



## Duties of the SDSRT Board of Directors

All positions on the SDSRT Board of Directors require verified membership of the SDSRT and the ASRT. Additional requirements are noted with the applicable positions.

### **President Elect** (1<sup>st</sup> of a 3 year commitment)

The President Elect observes the President to become familiar with the duties of the President and SDSRT functions. They serve as the Chairperson of the Ballot Committee where they prepare and send the ballot to all SDSRT voting members, tally the results, deliver the results to the President and prepare a report to the membership. The President-Elect is installed as President at the following SDSRT Annual Conference.

### **President** (2<sup>nd</sup> of a 3 year commitment)

The President is responsible for appointing the chairpersons for the SDSRT Committees. They prepare the agenda, appoint a Parliamentarian and Sergeant of Arms for the annual business meeting and preside over the meetings. The President answers correspondence in regard to the Society and sends greeting to other state societies on upcoming meetings. The president represents the SDSRT at the ASRT Annual Meeting as an alternate Delegate. They maintain open communication with members of the Society. The President is installed as Chairman of the Board at the following SDSRT Annual Conference.

### **Chairman** (3<sup>rd</sup> of a 3 year commitment)

The Chairman presides over all regular meetings of the Board of Directors. They also serve as an advisor to the President, prepare a report of the Board of Directors' activities to be presented at the Annual Business Meeting, write agendas for all meetings *except* the SDSRT Annual Business Meeting, prepare a budget proposal to present at the SDSRT Annual Business Meeting, maintain open communication with members of the Society, and serve on the SDSRT Annual Conference Committee. The Chairman is listed as the second alternate Delegate but does not attend the ASRT Annual Meetings unless the President, who is the first alternate Delegate, is unable to attend.

### **Vice President** (2 year commitment)

The Vice President becomes familiar with the operation of the SDSRT and fills in for the President if they are absent or unable to fulfill their duties. A major duty of the Vice President is to serve as Chairperson of the Scientific Awards Committee. In this committee they'll contact South Dakota radiography programs to request submission of scientific papers and exhibits, appoint a team of judges to select papers for presentation at the next annual meeting, select judges for paper presentations and projects at the annual meeting, and present awards to the winners.

### **Secretary** (1 year commitment)

The Secretary records the minutes for all SDSRT Board meetings and presents them to the membership in a timely fashion following each meeting. They observe the Executive Secretary to become familiar with their duties and offer support should the Executive Secretary need assistance with projects or the position becomes vacant. The Secretary also works with the President to prepare a quarterly newsletter for distribution to the membership.

### **ASRT Delegate** (2 year commitment)

The ASRT Delegate represents the SDSRT in the ASRT Annual Governance and House of Delegates Meeting. They represent the views and vote on behalf of the SDSRT. The Delegate prepares a report after the ASRT annual meeting and delivers to the Board of Directors and the SDSRT membership. They also serve as mentors to the SDSRT Student Interns and facilitate the selection of the new interns each year. *\*The Delegate must have previously served on the SDSRT Board of Directors. They may serve no more than two consecutive terms.*