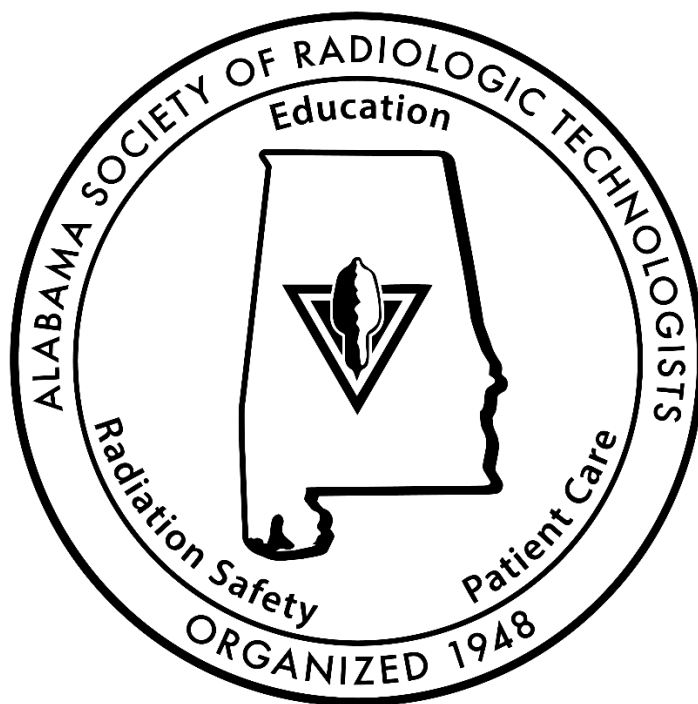


# The Alabama Society of Radiologic Technologists



## Policy and Procedure Manual

# ALSRT Policy & Procedure Manual

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# ALSRT Policy & Procedure Manual

## MISSION & PURPOSE

The Alabama Society of Radiologic Technologists is a proud affiliate of the American Society of Radiologic Technologists.

ASRT Mission:

The mission of the American Society of Radiologic Technologists is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care.

ALSRT Purpose:

The purpose of this Society shall be to advance the profession of medical imaging and radiation therapy; to maintain high standards of education; to enhance the quality of patient care; and to further the welfare and socioeconomics of radiologic technologists

## GENERAL POLICIES

### CONFIDENTIALITY

**POLICY:** The confidentiality of Board matters including submitted materials or documents under development, discussions, mail, and correspondence among Board members shall be maintained.

**PROCEDURE:**

- 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.
- The Board member recognizes that during the term they sit on the Board of Directors, they may possess certain confidential information about ALSRT. The Board member agrees that all such information shall be held in confidence and will not divulge such information to any party without the express written consent of ALSRT. The Board member also agrees that they will adopt reasonable precautions to guard against unauthorized release of such information and that they will not use such information in any manner that will unfairly benefit themselves or damage ALSRT. The Board member agrees to return to ALSRT all confidential business information pertaining to ALSRT upon the termination of their term on the Board. The confidentiality requirements of this paragraph shall survive the termination of the agreement.
- Violations of this policy or any of the specific rules herein may result in disciplinary action being taken against the offending Board member, including dismissal.

### CONFLICT OF INTEREST

**POLICY:** It is the policy of the ALSRT that Board members act in the best interest of the ALSRT. As such they are required to avoid conflicts of interest and to act at all times in the best interest of ALSRT. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of ALSRT.

**PROCEDURE:**

- A conflict of interest is conduct, a transaction, or relationship that presents or might conflict with a Board member's obligation owed to the ALSRT and the Board member's personal and/or business interests.
- Full disclosure of all actual and potential conflicts must be disclosed, with the interested Board member(s) recused from participating in debates and voting on the matter.

## WHISTLEBLOWER

**POLICY:** It is the policy of ALSRT to encourage staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the ALSRT, and to protect the person coming forth with information from retaliation.

