointee, the OSRT President and the Senior Chairperson of the Board. The Senior Chairperson of the Board will forward the e-mail to the Executive Secretary for archival. The appointee may provide additional information/explanation regarding the issue, and this correspondence will also be archived by the Executive Secretary.

2. Communications by the President or appointing authority

- If the issue is not resolved after completing the steps outlined in (A), the OSRT President or appointing authority will contact the appointee to discuss potential removal from the appointed role. Documentation of this communication will be archived by the Executive Secretary.
- The appointee shall have ten (10) business days to address the charges with the appointing authority to present any defense before action is taken.
- The President or appointing authority will review the documentation with the Executive Committee to determine a course of action. An e-mail documenting this course of action and a plan to address the concerns will be compiled by the OSRT President or appointing authority and forwarded to the appointee and Senior Chairperson of the Board. The Senior Chairperson of the Board will forward the email to the Executive Secretary for archival.
- At any point in the process, the appointee may provide additional information/explanation regarding the issue, and this correspondence will also be archived in the appointee's volunteer documents.

3. If the issue is not resolved after the steps outlined in (B), the OSRT President or appointing authority will begin a formal process for removal of the appointee.

### B. Level 2: Formal Removal of Appointee by Board of Directors

1. An appointee may be removed from an OSRT committee or position for cause as described in Level 1(A). Such action will occur following completion of the due process procedure.
2. The appointing authority will present the formal and specific charges to the Board of Directors, including any responses from the appointee.

3. Removal of an appointee shall be the decision of the Board of Directors in Executive Session and a two-thirds (2/3) vote of the Board of Directors is required for removal.
4. The decision of the Board of Directors will be effective immediately and will be reflected in the appointee's record.
5. The appointee will be sent official notification by email and USPS certified mail of the action taken by the Board of Directors.

Adopted September 2017 (M-17-19)

Amended January 2019 (M-19-05)



## **INDEPENDENT CONTRACTORS**

### **Section 1: Executive Secretary**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

- A. The Executive Secretary is contracted by the Board of Directors. Based on input collected from the Board, an annual evaluation is conducted by the Senior Chairperson of the Board of Directors during the Annual Meeting.
  - 1. Performance appraisal template is emailed to all Board members 5-6 weeks prior to the Annual Meeting, with instructions to return completed evaluations to Senior Chairperson only within 1.5 to 2 weeks.
  - 2. Senior Chairperson compiles evaluations and reviews with Executive Board prior to attending the Annual Meeting.
  - 3. Compiled Executive Secretary evaluations are e-mailed to all Board members approximately 1 week prior to the Pre-Annual Board of Directors meeting.
  - 4. At the Pre-Annual Board of Directors meeting, the Board will discuss the evaluations and compensation for the following year in Executive Session. Annual salary decisions are made by a majority vote of the Board of Directors.
  - 5. Senior Chairperson arranges a time to meet individually with the Executive Secretary during the Annual Meeting to discuss the evaluations and proposed compensation. The evaluation form and a new contract is signed by both the Senior Chairperson and the staff member being evaluated. The staff member will receive a copy of both documents for his/her records and the original forms will be filed in the Executive Committee section of the OSRT website in accordance with the OSRT Records Retention policy.
- B. Contracts and performance appraisal templates are located in the Board of Directors menu on the OSRT Website (click on Contracts Evaluations, then Executive Secretary Financial Manager).
- C. The qualifications, duties, and exclusions are in Appendix A.

### **Section 2: Financial Manager**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

- A. The Financial Manager is contracted by the Board of Directors. Based on input collected from the Board, an annual evaluation is conducted by the Senior Chairperson of the Board of Directors during the Annual Meeting.
  - 1. Performance appraisal template is emailed to all Board members 5-6 weeks prior to the Annual Meeting, with instructions to return completed evaluations to Senior Chair only within 1.5 to 2 weeks.
  - 2. Senior Chair compiles evaluations and reviews with Executive Board prior to attending the Annual Meeting.
  - 3. Compiled-Financial Manager evaluations are e-mailed to all Board members approximately 1 week prior to the Pre-Annual Board of Directors meeting.
  - 4. At the Pre-Annual Board of Directors meeting, the Board will discuss the evaluations and compensation for the following year in Executive Session. Annual salary decisions are made by a majority vote of the Board of Directors.
  - 5. Senior Chair arranges a time to meet individually with the Financial Manager during the Annual Meeting to discuss the evaluations and proposed compensation. The evaluation form is signed by both the Senior Chair and the staff member being evaluated, with the staff member receiving a copy for his/her records.

- B. Contracts and performance appraisal templates are located in the Board of Directors menu on the OSRT Website (click on Contracts Evaluations, then Executive Secretary Financial Manager).
- C. The qualifications, duties, and exclusions are in Appendix A.

