

SDSRT Executive Secretary Job Description

(updated 3/2025)

Employer: The South Dakota Society of Radiologic Technologists

Position: Executive Secretary

Pay: \$49/month

Duties:

- Maintain an active ASRT & SDSRT membership
- Send appropriate documents to individuals in new board positions after conference
- Remove/Add the appropriate people to our shared google folder, member planet and any other SDSRT items after conference
- Send out appropriate membership information to new members when applicable
- Maintain a up to date list of memberships
- Must inform the board of directors if he/she will not be reachable for a period of time
- Respond to correspondence from board members promptly
- Email out any meeting dates and video links for meetings
- Openly communicate to all board members on any SDSRT updates
- Attend and take meeting minutes at all SDSRT meetings
 - If you can not make a meeting you need to inform the president and chairman of the board that the meeting will need to be postponed
- Work with the President at the end of October to organize the ballot if applicable
- At the beginning of March call Monte's and order SDSRT award Plaques
 - Susan Pritchard often helps with this so communicate with her on this!
- At the beginning of April reach out to Monte's to check on order of Plaques
 - Susan Pritchard often helps with this so communicate with her on this!