**PROCEDURE:**

- The ALSRT encourages complaints, reports, or inquiries about legal practices or serious violations of ALSRT policies, including illegal or improper conduct by ALSRT 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.
- ALSRT prohibits retaliation by or on behalf of the ALSRT against staff or volunteers 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 ALSRT reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquires or who otherwise abuse this policy.
- Complaints, reports, or inquires may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquires. They should be directed to the ALSRT Secretary or Chairman of the Board of Directors. If both of those persons are implicated in the complaint, report, or inquiry, it should be directed to the ALSRT President. The ALSRT will conduct a prompt, discreet, and objective review or investigation. It must be recognized that ALSRT may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

## ANTI-HARASSMENT

**POLICY:** ALSRT is committed to a workplace free of discrimination and harassment 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 in accordance with applicable federal, state and local laws. ALSRT does not tolerate verbal, written or physical conduct that harasses, disrupts or interferes with another's work performance or creates an intimidating, offensive or hostile environment. This policy covers ALSRT Board of Directors, volunteers and staff.

**PROCEDURE:**

- The Board of Directors is instructed to use all reasonable means to ensure a Board member is not subjecting other Board members, volunteers or ALSRT staff to any form of harassment.
- Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct. Harassment may occur without economic injury to, or discharge of, the victim.
- Any Board member or other agent of the ALSRT who knows that a Board member, volunteer or ALSRT staff member is being subjected to harassment shall take immediate corrective action and report the incident to the ALSRT Chairman of the Board. Should the Chairman of the Board be directly involved, then the ALSRT President shall receive the report.
- Any volunteer or staff member who believes that he or she has been the victim of harassment may file a complaint with the ALSRT Chairman of the Board. Should the ALSRT Chairman of the Board be directly involved, then the complaint should be filed with the ALSRT President.
- Reports can be made anonymously and all reported incidents will be investigated promptly. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others on a need-to-know basis only.
- If the individual complained about is a Board member or volunteer, the action taken may range from a verbal or written warning to removal from the Board of Directors or volunteer position and membership.
- ALSRT prohibits any form of retaliation against a Board member, volunteer or ALSRT staff member for bringing legitimate complaints or providing information about harassment.

## ONLINE AND PHONE SCAM SAFETY

**POLICY:** It is the policy of the ALSRT that board member email addresses and phone numbers will not be published online without the consent of the board member.

**PROCEDURE:** 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](http://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 the secure payment gateway on the ALSRT website.
- Scammers will pressure you to act immediately. Decisions by the board are usually made through committee decisions.

## **VOTING PRIVILEGES**

**POLICY:** It is the policy of the ALSRT that voting privileges will be granted as outlined in the ALSRT Bylaws.

#### **PROCEDURE:**

- Meeting of the Membership – Voting privileges will be granted to those present with current membership in one of these categories: Active, Associate, Life, Graduate Bridge, or Silver. Students and Honorary members are NOT granted voting privileges at a meeting of the membership.
- Meeting of the Board of Directors – Voting privileges will be granted to those present and serving in one of these capacities on the Board: Chairman of the Board, Executive Board Member, President, President-Elect, Vice President, Secretary/Treasurer, Member at Large, Senior ASRT Delegate, Junior ASRT delegate, Education Delegate, Chapter President, Public Relations Delegate or Webmaster. Student Delegate, non-Board Committee Chairs, and guests are NOT granted voting privileges at a meeting of the Board of Directors.

## **FINANCIAL POLICIES**

Providing oversight and controls over finances is a responsibility of the board of directors. The board also is responsible for ensuring that the internal controls reflect best practices by using acceptable accounting methods, making sure the organization is following compliance standards at the federal and state level, and is following ASRT’s compliance program as outlined in the ASRT Bylaws. Financial controls are put in place in order to segregate financial duties and protect against the potential loss of assets.

## **ACCOUNTING METHOD**

**POLICY:** It is the policy of the ALSRT to utilize the cash basis of accounting. Cash receipts are a liquid asset and strong internal controls have been created to protect this most important asset.