### **Section 3: Webmaster**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

The OSRT create a Webmaster position with delineated duties and Webmaster receive complimentary registration at the Annual Meeting. (M-19-03)

The proposed budget for the 2019-20 fiscal year will include a Webmaster stipend of \$4000.00/ year. (M-18-44)

A line item will be added to the 2019-20 fiscal year proposed budget to include a Webmaster Apprentice with a stipend of \$2000.00 (M-18-45)

- A. General description: Responsible for maintaining the OSRT Website for planning, creating, editing and publishing information. Ensures the site functions properly.  
The OSRT Webmaster position will have delineated duties and the Webmaster will be paid a stipend not to exceed four (4) nights lodging at the Annual Meeting and receive complimentary registration at the Annual Meeting (M-16-17).
- B. Primary responsibilities:
  1. Support the OSRT Executive Secretary as needed for member management.
  2. Coordinate with web hosting company as needed.
  3. Maintain the website and its currency for all users.
  4. Ensure hardware and software applications are up to date and operating accurately.
  5. Oversee the website design as appropriate.
  6. Generate and revise web pages based on the needs of OSRT.
  7. Support the Annual Meeting co-chairs and other appointees as needed.
  8. Generate reports when requested.
  9. Regulate and manage access rights of users on website.
  10. Lay out content on web pages.
  11. Manage and respond to email.
  12. Assign and manage OSRT email boxes for appointees/committee members.
  13. Manage user-friendliness of the site.
  14. Fix broken links.
  15. Comply with copyright and privacy regulations.
  16. Stay current with Joomla and CiviCRM applications.
  17. Post directory emailed to Webmaster by Recording Secretary in the Board of Directors logon area of the OSRT Website.
  18. Remove access to Board Documents area of the website for outgoing board members and leaders.
  19. Works with Financial Manager in the approval of invoices relative to billing.
  20. Submit committee reports by deadline specified by Senior Chairperson of the Board of Directors.
  21. Attend OSRT meetings to include: Pre-Annual, Post-Annual, and 1<sup>st</sup> and 2<sup>nd</sup> Mid-Year Board of Directors meetings and the general membership Annual Business Meeting.
  22. Review annually and update as needed, portions of Policy and Procedure Manual pertinent to Webmaster duties and timelines to be submitted to Senior Chairperson of the Board of Directors by November 30.

C. Web hosting information

The website is hosted by Joinery (<http://joineryhq.com/content/hosting-tos>) Support for the site can be accessed by contacting: <https://joinery.freshdesk.com/support/login>

D. Web Publishing Contact Information

Denise Moore (webmaster): [denise.moore51@outlook.com](mailto:denise.moore51@outlook.com);

E. Web Postings

Web postings will be completed to meet appropriate timelines. It is important to allow enough lead time to meet the posting deadline needs. When postings are time limited, it is important to indicate the desired post expiration date so that published documents can be auto- unpublished at the expiration date.

F. Editing

When narrative or documents are submitted for publication, the Webmaster reserves the right to review and edit submissions for style, format and accuracy. A (hard-keyed) footer date should be added so that versions of the same documents can be distinguished. For instance, the Essay rules may be amended, and a new version of the rules may be posted. To keep versions separate, a new hard-keyed footer date should be entered. For documents that are permanently posted on the OSRT website, when edits are to be made, contact the webmaster to request the original Word document so that style and format can be maintained. When documents are amended/edited, it is important that changes be accurately and distinctly communicated to the editors. In other words, identify exactly what content was changed.

G. Document Formats

Except when articles or posts are short, MS Word documents will be converted to PDF file formats for posting to the website by the webmaster. All requests for postings are to be sent/forwarded in electronic format (MS Word, Excel, or PowerPoint) to the Webmaster who will coordinate posting. PDF files may be forwarded provided no edits are required to the document.

H. Annual Meeting Web Content

The following information is needed related to the Annual Meeting:

1. Information from Annual Meeting co-chairs regarding meeting program, posting, and online registration;
2. Incoming Presidential Address: emailed to Webmaster by individual delivering the address;
3. Chairperson of the Board Report: emailed to the Webmaster by the existing Senior Chairperson of the Board, and;
4. Penn-Hu-Mac-Par-Gill Bio and Title of Speech: emailed to Webmaster by Executive Secretary.

I. Board Member Access

Newly elected Board of Directors members should be given access to the website shortly following the election; email to each new member instruction on logon process and how to access Board of Directors Document section of the website.

