



**Organizational Guidebook**  
**A Manual to Governance and Operations**

---

**Table of Contents**


---

<b>Preamble</b>	<b>2</b>
<b>Mission Statement</b>	<b>3</b>
<b>Operating Values</b>	<b>4</b>
<b>Organizational Chart</b>	<b>5</b>
<b>Policies &amp; Procedures</b>	<b>6</b>
<b>Officers' Duties &amp; Meeting Expectations</b>	<b>9</b>
<b>Executive Office Manager</b>	<b>21</b>
<b>Committees, Programs, Task Forces, &amp; Other Human Resources</b>	<b>24</b>
<b>Amendment Summary</b>	<b>44</b>

---

**The Guidebook with Standing Rules Preamble**


---

The *Guidebook with Standing Rules* is a living document and instrument focused on the progressive needs and operations of the Texas Society of Radiologic Technologists, Inc. (TXSRT). This manual is designed to empower each Executive Board Officer, leader, and advocate on effective best practices, expectations, and role definitions. Each person charged with any role subject to this guidebook and its standing rules is obliged to learn its content, perform the duties prescribed, and maintain the effectiveness of this document. The *Guidebook with Standing Rules* is instituted and managed by the Executive Board.

### **Mission Statement**

The Texas Society of Radiologic Technologists Inc. (TXSRT) is committed to the promotion of superior patient care standards, professional quality, empowerment toward a culture of healthcare shareholders, and protection from encroachment in the interest of medical imaging and radiation therapy. The TXSRT is invested in all modalities and related areas of our profession to provide an inclusive and diverse platform to thoroughly articulate our position and value within the delivery of patient care. TXSRT shall be dedicated to advancing the professions of medical imaging and radiation therapy, maintaining high standards of education, enhancing the quality of patient care, and advocating for the welfare and socioeconomics of medical imaging professionals and radiation therapists.

## Chief Operating Values

### Education Professionalism Advocacy

#### *Understanding the Depth of Our Values*

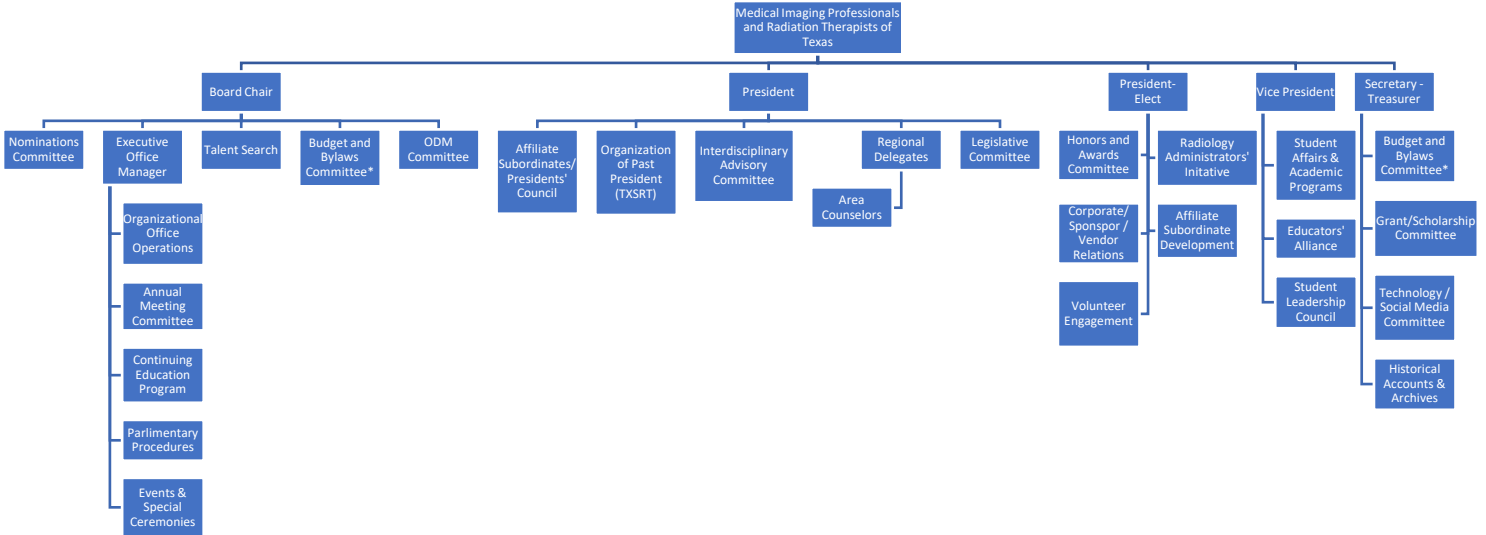
---

1. **Education** – Identifying and endorsing minimum entry level and practice standards governing our preparedness and qualifications as medical imaging professionals and radiation therapists.
  - a. Competency – demonstration of the minimum knowledge of medical imaging and/or radiation therapy qualifying professionals as such according to national registry standards and state licensure guidelines.
  - b. Critical Thinking – the ability to effectively apply didactic and theoretical objectives to clinical performance, evidence based best practices, and variable situations requiring prudent discretion.
  - c. Proficiency – mastery exceeding the expectations of previously stated objectives to create further value through research, publication, innovation, and/or other advancements dedicated to our profession as well as the professionals employing the same.
  
2. **Professionalism** – acknowledging our role in patient care and the delivery process through exceeding expectations established by our patients, our profession, and our governing bodies to impress our value as community partners in health care.
  - a. Integrity – above all promoting and prioritizing patient care beyond any other standards which may impede or conflict with the same.
  - b. Rapport – the accountability of and investment toward each relationship created and maintained between our professionals and our patients, our colleagues, and our interdisciplinary partners regardless of any demographic parameters.
  - c. Mentorship – the commitment to fostering an environment conducive to producing quality mentors and welcoming mentees simultaneously. Futuristic culture creation and long-term vision to evolve emerging leaders, encouraging prospective advocates, and inspiring unintended interests.
  
3. **Advocacy** – forming a unified voice amplifying our engagement and dedication to our roles, values, and establishment not limited to intrastate or interstate borders aligned with other medical imaging and radiation therapy advocates, reciprocally.
  - a. Articulation – accurately and effectively educating internal and external audiences to concepts not limited to what medical imaging and radiation therapy is, who medical imaging and radiation therapists are, and why our profession and its professionals are critical components of patient care management, the health care systems, and our respective communities.
  - b. Representation – appropriately exhibiting the quality and excellence of our profession to command respect, influence consideration, and promote recognition across an interdisciplinary platform.
  - c. Investment – the proven commitment of internal promotion and opportunity creation among fellow professionals and therapists to drive advancement and professional wellness to progressively greater heights.

## Organizational Chart

The TXSRT Board shall include the Executive Board Officers, Executive Office Manager, Regional Delegates, Area Counselors, and Committees Chairs/Program Managers/Task Force Leaders.

---



**Voting Executive Officers:** Board Chair, President, President-Elect, Vice-President, and Secretary – Treasurer

**Non-voting Board Entities:** EOM, Regional Delegates, Area Counselors, and Committees/Task Forces Chairpersons.

**Succession of Officers:** A new Secretary-Treasurer shall be elected biannually (even years).

A new Vice President shall be elected annually.

A new President Elect shall be elected annually.

During the Installation of Officers at the Annual Meeting,

- President-Elect shall be installed as the presiding President.
- President shall be elevated to the Board Chair.

**Contracted Positions:** Executive Office Manager (EOM), Website Consultation, Legislative Consultant (Lobbyist), and other needs as applicable.

**TXSRT Committees**

Annual Meeting Committee  
 Budgets and Bylaws Committee  
 Educators' Alliance  
 Grants/Scholarship Committee  
 Honors and Awards Committee  
 Interdisciplinary Advisory  
 Committee  
 Legislative Committee  
 Nominating Committee  
 Organizational Development and  
 Marketing Committee (ODM)  
 Organization of Past Presidents  
 Radiology Administrators' Initiative  
 Student Affairs & Academic  
 Programs  
 Technology Committee

**TXSRT Programs**

Continuing Education Program  
 Student Leadership Council

**TXSRT Task Forces**

Affiliate Subordinate Development  
 Corporate Sponsors / Vendor  
 Relations  
 Events & Special Ceremonies  
 Historical Accounts & Archives  
 Talent Search  
 Volunteer Engagement

---

**Policies and Procedures**


---

**Section 1: Communication**

- A. The abbreviation for the society shall be pronounced as the "TSRT", but shall be written as the "TXSRT" to distinguish the society from any other societies' name, abbreviation, or written standard.
- B. The TXSRT logo is for official communication of TXSRT and is for TXSRT purposes only. The TXSRT logo should be included on all TXSRT communications, pamphlets, and fliers.
- C. Drafts and final TXSRT documents shall be presented for approval to the Executive Board and those committee members affected by the communication prior to distribution. The Executive Board will review the document for clarification of communication.
- D. At no time should individual opinions be expressed on behalf of TXSRT. The TXSRT President is the principal voice for the organization but may delegate such tasks to other elected/appointed officials only in the efforts of promoting the position and interest of our organization.
  - a. Messages must be preapproved by the Executive Board
  - b. Reasonable opposition of such delegation must be decided by a majored vote of the Executive Board.
- E. All deadlines must be met. The Executive Board and the Executive Office shall be notified immediately, if there is a foreseeable or emergent concern in meeting said deadlines.
- F. If a document requires an official signature, the signature shall follow this format:

Name and credentials  
 Position/Year  
 Texas Society of Radiologic Technologists, Inc.  
 Mailing Address of TXSRT home office  
 TXSRT Office Phone  
 TXSRT Office Fax  
 TXSRT E-mail Address  
 TXSRT website Address

**Section 2: Minutes of Meetings**

- A. Secretary-Treasurer shall take minutes of all TXSRT meetings and distribute a preliminary copy of the minutes to the Executive Board for review. In the absence of the Secretary-Treasurer, the Executive Office Manager (EOM) will take the minutes. The TXSRT Executive Board Officers will call for a motion to accept or change the minutes. Approved and adopted minutes will be filed in the Executive Office.
- B. Final approval of the minutes shall be presented at the next Board meeting. Minutes may be distributed after final approval. Minutes will be posted onto the website after final approval within five (5) operating business days.

### **Section 3: Financial Authority**

- A. The TXSRT shall recognize a trust in the performance of financial duty to be bestowed to the Board Chair, Secretary-Treasurer, and the Executive Office Manager.
- B. The President and Executive Board Officers shall be privileged to all Societal and Organizational financial operations as each of the named Executive Board Officers have a fiduciary obligation.
- C. Each Executive Board Officer has the right and privilege to vote, debate, request, and inquiry of any and all aspects of financial operations.
- D. The principal authorized signers and managing trustees shall be limited to the Board Chair, Secretary-Treasurer, and the Executive Office Manager.
- E. At least two (2) principal authorized signers must endorse any disturbed check or approve any financial actions in accordance with the Executive Board's approval, the Bylaws, Guidebook, and other ethical standards in the best interest of the constituency and organization.
- F. The President shall be designated as a contingent authorized signer and emergency resource under specified circumstances not creating a conflict of interest, liability to the duties of Office, and/or a threatening bias of power to any one or minority group of Executive Board Officers or any entity subject to financial operations.
  - a. Inaccessibility or incapacity of the Board Chair, Treasurer, and/or EOM to comply with the two (2) signature rule for authorized signers.
  - b. The President should be excluded for performing financial operations to avoid any conflict of interest or to depreciate the safeguard of checks and balances among the Executive Board.
- G. Each incoming Executive Board Officer, qualifying Executive Board Officer, and/or newly contracted Executive Office Manager must follow the procedure to be added to the TXSRT accounts and grant necessary access within the mandated timeline issued by the Board Chair.
- H. Each outgoing Executive Board Officer, disqualifying Executive Board Officer, and/or the retiring Executive Office Manager must follow the procedure to be removed to the TXSRT accounts or relinquish any access within the mandated timeline issued and supervised by the Board Chair.

