



ALSRT Welcome to the Board

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Additional references at www.alsrt.org

- ALSRT Bylaws
- ALSRT Policy & Procedure Manual
- ALSRT Welcome to the Board
- Listing of Current ALSRT Board of Directors

Welcome to the Board

Welcome

Thank you for being willing to serve on the Alabama Society of Radiologic Technologists' Board of Directors. This indicates your interest in serving your profession, networking with other imaging professionals, and having a positive impact on the care we provide to our patients and their families. We look forward to working with you and hope this document will serve as a helpful resource.

About the Alabama Society of Radiologic Technologists

Did you know that ALSRT has a 70+ year history! The Alabama Society of Radiologic Technologists traces its roots as far back as the early 1940's when informal meetings were held among technologists from throughout the state. On May 2, 1948, the first formal meeting was held in Birmingham to form the official Alabama Society of X-Ray Technicians. A group of 35 "technicians" established the goals of Education, Patient Care, and Radiation Safety for the organization—goals the Society maintains to this day.

The Society continued to thrive in the 1950's and early 1960's. Membership increased as annual meetings were held throughout the state, usually in the Spring of each year. In 1966, the Society had a name change. The new name of the organization, the Alabama Society of Radiologic Technologists, was more reflective of the affiliation of the state Society with the national group, the American Society of Radiologic Technologists. ALSRT remains a proud affiliate of the ASRT.

In the 1970's and 1980's, the Alabama Society of Radiologic Technologists continued to see its membership increase. The Society grew through encouraging and supporting local/regional societies around the state and by placing a strong emphasis on student involvement.

Today all State societies, including ALSRT, struggle with declining membership as fewer employers sponsor conference attendance and online sources of continuing education have expanded. We believe, however, that membership provides much more than just the opportunity for continuing education. A strong membership gives us a powerful voice and the ability to have a greater impact on issues facing our profession. A strong membership allows for valuable networking and team building that has a positive impact on the quality of care provided to our patients by promoting education, patient care, and radiation safety.

General Duties of ALSRT Board Members

- Maintain current ASRT and ALSRT membership. ALSRT membership fee is waived while serving on the Board, but Board Members must maintain ASRT membership if in a voting position.
- Participate in videoconference calls typically held on weekday evenings 6-10 times each year.
- Participate in face-to-face meetings held just prior to and after the close of the Annual Conference in Spring and at Fall Conference.
- Participate and help at the Annual Conference, and also the Fall conference when it is in the region where Board Member resides.
- Share ideas and work collaboratively with other Board members for the good of our profession, our Society, members, and our patients.

- Review and respond in a timely manner to email communications distributed to Board between formal meetings.
- Openly communicate concerns or questions.
- Regularly visit website and social media platforms to identify opportunities to enhance the image and visibility of ALSRT for members, the profession, and our community.
- Actively participate in recruiting new members, volunteers, and support of vendors.
- Follow through on assignments to include reporting back to the Board in a timely manner.
- Conduct themselves in such a manner as to enhance the image of the profession and the Society.

Confidentiality

- The confidentiality of Board matters including submitting materials or documents under development, discussions, mail and correspondence among Board members shall be maintained.
- It is ALSRT policy that all matters of ALSRT business brought to the attention of members of the Board of Directors are confidential. Members of the Board of Directors shall not disclose or discuss any matter of ALSRT business with any non-Board member, if the matter has not been made public by ALSRT
- Board Members are required to sign a confidentiality agreement at the beginning of each Fiscal Year, with Secretary/Treasurer maintaining that record.