J. Photograph Requirements

The following photos with names of people should be sent in digital format to the Webmaster who will edit/resize the photos as needed to post:

- Current President;
- Directors in groups of two per photo, based on the year the term is completed:
  - 3-year terms,
  - 2-year terms,

1-year term,

- New student director and new leaders;
- Parliamentarian, Historian and Recording Secretary;
- Financial Manager, Executive Secretary;
- Editors;
- Penn-Hu-Mac-Par-Gill Lecturer;
- Technologist of the Year Awardee;
- Honored guests/special recognitions;
- First and Second Place Quiz Bowl Winners (with names if possible);
- Quiz Bowl co-chairs;
- Annual Meeting co-chairs, and;
- Life Member(s)



## **LEADERSHIP POLICIES**

### **Section 1: Confidentiality**

**Date Reviewed:** *January 2019*                      **Date Revised:** *January 2019*

- A. All Board of Directors have a fiduciary duty to the OSRT.
- B. Board of Directors have a duty of confidentiality to the OSRT
- C. All information and documentation received from the OSRT during service to the Society must be treated with strict confidence.
- D. The existence of information/documents and related contents shall not be shared with anyone other than officers, directors, employees and authorized agents of the OSRT.
- E. Questions regarding confidentiality obligations shall be directed to the Senior Chairperson of the Board of Directors.
- F. Board of Directors will annually sign a confidentiality agreement prior to assuming the position.
- G. The form will be distributed, signed, and collected from all current and incoming board members at the Pre-Annual Board of Directors meeting.
- H. The Executive Secretary will file the forms.

## Section 2: Conflicts of Interest Policy and Disclosure Form

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

### Conflicts of Interest

As a member of the Board of Directors I recognize that I owe a fiduciary duty of loyalty to the Ohio Society of Radiologic Technologists. This duty requires me to avoid conflicts of interest and to act at all times in the best interests of the Ohio Society of Radiologic Technologists. The purpose of the conflicts of interest policy (set forth below) is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts where necessary. This policy may be enforced against individual Board members or appointees as described below:

- A. Board members have a fiduciary duty to conduct themselves without conflict to the interests of the Ohio Society of Radiologic Technologists. In their capacity as Board members, they must subordinate personal, individual business, third party, and other interests to the welfare and best interests of the Ohio Society of Radiologic Technologists.
- B. A conflict of interest is conduct, a transaction or relationship that presents or might conflict with a Board member's or appointee's obligation owed to the Ohio Society of Radiologic Technologists and the Board member's personal, business, or other interests.
- C. All conflicts of interest are not necessarily prohibited or harmful to the Ohio Society of Radiologic Technologists. However, full disclosure of all actual or potential conflicts, and a determination by the disinterested Board or Ohio Society of Radiologic Technologists Executive Committee – with the interested Board member(s) recused from participating in debates and voting on the matter are required.
- D. All actual and potential conflicts of interests shall be disclosed by Board members to the Ohio Society of Radiologic Technologists Executive Committee through the annual disclosure form and/or to the Board whenever a conflict arises. Disinterested members of the Ohio Society of Radiologic Technologists Executive Committee shall make a determination as to whether a prohibited conflict exists and what subsequent action is appropriate (if any). The Ohio Society of Radiologic Technologists Executive Committee shall inform the Board of such determination and action. The Board shall retain the right to modify or reverse such determination and action and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
- E. On an annual basis, all Board members shall be provided with a copy of this policy and be required to complete and sign the acknowledgement and the disclosure form. All completed forms shall be provided to and reviewed by the Ohio Society of Radiologic Technologists Executive Committee as well as all other conflict information, if any, provided by Board members.
- F. The form will be distributed at the Pre-Annual Board of Directors meeting for individual review, and then signed and collected from all current and incoming board members at the Post-Annual Board of Directors meeting. The Executive Secretary will file the forms.

### **Section 3: Nondiscrimination Policy**

**Date Reviewed:** *January 2019* \_\_\_\_\_ **Date Revised:** *January 2019*

The Ohio Society of Radiologic Technologists is committed to equal opportunity and nondiscrimination in all programs and activities. No one shall be denied opportunities or benefits on the basis of age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, gender identity, military status, political belief or disability. (Bylaws Article III, Section I (B)).



## Section 4: Records Retention Policy

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

This Record Retention Policy of the Ohio Society of Radiologic Technologists outlines the control over retention and disposal of corporate records of the organization. A schedule for retention and destruction of corporate records will be created and enforced. (see Record Retention Schedule). Records may be in paper or electronic format.

### Retention Schedule

A schedule of records retention will be set, maintained and published

### Records Not Listed

In the event that records are not specifically listed on the schedule, The Senior Chairman of the Board of Directors will set the retention parameters. Retention parameters will be based on the retention of similar types of records.

### Records Destruction

Once the time limit for the records has expired, the person responsible for safekeeping will destroy the records. A crosscut shredder or similar device will be employed. Records that are not specifically listed on the schedule must have approval by the Senior Chairperson of the Board prior to destruction.