### **TXSRT Board Meetings**

**Section 1:** The Board shall hold at least four (4) Board Meetings a year. At least two (2) meetings shall be open public membership participation (General Board Meetings) given due notice (30 days or more prior to the scheduled date). Executive Board meetings may be closed to the public for the transaction of sensitive business. Such transactions shall be published to the membership without redaction or omission to ensure transparency and accountability.

#### **Post-Annual Meeting Board Meeting** (within 24 hours after Annual Meeting)

Attendance: Outgoing Officers, Incoming Officers

#### **Summer Board Meeting:** May - July

Attendance: Executive Board

As needed: Committee Chairs

**Fall Board Meeting:** August - October.

Attendance: Executive Board

If Needed: Committee Chairs

**Winter Board Meeting:** November - December.

Attendance: Executive Board

If Needed: Committee Chairs

**Pre-Annual Meeting Board Meeting(s)** (*Suggestions: 1<sup>st</sup> – Late Nov./Early Dec., 2<sup>nd</sup> Late Jan., 3<sup>rd</sup> Mid Feb., and 4<sup>th</sup> Mar. according to Spring Break and/or Annual Meeting date*)

Attendance: Incoming Officers, Ongoing Officers

**Annual Meeting Business Meeting**

Attendance: Current Officers, Incoming Officers, Voting Members

**Section 2 Parliamentary Procedures:**

- A. At least three (3) of five (5) Executive Board Officers shall constitute a quorum for the transaction of business.
- B. Board meetings are open to the public and will be announced at least thirty (30) days prior to the meeting via TXSRT website and other communication resources as available.
- C. Board Meetings are conducted according to *Robert's Rules of Order*.
- D. Executive Board Officers and/or committee chairpersons shall submit recommendations, suggestions, and reports to the President including the EOM for preparation of the Meeting at least two (2) weeks prior to the Board Meeting. Electronic reports will be filed in the TXSRT Executive Office.
- E. The EOM shall serve as the Parliamentarian when a Board Meeting is convened unless an appointment as been made for the business of such at the discretion of the Executive Board.

**Section 3 Meeting Organization:**

- A. The President shall select date, time, and place of Board meetings.
- B. Officers and committee chairpersons shall notify the President and EOM of any changes and/or conflicts in their attendance.
- C. An agenda must be set and made available to the Executive Board no later than one (1) week prior to the meeting; three (3) days prior to the meeting for the public membership.
- D. The Board shall present reports of their activities as outlined in the TXSRT Guidebook.
- E. If a vote or decision is needed between board meetings, the request shall be sent to the President. The President will respond within three (3) business days to the person making the request and will decide the necessity for an immediate vote or place the item on the agenda of the next Board meeting.

**Reimbursement and Expenses**

**Section 1:** Requests for travel, miscellaneous expenses, or advance funds for official and/or mandated events shall be presented to the Board Chair, reviewed by the Secretary-Treasurer for financial wellness, and submitted to the EOM upon approval or denial by majority vote of the Executive Board.

**Section 2:** Travel and Hotel Expenses for TXSRT Annual Meeting

- A. If the TXSRT budget allows, TXSRT Executive Board Officers' travel and hotel expenses will have full or partial coverage while attending the Annual Meeting.



- B. The EOM shall coordinate and notify Executive Board Officers the details of travel and/or hotel arrangements made by TXSRT. If the arrival or departure times/dates of an Executive Board Officer differs from that assigned, the officer must notify the EOM immediately.

### **Section 3: Supplies**

The Board and committee chairpersons are encouraged to use electronic communication as much as possible. The TXSRT Electronic Logo will be emailed out to the Incoming Executive Board the one (1) week after TXSRT Annual Meeting. All correspondences that use this logo will be considered a live document and requires submission into the Executive Office for filing in official records and archives, appropriately.

---

## **Officers' Duties and Meeting Expectations**

---

### **Section 1: Executive Officers**

- A. Shall be active members of TXSRT and ASRT.
- B. Shall attend the majority of the four (4) Board Meetings held annually.
- C. Shall endorse equality and equity inclusively amongst our membership and profession.
- D. Shall assist the President with starting meetings on time, welcoming members/guests, and seeing that motions are conducted correctly.
- E. Shall review and vote on issues presented by the President.
- F. Shall have equal vote on all decisions. The President is a non-voting officer except in case of a tie.
- G. Shall control and make all decisions concerning TXSRT funds, communication, business, and properties of TXSRT.
- H. Shall employ a Certified Public Accountant to monitor the audit of the TXSRT's financial records and filing of the IRS Tax Forms.
- I. Shall promote TXSRT and the profession.
- J. Shall evaluate contracts and establish deadline dates appropriate for the functions of TXSRT. Exception is EOM contract which is handled through the Board Chair with approval from the Executive Board.
- K. Shall review and vote on all proper and official recommended appointments.
- L. Shall manage, advise, and support all committees, programs, and task forces as duly assigned.
- M. Shall contribute to articles for Tex-Rays/Tex-Point Newsletters as directed by the President.
- N. Shall help with orientation of new officers.
- O. The Executive Board may rescind, amend, or suspend Standing Rules by majority vote.
- P. The TXSRT Executive Officers shall identify and support thirteen regions within Texas: Upper East Texas, Southeast Texas, Gulf Coast, Metroplex, Central, Capital, Alamo, Coastal Bend Northwest Texas, South Texas, High Plains, West Texas, and Upper Rio Grande. Each region shall elect a regional delegate to articulate and promote the interest/stake of the designated region to the Board. Area Counselors shall be appointed to each region strategically to support local stakeholders such as academic programs, hospitals, etc. of in their area. Area Counselors appointments will be subject to the needs of the area/region, subject to Board approval.

### **Section 2: Annual Meeting**

- A. Shall review and approve Annual Meeting date, site, and establish appropriate deadlines.
- B. Shall attend the entirety of Annual Meeting, special meetings, luncheons/dinners, business meetings, and student events.
- C. Shall champion and manage duties as assigned prior to Annual Meeting according to the strategic plan established by the Annual Meeting Committee.
- D. Shall be facilitators of an exceptional experience for all attendees.
- E. Shall meet and greet TXSRT members, guests, visitors, speakers, vendors, professionals, and students.
- F. Shall give lectures at Annual Meeting or seminars as requested.

- G. Shall review, evaluate, and update the strategic plan according to performance evaluation during the respective Annual Meeting to improve operational effectiveness.

### **Section 3: Committees / Programs / Task Forces**

- A. The Executive Board shall maintain and/or establish committees, programs, and/or task forces as deemed necessary to aid the TXSRT in carrying on its activities.
- B. The Executive Board shall seek committee chairs and members, program managers and staff, task force leaders and champions, and volunteers from TXSRT membership through volunteer application process. Chairs, managers, and leaders will be appointed according to preparedness, service, and ability.
- C. The Executive Board shall review volunteer applications, select appointments, and communicate an offer letter to each appointee upon Executive Board approval.
- D. The President shall serve as Ex Officio members of all entities.
- a. Each Committee, program, and task force will report directly to a designated Executive Board Officer.
  - b. Committee, program, and task force assignments shall be displayed in the Organizational Chart as well as focus areas
  - c. Assignments may be revised at the discretion of the Executive Board based on the following considerations:
    - i. The reorganization strategically employs each committee under the best leadership based on objective assessment and consensus.
    - ii. The reorganization does not omit or disregard any of the prescribed or implied duties conflicting with the interest or well-being of our organization.
    - iii. The reorganization promotes the effective performance of duty not the omission of the same nor does the reorganization create an obvious shift in duty concentrated or depreciated within a noticeable minority.
- E. The term for all entities previously described shall not exceed one (1) year. The term of appointment shall be initiated by the close of the immediate Annual Meeting following appointment and concluding after the discharge of duty during the Post Annual Meeting Debriefing.
- F. Definitions, expectations, and standards are hereby detailed under the section on *Committees, Programs, Task Forces, and Other Human Resources*, serving as the guide and standing rules of such.

### **Section 4: Election of Officers**

- A. Upon receipt of the slate of candidates, the Board Chair shall coordinate with Nominations Committee the creation and distribution of election ballots to the membership.
- B. Shall be responsible for ballot tabulations and prepare a report for publication of the results at least thirty (30) days prior to Annual Meeting.

---

## **Board Chair**

### **Section 1: Duties**

- A. Shall preside in the absence of the President.
- B. Shall present adequate and detailed reports at all Board Meeting.
- C. Shall be charged with operational effectiveness as the Chief Operations Officer
- D. Shall call special meetings if requested by majority of the Executive Board Officers.
- E. Shall act as a facilitator for the operational culture influencing expectations of leadership, performance standards, and structural soundness.
- F. Shall review all banking, finance, and budget statements prepared by the Secretary-Treasurer and EOM, collectively.

- G. Shall review requests for travel, miscellaneous, and/or advance funds from Executive Board Officers before seeking board approval.
- H. Shall serve as a Delegate or Alternate Delegate to the ASRT House of Delegates meeting.
- I. Shall be charged with the management of the Executive Office staff. The EOM will report directly to the Board Chair. Personnel issues will be addressed by the Board Chair, to include any employee evaluations if applicable.
- J. Shall manage and/or supervise all contractual business with the Executive Board approval.
- K. Shall have the prerogative to establish a task force in the efforts of Searching for volunteers or contractors for the Executive Office or other applicable areas requested by the Executive Board.
- L. Shall be a principal signer and trustee of TXSRT finances, accounts, assets, and other fiscal responsibilities in accordance with the TXSRT Bylaws, Operational Guidebook, ethical integrity, and other fiduciary obligations.

### **Section 2: Chairperson of Bylaws and Budget Committee.**

- A. Shall be the Chairperson of the Bylaws and Budget Committee due to the its operational significance and direct impact to the Board Chair's duties.
- B. Collaborate with the Secretary-Treasurer as Vice Chair.
- C. Facilitate education and awareness to promote the proficiency of the Executive Board, EOM, Committees, and membership.
- D. Shall serve as the expert on the Bylaws, Operational Guidebook, and Budget.
- E. Shall request and/or perform a routine evaluation of the budget (proposed and actual to-date) to ensure fiscal responsibility and utilization, including the EOM.
- F. Ensure all governance articles are current, non-conflicting, and instrumental toward productivity, progression, and prudence.

### **Section 3: Chairperson of Nominating Committee.**

- G. Shall coordinate with Nominating Committee members to seek qualified candidates for elections.
- H. Shall assist in sending qualifications and duties to nominees. Shall present a slate of qualified candidates to the Board at Fall/Winter Board meeting.
- I. Shall coordinate with Nomination Committee the creation and distribution of election ballots to the membership by Fall/Winter Board Meeting.
- J. Shall be responsible for ballot tabulations and prepare a report for publication of the results if issues arise during counting of electronic votes by the nominating committee.
- K. Shall send written notification along with Guidebook and bylaws to the newly elected officers upon conclusion of results.

### **Section 4: Organizational Development and Marketing Committee Advisor**

- A. Shall serve as an engaged advisor to the Chairperson and ODM Committee
- B. Shall attend Committee meetings and provide insight to ensure the alignment with our organizations' mission, values, and operating strategic plan.
- C. Shall encourage the employment of a living calendar to properly identify opportunities to advance and promote our profession and organization.
- D. Shall collaborate with the Chairperson and ODM Committee to promote inclusion internally and externally by acknowledging key community partners.