**PROCEDURE:**

- Upon receipt, all checks will be immediately endorsed to the ALSRT and deposited within 3 business days.
- A receipt will be generated for every transaction and the ledger will be updated immediately.
- An audit of the ledger will be conducted on a yearly basis by a subcommittee selected by the Board of Directors.
- A formal audit by a third party may be requested by the Board at any time.

## **BANK RECONCILIATIONS**

**POLICY:** It is the policy of the ALSRT that ALSRT Secretary/Treasurer will review bank statements and checks cleared during the prior month.

**PROCEDURE:** The ALSRT Secretary/Treasurer will be responsible for reconciling the bank statements. The bank statement should be reviewed within ten (10) days of receipt. Discrepancies will be noted and discussed by the ALSRT Board of Directors. The ALSRT Board of Directors, at its discretion, will determine if any further action is warranted, such as a full investigation or audit.

## **BUDGET/REVENUE OVER EXPENSE**

**POLICY:** It is the policy of the ALSRT to prepare a balanced budget.

**PROCEDURE:** The budget will be prepared by the ALSRT Secretary/ Treasurer and presented for consideration by the ALSRT Board of Directors within two months of annual meeting. The ALSRT Board of Directors will review and revise proposed budget, the approve for implementation for that fiscal year. The ALSRT Secretary/Treasurer will report account balances at each Board meeting.

## **FINANCIAL CONTROLS**

**POLICY:** It is the policy of the ALSRT that authorization is necessary for signatures on contracts, checks, payments, and receipt, deposit or withdrawal of money. The Board shall have oversight of any individual authorized to purchase, withdraw money or sign contracts for the ALSRT. The Board shall approve any expense that exceeds the budget. Internal controls policies and procedures must be followed for consistency. The ALSRT shall place all accounts in financial institutions that are federally insured. All funds received by ALSRT shall be deposited within the designated timeframe.

**PROCEDURE:** All incoming checks must immediately be sent to the ALSRT Secretary/Treasurer for processing. The checks will be deposited in the designated ALSRT account within 3 business days of receipt by ALSRT Secretary/Treasurer. Authorization for signatures on checks, contracts, payments, and receipt, deposit and withdrawal of money shall be given to the ALSRT Board for consideration. Expenditures that exceed the budget shall be approved in advance by the ALSRT Board of Directors.



**Check-Signing Authority**

- The ALSRT Secretary/Treasurer and at least one additional Board member will be authorized to sign checks.
- Documented Board approval is required for the ALSRT Secretary/Treasurer to sign checks over \$2,000.00.

**Policy and Procedures for Writing Checks**

- The authorized check signer will review the funds disbursement request for accuracy and only upon review and approval of the transaction will a check be disbursed. This will include a review for the existence of proper supporting documentation, such as a purchase order and evidence of the receipts of the goods and services.
- Any checks payable to any one of the Board members must be signed by someone other than the payee.
- Checks issued for payment of the ALSRT’s debts will require the signature of an individual not associated with the incurred debt.

**CHECK ENDORSEMENT/STAMP**

**POLICY:** It is the policy of the ALSRT to endorse checks with a stamp as follows:

For deposit only  
 Alabama Society of Radiologic Technologists  
 Address

**BONDING**

**POLICY:** It is the policy of the ALSRT that all individuals involved in the financial functions of the organization will be bonded.

**PROCEDURE:** The bond may be in the form of an employee dishonesty insurance policy or as a security bond and will cover each individual involved in financial transactions. It will be reviewed annually to ensure that appropriate coverages are maintained.