DOCUMENT	RETENTION PERIOD	DOCUMENT	RETENTION PERIOD
Accident reports & Claims (settled ones)	7 years	Insurance policies (expired)	3 years
Accounts payable ledger and schedules	4 years	Insurance records, Current accident reports, Claims, policies, etc	Permanently
Accounts receivable ledgers and schedules	4 years	Internal reports (miscellaneous)	3 years
Audit reports of accounts	Permanently	Invoices to customers/members	3 years
Bank statements	3 years	Invoices from suppliers	3 years
Canceled checks see below)	3 years	Journal (journal entries)	3 years
Canceled checks for important payments, such as taxes purchases of property and special contracts. (checks should be filed with the papers pertaining to the underlying transaction)	Permanently	Minute books files of Board of Directors including Bylaws and charter	Permanently
Check accounts	Permanently	Payroll records, summaries and tax returns	7 years
Check registers (cash disbursement journals)	3 years	Petty cash vouchers	3 years
Check stubs	3 years	Property records, including costs, depreciation schedules, blueprints, plans, and appraisals	Permanently

<b>DOCUMENT</b>	<b>RETENTION PERIOD</b>	<b>DOCUMENT</b>	<b>RETENTION PERIOD</b>
Contracts and leases	Permanently	Purchase orders	3 years
Correspondence (general)	3 years	Receiving sheets	1 year
Correspondence (legal and important matters)	Permanently	Safety records	7 years
Deeds, mortgages, and bills of sales	Permanently	Sales records	7 years
Depreciation schedules	Permanently	Subsidiary ledgers	3 years
Duplicate deposit slips	18 months	Tax returns and worksheets, revenue agents' reports and other documents of income tax liability	Permanently
Employee personnel records (after termination)	3 years	Time cards and daily reports	7 years
Employment applications	3 years	Trademark registration, patents, and copyrights	Permanently
Financial statements (end-of-year, other months optional)	Permanently	Voucher register and schedules	7 years
General ledger (and end-of-year trial balances)	Permanently	Vouchers for payments to suppliers, employees members, etc.	3 years

## Section 5: Whistleblower Policy

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

This Whistleblower Policy of the Ohio Society of Radiologic Technologists

(1) encourages independent contractors and members to come forward with credible information on illegal practices or serious violations of adopted policies of the Ohio Society of Radiologic Technologists; (2) specifies that the Ohio Society of Radiologic Technologists will protect the person from retaliation; and (3) identifies where such information can be reported.

- A. **Encouragement of reporting.** The Ohio Society of Radiologic Technologists encourages complaints, reports, or inquiries about illegal practices or serious violations of the Ohio Society of Radiologic Technologists' policies, including illegal or improper conduct by the Ohio Society of Radiologic Technologists itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.
- B. **Protection from retaliation.** The Ohio Society of Radiologic Technologists prohibits retaliation by or on behalf of the Society against members for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Society reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
- C. **Where to report.** Complaints reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed to the Ohio Society of Radiologic Technologists' Executive Secretary or the Senior Chairperson of the Board of Directors; if both of these people are implicated in the complaint, report or inquiry, it should be directed to the President of the Society and Financial Manager. The Ohio Society of Radiologic Technologists will conduct a prompt, discreet and objective review or investigation and take action if appropriate. Independent contractors and members must recognize that the Ohio Society of Radiologic Technologists may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

## **MEMBER SERVICES**

### **Section 1: Meetings**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

- A. One (1) Annual Meeting for the membership shall be held each year to conduct the business of the Society (Bylaws Article IX, Section 1).
- B. Regional meetings may be held for continuing education purposes at the discretion of the Board of Directors.
- C. Dates, times, and locations of Board of Directors meeting shall be communicated to the membership (Bylaws Article VI, Section 7).
- D. Dates, times, and locations of meetings will be communicated to the Webmaster by the Junior Chairperson of the Board of Directors for posting on the OSRT Website calendar.

### **Section 2: Publications**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

- A. *Cardinal Rays* – there shall be six (6) issues per year; months of publication are January, March, May, July, September, and November. Issues are provided to all active members, medical imaging facilities and educational programs in Ohio.
- B. *Student Cardinal Rays* - there shall be six (6) issues per year; months of publication are January, March, May, July, September, and November. Issues are provided to all student members and medical imaging educational programs in Ohio.
- C. OSRT website: [www.osrt.org](http://www.osrt.org)

### **Section 3: Competitions**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

- A. Annual Quiz Bowl
  1. The first-place quiz bowl team will be awarded \$200.00 and the second-place team will receive \$100.00 to be paid out of Annual Meeting funds (M-17-07).
  2. See Standing Committees and Appointees for procedures and policies.
- B. Philip W. Ballinger Student Self-Assessment Examination
  1. The student with the highest score on the exam will be recognized at the Francine Todd Memorial Honors Banquet.
  2. The winner will receive a certificate, a complimentary ticket to the Francine Todd Memorial Honors Banquet, and a one-year membership in the Ohio Society of Radiologic Technologists.
  3. The OSRT will continue to charge \$15.00 to students taking the Philip Ballinger Self-Assessment exam. The exam will continue to be administered via paper/pencil method and the Annual Meeting Committee will identify the individuals to create the exam (ID-17-05).