### **Section 4: Timeline**

#### **Post Annual Meeting Board Meeting**

- A. Shall oversee the change in authority and communicate the current strategic plan as well as transitioning of TXSRT from one chairman to another.

- B. Shall present affiliate subordinate reports including current affiliation charters and new charter recommendations.
- C. Identify preliminary data and/or concerns for next Annual Meeting
- D. Complete ASRT paperwork as needed.

### **Summer Board Meeting**

- A. Seek qualified candidates for the upcoming elections. Announce a slate if available.
- B. Prior to Fall Board Meeting and upon approval of the Board, coordinate with the Nomination Committee for the distribution ballots to TXSRT members.
- C. If available, announce preliminary updates of Board Chair review of TXSRT bylaws, Guidebook and Standing Rules, Organizational Chart, and present updates to the Board.
- D. Review the any contracts, draft renewal if applicable, and submit to Executive Board for a decision.

### **Fall Board Meeting**

- A. Activate pre-planning and discussion of Annual Meeting preparation
- B. Report the status of Nominations and Elections
- C. Report most current information on the Budget
- D. Report / present any intentions for Bylaw/Guidebook updates.

### **Winter Board Meeting**

- A. Shall review TXSRT's previous annual budgets and present a proposed budget to the Board for review and vote for approval.
- B. Copy of the approved proposed budget shall be sent to the EOM for posting. Electronic Open Forum dates will be posted above the proposed budget.

### **Pre-Annual Meeting Board Meeting**

- A. Shall meet with Board to review and coordinate the two (2) business meeting agendas.
- B. Shall review the schedule of Annual Meeting and work with the Executive Office and Annual Meeting Committee for finalization.

### **Annual Meeting**

- A. The Board Chair shall present the proposed budget to the membership at the Annual Meeting.
- B. Upon membership approval, copies of the final budget shall be sent to the EOM for publication on the website.
- C. Shall present any resolutions and proposed bylaws changes to the membership. Upon membership approval, copies of the final bylaws shall be sent to the EOM for publication on the website.
- D. Give the Annual Meeting response to the host organization
- E. Prepare and give a "State of the Society" report (send a copy to EOM for publication on the website).
- F. Present awards, install officers, or serve as a spokesman for the Society as needed.
- G. Shall present memorial resolutions during the business meeting.
- H. Membership in attendance at an Annual Meeting shall adopt Rules of Procedure. These rules are only in effect for business sessions at that Annual Meeting.
- I. The annual report of the TXSRT Executive Board shall be read at the Annual Meeting by the Board Chair or a TXSRT Executive Board Officer.
- J. Registration policies shall be determined by the Annual Meeting Committee with Board approval.
- K. Annual Meeting Rules of Procedure may be suspended by a majority vote.

### **Section 1: Duties**

- A. Shall act as the principal spokesperson for TXSRT.
- B. Shall serve as TXSRT Affiliate Delegate or as an Alternate Delegate to the ASRT House of Delegates Annual Meeting.
- C. Shall serve the profession and our organization as the Chief Advocating Officer dedicated to being current on all legislative issues relative to the profession, representing our share at Texas Medical Board meetings or other official transactions or designating a proxy, and empowering and mobilizing the professionals of Texas.
- D. Shall present quarterly a President report at all Board Meetings and communicate new ideas and plans.
- E. Shall be responsible for communicating Board decisions to the membership.
- F. Shall actively interact and engage membership through regular communications not limited to our organization's progressive, activities around the state, relevant news, legislative actions, professional highlights and accomplishments among colleagues, ASRT communications, and any other important information owed to our constituency.
- G. Shall be a contingently authorized signer and emergency resource of TXSRT finances, accounts, assets, and other fiscal responsibilities in accordance with the TXSRT Bylaws, Operational Guidebook, ethical integrity, and other fiduciary obligations. Only activated under the following circumstances:
  - a. Inaccessibility or incapacity of the Board Chair, Treasurer, and/or EOM to comply with the two (2) signature rule for authorized signers.
  - b. The President should be excluded for performing financial operations to avoid any conflict of interest or to depreciate the safeguard of checks and balances among the Executive Board.

### **Section 2: Board Meetings**

- A. Shall select date, time, and location of Board meetings.
- B. May call special meetings.
- C. Shall remain neutral while occupying the chair. Should it be necessary to express a view on some issue, the President shall relinquish the chair to the Board Chair.
- D. Shall preside over TXSRT meetings and coordinate with Board Chair to ensure the availability the current TXSRT bylaws, Guidebook, gavel, and a current edition of Robert's Rule of Order.
- E. Shall call special meeting when requested by the majority of Executive Board Officers and/or a majority of regional delegates elected.
  - a. At least three (3) regional delegates must be activated for this rule to apply.
- F. Shall attend to matters that concern state licensure, encroachment, or any identifiable stake. If unable to attend, due and timely notice must be given to a chosen proxy.

### **Section 3: Legislative Committee**

- A. As the principal voice of the organization, the President shall serve as the Chair of the Legislative Committee.
- B. Shall register with the Texas Medical Board as a primary point of contact for official communications.
- C. Shall build a rapport with any lobbyist, legislative allies to construct a strategy necessary to promote or defend against legislative actions
- D. Shall promote social awareness and advocacy education within our organization and communities
- E. Shall be a resource and point of contact for the ASRT Committee on RT Advocacy updates, reciprocally.
- F. Shall compose and submit official statements based on our interest and position according to the proposal or circumstance at hand.

### **Section 4: Committees**

- A. Shall order the activation of the volunteer application process according to the bylaws and guidebook.

- B. Shall provide charges for all committees and these charges shall be the framework for fulfilling our mission as supported by our strategic plan, committee purposes, and duties.
- C. Shall serve as Ex-Officio member of all committees (except Nominating Committee).
- D. Shall assemble an organization exclusive to the Past Presidents of the TXSRT known as the Organization of Past Presidents
- E. Shall establish an active President's Council for all residing Presidents of TXSRT subordinates to include the TXSRT President as the Chief Executive.
- F. Shall vet and employ an Interdisciplinary Advisory Committee representative of all available modalities and sectors of medical imaging and radiation therapy.
- G. Regional Delegates and Area Counselors shall support their respective regions/areas and its subordinate affiliates reporting directly to the TXSRT President without impeding on the jurisdiction of the subordinate affiliate leaders.

### **Section 5: Appointments**

- A. President shall ensure all appointments are reviewed by the Executive Board approval.

### **Section 6: Timeline**

- A. Shall coordinate with Board/EOM at least one (1) month prior to board meetings the date, time, and location.
- B. Shall coordinate with EOM that Executive Board Officers, Area Counselors, and needed Committee Chairpersons are notified of meeting date, time, and location, punctually.
- C. Shall coordinate membership and website meeting announcements with EOM and/or Web master.
- D. Shall seek, coordinate, and plan agenda items Executive Board at least two (2) weeks prior to all meetings.
- E. Shall verify with EOM and Executive Board Officers that reports are submitted according to the compliance guidelines.
- F. Shall prepare and distribute bi-monthly/quarterly President's report. (Message from The President) or sooner if circumstances require a more urgent address due to time sensitivity.

### **Section 7: Meetings**

- A. Shall preside over meetings.
- B. Shall review with Executive Board and Committee Chairs timeline responsibilities for next board meeting.
- C. Shall give a President's report.

### **President-Elect**

---

### **Section 1: Duties**

- A. Shall serve as a TXSRT Delegate or Alternate Delegate to the ASRT House of Delegates annual meeting.
- B. Shall serve as the Chair of the Honors and Awards Committee.
- C. Shall act as liaison with TXSRT Affiliate Subordinates and promote TXSRT to affiliate societies. Shall present current affiliation charters and new charter recommendations to the Executive Board.
- D. Shall serve as the Executive Board liaison to the Radiology Administrators' Initiative.
- E. Shall focus on Corporate, Sponsor, and Vendor Relations promoting our role as community partners in clinical and industrial sectors.
- F. Facilitate the Volunteer On-Boarding Program for returning and newly on-boarded leaders and volunteers. Reserves the prerogative to establish a task force for the purpose of updating and/or managing the Volunteer On-Boarding Program
- G. Shall present quarterly President-Elect report of activities at all Board Meeting and communicate new ideas and plans.

### **Section 3: Affiliate Subordinate Liaison**

- A. Shall encourage TXSRT membership with affiliate subordinates and respective leaders.
- B. Manage the process of affiliation to encourage, initiate, and assist the development of affiliate subordinates with support from the Executive Board and EOM.
- C. Shall communicate with affiliate's subordinates regularly or following Board Meetings regarding ASRT issues, educational activities, and TXSRT updates.
- D. Shall empower affiliate subordinates to provide current information on TXSRT website and/or Tex-Rays to promote success.
- E. Shall identify ways TXSRT can better serve the individuals in elected positions.
- F. Shall attend the affiliate subordinates' meeting at Annual Meeting if applicable or obtain the information needed for the Executive Board to attend affiliate subordinates' meetings and/or events.

### **Section 2: Timeline**

#### **Post Annual Meeting Board Meeting**

- A. Shall request, identify, or establish a list of Hospitals/Administrators/Vendors for Corporate Relations activities.
- B. Shall request, identify, or establish a list of Administrators/Managers/Supervisors/Leadership for the Radiology Administrators' Initiative.
- C. Declare the intent or plan to review and/or revise, if necessary, the standards of the Honors and Awards with the Committee in preparation for the upcoming year's nominations.
- D. Declare the intent or plan to review and/or revise, if necessary, the volunteer application procedures, selection process, and on-boarding program.

#### **Summer Board Meeting:**

- A. Shall present any updates to the Honors and Awards program and proposed timeline
- B. Shall present any updates to the Volunteer Engagement.
- C. Report any projects or activities for Corporate Relations / Vendors and/or the Radiology Administrators' Initiative. (i.e. creating value for R.A.I or C.V.R., Sponsorship Draft Letters, etc.)

#### **Fall Board Meeting and Winter Board Meeting:**

- A. Update with the EOM on Sponsorship intentions or transacted.
- B. Update on Honors and Awards progress
- C. Report any Affiliate Subordinate activity/needs/concerns
- D. Shall assist President as needed.

#### **Pre-Annual Meeting and Annual Meeting**

- A. Shall seek President's advice and prepare for Presidency.
- B. Shall contact affiliate subordinates and TXSRT membership to encourage volunteer applications.
- C. Shall coordinate with the EOM about Honors and Awards presentations meet standards and expectations for reception.
- D. Shall establish presidential objectives and goals.
- E. Prepare to give incoming President's message to members at the Annual Meeting.

---

### **Vice-President**

---

### **Section 1: Duties**

- A. Shall serve as a TXSRT Delegate or Alternate Delegate to the ASRT House of Delegates annual meeting.

- B. Shall serve as the Chief Academic Relations Officer championing the interest and focus of student affairs, educators, and academic institutions
- C. Shall establish and maintain effective communication as well as an operating rapport with all modality programs of medical imaging and radiation therapy.
- D. Shall serve as the liaison, facilitator, and advisor to the Educators' Alliance and Chairperson.
- E. Assess and create value on a community college, post primary, university (undergraduate), and university (graduate) levels appropriately categorized for competitive fairness.
- F. Shall coordinate campus visits to raise awareness of professional advocacy and engagement through Executive Board visibility (as resources permit – pending Board approval).
  - a. Please note the visitation is a shared Executive Board obligation not limited to the Vice President. The Vice President is simply charged with coordinating with the help of the EOM if necessary.

### **Section 2: Educator Activities**

- G. Shall attend Educators' Alliance meeting at the Annual Meeting.
- H. Shall send notices to Texas educators concerning TXSRT and ASRT educator and student events.