**RECORDS RETENTION AND DESTRUCTION**

**POLICY:** It is the policy of the ALSRT to retain records as per the Record Retention Schedule.

**PROCEDURE:** The Board of Directors must approve the destruction of records not on the retention schedule.

RECORD RETENTION SCHEDULE

<b>DOCUMENT</b>	<b>Retention Period</b>
Vouchers for payment to vendors and members.....	7 years
Audit reports.....	Permanent
Bank statements .....	7 years

Canceled Checks .....	7 years
Check registers.....	Permanent
Deposit Slips.....	7 years
End of Year Financial statements.....	Permanent
Insurance Policies.....	Permanent
Board Meeting Minutes .....	Permanent
IRS 990 Tax Forms.....	Permanent
Independent Contractor Contracts.....	7 years

## **POLICIES AND PROCEDURE MANUAL - MAINTAINENCE AND REVIEW**

**POLICY:** It is the policy of the ALSRT to maintain a financial policy and procedure manual.

**PROCEDURE:** The manual will be submitted and maintained by the ALSRT Secretary/Treasurer and ALSRT President, and shall be reviewed annually during the audit. Revisions and new policies will be incorporated into the manual annually. The manual, any recommended policy or change to existing policy, and the rationale for the change will be submitted to the ALSRT Secretary/Treasurer prior to the Annual Conference. After review and approval by the ALSRT Board of Directors, the changes will be incorporated.

## **BAD DEBT WRITE-OFF POLICY AND PROCEDURE**

**POLICY:** It is the policy of the ALSRT to ensure that all available means of collecting bad debts have been exhausted before write-off procedures are initiated.

**PROCEDURE:** If a debt is deemed uncollectible, approval by the ALSRT Secretary/Treasurer and the ALSRT President are required before write-off implementation. Once a write-off has been initiated, the ALSRT Secretary/Treasurer will be advised of the actions deemed necessary by the ALSRT President.

## **WAIVED FEES ALSRT-SPONSORED CONFERENCES AND BOARD MEMBERSHIP**

**POLICY:** The following policies apply to conferences sponsored by the ALSRT:

**PROCEDURE:**

**Meal Functions:**

It is the policy of the ALSRT to provide complimentary meals to Board members and other individuals, as directed by the Board, for meals that are part of the official program.

**General Registration:**

ALSRT Board Members and other individuals, as directed by the Board, will receive complimentary general registration and ALSRT social function tickets for the ALSRT Annual Conference.

**Board Membership:**

It is the policy of the ALSRT to waive membership fees for Board members during the term served.

## UNRELATED BUSINESS INCOME POLICIES

**POLICY:** The ALSRT must identify and report unrelated business income on its annual tax return, and remit any tax due in compliance with federal, state, and local tax laws and regulations. Unrelated business income is income that is unrelated to the mission and purpose of the organization.

**PROCEDURE:** The ALSRT Secretary/Treasurer shall report any unrelated business income to the Board of directors on the IRS Form 990-T document at a Board meeting. The Board will review the activity and information for compliance. An attorney shall be consulted, at the discretion of the Board.

## LOANS

**POLICY:** It is the policy of the ALSRT that a loan may not be made to any Board member, officer or employee of the organization, except in accordance with state statute or law. Any such loan may be made only by written agreement approved by the Board, and reviewed and approved by legal counsel. All such loans to an employee shall be repaid through payroll withholding.

## IRS FORMS: FORM 990

**POLICY:** It is the policy of the ALSRT to allow public access to IRS Form 990.

**PROCEDURE:** This access will be provided with prior notification to the ALSRT Secretary/Treasurer. The ALSRT Secretary/Treasurer or other officer of the ALSRT will remain in the presence of the individual requesting access to this information. Requests for copies of Form 990 must be made in writing and will not be mailed without the approval of the ALSRT Board of Directors.

## IRS FORMS: FORM 1099

**POLICY:** It is the policy of the ALSRT to complete IRS Form 1099 for all individuals and IRS Form W-9 for all vendors receiving \$600 or more during the calendar year from the ALSRT.