Online and Phone Scam Safety

As a board member, you may be susceptible to scam emails, phone calls, or text messages. To minimize risk, ALSRT does not publish this information, but instead directs inquiries to either the “*Contact a Board Member*” or the “*Contact Us*” form available at www.alsrt.org. Submissions are reviewed and then routed to the appropriate individual. If a board member wishes to post an email address for a specific purpose (e.g. submission of speaker forms or scholarship applications), that request will be granted. Please use the following safety guidelines to help prevent against fraud:

Email Safety

- Set board members as VIP or Favorites so that board emails will be clearly identified.
- When in doubt, always check the actual email address of the sender. Scammers will use the name of a board member, but the email address will be the scammer’s.
- Look for key phrases that help identify a scammer:
 - “I have an urgent request”
 - “Only contact me by email”
 - “I need money sent to a vendor”
 - “Gift cards need to be purchased”
- Do NOT click on any links in suspicious emails.
- Do NOT respond to scam emails.
- Block and delete emails received from fraud email accounts.
- If you receive an email from a scammer, it DOES NOT mean your email account has been compromised. Your account is still secure.

Phone Safety

- Save all board member cell phone numbers into your Contacts.

- If you receive a text from someone claiming to be a board member stating they have changed their number, always check back with the original number first. Phone number changes are generally sent to the entire group, not one individual at a time.
- Block fraud phone numbers.
- Do NOT give out personal or financial information. ALSRT will never collect financial information from you except in-person or through a secure payment gateway on the ALSRT website.
- Scammers will pressure you to act immediately. Decisions by the board are usually made through committee decisions.

Duties of Elected Officers

The following officers will be elected by majority vote from within the ALSRT membership present at an Annual Conference business meeting or at another time as determined by the Board. These are voting positions on the Board. For more detailed information, see the **ALSRT Bylaws**.

President-elect

- This is a 4-year commitment to the Board (1 year as President-elect, 1 year as President, 1 year as Executive Board Member, and 1 year as Chairman of the Board).
- Typically this person has served in a leadership capacity in ALSRT prior to becoming President-elect. They should become familiar with the activities of the Society during the year as President-elect, and prepare for elevation to the office of President.
- This officer supervises the activities of committees, works closely with ASRT and the officers of ALSRT, represents ALSRT at legislative meetings, and strives to strengthen ALSRT during their time in office.
- As President, preside at all meetings of the Society and appoint committee members except the nominating committee.

Vice President

- This is a 1-year commitment.
- Should be familiar with Society activities and in the absence of President, assume those duties.
- One of the primary roles of the Vice President is to increase membership.

Member at Large

- This is a 1-year commitment.
- Serves as the “voice” of the general membership.
- Actively participates in Board discussions to pose questions and offer suggestions or ideas for strengthening ALSRT.
- Accepts duties as assigned by the President and the Board of Directors.
- Actively promotes membership efforts.

Junior ASRT Delegate

- This is a 2-year commitment, with first year as Junior ASRT Delegate and second year as Senior ASRT Delegate.
- Must be a voting member of both the ASRT and ALSRT for two years immediately preceding nomination.
- Requires travel to two multi-day meetings held outside Alabama. To serve in this position, employer must be willing to grant release time for delegate’s travel to the ASRT House of Governance meeting two consecutive years.

- Should be very knowledgeable about current issues facing ALSRT and ASRT, as they will join the Senior Delegate in representing Alabama at the ASRT House of Governance meeting where the important business of our profession is debated.
- ASRT requires preparation and attendance at all required meetings of delegates and written report of the ASRT House of Delegates meeting.
- Delegates are expected to provide a report to the meeting of the membership at the Annual Conference.

Duties of Appointed Positions

These positions are filled by appointment by a majority vote of the Board of Directors.

Education Delegate

- This is a one-year commitment although a multi-year commitment is desirable.
- Serves as the point of contact for all Radiologic Science programs in the state.
- Coordinates all student-related activities at the Annual Conference. That includes securing qualified speakers, developing agenda, planning activities, and promoting participation.
- Coordinates and oversees student competitions held at Annual Conference, scholarship programs, ALSRT Student Delegate appointment, and ASRT Student Leadership Development selection process.
- Communicates with program directors regarding student memberships, conference attendance, and competitions and scholarships.
- Selects unbiased, qualified judges for student competitions and assures that artifacts are evaluated in a timely manner following established guidelines.
- Works with President and ASRT when student-related programs are under discussion.
- This is a voting position on the Board.