### **Section 3: Student Activities**

- A. Shall collaborate with the President-Elect to secure financial sponsorship of student activities.
- B. Review, revise, and/or update Student Competition Rules
- C. Vet judges for student competitions
- D. Manage the ASRT Student Leadership Development Program application and selection process
- E. Mentor and assign Student Interns
- F. Shall review, coordinate, and manage all student events at the Annual Meeting.
  - a. Plan of action should involve but not limited to human resources, competition processes and needs, performance goals
- G. Shall review and update TXSRT Grant/Scholarship rules regulations, applications, and guidelines with the Secretary-Treasurer based on the consideration of funding, stakeholder expectations, and TXSRT's mission and values.

### **Section 4: Student Competitions**

- A. Shall review and update student competition rules and regulations by Fall/Winter Meeting.
- B. Competitions may include, but not limited to, Student iLead Competition, Award of Merit Competition, Scientific Display Competition, RAD Tees T-shirt Competition, and Student Bee.
- C. Updated rules and regulations shall be approved by the Executive Board prior to distribution.
- D. Shall encourage use of electronic distribution of rules and regulations, student applications, and judging.
- E. Shall verify, according to Vice President's instructions, applicants' TXSRT membership and status in an accredited medical imaging or a radiation therapy program.
- F. Shall coordinate with the Executive Board the selection of judges for student competitions.
- G. Shall verify that students and judges follow competition rules and regulations.
- H. Shall notify Executive Board immediately if there are any questions regarding qualifications (i.e. competitors, judges, etc.).
- I. Shall maintain records of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners along with their city, program, and pertinent contact information. Records of winners will be announced at the Awards Ceremony / Gala and on the website following Annual Meeting.
- J. Shall present to winners with respective awards according to the competition.

## **Timeline**

### **Section 1: Post Annual Meeting Board Meeting**



- A. Discuss notes with predecessor and offer/seek recommendations.
- B. Obtain copies of current rules/regulations of student competitions for prepare to review and update them by Summer Board Meeting.

**Section 2: Summer Board Meeting:**

- A. Obtain names and e-mail addresses of Program Representatives and/or Leaders as maintained previously by the TXSRT to be cross referenced with the records of accredited agencies of Texas medical imaging and radiation therapy programs.
- B. Present draft of rules/regulations for student competitions for the next Annual Meeting - seek TXSRT Board input, review, and approval. Verify student application deadline date for competitions.
- C. Prepare to distribute approved competition rules and regulations to affiliate/region presidents, EOM, webmaster, Texas Medical Imaging and Radiation Therapy Programs and Academic Leaders, membership, and Tex-Rays.
- D. Use electronic communication for distributions and applications.
- E. Update on sponsorships

**Section 3: Fall Board Meeting:**

- A. Report on distribution of rules/regulations and any other pertinent information regarding competitions/Student Bee.
- B. Verify date and time of student activities on Annual Meeting schedule with Executive Board and Annual Meeting Committee.

**Section 4: Winter Board Meeting**

- A. Coordinate with Executive Board and Annual Meeting Committee the time and location of student events.
- B. Verify with EOM need for the plan/intention for physical/monetary award presentations (checks, plaques, trophies, etc.)
- C. Select coordinator(s) and or volunteers for the Student Bee. Verify Student Bee schedule on Annual Meeting program and has a location. Verify the Wi-Fi capability to ensure the platform is available if chosen.

**Section 5: After the Winter Board Meeting and Prior to Annual Meeting**

- A. Verify that all student applications met application deadline date, and applicants are TXSRT members and in accredited schools. Any questions or concerns notify the Executive Board immediately.
- B. If using e-mail for student applications, send a return e-mail that application was accepted or denied.
- C. Verify space is available for Scientific Display and Student iLead event in on Annual Meeting program.
- D. Coordinate with Executive Board the judging of Award of Merit manuscripts. Send (e-mail, etc.) manuscripts to judges with enough time to calculate the judge's points prior to Annual Meeting.
- E. Prepare a confidential numbered list of all student applicants' names, titles of entries, cities, and name of Program Directors and institutions. Prepare name/school cards for all Scientific Displays and the 3 winning manuscripts. A card to be placed after Scientific Display judging is complete.
- F. Notify faculty and students time and location of student events prior to Annual Meeting.

**Section 6: Pre-Annual Meeting Board Meeting and Annual Meeting**

- A. Shall mentor newly elected Vice-President during Pre-Annual Meeting and Annual Meeting concerning academic and student affairs.

**Section 7: Competition Judges**

- A. Judges of student competition are not allowed to know student's name or affiliations. Entries must remain anonymous to Judges; failure to results in disqualification.

- B. Judges shall receive, at time of judging, a numbered list of entries with TITLES ONLY, rules and regulations of the competition, and judge's scoring sheet.
- C. Vice-President and/or the Executive Board should seek to appoint judges prior to Annual Meeting.

### **Section 8: Annual Meeting**

- A. Oversee that student activities.
- B. Assist student and assign location for Scientific Displays. Assign and place a number (according to list) in front of each display prior to judging.
- C. Prepare a list of winning student competitors, their school, city, and Program Director or Representative. Inform the participants of the time and location for announcement of all winners and the presentation of awards.

### **Section 9: Duties after Annual Meeting**

- A. Coordinate thank you e-mails with new Vice-President and to send to all who assisted in the student events at the Annual Meeting including volunteers, judges, programs/institutions, and student competitors.
- B. Prepare a list of student competitions, the winners, placements, winner's schools and Program Directors / Representative, and submit to the Executive Board, EOM, and webmaster.
- C. Compose and communicate an official announcement to the list serve of programs and institutions to encourage future involvement and tribute recognition.
- D. Give all necessary materials to the incoming Vice-President and assist the new officer in assuming the duties of this office.

---

## **Secretary - Treasurer**

---

### **Section 1: Duties**

- A. Shall serve as the Chief Financial Officer of the organization focusing on financial wellness, jurisprudence, and organizational effectiveness.
- B. Shall serve as the Vice Chair of the Budget and Bylaws Committee.
- C. Shall serve as the Chairperson of the Grant/Scholarship Committee collaborating with Executive Board through the availability and allocation of funding, innovative and effective strategies of securing funding, and implementing processes supporting associated goals.
- D. Shall serve as the managing Executive Board Officer to the Technology Committee and advisor to the leadership of said committee.
- E. Shall serve as the organization's Historian and Keeper of the Archives reserving the prerogative to activate a task force for such purposes.
- F. The Secretary-Treasurer shall work closely with the EOM to promote shared objectives and goals associated with the roles.
  - a. More specifically, the Secretary-Treasurer is charged with the financial operations of the Society (i.e. scholarships, grants, affiliate subordinate assistance, other membership benefits) as well as promoting/safeguarding the integrity of the Bylaws and Guidebook.
  - b. More specifically, the EOM is charged with the financial operations of the Organization as a business and its responsibilities (i.e. philanthropic activity, operational budgeting, internal and external audits, purchasing and ordering, ASRT compliance, postal and email communications, keeper of the official seal and logo, corporate and vendor relations, etc.).
  - c. The Secretary-Treasurer as an elected Executive Board Officer does not report to the EOM; respectively, the EOM may not directly report to the Secretary-Treasurer but is obligated by the governance of the Executive Board, directly managed by the Board Chairperson.

- G. Shall be an authorized signer and trustee of TXSRT finances, accounts, assets, and other fiscal responsibilities in accordance with the TXSRT Bylaws, Operational Guidebook, ethical integrity, and other fiduciary obligations.

### **Section 2: Budget and Bylaws Committee**

- A. Shall be the Vice Chair of the Bylaws and Budget Committee due to the its operational significance and direct impact to the duties and performance of this office.
- B. Collaborate with the Secretary-Treasurer as Vice Chair.
- C. Facilitate education and awareness to promote the proficiency of the Executive Board, EOM, Committees, and membership.
- D. Shall serve as the expert on the Bylaws, Operational Guidebook, and Budget.
- E. Shall request and/or perform a routine evaluation of the budget (proposed and actual to-date) to ensure fiscal responsibility and utilization to include the EOM.
- F. Ensure all governance articles are current, non-conflicting, and instrumental toward productivity, progression, and prudence.

### **Section 3: Grant/Scholarship Committee**

- A. Shall serve as the managing Executive Board Officer and Chairperson of this committee
- B. Shall review and update all activities and projects of the Grant and Scholarship Committee.
- C. Shall ensure no conflict of interest, intentional or unintentional, shall exist amongst the committee members, application processes, or qualifications.
- D. Shall maintain and submit records of all financial transactions to the Executive Office and the Executive Board.
- E. Shall promote and maintain the engagement of the activities of this committee to optimize the value creation to membership benefits.
- F. Shall identify, develop, manage, and operate according to a timeline of activities and implementation plan to achieve committee goals and the Society's mission.

### **Section 4: Technology / Social Media Committee**

- A. Shall serve as the managing Executive Board Officer and advisor to the Technology Committee.
- B. Shall assess the performance and needs of the Webmaster, Social Media Compliance Officer(s), RAD Promoters, and other members of this committee.
- C. Shall ensure procedures and policies are implemented for governance.
- D. Shall monitor and request report of all technological activity necessary or as requested by the Executive Board.

### **Section 5: Historical Accounts and Archives**

- A. Shall serve as the organization's Historian and Keeper of the Archives reserving the prerogative to activate a task force for such purposes.
- B. Shall maintain the existence, maintenance, and safeguard of all Historical Accounts and Archives as identified.
- C. Ensure the location and inventory of all accounts and archives are readily identifiable, producible, and secure.
- D. Promote accountability of the Executive Board and Society to preserve historical assets and keepsakes honoring our predecessors and investing in our future as a progressive organization.
- E. Serve as the liaison to the ASRT Museum and Historical initiatives

## **Timeline**

### **Section 1: Post Annual Meeting Board Meeting**

- A. Begin financial assessment of the Annual meeting with the EOM.
- B. Finalize the Budget with the Board Chair and EOM
- C. Begin preparation and work on the Operational Budget for the upcoming term
- D. Ensure any approved changes to the Bylaws, Guidebook, and/or other items in response to the transaction of Annual Meeting business are completed/updated.

**Section 2: Summer Board Meeting:**

- A. Grant Scholarship project plans presented and discussed for upcoming year.
- B. Report current status of the Bylaws and Guidebook
- C. Report current status of the Budget or ensure any responsibility prescribed to this office is made available to the reporting individual, Board Chair or EOM.
- D. Report status and or strategic plan for the Technology Committee
- E. Report of Historical Accounts and Archives

**Section 3: Fall Board Meeting:**

- A. Update on Grant/ Scholarship performance
- B. Financial Reporting
- C. Any other duties as previously assigned

**Section 4: Winter Board Meeting**

- A. Financial Reporting – preparation for Annual Meeting. Scholarship/Grant Updates.
- B. If in the second and final year of officer’s term, presentation of transitional plan for successor.

**Section 6: Pre-Annual Meeting Board Meeting and Annual Meeting**

- A. If second and final year of term, mentor newly elected Secretary-Treasurer during Pre-Annual Meeting and Annual Meeting.
- B. Assist Annual Meeting Committee and other Executive Board operations as identified.

---

**Regional Delegates and Area Counselors**

### **Section 1: Regional Delegates**

- A. Shall elect one (1) delegate by the vote of the affiliate subordinates and members of the respective region.
- B. Each Region and service area will be defined by the regional map
- C. Shall be non-voting members of the TXSRT Executive Board.
- D. Shall be a member of an affiliate subordinate of their respective region and TXSRT.
- E. Shall serve on a TXSRT Committee.
- F. Shall champion the advancement and promotion for his/her respective Region
- G. Shall serve as the regent to the Board and supervising representative to the Area Counselors of their respective regions.
- H. Shall recommend Area Counselors for appointment by the Executive Board.
- I. Shall attend and submit reports about their region to the Executive Board to include but not limited to regional wellness, Area Counselor reporting, regional activities, and any interest of the region.
- J. Shall attend the TXSRT Annual Meeting.
- K. Shall notify TXSRT immediately if an affiliate subordinate in their region has disbanded.