## INSURANCE COVERAGE AND REVIEW

**POLICY:** It is the policy of the ASRT to provide active affiliates with the following insurance policies: 1) Management Liability policy that includes Directors & Officers Liability, Employee Practices Liability, and Crime Employee Theft; and 2) Commercial General Liability policy. Additional types of insurance needed to protect the organization must be approved by the board prior to their purchase. Examples of additional coverage that may be needed include:

- Property coverage (for physical assets)
- Workers' Compensation (statutorily required; check with your state's specific requirements if you have one or more employees)
- Auto Liability if board members, employees or volunteers are driving their personal vehicles and/or renting vehicles on ALSRT business.
- Event Cancellation Insurance (typically covers revenue or expenses for cancellation, curtailment, postponement, abandonment or relocation due to a covered cause of loss; can also cover financial commitments such as room block and food & beverage)

- Special Event Liability for activities that are outside the scope of the General Liability policy. Examples include but are not limited to athletic and sporting events, animal-related activities, fireworks, use of inflatable amusement devices, concerts, biking events, construction activities, demonstrations or rallies, water-related activities, provision or arrangement of transportation
- Other types of coverage as needed

**PROCEDURE:** The ALSRT board shall review the insurance plans each fiscal year. Appropriate adjustments shall be made and implemented. The board is responsible for purchasing and maintaining current insurance policies with exception of policies provided by the ASRT. Additional types of insurance needed to protect the organization must be approved by the board prior to purchase.

## ASSET PROTECTION

**POLICY:** It is the policy of the ALSRT that the Board of Directors shall adequately protect ALSRT assets.

**PROCEDURE:** ALSRT will protect assets by the following actions:

- Insure against theft and casualty losses of tangible personal property to at least 80 percent of replacement value and against liability losses to Board members, staff, or the organization itself at no less than minimally acceptable and prudent levels.
- Have sufficient employee dishonesty insurance and directors' and officers' liability insurance for personnel with access to material amounts of funds.
- Ensure office and equipment are not subjected to improper wear and tear or insufficient maintenance.
- Protect the organization, its Board, and staff from exposure leading to claims of liability.
- Protect intellectual property, information, and files from loss or significant damage.
- Receive, process, or disburse funds under financial controls that meet the Board-appointed auditor's (or grant's or other funder's) standards.
- Invest or hold operating capital in secure instruments, such as insured checking accounts and interest-bearing accounts (except when necessary to facilitate ease in operational transactions or where restricted by the funder).
- Acquire, encumber, or dispose of real property only with Board approval, with the price set on any property to be disposed of following either a formal market appraisal or analysis of comparable properties by at least two reputable realtors in that market.
- Not endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission, except when necessary to accomplish its mission.

## BOARD OF DIRECTORS

### GENERAL DUTIES OF BOARD MEMBERS

**POLICY:** It is the policy of the ALSRT that Board members act in the best interest of the ALSRT. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of ALSRT.

**PROCEDURE: Board members will**

- 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 virtual or face-to-face meetings held just prior to and after the close of the Annual Conference in Spring and at Fall Conference. An additional face-to-face meeting could be held in central Alabama on a Saturday as needed to take care of ALSRT business.
- 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.

## DUTIES OF ELECTED POSITIONS

The following officers will be elected by majority vote from within the ALSRT membership present at an annual conference business meeting. They are voting positions on the Board. For more 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.

- In the absence of the President, the Vice President assumes the duties of the President.
- 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 the ASRT for two years immediately preceding nomination.
- Must be a voting member of 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 POSITION**

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.

#### **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 and 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.

### **Student Delegate**

- It 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.

### **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.

### **Public Relations Delegate**

- This person is appointed by the Board based on their willingness to serve and their proven expertise in print and social media marketing.
- It is desirable for the individual to make a multi-year commitment.
- Responsible for planning, development, and implementation of the ASRT marketing strategies, marketing communications and public relations.
- 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 public relations 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 the 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.

