



PRESIDENT-ELECT

Term: One year

OBJECTIVES:

1. Prepare to assume the Office of President in the Minnesota Society of Radiologic Technologists.
2. Select Committee and Chapter Chairmen for the following year.
3. Seek and secure candidates to run for elected office at the Minnesota Society of Radiologic Technologists Annual Meeting.

QUALIFICATIONS:

1. Live or work within the State of Minnesota.
2. Minnesota Society of Radiologic Technologists member for at least one year.
3. American Society of Radiologic Technologists member.
4. Minimum of one year experience on the Executive Board or any MSRT Committee or ASRT affiliate committee. This experience must include:
 - Ability to lead in a positive, constructive manner.
 - Good oral and written communication skills.
 - Good listening and problem solving skills.
 - Good organizational skills and goal oriented.
 - Approachable and diplomatic.
 - Good management/supervisory skills.
 - Ability to delegate responsibilities.
5. Have a strong commitment to serve MSRT for three years as President-Elect, President and Past President/Chairman of the Board.

RESPONSIBILITIES:

1. Chair Nominations Committee.

- Following the Annual Meeting at which the President-Elect is installed, Regional Representative should be contacted with a list of offices needing candidates at the next Annual Meeting.
 - Provide potential candidates with a description of the qualifications and responsibilities for the specified office.
 - Confirm candidate's willingness to serve.
 - Ensure that a completed nomination form is filed for each candidate.
 - Ensure that all nominated candidates meet requirements to hold office prior to election.
 - Prepare a written report regarding nominations for each Executive Board Meeting and Annual Meeting.
2. Understand the Bylaws of the Minnesota Society of Radiologic Technologists and the American Society of Radiologic Technologists.
 3. Become familiar with the duties and responsibilities of the President of Minnesota Society of Radiologic Technologists.
 4. Become comfortable with public speaking.
 5. Learn parliamentary procedures.
 6. Become familiar with the operations and past decisions of the MSRT during the preceding year.
 7. Answer correspondence promptly, with copies to the Executive Committee and other officers.
 8. Seek individuals to chair committees and chapters. Prepare a list of committee and chapter appointments prior to assuming the Presidency.
 9. Attend Regional and State Educational Meetings/Seminars when possible.
 10. Attend all Executive Meetings, Special Meetings and Annual Business Meetings.
 11. Evaluate the needs of the MSRT and recommend necessary new measures to enhance the MSRT's growth and future.
 12. Maintain files as specified:
 - Maintain a file of all correspondence received and sent.
 - Transfer all updated files, including MSRT policy manual to the newly elected President-Elect at the Annual Meeting.
 13. Attend ASRT annual meeting as an alternate delegate.

Accepted 1998

Revised 2010

SECRETARY

Term: Two years
Maximum 2 consecutive terms

OBJECTIVES:

1. Maintain accurate records of all executive Board Meetings, Special Executive Committee Meetings, and Annual Business meeting proceedings.
2. Provide copies of the Minutes to the Executive Board and Committee Chairmen prior to the quarterly Executive Board meeting.

QUALIFICATIONS:

1. Live or work within the State of Minnesota.
2. Minnesota Society of Radiologic Technologists member for a minimum of one year.
3. American Society of Radiologic Technologists member.
4. Skills:
 - Well organized.
 - A good listener.
 - Ability to accept direction.
 - Good communication skills, particularly written.
 - Knowledge of good grammar and spelling.

RESPONSIBILITIES:

1. Attend all Executive Board Meetings and Annual Business sessions.
2. Take and record roll call, and establish a quorum at each Executive Board Meeting.

3. Establish a schedule for receiving and sending Executive Board reports and meeting notifications to be presented at the November Board meeting.
4. Send notifications of Executive Board meetings and reports on schedule.
5. Record all meeting proceedings:
 - Prepare minutes
 - Send to all Executive Board members and Committee chairmen within one month following board meeting.
6. Provide one copy of approved Minutes to the High Tension News editor prior to the publication deadline.
7. Answer all correspondence, maintain copies and send copies of all letters to the Executive Committee.
8. Bring a supply of stationary, roll call lists, Bylaws and motion forms to all meetings.
9. Order stationary from printer and maintain an adequate working supply.
10. Prepare a list of names, addresses, and phone numbers of all officers, committee chairmen, chapter chairmen, and other appointments.
 - Distribute this list at the November Board Meeting
 - Update list as needed.
11. Send the following to the Annual Meeting Chairman immediately after the August Board Meeting.
 - Previous Annual Meeting Minutes, including awards report.
 - Annual Committee and Chapter reports.
12. Prepare ballots for the Annual Meeting election and read job descriptions for open positions as taken from the MSRT bylaws.
13. Maintain a file of all motions.
14. Ensure that the original of all board reports are collected and filed.
15. Maintain a file of the Executive Board Minutes.
16. Maintain other files as directed by the President or the Executive Board.
17. Assist the President as needed.
18. Be familiar with the budget procedure.

19. The secretary's duties begin at the Executive Board meeting following the Annual Meeting and conclude at the adjournment of the Annual Meeting.
20. Transfer all stationary supplies, tape recorder, tapes and correspondence to the newly elected Secretary. Assist in mentoring the newly elected Secretary.
21. Destroy all recording tapes used in any society meeting.