### **Section 2: Area Counselors**

- A. Shall be recommended by the Regional Delegate or directly appointed by Executive Board approval by majority vote in the absence of a Regional Delegate.
- B. Shall be non-voting members of the TXSRT Executive Board.
- C. Shall be a member of an affiliate subordinate and the TXSRT.
- D. Shall serve on a TXSRT Committee.
- E. Shall attend and/or send reports about their area to the Regional Delegate or directly to TXSRT Executive Board, in the absence of the Regional Delegate, prior to a board meeting.
- F. Shall attend the TXSRT Annual Meeting.
- G. Shall service affiliate subordinates and local areas to support and encourage the engagement of academic programs and institutions, medical imaging and radiation therapy employers (i.e. hospitals, clinics, vendors, etc.) without bias or discrimination.
- H. In the absence of an affiliate subordinate, the Area Counselor shall work in collaboration with the local shareholders, Regional Delegate, and the TXSRT Executive Board to establish a society and provide guidance and support to ensure readiness, structural soundness, and progressive viability.
- I. Area Counselors may establish committees/task force through a proposal to the Regional Delegate and Executive Board stating the purpose, mission, members, timeline, and any request for resources. Subject to Executive Board approval and the direct supervision of the Regional Delegate.

---

### **Executive Office Manager**

---

### **Section 1: Qualifications**

- A. Ability to collaborate and operate as a resource to the Executive Board, ASRT relations, Corporate / Vendor Relations, Affiliate Subordinate Relations, Committees, contractors, and the TXSRT.
- B. Dedication to the advancement and promotion of medical imaging and radiation therapy not limited to the values of education, professionalism, and advocacy.
- C. Demonstrated organizational skills, project management, financial integrity and accountability, and effective coordination
- D. Ability manage and maintain effective communication not limited to email, postal activity, or telecommunications
- E. Ability to work independently through driven initiative and active engagement
- F. Ability to execute and perform based on directives, process and employ constructive criticism, and contribute to process improvement through leadership, support, and involvement.

- G. Ability to professionally function under various degrees of stress, demand, and circumstances according to the societal and organizational operations
- H. Shall demonstrate the willingness and availability to serve in such a critical and demanding position
- I. Shall be a medical imaging professional or radiation therapist.
- J. Shall be a member of the TXSRT and ASRT
- K. Upon investigation, shall present no evidence of pecuniary motive, criminal background suggesting the inability of ethical/moral aptitude, or objective history conflicting with the well-being of this position or the performance of the same
- L. Shall be an authorized signer and trustee of TXSRT finances, accounts, assets, and other fiscal responsibilities in accordance with the TXSRT Bylaws, Operational Guidebook, ethical integrity, and other fiduciary obligations.

## **Section 2: Job Description**

- A. The position of Executive Office Manager is a voluntary position, subject to contract. Due to the nature of this position, the Executive Board reserves the authority to allocate a stipend upon agreed within parameters described in the Bylaws. This shall not be a paid position in any other form not limited to salary.
- B. EOM general duties:
  1. Shall act under the immediate supervision of the Board Chair.
  2. Shall serve as the Manager of the Executive Office
  3. Shall serve as the Parliamentarian to the Executive Board Officers when convened for business or coordinate the appoint of such in his/her absence.
  4. Shall serve as the Project Manager for TXSRT Events with the support of the TXSRT Executive Board.
    - i. Shall reserve the prerogative to activate a task force for such necessities with Executive Board Approval
  5. Shall serve as the Communications Coordinator managing the TXSRT telecommunications & postal and email communications
  6. Shall serve as the Chairperson of the TXSRT Annual Meeting Committee.
  7. Shall serve as the Editor of the Tex-Rays Newsletter
  8. Shall serve as the liaison and support to the Superintendent of Continuing Education and the Executive Board.
  9. Shall assist the President and Executive Board in satisfying ASRT Compliance.
  10. Shall assist the President-Elect and Executive Board in managing TXSRT affiliate subordinate Compliance.
  11. Assist with the management under the supervision of the Executive Board of TXSRT bank accounts, bookkeeping records, tax reporting, minutes of TXSRT meetings, account accesses, and communications.
  12. Reports activities and operations of the Executive Office regularly.
  13. Shall maintain, safeguard, and provide all account accesses according to authorization and governance compliance.
  14. Shall be proficient in the expectations and standards of the TXSRT Bylaws, Operational Guidebook, Budget, and Affiliate Compliance.
  15. Shall support the Executive Board approved TXSRT Guidebook with Organization Chart, Duties, and Timeline.
  16. Shall assist the Board Chair, President-Elect and Nominating Committee in verifying TXSRT membership and qualifications of nominated committee members and Executive officer candidates.
  17. Shall perform other duties as outlined in the Standing Rules or requested by the Board Chair.

18. Shall answer all incoming calls to TXSRT Executive Office or supervise an approved process satisfying TXSRT needs and expectations toward our constituency.
19. Shall give electronic reports to the Board Chair concerning income and expenditures.
20. Shall coordinate the internal and external audit of the TXSRT under the supervision of the Board Chair
  - i. Shall be the principal liaison and coordinator to the CPA firm and Executive Board.
21. Shall assist in the management of Executive Board scheduling, activities, and operations.

#### C. Membership Duties

1. Shall supervise and manage processing of all TXSRT membership applications using the implemented platforms (i.e. TXSRT website: PaidMembership Pro, Paypal, etc.)
2. Shall be proficient in the management of membership lists and card access
3. Familiarized with the online membership operations to include but not limited to membership options, expiration reminders, promotions, troubleshooting, etc.
4. Shall report on membership statistics and related financial metrics
5. Shall maintain a current contact (email, mailing, phone) list of accredited medical imaging and radiation therapy programs and respective institutions
6. Shall maintain a current contact (email, mailing, phone) list of associated organizations (i.e. TRS, ASRT, etc.), Vendors, medical imaging and radiation therapy hospital departments, and other community partners and identified shareholders in medical imaging and radiation therapy
7. Shall maintain all contact information for the Society including (but not limited to) a permanent mailing address, e-mail address, and phone numbers.

#### D. Parliamentary Duties

1. Shall act as the Parliamentarian for the meetings and enforce the standing rules and decorum as an agent of the Executive Board
2. Shall be defined by *Robert's Rule of Order* but may be modified by the Executive Board without compromising the functional integrity.
3. Shall record, transcribe, and distribute to the Executive Board the minutes, motions, and actions of all TXSRT meetings in the absence of the Secretary-Treasurer. The Executive Board shall respond with any corrections within two (2) weeks of receiving minutes.
4. Shall retain a copy of all meeting minutes and adopted motions or actions electronically.
5. Shall provide a financial report at each TXSRT Executive Board Meeting collaborating with the Secretary-Treasurer.

#### E. Event Project Management

1. Shall work with Executive Board concerning dates and location proactively.
2. Shall prepare contracts, under the supervision of the Board Chair, for event agreements, logistics, and contractual details accordingly.
3. Shall coordinate onsite visits to evaluate prospective sites.
4. Shall serve as the Annual Meeting Committee Chair and liaison to the Continuing Education Program to develop, publish, and post on the website the Annual Meeting Prospectus of speakers and lectures.
5. Shall contact Executive Board and other funded persons concerning hotel reservations if funding allows and approved by the Executive Board.
  - i. Funding will only be granted as a direct payment and securing of the reservations. Not monetary distribution will be transacted directly to any requesting Executive Board Officer.
6. Shall arrange all items needed for the registration desk in collaboration with the Secretary-Treasurer.

7. Shall purchase/provide supplies necessary for the conduction and support of the Event and/or Annual Meeting according to budgetary allocations and approvals.
8. Shall coordinate location logistics such as space designation, room assignments, command center, etc.
9. Shall coordinate with the Superintendent of Continuing Education and the Committee Speaker details and assignments (i.e. room assignment, scheduling, resource needs, etc.)

F. EOM and the TXSRT Website

1. Shall maintain a roster of the membership on the TXSRT Website.
2. Shall be proficient and supervise the membership application process and relative maintenance.
3. Shall request the service of posting any necessary information as necessary through the Technology Committee.
4. May be designated as a member of the Technology Committee due to duties of this position

G. Editor of Tex-Rays

1. Shall work with the Executive Board to develop and implement a calendar/timeline for publications
2. Shall coordinate topics and request contributions from intended authors
3. Shall perform the formatting and editing to ensure a professional presentation appealing to the intended audiences
4. Shall work with the Executive Board to identify innovate and up-to-date strategies to progressively improve communication and value.

H. Continuing Education Liaison

1. Shall assist and advise the Superintendent of Continuing Education and the respective Committee. Qualifying the EOM as a member of this committee in the capacity previously stated.
2. Shall be proficient and currently knowledgeable of the ASRT approval process and the American Registry of Radiologic Technologists' CQR standards.

### **Committees, Programs, Task Forces, & Other Human Resources**

---

*Committees* shall be defined as a regularly established group of elected and/or appointed members operating consistently for the term of duty, one (1) year. *Programs* shall be defined as a tenured activity or group of activities with a more specific purpose that may be ongoing without conclusion, requiring the management of elected and/or appointed members without interruption. *Task force* shall be defined as a temporary assembly of elected and/or appointed members charged with a specific purpose to be deactivated upon completion or after a prescribed timeframe but may be activated irregularly according to operational needs. *Other human resources* shall be defined as a generic term used to describe similar categories not appropriately qualifying as any of the entities previously described.

### **ASRT House of Delegate/Alternate Representatives**

- A. Shall be determined by the Executive Board from the currently serving Executive Board Officers or the Executive Office namely: Board Chair, President, President – Elect, Vice President, Secretary-Treasurer, and the Executive Office Manager.
- B. Affiliate Delegate (2) and Alternate Representative (2) shall compose four (4) representatives to be communicated and credentialed for the ASRT House of Delegates
- C. If funds are available and it is in the best interest of the TXSRT, the Executive Board may approve funding, full or partial coverage, to the travel and/or lodging of the Alternate Delegate to the ASRT HOD for official purposes



- a. Alternate Delegates must comply with the standard agreement to receive such funding or forfeit said funding.
- b. Funding is contingent on the performance of duty not recreational preference or any considerations of a personal or persons' interest and not the best interest of TXSRT.
- D. The Executive Board shall prioritize sending qualifying delegates based on senior delegate (previous experience attending the ASRT HOD as a delegate) and a junior delegate (no experience attending the ASRT HOD as a delegate)
- E. If for any reason, the Executive Board may be unable to seat or designate any of the four (4) representatives due to qualifications / availability, the Executive Board must employ a formal process in the best interest of the TXSRT to search, select, and support qualified representatives from the TXSRT committees and/or membership.