## Section 4: Honors

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

### A. Penn-Hu-Mac-Par-Gill Guest Invitational Lecture

The Penn-Hu-Mac-Par-Gill lecture(r) to Past Presidents Honors Lecture(r) to begin at the 2020 Annual Meeting.(M-19-02)

1. Any member may nominate the lecturer via written or email communication to the Board of Directors.
2. Lecturer will be selected by a vote of the Board of Directors three (3) years in advance of lecture date at Post-Annual Board meeting.
3. The Penn-Hu-Mac-Par-Gill lecture will be presented at the Francine Todd Memorial Honors Banquet.
4. The Senior Chairperson of the Board of Directors will invite the selected Penn-Hu-Mac-Par-Gill lecturer by personal contact, (phone or letter).
5. The Senior Chairperson of the Board of Directors will conduct follow up reminders one year prior to the lecture, and again three (3) months prior to the lecture.
6. The Executive Secretary will contact the Penn-Hu-Mac-Par-Gill lecturer and request a CV and photograph for the program. (see [AMFG](#))
7. The Executive Secretary will coordinate the printing of the program, to include a short biography and the previous Penn-Hu-Mac-Par-Gill lecturers.
8. The Senior Chairperson of the Board of Directors will develop the biographical introduction for the lecturer and insert into the final business session (banquet) script.
9. The Penn-Hu-Mac-Par-Gill lecturer will be seated at the head table at the Francine Todd Memorial Honors Banquet.
10. The Penn-Hu-Mac-Par-Gill lecturer will receive a complimentary banquet ticket and \$150.00 honoraria. The Financial Manager will arrange the purchase and engraving of the plaque. The cost of the plaque and engraving will be assigned to the Annual Meeting budget. Complimentary lodging or registration may be provided at the discretion of the Board of Directors.
11. All past ASRT presidents will be recognized in the Annual Meeting program and any relative scripts. (ID-19-05)
12. To view past recipients or to nominate, click here)

### B. Technologist of the Year

1. Qualifications for nomination
  - a. Be a current member in good standing with a minimum of at least six years OSRT membership.
  - b. Be credentialed and in good standing for at least six years with ARRT, ARDMS, or NMTCB.
  - c. Have served the OSRT as an officer, editor, committee chair or committee member or have exhibited exemplary service to the profession.
  - d. Be present at the Francine Todd Memorial Honors Banquet.
  - e. A technologist may win the Technologist of the Year award more than once. (ID-17-13).
2. [Nomination and Election](#)
  - a. Any OSRT active member may electronically submit a nominee application.
  - b. Nominating Committee will solicit nominations from all sections of the state for Technologist of the Year.
  - c. Nominations will be submitted electronically through the OSRT website.
  - d. Applications must be received by January 15th.
  - e. The OSRT membership will select the Technologist of the Year by online voting.
  - f. Winner of the Technologist of the Year award will be notified prior to the Annual Meeting by the Senior Chairperson of the Board of Directors.
  - g. To view past recipients or to nominate, click here)
3. Procedure (see [AMFG](#))
  - a. Winner of the Technologist of the Year award receives a complementary ticket to the banquet.

- b. The Technologist of the Year will receive a commemorative plaque, Technologist of the Year pin, and \$100.00 honorarium at the Francine Todd Memorial Honors Banquet.
- c. Introduction is written by the Senior Chairperson of the Board and will be inserted into the script.
- d. The Technologist of the Year may offer comments at the banquet if he or she desires.
- e. OSRT will provide a pin for the recognition of the Technologist of the Year effective 2011 (M-10-04).
- f. The Financial Manager will arrange the purchase and engraving of the plaque and pin. The cost of the plaque and engraving will be assigned to the Annual Meeting budget.
- g. The voting for election to the Board of Directors, Technologist of the Year and President-elect will take place immediately after nominations close on January 15<sup>th</sup> (ID-17-12).

**C. Life Membership (Bylaws Article III, Section 3, E)**

- 1. Qualifications
  - a. Life Members will be active members who have rendered unusual service to the Society.
  - b. Life membership shall be granted by a unanimous vote of the Board of Directors.
  - c. Life Members shall pay no dues, pay no OSRT Annual Meeting registration fee and shall have all the obligations and privileges of an active member.
- 2. Nomination Process
  - a) Any OSRT active member may electronically submit an [application for a nominee](#).
  - b) The deadline for submission is January 15 each year.
  - c) The Board of Directors will vote on the nominee at its 2<sup>nd</sup> Mid-Year Board of Directors meeting.
  - d) Nominees will be notified of the outcome by the Senior Chairperson of the Board of Directors and the award will be presented at the Francine Todd Memorial Honors Banquet during the OSRT Annual Meeting.
  - e) The nominee must meet the criteria listed above.
  - f) Click to view [past recipients or to nominate](#).