Public Relations Delegate

- This person is appointed by the Board based on their willingness to serve and their proven expertise in print and digital marketing.
- It is desirable for the individual to make a multi-year commitment.
- Works with the Board of Directors to bring attention to ALSRT events and initiatives.
- Responsible for planning, development, and implementation of the ASRT marketing communication, and public relations campaigns.
- Oversees all social media activity, leads the organization's marketing committee, participates with Webmaster on website design and updates, assists Secretary with marketing budget planning, and plans, organizes and executes any marketing campaign.
- This is a voting position on the Board.

Webmaster

- This person is appointed by the Board based on their willingness to serve and their proven expertise for web design and maintenance.
- It is desirable for the individual to make a multi-year commitment.
- Regularly updates website as needed, monitors functionality of online tools such as registration and online forms, and works closely with Public Relations Delegate to effectively promote and make available electronic records on the ALSRT website.
- Works closely with web host service provider to optimize use of available web features.
- This is a voting position on the Board.

Secretary/Treasurer

- This is a one-year commitment although a multi-year commitment is desirable.
- Keeps a correct and permanent record of the membership, conducts correspondence, maintains CE records, maintains meeting minutes, keeps the funds of the Society and pays debts upon the approval of the Board of Directors.
- Updates the Policy & Procedure Manual as necessary, presenting proposed changes to the Board of Directors for review and approval.
- Requests an annual audit of the ledger by a subcommittee of the Board of Directors, or by professional auditor as requested by Board.
- Provides membership and financial reports at each Board meeting and annually to attendees at the Annual Conference meeting of the membership.
- Prepares a draft of annual ASRT compliance documentation for review/edit by President.
- Prepares annual budget and financial summary reports for review by Board.
- This is a voting position on the Board.

Annual Conference Chair/Co-Chair

- Plans the Annual Conference to include securing venue and qualified speakers, develops an agenda for Board approval, submits required documents for ASRT CE and ARRT CQR consideration, and provides leadership prior to and during the meeting.
- It is desirable for the individual to make a multi-year commitment.
- Works diligently to assure that costs do not exceed budget, and reports regularly to the Board on planning status.
- This is a non-voting position on the Board although responsibility of Annual Conference chair may be assumed by a voting Board member.

Student Delegate

- This is a one-year commitment.
- Selected from ALSRT student membership following competitive application process that follows established guidelines.
- This person is the “voice” of the student membership.
- Provides opportunity to gain leadership experience and be part of the decision-making process of the Board.
- The primary role of the Student Delegate is to be actively involved during Board meetings and to bring suggestions and perspective to the Board that would help strengthen ALSRT and the interests of its student members.
- This is a non-voting position on the Board.

Board Meetings

The ALSRT Board of Directors meet 6-10 times per year, with the President or Secretary communicating dates/time well in advance. Meetings just prior to/just after the Annual and Fall Conferences are typically held face-to-face, at the conference location. All other meetings are typically held on weekday evenings via videoconference calls that last approximately one (1) hour. The Board functions under the premise of a majority rule. Board members are expected to participate in each Board meeting if at all possible.

At a minimum, Board meetings are held:

- Just prior to the Annual Conference
- Immediately following the close of the Annual Conference
- Summer
- Prior to or following the Fall Conference
- Late Fall
- Winter

Prior to each Board meeting the secretary will circulate minutes from the previous meeting, date/time of the meeting, and instructions for accessing the videoconference. The minutes should help serve as a reminder of any assignments made previously that need a follow-up report by you at the next meeting. If you will not be able to attend an upcoming Board meeting, please notify the Board, President, or Secretary in advance, and provide a written report of progress made on any assignments.