### **Committee Chair and Members Duties**

- A. The Chair shall be appointed by the Executive Board except for those committees previously described by an election process or establishing an Executive Board Officer as the Chair.
  - a. A Chair shall be chosen through an objective selection process of qualified individuals who have previously served as a volunteer (Committee, Program/Task Force) or whose qualification reasonably suggest an evident ability to successfully perform the duties of this role, upon submitting a completed application.
  - b. The Chair appointment shall be governed by the Executive Board Officers.
- B. The Chair shall govern and manage his/her respective committees according to the mission and values of our TXSRT.
- C. The Chair shall represent the Committee as the chief respondent and liaison to the Executive Board.
- D. The Chair shall be held accountable for all transactions and expectations of the committee as well as the facilitator of a culture conducive to the committee's success
- E. The Chair shall be responsible for assigning roles and duties to the committee members based on an objective assessment and qualifications promoting an effective process/strategy toward committee success
- F. The Committee members shall abide by the established committee standards, expectations, and role definitions as described by the Bylaws, Guidebook, and any applicable governing regulations.
- G. Each Chair and committee shall develop, implement, and evaluate committee policies and procedures, expectations, and strategic plans aligned with the mission, values, and the interest of TXSRT under the supervision of the Executive Board.
  - a. Strategic plan must be submitted to and approved by the Executive Board according to the deadline issued.
  - b. Operational updates and committee improvement initiatives should be submitted/proposed to the Executive Board as deemed necessary by the committee
- H. Each committee will be assigned and directly report to a managing Executive Board Officer charged with being an advisor and support resource.
- I. Each Chair and committee member will be selected and appointed based on the submission of a completed Volunteer Application, recommendation of the managing Executive Board Officer, and approved by a majority vote of the Executive Board.
- J. Shall serve for a one (1) year term.
- K. A chair or committee member may be appointed for consecutive terms but will be subject to the Volunteer Application Process and the discretion of the Executive Board.
- L. A Committee Chair may be removed or replaced under the following circumstances
  - a. Resignation
  - b. Conflict of interest
  - c. Absence or inactivity
    - i. Absence and/or inactivity shall be declared by the following process

1. Acknowledgement of Unresponsiveness attested by the managing Executive Board Officer or committee member requiring the lack of a response to be a least two (2) weeks or fourteen (14) business days from initial contact date.
  2. After the period of the AoU has expired, the managing Executive Board Officer shall appoint an interim Chair or assume the responsibilities temporarily.
  3. After forty-five (45) calendar days have lapsed from the initial contact date, the absentee shall be permanently discharged from duty.
  4. Upon dismissal, the managing Executive Board Officer shall permanently appoint the interim or appoint another qualifying candidate.
- d. In the instance a Chair fails to adequately perform his or her duties, demonstrates inconsistency or unreliability, or any actions hindering the success of the committee, the Chair shall be summoned to the Executive Board for evaluation to dismiss any charges, implement a probationary period with defined terms of agreement, suspension, or discharge of duty.
- M. A committee member may be removed or replaced under the following circumstances
- a. Resignation
  - b. Absence or inactivity
    - i. Absence and/or inactivity shall be declared by the following process:
      1. Acknowledgement of Unresponsiveness (AoU) attested by the Chair requiring the lack of a response to be a least two (2) weeks or fourteen (14) business days from initial contact date.
      2. After the period of the AoU has expired, the Chair shall make a recommendation to the managing Executive Board Officer
      3. During a period of (30) calendar days from the initial contact date, the Chair must demonstrate an active effort to make contact by the following:
        - a. Email, telecommunication, and/or other appropriate communication resources attempted at least three (3) times; each attempt must be at least seven (7) days from the prior attempt to qualify.
        - b. Failure to respond by the thirty-first (31) calendar day; the absentee shall be subject to the Chair's recommendation to the managing Executive Board Officer.
  - c. In the instance a committee member fails to adequately perform his or her duties, demonstrates inconsistency or unreliability, or any actions hindering the success of the committee, the Chair shall first consult with the committee member, next consult with the managing Executive Board Officer who when schedule a meeting with the committee member and Chair, and lastly, if improvement is not demonstrated, have a subsequent meeting with both parties for evaluation to dismiss any charges, implement a probationary period with defined terms of agreement, suspension, or discharge of duty.
  - d. The Chair may request for a newly appointed committee member to be vetted by the managing Executive Board Officer.

### **Annual Meeting Committee**

- A. Shall be charged with the development, management, and coordination of the Annual Meeting under the supervision of the Executive Board.
- B. The EOM shall serve as the Chair of the Annual Meeting
  - a. A qualified individual may serve if the EOM for any reason is unable to upon Executive Board approval
    - i. A qualified individual shall demonstrate:
      1. The availability and willingness to serve
      2. Project management
      3. Effective communication

4. Previous experience with the TXSRT or another comparable organization as an active member and leader: Two (2) reference letters will be requested
  5. Good moral and ethical judgement with no evidence conflicting with the same
  6. Financial responsibility and integrity with budget management
  7. Knowledge of contract and agreement coordination
  8. Superior reporting and detailing of financial and operational transactions
  9. Current TXSRT member
- C. Shall consist of the EOM (1), the Executive Board Officers (5), the Regional Delegate (1), the area counselor(s), at least three (3) representatives of the hosting program, at least one (1) representative from each affiliate subordinate of the region, and up to two (2) student interns.
- a. If the Committee including the Chair represents less than five (5) members, not including the Executive Board and/or the student interns, the Chair with the committee may request for the vacancies to be filled by appointed and approval of the Executive Board to equal at least five (5).
- D. Members of this committee must demonstrate:
- a. Current TXSRT membership
  - b. Willingness and availability to serve
  - c. Independent and collaborative skills
  - d. Multi-tasking and project management
- E. Shall coordinate with the host and represent as the chief liaison to the Executive Board.
- F. Shall schedule an onsite meeting to survey the offerings and collect information for a strategic plan to include the host(s), committee, and the Executive Board.
- G. Shall generate an event budget for Executive Board Approval.
- H. Shall coordinate and assign tasks to other committees as appropriate and within reason to promote the success of project(s) and/or activities for the event.
- I. Shall identify and communicate all events to be transacted at Annual Meeting; social, ceremonial, educational, etc.
- J. Shall plan the Schedule of Events for the Annual Meeting.
- K. Shall assist with student activities as needed.
- L. Shall plan meal functions.
- M. Shall handle registration needs prior and during the event.
- N. Shall secure speakers for the event. TXSRT Executive Board Officers will present presentations to cut cost of the meeting.
- O. Shall host the vendors/recruiters in the Vendor Expo Area.
- P. Shall compose a comprehensive strategic plan with details necessary to effectively manage the operations of Annual Meeting to be submitted to the Executive Board prior to Annual Meeting.
- Q. Shall serve one (1) year.

#### **Budget and Bylaw Committee**

- A. The Chair shall be the TXSRT Board Chair.
- B. The Vice Chair shall be the TXSRT.
- C. Members may include at-large appointments namely: Executive Board Officers, Executive Office Manager, Past Presidents of the TXSRT, and Regional Delegates.
- D. Shall establish a standing relationship with a properly credentialed CPA and firm in good professional standing.
  - a. Shall disclose the agent to the membership for accountability.
- E. Shall operate according to the bylaws, Guidebook with Standing Rules, ASRT compliance, and other applicable governing standards.
- F. Shall maintain an updated and current budget (operational, proposed, amended, etc.).
- G. Shall require and oversee regular treasury reports.
- H. Shall keep all discussions within the committee confidential.

- a. However, the information displayed on the operating budget and treasury report must maintain all integrity clearly demonstrating the operations of the Executive Board.
- b. Minutes of the committee's transaction must be recorded and filed for future reference at any time accessible to current committee and Executive Board Officers.
- c. The committee has a fiduciary responsibility that shall not be breached, manipulated, or subject to immoral/unethical acts.
- d. Discretion of this committee is to safeguard sensitive information in the interest of TXSRT not anyone or group specifically.
  - i. Violations must be brought before the committee and the Executive Board as well as professionally disclosed to the membership.
- I. Shall assist and advise the Executive Board concerning Standing Rules of the budget, bylaws, and Guidebook Committee.
- J. Shall coordinate tasks with other committees as appropriate to promote the success of integrated project(s) and/or activities.
- K. Shall serve for one (1) year.

#### **Educators' Alliance**

- A. Chair shall be elected by the members of the committee at the Annual Meeting.
- B. The Vice President reserves the prerogative to serve as the Vice Chair but may yield the position to the individual gaining the second (2<sup>nd</sup>) highest votes during the election of the Chair at Annual Meeting.
- C. Members shall include the Vice President, educators, leaders in academia who attended the most recent Educator's Alliance meeting at the Annual Meeting.
- D. Each institution shall be limited to two (2) voting representatives.
- E. Representatives must be present to vote.
- F. Shall collaborate with the Student Affairs & Academic Programs Committee to promote the interest of the students, equity and equality among programs, and engagement in professional advocacy.
- G. Shall promote the welfare of the academic sector and collaborate with other community partners of our profession.
- H. Shall be transact necessary business and/or meetings outside of Annual Meeting at the discretion of the committee.
- I. Shall review, discuss, and propose improvements to student events, academic value in our organization, and any other associated needs identified.
- J. Shall support student events at the Annual Meeting.
- K. Shall conduct projects and initiatives representing the Educator's Alliance to create value for the TXSRT, academic and student community, and promote engagement.
- L. Shall coordinate tasks with other committees as appropriate to promote the success of integrated project(s) and/or activities.
- M. Shall serve for one (1) year.

#### **Grant/Scholarship Committee**

- A. The Chair shall be the Secretary-Treasurer.
- B. Members shall include the Vice President and three (3) appointed members.
  - a. Members for this committee should demonstrate:
    - i. Willingness and availability to serve
    - ii. Objectivity
    - iii. Avoid obvious or gross conflict of interest with any institution or program
    - iv. Current membership with the TXSRT
  - b. This committee cannot employ student interns.

- C. Shall coordinate with the Executive Board to identify an inventory of Grants and Scholarship Awards, processes and qualifications, and timelines according to governing standards, moral and ethical practices, and financial wellness.
- D. Shall review the inventory and operations of this committee for improvement proposals and increased value creation.
- E. Shall meet regularly to ensure the effective management of said committee
- F. Shall coordinate tasks with other committees as appropriate to promote the success of integrated project(s) and/or activities.
- G. Currently serving Executive Board Officers or members of this committee do not qualify, under any circumstances, to be nominated for any TXSRT Grant or Scholarship.
- H. Shall serve for one (1) year.

### **Honors & Awards Committee**

- A. The Chair shall be the President-Elect.
- B. Shall consist of the Chair and four (4) committee members appointed and approved by the Executive Board.
  - a. Members for this committee should demonstrate:
    - i. Willingness and availability to serve
    - ii. Objectivity
    - iii. Superior discretion
    - iv. Avoid obvious or gross conflict of interest
    - v. High moral and ethical aptitude or no evidence of the lack thereof
    - vi. Current membership with the TXSRT
- C. Shall coordinate with the Executive Board to identify an inventory of Honors and Awards, processes and qualifications, and timelines according to governing standards, moral and ethical practices, and financial wellness.
- D. Shall evaluate Honors and Awards programs annually for integrity, appropriateness, and value.
- E. Shall solicit the nomination for candidates of the Honors and Awards at least six (6) months prior to Annual Meeting.
  - a. Nominations should be open for not less than thirty (30) calendar days and no more than ninety (90) calendar days. The timeline must be disclosed at the open of nominations.
- F. The solicitation of nominations shall publicize qualifications, timelines, and the application process through TXSRT sub-ordinates/affiliates, TXSRT members, TXSRT website, proper technological and/or social media platforms, and other areas as appropriate.
- G. Establish, maintain, and regularly review all rubrics to be fair, competitive, and confidential for all applicable Honors and Awards.
  - a. Must be submitted to the Executive Board for review and approval
  - b. Rubrics must be kept confidential; if a rubric is discovered to be breached, a revision must be executed, and the confidentiality must be restored.
- H. All discussions within the committee are confidential.
- I. Chairman shall send names of candidates to the President by the Executive Board Fall Board meeting.
- J. Shall make recommendations to the Executive Board concerning the Standing Rules of the Honors Committee and Honors criteria.
- K. Shall meet regularly to ensure the effective management of said committee
- L. Shall coordinate tasks with other committees as appropriate to promote the success of integrated project(s) and/or activities.
- M. Executive Board Honor Duties**
  - a. Executive Board Officers are only able to nominate candidates anonymously to preserve the integrity of the ballot

- b. Executive Board Officers are not allowed to campaign for nominated candidates or suggest any degree of endorsement.
- c. Currently serving Executive Board Officers or members of this committee do not qualify, under any circumstances, to be nominated for any TXSRT Honors and Awards.
- d. The Executive Board shall review all applications according to a rubric with both objective and professionally subjective metrics to allow for continuity, integrity, and ethical and reasonable discretion
- e. Upon final approval, the Honors and Awards Committee must communicate the corrected spelled names and credentials (if applicable) with the respective awards to initiate the ordering, processing, and procurement of the Honors and Awards through the Executive Office.
- f. The honorees shall submit a manuscript of the lecture to the EOM for future publication.
- g. After Executive Board final selection, the President and the Executive Board shall extend a formal invitation to the honorees.
- h. At the Annual Meeting, the Chair and committee should recognize past honorees present. Past honorees may serve as an Honor Guard.
- i. Chairman or Executive Board Officer shall introduce the honorees at the Annual Meeting and present honorees with a keepsake honor or award as per TXSRT tradition.
- j. The Executive Board reserves the right not to select an honoree if criteria are not met.