## **COMMITTEES**

### **GENERAL DUTIES OF COMMITTEE MEMBERS**

- The committee chair is responsible for leading the committee. The achievement of the group during any year and the success of projects undertaken are due in large part to the chair's leadership. Initiation and completion of expanded or related projects indicate significant committee progress.
- Committee chair shall make commitments on behalf of the ALSRT only upon Board approval.
- Committee members should be able to build collaborative relationships, and work well with others under stressful situations.
- Members should carry out regular and special assignments of the committee, providing follow-up as needed to address unfinished business.
- Most committees will convene their work online, throughout the year. For committees that must meet face-to-face, most will only need to meet during the Annual Conference meeting.
- The committee chair should provide committee members with timely notification of online or face-to-face meetings.
- Committee chairs are expected to keep the President informed about the work of their committee and issues they may be facing.
- Committee chairs are expected to provide a status report to Board on the progress of work assigned to the committee.
- Each outgoing chair should forward to his/her successor all committee material of interest. Agendas, minutes and reports should remain for incoming chair/committee members to familiarize themselves with the work of the committee.

### **ALSRT COMMITTEES**

ALSRT committees may be "Standing Committees" that work throughout the year or "Ad Hoc Committees" that are established on an as-needed basis. Committees are formed at the request of the Board of Directors to address a particular opportunity or need. Visit <https://member.alsrt.org/volunteer/> for more information. Examples of committees that may be formed to support the ALSRT include:

ALSRT committees may be "Standing Committees" that work throughout the year or "Ad Hoc Committees" that are established on an as-needed basis. Committees are formed at the request of the Board of Directors to address a particular opportunity or need. Examples of committees that may be formed to support the ALSRT include:



#### Membership Committee

- Formed to collaboratively identify opportunities for recruiting and retaining members.
- Typically functions year round, with Vice President serving on the committee.

#### Marketing Committee

- Formed to support and work with Public Relations Delegate.
- Participates in social media campaigns, encouraging others to participate in promoting ALSRT, and in providing ideas and suggestions for expanding our presence in print and social media.

#### Annual Conference Committee

- Formed to support and work with conference chair(s) to optimize the success of the Annual Conference.
- Provides support at conference by helping with introduction of speakers, monitoring CE documentation process, awarding of door prizes, room set-up and take-down, etc.

#### Nominations Committee

- This committee is appointed by the Board of Directors, not the President.
- Committee of 2 or more members and a chairman formed annually to solicit qualified individuals willing to accept nomination for ALSRT leadership positions.
- A member of the Board of Directors should serve on the committee.
- Should be familiar with the qualifications for all offices and satisfy itself that all candidates have the proper credentials and are willing to serve if elected.
- Should submit, in writing, a slate of qualified candidates to the Board of Directors prior to the Annual Conference.

#### Bylaws Committee

- Formed periodically to review Bylaws for changes that may be needed.
- Typically functions as a subcommittee of the Board of Directors.
- Required to post proposed changes on website for membership review at least 30 days prior to the Annual Conference.

#### Advocacy Committee

- This committee is appointed by the Board of Directors. The committee is led by the Advocacy Chairperson.
- Meetings will be held by web conferencing or phone, although attendance at meetings in Montgomery or elsewhere could be requested.
- Committee members should take the ALSRT's position on all proposed legislation, regulation, and practice issues pertaining to the profession.
- Should learn about state and federal issues impacting imaging professionals and America's patients, and work in collaboration with others to advocate for minimum standard requirements for those utilizing ionizing radiation in the care of patients.
- Will contact key state and national representatives as requested by ASRT or ALSRT Advocacy Committee, participating in "Day at the Capital" events as allowed by employer.
- Should promote ASRT and ALSRT advocacy efforts by promoting involvement among peers, coworkers, and those in the community who may be impacted by medical imaging and/or therapeutic treatment procedures.

#### Online CE Committee

- This committee is led by the Online CE Chairperson.
- Formed to support online CE efforts.
- Duties of this committee include recruiting online speakers, filming lectures at conferences, reviewing submitted content, and editing lectures.
- While experience with video cameras, microphones, and film editing is preferred, it is not required to serve on this committee.

5/22/2017

Revised 4/2/2020

Revised 6/26/2021

Revised 6/10/2024