



The Massachusetts Society of Radiologic Technologists

Call for Nominations

Nominations are being currently being accepted for our 2012-2013 Board of Directors. The Board is the administrative and policy making body of the Society. All positions with the exception of Treasurer and Education Coordinator are up for re-election.

BOARD OF DIRECTORS

The Composition of the Board of Directors is as follows:

President
President Elect
Vice-President
Chairman of the Board
Secretary
Treasurer
Treasurer Elect
Member at Large
Educational Coordinator
State Delegates (5)

The Board is the administrative and policy making body of the Society. The various duties and responsibilities, as outlined in the Bylaws are as follows:

- The Board shall meet at least four times per year, with meetings convened at the call of the President
- The Board has the power to take action on all matters affecting the Society
- As the administrative body of the Society, the Board shall;
 - Interpret and administer the MSRT Bylaws;
 - Provide guidelines to members;
 - Provide guidance to committees, as well as necessary funding for committee operations;
 - Appoint special committees as needed;
 - Receive committee report and implement their recommendations, when accepted.
- The Board shall appoint an Operations Administrator and determine the terms of office, duties and salary.

- The board shall express and opinion to the MSRT delegates to the ASRT on matters to be acted on by the ASRT.
- The Board shall approve all major expenditures of money from the treasury.

PRESIDENT

Overview

The President represents and serves the membership of MSRT. The President's role is to manage, stay informed, and see that all lawful orders and resolutions of the Board of Directors are carried out.

Job Description

Responsible to: The membership of the MSRT.
 Term of Office: One Year. Term begins at the Annual Conference & ends at the Annual Conference of the following year. Once your term as President is completed, you will serve as Chairman of the Board for one year.

Duties and Responsibilities:

- 1.) Be elected by the members, serve for one (1) year
- 2.) Preside at all meetings of the State Society and the Board of Directors
- 3.) Be a voting member of the Board of Directors.
- 4.) See that all recommendations submitted to the Board of Directors are duly considered and all actions carried out.
- 5.) Appoint the chairs and members of any special committees, subject to approval by the Board of Directors.
- 6.) Be a member of the Conference Committee and Nominations Committee
- 7.) Review and approve all submitted statements of expenses if Treasurer is unavailable to pay bills in a timely manner
- 8.) Represent the state association at meetings of allied groups when invited.
- 9.) Keep membership informed of state activities by writing articles for the newsletter
- 10.) Call for nominations for the Oliver E. Merrill Lecture or the Florence Wakefield Award recipient and offer suggestions for ASRT Representatives to sit in the annual House of Delegates.
- 11.) Maintain a file of up-to-date state policies.
- 12.) Represents the state Society at all meetings and activities planned for Presidents and Presidents-Elect at the ASRT Annual Meeting.
- 13.) Initiate proper procedures, as stated in state Society Bylaws, for filling the unexpired terms of any elected officer when a vacancy occurs.
- 14.) Have general powers of supervision and active management usually vested in the offices of President.
- 15.) Prepare an annual report summarizing the year's activities by June 1.

- 16.) Assume the office of Chairman-of-the-Board at end of your term as President.

PRESIDENT-ELECT

Overview

The President-Elect is an elected official who serves one year as President-Elect, then as President of the MSRT. He/she sits on the Board of Directors, and the Strategic Planning Committee. In general, the President-Elect assists the President in all of the President's duties.

Job Description

Responsible to: The President and membership of the Massachusetts Society of Radiologic Technologists.

Term of Office: One Year. The President-Elect assumes the office of President when the President's term expires. Term begins at the Annual Conference & ends at the Annual Conference of the following year.

Duties and Responsibilities:

- 1.) Be elected by the members, serve for one (1) year, and be a member of the Board of Directors and the Budget Committee
- 2.) Be a voting member of the Board of Directors and the Strategic Planning Committee.
- 3.) Perform the functions of the office of President in the absence of the President.
- 4.) Appoint the Chairs and members of all standing and special committees to serve during the President-Elect's term as President
- 5.) Be familiar with the duties and responsibilities of the President and all other officers, and act as coordinator of programs and committees.
- 6.) Complete the programs and committees.
- 7.) Complete the program and activities planned for the year's work after the election of new officers and appointments in the spring of the term as President-Elect.
- 8.) Represent the state Association at all meetings and activities planned for Presidents and Presidents-Elect at the ASRT Annual Meeting.
- 9.) Attend the ASRT HOD Meeting as an Affiliate Delegate.

VICE -PRESIDENT

Overview

The Vice-President is an elected official and a member of the Board of Directors. The Vice-President shall be responsible for any duties assigned to him/her by the President

Job Description

Responsible to: The President and membership of the Massachusetts Society of Radiologic Technologists
Term of Office: One Year. Term begins at the Annual Conference & ends at the Annual Conference of the following year.

Duties and Responsibilities:

- 1.) Be a voting member of the Board of Directors
- 2.) Serve as Chairperson of the Nominating Committee
- 3.) Perform all the functions of the office of President in the absence of the President

SECRETARY

Overview

The Secretary is an elected official and a member of the Board of Directors. The Secretary shall be responsible for the annual review of the Policy and Procedures Manual, and be a member of the Strategic Planning Committee.

Job Description

Responsible to: The President and membership of the Massachusetts Society of Radiologic Technologists
Term of Office: One Year. Term begins at the Annual Conference & ends at the Annual Conference of the following year.

Duties and Responsibilities:

- 1.) Coordinate minutes of all Board of Directors meetings with Operations Administrator.
- 2.) Be a voting member of the Board of Directors and the Strategic Planning Committee.
- 3.) Take roll call of those present and absent at Board of Directors meetings.
- 4.) Tally all ballots.
- 5.) Notify each candidate for office of the results of the election (via email).
- 6.) Conduct correspondence as directed by the President, and coordinate with Operations Administrator.
- 7.) Prepare an Annual Report summarizing actions taken by the Board of Directors and submit to the President by June.

MEMBER-AT-LARGE

Overview

The Member-at-Large is an elected official who sits on the Board of Directors. He/she serves as a liaison between the general membership and Executive Board.

Job Description

Responsible to: The President and Membership of the Massachusetts Society of Radiologic Technologists
Term of Office: One Year. Term begins at the Annual Conference & ends at the Annual Conference of the following year

Duties and Responsibilities:

- 1.) Be a voting member of the Board of Directors.
- 2.) Attend Board of Directors meetings

STATE DELEGATE (5 Positions)

Overview

The State Delegate is an elected official who sits on the Board of Directors. He/she is responsible for organizing a half day educational seminar for the membership in their particular region of the State.

Job Description

Responsible to: The President and Membership of the Massachusetts Society of Radiologic Technologists
Term of Office: One Year. Term begins at the Annual Conference & ends at the Annual Conference of the following year

Duties and Responsibilities:

- 1.) Be a voting member of the Board of Directors.
- 2.) Attend Board of Directors meetings.
- 3.) Shall be elected in accordance with the officers' article.
- 4.) Is eligible for re-election.
- 5.) Facilitates educational activities.
- 6.) Encourage and assist in fostering such activities as will be of general interest and benefit to radiologic technologists.
- 7.) Advise, assist and counsel radiologic technologists in their area in regard to professional matters, acting as official representatives of the MSRT.

If you are interested in running, know someone who is or if you would like more information, please contact the MSRT office at msrt-ma@comcast.net.

Please respond by February 3rd, 2012 if you are interested in running & would like to be included in the Slate of Candidates on the printed ballot. If you unable to respond by then but are still interested in running, please enter your name on the Write-In section of the ballot & include your email address. Thank you for your support!