#### **Interdisciplinary Advisory Committee (IAC)**

- A. The mission of the IAC is to promote the versatility of medical imaging and radiation therapy through unity and collaboration.
  - a. The Committee shall seek, identify, and appoint two (2) members, one (1) Committee member and one (1) member at-large, per representing modality or discipline to serve as an advisor and expert in the designated area.
  - b. Each modality or discipline shall represent (1) one vote when convened for the IAC business of voting.
    - i. The Committee member shall reserve the right to motion, debate, and vote in all IAC matters.
    - ii. The at-large member shall be a non-voting representative serving as an advisor to the Committee and assuming the role as the Committee member of his/her representing modality/discipline in his/her absence. The at-large member will be allowed to debate and discussion during the transaction of business
    - iii. The at-large member shall exercise the right to motion and vote in all IAC matters when serving as a proxy in place of the appointed Committee member of his/her representing modality/discipline.
  - c. The Executive Board must seek to fill all modality and/or discipline areas until fulfillment.
  - d. The basic appointment process must at least require: the submission of a complete volunteer application, interview and credential verification by the Executive Board, and official offer of appointment to be signed and returned.
  - e. For a Modality/Discipline to be activated, a profession of said area must declare interest and demonstrate an existing population to be served. The Executive Board will review the proposal and coordinate a presentation meeting. At the conclusion of the meeting, the Executive Board will vote in favor or opposition based on the information presented.
  - f. IAC will be founded, at the very minimum, on the primary modalities/disciplines with the interest in representing and expanding to post-primary and/or advanced areas of our profession
    - i. Primary: Magnetic Resonance, Nuclear Medicine, Radiation Therapy, Radiography, and Sonography/Ultrasound

- ii. Secondary suggestions: Computed Tomography, Education, Interventional Radiology, Management (including informatics, leadership, and quality management), mid-levels (RRAs, RPAs), and Positron Emission Tomography
- B. The Chair shall be the President of the TXSRT.
- C. The Committee may choose to elect a chief advisor (CA) and an assistant chief advisor (ACA) if the Committee sees fit for the function and operation of this collective.
  - a. In the absence of such leadership, the President shall preside over the Committee without impeding on the Committee's purpose and progress in support of TXSRT.
  - b. The President shall be the managing Executive Board Officer to the Committee.
- D. Chief Advisor and Asst. Chief Advisor
  - a. Shall serve as the facilitators and organizers of this Committee
  - b. Shall assist the Chair in the presiding over the IAC
  - c. Shall be responsible for the Agendas and Meeting Schedule coordinating with the Chair
  - d. Despite the modality represented, the CA and/or ACA must demonstrate objectivity and impartiality to the operations of this Committee
- E. Committee members
  - a. shall be recommended by the self or another TXSRT member to the Executive Board for approval and appointment.
  - b. Must be a current TXSRT Member
  - c. Shall be properly and actively credentialed in the area of interest
  - d. Shall submit a completed Volunteer Application
  - e. Shall complete a panel interview with the TXSRT Executive Board and (if applicable) current IAC leaders
  - f. Demonstrate a willingness and availability to serve
- F. Shall serve for one (1) year.
- G. Shall assist and advise the Executive Board concerning professional affairs in the local, state, and national legislatures.
- H. May work with the TXSRT Legislative Consultant and ASRT Grassroots Network.
- I. Shall make recommendations to the Executive Board concerning medical imaging and radiation therapy at its modality and disciplines.
- J. Shall meet regularly to ensure the effective management of said Committee.
- K. Shall coordinate tasks with other committees as appropriate to promote the success of integrated project(s) and/or activities.

### **Legislative Committee**

- A. The Chair shall be the TXSRT President.
  - a. As the primary voice of TXSRT, the President employs the most influential role empowering the action and success of this committee.
- B. This committee shall consist of
  - a. The Chair and at least seven (7) to nine (9) highly engaged TXSRT members strategically located about the state to promote a comprehensive resource
  - b. Consideration should be given to the Capital and Alamo Regions based on the physical location of the Texas Medical Board; this should be revised if this standard changes
  - c. Committee members should be informed of the following:
    - i. Attendance to stakeholders' meetings, MRT Board Meetings, and other professional board meetings are vital to this role. Occasionally, requiring travel to Austin, Texas sometimes with short notice. While this is not a requirement, this is a key component in promoting the overall effectiveness and success of our legislative efforts and formidable representation.
- C. Members shall be approved and appointed by the Executive Board.

- a. Each committee member will be interview by the Chair of this committee and the Executive Board to ensure the communication and transparency of the opportunities and challenges of this committee.
- D. Members shall demonstrate:
  - a. Represent the position of medical imaging, radiation therapy, and the TXSRT at the Texas Medical Board
  - b. Collaborate with lobbyists, state representatives, and senators is a component of this committee
  - c. Demonstrate exceptional written and verbal communication skills
    - i. Public speaking and strong writing talents are preferred and advantageous to the any serving this committee.
  - d. Demonstrate the ability to be an inspirational and trustworthy leader dedicated to communication and accountability despite adversity and challenges associated with such a sector.
  - e. Be fluent and articulate in current events, best practices, and professional standards
- E. Shall assist and advise the Executive Board concerning professional affairs in the state and national legislatures.
- F. May work with the TXSRT Legislative Consultant and ASRT Grassroots Network.
- G. Shall make recommendations to the Executive Board concerning Standing Rules of the Legislative Committee.
- H. Shall meet regularly to ensure the effective management of said committee.
- I. Shall coordinate tasks with other committees as appropriate to promote the success of integrated project(s) and/or activities.
- J. Shall serve for one (1) year.

#### **Nominations Committee**

- A. Chair shall be the TXSRT Board Chair.
- B. Members shall be selected from Regional Delegates, Area Counselors, sub-ordinate/affiliate societies selected officers, and/or Past Presidents or Past Executive Board Officers of the TXSRT.
- C. This committee should be employed by no less than five (5) members, but no more than seven (7) including the Chair.
- D. Shall develop, implement, and maintain policies and procedures to secure nominations, promote elections, verify candidacy qualifications, and transact elections. Policies and procedures must also be developed, implemented, and maintain to address any potential breach or threat to the standards of such processes
- E. Shall establish, maintain, and safeguard this process to be founded on fairness, integrity, and qualifications without the breach of confidentiality and/or unethical/immoral practices.
  - a. Shall make recommendations to the Executive Board concerning Standing Rules of the Nominating Committee.
- F. Shall establish and publish guidelines and an operable timeline.
- G. Shall keep all discussions within the committee confidential.
  - a. Any improper communication of the operations and integrity of this committee will result in an immediate dismissal from this Committee.
- H. Shall verify the results of election and compose a formal report to the Executive Board.
- I. Upon this committee's submission, the Executive Board will formally issue letters of succession and appreciation to both newly elected
- J. Shall meet regularly to ensure the effective management of said committee.
- K. Shall coordinate tasks with other committees as appropriate to promote the success of integrated project(s) and/or activities.
- L. Shall serve for one (1) year.

#### **Organizational Development and Marketing Committee (ODM)**



- A. The Board Chair shall be the managing Executive Board Officer
- B. The Committee Chair shall be elected by the committee members.
- C. This committee shall consist of seven (7); Chair and committee members.
  - a. The Executive Board and Executive Office shall be actively engaged with the operations of this committee.
  - b. The Executive Board will be responsible for approving campaigns and other projects after being formally submitted by the Committee.
    - i. The Executive Board may not directly vote on ODM committee matters prior to formal submission, but may participate in debate, discussion, and development without intentionally or unintentionally interrupting the performance of duty.
- D. After the election of the Committee Chair, two (2) teams shall be established Organizational Development and Marketing
  - a. The Chair shall appoint three (3) members dedicated to each team
  - b. Organizational Development Team is charged with focusing on auditing operational effectiveness, identifying deficiencies, developing and strategizing action plans, implementing the established plans, and evaluating process outcomes in collaboration with the Executive Board and committees.
    - i. Policies and Procedures (TXSRT, committees, programs, and task forces)
    - ii. Bylaws analysis
    - iii. Guidebook with Standing Rules
    - iv. Budget, revenue, and expenses analysis (to include the operations of the Executive Office)
    - v. Performance Strategy and other outcomes
  - c. Marketing Team is charged with focusing on promotional campaigns, societal/organizational awareness, and effective strategies to market the organization. The team will work closely with the Executive Board and committees to maximize positive exposure to advance the organization, amplify our unified voice, and raise awareness.
    - i. Promotional Campaigns and Advertising
    - ii. Graphic Designs and Artistic Attractions
    - iii. Publicity and Platform performance
    - iv. Website Design and User friendliness Analysis
    - v. Overall Marketing strategy performance and process improvements
- E. Both teams shall collaborate with the Executive Board to make recommendations and assist in promoting all aspects of membership
- F. Shall make recommendations to the Executive Board concerning Standing Rules of the ODM Committee.
- G. Shall meet regularly to ensure the effective management of said Committee.
- H. Shall coordinate tasks with other committees as appropriate to promote the success of integrated project(s) and/or activities.
- A. Shall serve for one (1) year.

#### **Organization of Past Presidents**

- A. The Chair shall be elected by the members of this committee.
- B. Members shall consist of Past Presidents of TXSRT.
- C. Responsibilities shall be advisory.
- D. OPPers will be encouraged to develop, manage, and champion an Annual Project.
  - a. The project should target an identifiable need and value for our profession, membership, and organization.
  - b. The details of the project shall be subject to the discretion of the OPP and subsequently to the approval of the Executive Board upon presentation.

- E. Shall make recommendations to the Executive Board concerning Standing Rules of the Organization of Past Presidents.
- F. Shall meet regularly to ensure the effective management of said Committee.
- G. Shall coordinate tasks with other committees as appropriate to promote the success of integrated project(s) and/or activities.
- H. The Chair shall serve for one (1) year.
- I. Membership to this committee is only terminated if the Past President's TXSRT membership is inactive but will be reinstated upon reactivation of said membership.