Accepted 1998

Revised 2010

REGIONAL REPRESENTATIVES

OBJECTIVES:

1. Provide leadership for the Region.
2. Coordinate MSRT Regional activities.
3. Act as a resource liaison for Regional members and MSRT Executive Board.

QUALIFICATIONS:

1. Minnesota Society of Radiologic Technologists member for a minimum of one year.
2. Live or work within the Region that you represent.
3. American Society of Radiologic Technologists member.
4. Strong desire to fulfill a term as Regional Representative.
5. Familiarity with Roberts Rules of Order and the requirements for business meetings.
6. Familiarity with the MSRT Bylaws.
7. Ability to lead and represent Regional membership.
8. Skills:
 - Good communication and organization skills.
 - Capacity to accept constructive direction.
 - Good problem solving skills.
 - Regional Representative may not be appointed for more than four (4) consecutive terms

RESPONSIBILITIES:

1. Organize and conduct Regional Meetings according to the needs of the Region.
2. Prepare agenda for Regional meetings.
3. . Lead Regional committees.
4. Assist in the organization and coordination of continuing education for the Region in conjunction with the MSRT Education Committee.
5. Attend all Executive Board meetings, or send alternate.

6. Prepare written reports for all Board meetings and an Annual Report for the Fall Conference.
7. Share information with Region members from the MSRT (state) and ASRT (national) organizations.
8. Prepare and contribute articles for the High Tension News and/or President's newsletter.
9. Participate as a member of the MSRT Nominating Committee for elected state offices.
10. Solicit and receive nominations for the District Minnesota Radiological Society Award and forward the winning nomination to the Awards Chairman.
11. Maintain accurate files.
12. Forward all files and stationary to the incoming District President in a timely manner.
13. Request financial transactions from the MSRT as necessary.

Accepted 1998

Revised 2010

High Tension News Editor

OBJECTIVES:

1. Publish journal in a timely manner and within the budget.
2. Follow copyright laws.
3. Publish journal according to frequency determined by the Executive Committee.

QUALIFICATIONS:

1. Minnesota Society of Radiologic Technologists member.
2. American Society of Radiologic Technologists membership strongly encouraged.
3. Willingness to mentor the incoming Editor during first year.
4. Skills:
 - Good organizational skills.
 - Good verbal and written communication skills.
 - Good typing skills.
 - Creative layout skills.
 - Good proofreading skills.

RESPONSIBILITIES:

1. Coordinate journal due dates with the President.
2. Provide responsible and accurate reporting.
3. Encourage Regional Representatives, committee chairs and members to contribute reports and articles.
4. Encourage educational programs to submit photographs of their graduates.
5. Publish By-laws once a year in first journal following the Annual meeting.
6. Provide updated Awards information in Winter/Spring issue of High Tension News.
7. Attend Executive Board meetings.
8. Provide quarterly and annual reports to the Executive Board.

HISTORIAN

OBJECTIVES:

1. Collect, organize and preserve historical information related to activities of the MSRT.
2. Share historical MSRT information with members.

QUALIFICATIONS:

1. Must be a member of the MSRT and served on the Executive Board/Committee.
2. American Society of Radiologic Technologists membership strongly encouraged.
3. Willingness to share the history of the Minnesota Society of Radiologic Technologists.

RESPONSIBILITIES:

1. Maintain a file of MSRT publications.
2. Assess objects for value and recommend insurance coverage as needed.
3. Prepare Annual report for the Executive Board to include an inventory of all items.
4. Prepare a display for Annual Conference; arrange space requirements with Annual Meeting Coordinators.
5. Prepare displays as requested by the Executive Board.
6. Attend Executive Board/Committee meetings and Annual Conference.

Accepted 1998

Revised 2007

MEMBERSHIP

OBJECTIVES:

1. Maintain the Membership roster.

QUALIFICATIONS:

1. Minnesota Society of Radiologic Technologists member for a minimum of one year.
2. American Society of Radiologic Technologists membership strongly encouraged.
3. Willingness to mentor incoming Membership Chairman during the first year.
4. Working knowledge of computers.

RESPONSIBILITIES:

1. Maintain and keep current roster of MSRT members.
2. Send out new member packets of information to new applicants. This should include, but not be limited to, a member certificate and membership card, president's welcoming letter, membership chair's welcoming letter and a current listing of officers and committee persons.
3. Send out new membership cards to renewing members in a timely fashion.
4. Prepare a report containing membership statistics for each Executive Board meeting and for the Annual Meeting.
5. Forward all funds generated from membership applications and renewals to the Treasurer.
6. Answer all correspondence/phone calls in a timely manner.
7. Prepare lists of members for each Region as needed.
8. Prepare mailing labels for Region /state functions as needed.
9. Send an updated mailing membership roster to the editor/publisher of the High Tension News journal as needed.
10. Assist the Nominations Chairperson in confirming membership status of potential candidates.
11. Assist Awards Chairperson in confirming membership status of potential award candidates.

12. Compile a list of Life members, Honorary members, and Past MSRT Presidents with current addresses for the Awards Chairman.
13. Provide a list of members to the ASRT, as directed, to qualify for the Affiliate Incentive Program.

Accepted 1998

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