**D. Honorary Member (from Bylaws Article III, Section 3, D)**

Qualifications:

- 1. Membership includes those persons whom the Society desires to honor because of their demonstrated interest in and/or contributions to the Society.
- 2. Honorary Membership is granted by a unanimous vote of the Board of Directors.
- 3. Honorary Members pay no dues and have all the privileges and obligations of active members except the right to vote or hold office.
- 4. Click to view [past recipients or to nominate](#).

**E. [Military Discount \(M-16-21\)](#)**

The OSRT offer a 20% discount to active and honorably discharged military members and active duty spouses, both technologist and student, on Annual Meeting registration

- 1. At the time of registration, military member must submit to the Executive Secretary a copy of their active military ID card, and honorably discharged members must submit a copy of their DD214 by fax or email. At the time of registration, the military spouse must submit a copy of their current military dependent ID card to the Executive Secretary.
- 2. The Executive Secretary will verify the member qualifies for the discount and will issue a price offset in the amount of 20% of the registration fee only, not to include meals and/or special events. A confirmation copy of the meeting registration will be sent to the military member for prompt payment.
- 3. The discount to be implemented January 1, 2018

## **Strategic Plan and Operational Plan**

**Date Reviewed:** *January 2019*

**Date Revised:** *January 2019*

### **Section 1. [Mission and Vision](#)**

### **Section 2 [Strategic Plan](#) Purpose and Guidelines**

A. The Strategic Plan Dashboard will be updated annually and reported to the Board of Directors.  
(ID-19-03)

B. The Strategic Plan report will not be placed on the consent agenda of the Board of Directors meetings.

### **Section 3 [Planning Process](#)**

## **APPENDIX**

### **INDEPENDENT CONTRACTORS**

#### **Executive Secretary**

The Executive Secretary shall be an active or associate member in good standing with the OSRT and familiar with the Society's affairs.

#### **Qualifications**

1. Competent skills and knowledge of personal computing (PC) and current experience with Microsoft Office and publication software applications.
2. Good organization skills.
3. Good interpersonal skills.
4. Good teamwork and problem-solving skills.
5. Committed and enthusiastic about the mission and vision of the OSRT.

#### **Compensation**

The following apply with review and approval of the Executive Committee and Board of Directors:

1. Monthly stipend, to be reviewed annually.
2. Reimbursement for postage, copying, paper supplies, other office supplies, and expenses, as deemed necessary.
3. Cover expenses for approved lodging at Annual Meeting and transportation at the current IRS per-mile rate.

#### **Duties**

The Executive Secretary shall:

1. Coordinate membership activities to include renewals and new applications to include processing and return within three weeks of receipt.
2. Maintain membership records and other data as deemed necessary in accordance with the strategic planning initiative with a PC computer with current Microsoft Office software package.
3. Forward database information to the ASRT as requested.
4. Attend and actively participate in meetings of the Society and submit reports to the:
  - a. Board of Directors at all board meetings, and
  - b. Membership at all Annual Meeting business sessions.
5. Maintain the OSRT address and be accessible to all inquiries by telephone, fax, mail, email, and website, and respond as follows:
  - a. Return or forward inquiries (other than membership applications and renewals), telephone and email correspondence within 48 hours;
  - b. Forward email address as directed by the President during durations of vacations or prolonged absence, and;
  - c. Leave voice-mail recorded message during durations of vacation or prolonged absence.
6. Provide office space to carry out the responsibilities associated with this position.
7. Coordinate registration and prepare programs for the Annual Meeting to include the:
  - a. Production, printing, and mailing of the Annual Meeting registration packets;
  - b. Production and printing of the Penn-Hu-Mac-Par-Gill lecture program;
  - c. Production and printing of the Annual Meeting program as needed and in coordination with the OSRT Webmaster, and;
  - d. Production and printing of the Annual Meeting name badges.
8. Maintain the following records and disseminate as needed:



- a. E-application(s) for technologist and student professional poster and essay competitions; documentation forwarded to the OSRT Foundation Chairperson and Annual Meeting Chair(s).
  - b. E-application(s) for student and technologist grants; documentation forwarded to the OSRT Foundation Chairperson.
  - c. E-applications for the Annual Meeting; forward the appropriate information to the Annual Meeting Chair(s).
  - d. E-applications for the Quiz Bowl competition; forward the appropriate information to the Quiz Bowl Committee Chair(s) and Annual Meeting Chair(s).
  - e. E-applications for regional meetings; forward information to the Education Committee Chair(s).
  - f. E-application(s) for Technologist of the Year award nominations; forward to the Nominating Committee chair.
  - g. E-application(s) for Life Membership; forward to the Senior Chairperson of the Board of Directors.
9. Collect information regarding possible volunteers and forward to the President-elect.
  10. Coordinate the dissemination of the *Cardinal Rays* newsletter in conjunction with the *Cardinal Rays* editor(s).
  11. Maintain membership history records.
  12. Coordinate, with Financial Manager, purchase of the Penn-Hu-Mac-Par-Gill Lecturer award, plaque and banquet ticket.
    - a. Act as a liaison between the Penn-Hu-Mac-Par-Gill lecturer and the Society, communicating Annual Meeting responsibilities.
    - b. Contact Penn-Hu-Mac-Par-Gill lecturer and get a copy of the lecture.
    - c. Submit Penn-Hu-Mac-Par-Gill lecture to the *Cardinal Rays* editor for publication.
  13. Coordinate, with Financial Manager, purchase of the Technologist of the Year Award, pin, Ohio Shaped Plaque and banquet ticket.
  14. Coordinate, with Financial Manager, purchase of the Past President pin.
  15. Collect and record relevant meeting information as indicated on the Annual Meeting report form and the Strategic Plan.
  16. Assume any other duties as deemed appropriate and necessary by the Executive Committee or Board of Directors for the conduct of Society affairs.
  17. The Executive Secretary shall screen candidates for elections to ensure that all have the proper credentials.
  18. The Executive Secretary will send election results of the electronic tally to the Senior Chairperson of the Board of Directors who will contact all nominees, by email and phone, regarding the results of the election within seven (7) days of ballot closure.
  19. By no later than March 1<sup>st</sup>, the Executive Secretary will email the hyperlink to the Annual Board Assessment survey to all Board of Director members with instructions to complete the survey by no later than March 15<sup>th</sup>.
  20. On March 10<sup>th</sup>, the Executive Secretary will email the hyperlink to the survey to all Board of Directors members with a reminder to complete the survey if they have not already done so. Responses are anonymous so there is no way to send a targeted email to only those who have not completed the survey.
    - a. Within one week following March 15<sup>th</sup>, the Executive Secretary will close the survey and compile the quantitative and commentary results.
    - b. By no later than March 21<sup>st</sup>, the Executive Secretary will email the compiled results to all Board members for discussion at the Pre-Annual Board of Directors' meeting.
  21. By no later than one week following the Board of Directors meeting, the Executive Secretary will email the hyperlink to the Board Meeting Assessment survey to all OSRT members attending the

**entire Board meeting.** The deadline for survey completion should be no later than two weeks following the email date and should be communicated in this email.

- a. Within three to four days before the survey completion deadline, the Executive Secretary will again email the hyperlink to the survey with a reminder to complete the survey if not already completed. Responses are anonymous so there is no way to send a targeted email to only those who have not completed the survey.
  - b. Within one week following the survey deadline, the Executive Secretary will close the survey and compile the quantitative and commentary results.
  - c. Within two weeks following the survey deadline, the Executive Secretary will email the compiled results to the Senior Chairperson (M-14-32).
22. Communicate with the OSRT members and non-members, as needed.
  23. Communicate with the ASRT as needed.
  24. Serve as the key contact point for the OSRT.
  25. Serve as a liaison between the Board of Directors and the membership.
  26. Provide administrative support to the Board of Directors.
  27. Work closely with the OSRT webmaster to maintain accuracy of the organization's website.
  28. Maintain membership data and constituent relational management program.
  29. Serve as an ex-officio member of each Annual Meeting committee (M-18-16).
  30. Contact the Penn-Hu-Mac-Par-Gill lecturer and request a CV and photograph to be used in the program.
  31. Coordinate printing of the Penn-Hu-Mac-Par-Gill program to include a short biography and previous Penn-Hu-Mac-Par-Gill lecturers.
  32. Print and send completion certificates for the Leadership Academy graduates as requested.
  33. Provide applicants with the Leadership Academy registration information as requested.
  34. Verify membership and the OSRT service qualifications of nominees for elections or honors and forward to the nominating committee.
  35. Distribute letters provided by the Student Liaison regarding student leadership opportunities to program directors.
  36. Archive personnel, confidentiality, and other communication documents as required by the Policy and Procedure Manual.
  37. Receive documents and verify qualifications relative to the OSRT Military discount policy.

#### **Exclusions**

1. Contractual agreements on behalf of the OSRT are outside the scope of the Executive Secretary.
2. The Executive Secretary may not sell OSRT-related property, including mailing lists.

# OHIO SOCIETY OF RADIOLOGIC TECHNOLOGISTS (OSRT)

## Executive Secretary Contract

### **Section 1: Purpose**

It is the purpose of this agreement to create a contractual relationship between the OSRT and \_\_\_\_\_ for the purpose of functioning as the Executive Secretary for the OSRT Business Association and OSRT Education and Research Foundation. This agreement in no way creates an employment relationship between the parties; the executive secretary shall serve in the capacity of an independent contractor.