A tentative agenda is typically circulated to Board members prior to the meeting, but other business may be brought to the Board as needed. Board members are encouraged to share opinions, ideas, and suggestions. Discussion items requiring a vote should be presented in the form of a motion. An “agree to disagree” atmosphere is encouraged so that we have an opportunity to look at an issue from more than one perspective. Healthy discussions are encouraged.

Staying Connected via Email

The Board will communicate regularly via email. Many find it helpful to set up an ALSRT “group” so that everyone is part of a discussion. However, you may certainly communicate directly with a Board member.

Spring and Fall Conference

We host our Annual Conference in Spring each year, typically in April. This 2.5 day event typically offers up to 16 CE in educational tracks for students and registered technologists. Application is also made to ARRT for CQR credit assignment. Two meetings of the membership are also held, with information about important issues facing ALSRT, financial and membership status, and election of officers held by the end of the second meeting. Board members get to know members and serve as a resource and support throughout the meeting. Board members are very busy helping in different areas throughout the meeting, and play a huge role in the success of the meeting. It is expected that Board members will attend the Annual Conference unless extenuating circumstances arise.

The Fall Conference is a one-day conference offered FREE of charge to all ALSRT members. As determined by the Board, the Fall Conference may be held virtually. It is a more casual event where up to 6 CE credits are offered. Application is also made to ARRT for CQR credit assignment. When held face-to-face, the meeting moves to different locations around Alabama from year to year in an effort to occasionally host the meeting in close proximity to members scattered throughout the state. Board members are encouraged to attend and help if possible, but we understand there are travel constraints for some for a one-day meeting.

ALSRT Website

The Webmaster and Public Relations Delegate will continually monitor website for changes that may be needed, but all ALSRT Board members should familiarize themselves on information posted there, and should alert Webmaster of updates that are needed. We want the site to be current, relevant, appealing, and provide information that meets the needs of the reader. Some of the information you may want to review on the website includes:

- Board of Director Contact Info
- ALSRT Bylaws
- Conference Information
- Status of Licensure Efforts
- Society Archives to include past presidents, lifetime members, and honorary members.
- Information for Vendors
- Job Postings (members only)
- List of Accredited Programs in Alabama.
- Membership information, with members able to edit their profile/contact information and print a membership certificate.
- Online CEs
- Student Activities information
- Student Essay Guidelines
- Student Exhibit Guidelines
- Student Bowl Guidelines
- Student Delegate Guidelines
- Student Scholarship information

Promoting ALSRT

As a Board member, one of the most important things you should do is promote ALSRT in your workplace and your community. Your involvement and excitement for the efforts of ALSRT could rub off on those around you. Be mindful of opportunities to encourage membership and participation in ALSRT.

Promote membership and participation

Just like fans in a football stadium, the larger our membership, the louder our roar and the more impact we can have on issues facing our profession. Ways to get involved:

- Being active participants via social media! Follow us on Facebook, Instagram, and Twitter.
- Attend the Annual and Fall Conferences, and encourage fellow radiographers to join you.
- Speak to fellow radiographers about the importance of a strong Society in Alabama, since we are one of only a few states still working toward licensure.
- Ask your supervisor if someone from ALSRT could speak to radiography staff about ALSRT and our efforts toward licensure.

Encourage others to volunteer

ALSRT has many opportunities for those who wish to volunteer but would rather not run for office. A few examples:

- Assist with CE credit documentation at Annual or Fall Conference.
- Introduce speakers at the Annual or Fall Conference.
- Help as a moderator or judge in one of the student-related competitions at Annual Conference.
- Speak at a meeting! Fellow radiographers will be very supportive of your effort and benefit from learning about different area of interest/expertise.
- Volunteer for a committee of interest such as:
 - Membership Committee
 - Marketing Committee

- Annual Conference Committee
- Nominations Committee
- Bylaws Committee
- Advocacy Committee
- Online CE Committee

Contacting ALSRT

Website: www.alsrt.org

Email: contactus@alsrt.org

Webmaster: webmaster@alsrt.org

<p>ALSRT P.O Box 8641 Mobile, AL 36689</p>
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