### **Section 2: Responsibilities of the Executive Secretary**

The responsibilities of the Executive Secretary are:

- A. have a working knowledge of a web-based Customer Relations Management application and collaborate with the Webmaster;
- B. coordinate membership renewal of existing members and the application of new members;
- C. maintain electronic membership records and reports as requested by the board;
- D. coordinate registrations for all OSRT events;
- E. assist with development of event materials and printing as requested;
- F. submit reports and actively participate in board and business meetings;
- G. serve as ex-officio member of the membership committee;
- H. be accessible to the membership and the officials of the OSRT by telephone, FAX, e-mail and mail;
- I. provide office space and equipment to carry out the responsibilities associated with this position.

### **Section 3: Responsibilities of the OSRT**

- A. compensate the Executive Secretary per the terms outlined in section 4;
- B. provide supplies related to the activities of the OSRT including but not limited to printed material and other office supplies;
- C. provide postage for the official business of the OSRT;
- D. reimburse the Executive Secretary for reasonable expenses related to the completion of duties outlined in this agreement including but not limited to travel and living expenses related to attendance at OSRT board and business meetings, telephone expenses and services provided outside the scope of this agreement;
- E. provide corporate liability insurance.

### **Section 4: Compensation**

The OSRT shall compensate \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ in monthly installments of \$ \_\_\_\_\_; payment is due prior to the fifteenth day of the month.

### **Section 5: Term**

The term of this agreement is \_\_\_\_\_ through \_\_\_\_\_; in the event the contract is not renewed on or before August 31 the executive secretary agrees to continue to provide services on a month-to-month basis until the next board meeting at the monthly installment noted in section 4.

### **Section 6: Termination**

Either party may terminate this agreement with a notice of at least 60(sixty) days.

### **Section 7: Governing Law**

This agreement shall be governed and construed by the laws of the State of Ohio.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**OSRT Senior Chairperson**

By: \_\_\_\_\_ Date: \_\_\_\_\_

## **Financial Manager**

The Financial Manager shall be an active or associate member in good standing of the OSRT and familiar with the Society's affairs.

### **Qualifications:**

1. Bookkeeping/accounting experience.
2. Intermediate knowledge of computers and software.
3. Good organizational skills.
4. Good interpersonal skills.
5. Good teamwork and problem-solving skills.

### **Compensation**

The following apply with review and approval of the Executive Committee and Board of Directors:

1. Monthly stipend, to be reviewed annually.
2. Reimbursement for postage, copying, paper supplies, other office supplies, and expenses, as deemed necessary.
3. Cover expenses for approved lodging at the Annual Meeting and transportation at the current IRS per-mile rate.

### **Duties**

- i. Maintain appropriate savings and checking accounts on behalf of the OSRT;
- ii. Maintain financial records;
- iii. Attend Board of Directors and Business meeting;
- iv. Conduct the financial business of the OSRT in accordance with the OSRT policies under the direction of the President and the Senior Chairperson of the Board of Directors including making deposits and drafting checks, and;
- v. Provide office space and equipment to carry out the responsibilities associated with this position
- vi. Communicate with OSRT members and non-members, as needed.
- vii. Communicate with the ASRT as needed to complete reports and submit information (Affiliate Compliance, yearly report, Annual Election report etc)
- viii. Communicate with State of Ohio as needed (Ohio Lobbying Activity Center, Secretary of State Attorney General etc)

### **[Financial Manager Contract](#)**

### **[Financial Manager Performance Appraisal](#)**

## **APPENDIX B**

### **FINANCIAL POLICY and PROCEDURES MANUAL**

## **APPENDIX C**

### **OSRT SCRIPTS**

Introduction for Millie Broadhurst Memorial Lecture  
Introduction for Ray L. Berg Memorial Lecture  
Annual Quiz Bowl introduction and award presentations  
Introduction for Roy E. Bell Educators Luncheon  
Introduction for Rose B. Fitz Technologists Luncheon  
Introduction for The Francine Todd Memorial Honors Banquet  
Annual Meeting opening ceremony script- for President  
Annual Meeting business session script- for President

## **APPENDIX D**

### **ANNUAL MEETING FORMAT GUIDE**

## **APPENDIX E**

### **FORMS**

Leadership Academy Graduate Evaluation of Mentor  
Leadership Academy Graduate Evaluation of Mentee  
Leadership Academy Satisfaction Survey  
Confidentiality Agreement Form for Board Members  
Conflict of Interest Acknowledgement and Disclosure Form  
Reimbursement Request Form  
Sample Board of Directors Meeting Agenda  
Sample Agenda for First Business Meeting of Membership  
Standing Agenda Items for Board of Directors Meetings  
Motion Form