### **Radiology Administrators' Initiative**

- A. The President-Elect shall be the managing Executive Board Officer
- B. The Chair shall be elected by majority vote of the members of the R.A.I.
- C. The Vice Chair shall be elected bas on an individual gaining the second (2<sup>nd</sup>) highest votes during the election of the Chair.
- D. Shall host an R.A.I. meeting at Annual Meeting
- E. Members shall include the President-Elect and clinical, hospital, or corporate leaders of medical imaging or radiation therapy or credentialed in a medical imaging modality or radiation therapy if the leadership position is not directly over a medical imaging or radiation therapy department.
  - a. The mission and purpose of this committee is to specifically focus on industry leaders of clinical, hospital, and corporate markets.
- F. Each member shall have the right to vote during the transaction of R.A.I.
  - a. Representatives must be present to vote.
  - b. Not vote shall be permitted by proxy.
- G. Shall promote the welfare of the clinical, hospital, and corporate sector and collaborate with other community partners of our profession.
- H. Shall review, discuss, and propose improvements to professional events, technologists/therapists' value in our organization, and any other associated needs identified.
- I. Shall establish a mentorship program for management and leadership for the development of medical imaging and radiation therapy leaders.
- J. Shall establish a system conducive to networking for professionals, coachable pathways into leadership, and other identified needs to medical imaging and radiation therapy leadership.
- K. Shall conduct projects and initiatives representing the R.A.I. to create value for the TXSRT, professional community, and promote engagement.
- L. Shall coordinate tasks with other committees as appropriate to promote the success of integrated project(s) and/or activities.
- M. Shall serve for one (1) year.

### **Student Affairs & Academic Programs**

- A. The Vice President shall be the managing Executive Board Officer.
- B. The Vice President reserves the prerogative to serve as the Chair
- C. Shall consist of the Chair and/or the Vice President, if he/she is not the Chair, and five (5) other members of which two (2) of the said members shall be appointed from the Educators' Alliance.
- D. Shall develop and maintain a roster of medical imaging and radiation therapy programs with current / valid contact information.
- E. Shall assist the Vice President in all student affair and academic program efforts specifically the development, implementation, and management of scholarship programs, student competitions, program engagement and activities, and serve as mentors to the Student Leadership Council Program.
- F. Shall oversee and support the Educators' Alliance to promote the interest of the students, equity and equality among programs, and engagement in professional advocacy.

- G. Shall promote the welfare of the academic sector and collaborate with other community partners of our profession.
- H. Shall be regularly transact necessary business and/or meetings.
- I. Shall review, discuss, and propose improvements to student events, academic value in our organization, and any other associated needs identified.
- J. Shall conduct projects and initiatives representing to create value for the TXSRT, academic and student community, and promote engagement.
- K. Shall coordinate tasks with other committees as appropriate to promote the success of integrated project(s) and/or activities.
- L. Shall serve for one (1) year.

### **Technology / Social Media Committee**

- A. The Chair shall be the Secretary-Treasurer, or a qualified leader appointed by the Executive Board.
  - a. The Secretary-Treasurer shall be the managing Executive Officer if not acting as the Chair.
- B. The EOM shall be an ex-officio member and partner of this committee.
- C. The EOM shall manage and maintain the membership roster through the TXSRT website.
- D. The EOM shall manage and maintain the official email account and its operations.
- E. The members of this committee shall include: The Webmaster, one (1) to two (2) Social Media Compliance Officers, two (2) RAD Promoters, two (2) committee members to assist, and the EOM.
  - a. Chair
    - i. Shall ensure policies and procedures are developed, implement, and maintained upon the approval of the Executive Board
    - ii. Shall manage all technological and social media operations and committee members
    - iii. Shall support and collaborate with all committee members to ensure the resources are available and/or accessible.
    - iv. Shall serve as the consulting liaison between our IT/website consulting firm and the Executive Board to contain cost, ensure website functionality, and oversee any technological needs as they arise.
  - b. The Webmaster
    - i. Shall be vetted and appointed by the Executive Board
    - ii. Shall demonstrate competent knowledge and/or the ability to learn the functions and maintenance of the website
    - iii. Shall demonstrate a willingness and availability to serve
    - iv. Shall be an effective communicator
    - v. Shall delegate to and collaborate with the appointed assistant
    - vi. Shall ensure the protection of the website and its access
    - vii. Shall sign a terms and agreement to acknowledge the confidentiality and expectations of this role.
  - c. Social Media Compliance Officers
    - i. Shall monitor inventoried social media accounts, groups, and any presence representing the organization
    - ii. Shall establish policies and procedures on social media etiquette to be published for the TXSRT and any applicable environment.
    - iii. Shall enforce professionalism according to the policies and procedures approved by the Executive Board and according to the other articles of governance (i.e. Bylaws, Guidebook with Standing Rules, ASRT compliance, etc.)
  - d. RAD Promoters
    - i. Shall work with the annual collaborate with the Marketing Team to develop, execute, and monitor posts on our social media platforms
    - ii. Shall operate in compliance with the policies and procedures of this committee

- iii. Shall limit activity to the approved activities promoting the profession, the organization, its membership, and related professional endorsement approved by the Executive Board.
- iv. Any personal, unprofessional, or unapproved topics are prohibited from being promoted through the official accounts and platforms.
- F. Shall assist and advise the Executive Board in managing the TXSRT website, Social Networks, e-mail, computer systems, and related operations.
- G. Shall make recommendations to the Executive Board concerning Standing Rules of the Technology Committee.
- H. Shall coordinate tasks with other committees as appropriate to promote the success of integrated project(s) and/or activities.

### **Program Managers and Staff Duties**

- A. The Program Manager shall be appointed by the Executive Board except for those programs previously described by a predetermined process.
  - a. A Program Manager shall be chosen through an objective selection process of qualified individuals who have previously served as a volunteer (Committee, Program/Task Force) or whose qualification reasonably suggest an evident ability to successfully perform the duties of this role, upon submitting a completed application.
  - b. The Program Manager appointment shall be governed by the Executive Board Officers.
- B. The Program Manager shall govern and manage his/her respective programs according to the mission and values of our TXSRT.
- C. The Program Manager shall represent the Program as the chief respondent and liaison to the Executive Board.
- D. The Program Manager shall be held accountable for the objectives, expectations, and performance outcomes of the Program as well as the facilitator of a culture conducive to the program's success
- E. The Program Manager shall be responsible for assigning roles and duties to the staff members based on an objective assessment and qualifications promoting an effective process/strategy toward program success
- F. The staff members shall abide by the established program standards, expectations, and role definitions as described by the Bylaws, Guidebook, and any applicable governing regulations.
- G. Each Program Manager with staff members shall develop, implement, and evaluate program policies and procedures, expectations, and strategic plans aligned with the mission, values, and the interest of TXSRT with the staff members of their respective program under the supervision of the Executive Board.
  - a. Strategic plan must be submitted to and approved by the Executive Board according to the deadline issued.
  - b. Operational updates and program improvement initiatives should be submitted/proposed to the Executive Board as deemed necessary by the program
- H. Each program will be assigned and directly report to a managing Executive Board Officer charged with being an advisor and support resource.
- I. Each Program Manager and staff member will be selected and appointed based on the submission of a completed Volunteer Application, recommendation of the managing Executive Board Officer, and approved by a majority vote of the Executive Board.
- J. Shall serve for a one (1) year term.
- K. A Program Manager or staff member may be appointed for consecutive terms but will be subject to the Volunteer Application Process and the discretion of the Executive Board.
- L. Program Managers and staff members must be appointed and retired according to an overlapping strategy to ensure the proper transition of management and to avoid any interruption of the same.
- M. A Program Manager may be removed or replaced under the following circumstances

- a. Resignation
  - b. Conflict of Interest
  - c. Absence or inactivity
    - i. Absence and/or inactivity shall be declared by the following process:
      1. Acknowledgement of Unresponsiveness attested by the managing Executive Board Officer or staff member requiring the lack of a response to be a least two (2) weeks or fourteen (14) business days from initial contact date.
      2. After the period of the AoU has expired, the managing Executive Board Officer shall appoint an interim Program manager or assume the responsibilities temporarily.
      3. After forty-five (45) calendar days have lapsed from the initial contact date, the absentee shall be permanently discharged from duty.
      4. Upon dismissal, the managing Executive Board Officer shall permanently appoint the interim or appoint another qualifying candidate.
  - d. In the instance a program manager fails to adequately perform his or her duties, demonstrates inconsistency or unreliability, or any actions hindering the success of the program, the program manager shall be summoned to the Executive Board for evaluation to dismiss any charges, implement a probationary period with defined terms of agreement, suspension, or discharge of duty.
- N. A staff member may be removed or replaced under the following circumstances
- a. Resignation
  - b. Absence or inactivity
    - i. Absence and/or inactivity shall be declared by the following process:
      1. Acknowledgement of Unresponsiveness attested by the Program Manager requiring the lack of a response to be a least two (2) weeks or fourteen (14) business days from initial contact date.
      2. After the period of the AoU has expired, the Program Manager shall make a recommendation to managing Executive Board Officer
      3. During a period of (30) calendar days from the initial contact date, the Program Manager must demonstrate an active effort to make contact by the following:
        - a. Email, telecommunication, or other appropriate communication resources attempted at least three (3) times; each attempt must at least seven (7) days from the prior attempt to qualify.
        - b. Failure to respond by the thirty-first (31) day shall be subject to the program manager's recommendation to the managing Executive Board Officer.
  - c. In the instance a staff member fails to adequately perform his or her duties, demonstrates inconsistency or unreliability, or any actions hindering the success of the program, the program manager shall first consult with the staff member, next consult with the managing Executive Board Officer who when schedule a meeting with the staff member and Program Manager, and lastly, if improvement is not demonstrated, have a subsequent meeting with both parties for evaluation to dismiss any charges, implement a probationary period with defined terms of agreement, suspension, or discharge of duty.
  - d. The Program Manager may request for a newly appointed staff member to be vetted by the managing Executive Board Officer.

### **Continuing Education Program**

- A. The Executive Board shall vet and appoint an education coordinator.
- B. The Education Coordinator shall manage the Continuing Education Program.

- C. The Executive Office Manager shall be the managing advisor and assist the program to promote its success under the supervision of the Executive Board,
- D. This program may consist of an assistant coordinator upon Executive Board approval based on a demonstrated need as well as designated liaisons appointed by his/her respective affiliate subordinate.
  - a. One (1) liaison per affiliate subordinate.
- E. Shall coordinate with the applicant(s) and/or subordinate affiliates seeking
- F. Shall manage the review, submission, and audit process for the ASRT approval process for continuing education.
- G. Shall be fluent and up to date in all standards and procedures for professional continuing education.
- H. Shall establish and maintain a point of contact with the ASRT, ARRT CQI authorities, and Texas Medical Board/Medical Radiologic Technology Board on educational standards affecting medical imaging professionals and radiation therapists' national registry and state licensure compliance.
- I. Shall make recommendations to the Executive Board concerning Standing Rules of the Continuing Education Program.
- J. Shall coordinate tasks with other TXSRT entities as appropriate to promote the success of integrated project(s) and/or activities.

### **Texas Student Leadership Council**

- A. This council shall be established to create a structure for student leadership and mentorship under the guidance of the TXSRT Executive Board of Directors and respective supervision.
- B. The organization shall consist of student members of the TXSRT and an appointed advisor (equivalent to a program manager).
  - a. Any student registered as a student member of the Texas Society of Radiologic Technologists Inc. shall be privileged as a member of the Texas Student Leadership Council
  - b. The Executive Board of Directors shall appoint an advisor to support the TSLC along with the full support and engagement of the Executive Board of Directors.
- C. The TSLC shall establish and maintain internship and mentorship programs to promote the leadership development, professional guidance, and networking toward the students' success.
- D. The TSLC shall elect an executive leadership board composed of a: parliamentarian, treasurer, secretary, 1<sup>st</sup> vice president, 2<sup>nd</sup> vice president, president, and board chair.
  - a. Each position shall be elected annually.
  - b. Qualifications
    - i. Each student member is eligible to run for: parliamentarian, treasurer, secretary, 1<sup>st</sup> vice president, and 2<sup>nd</sup> vice president.
    - ii. Only students who have previously served as parliamentarian, treasurer, secretary, 1<sup>st</sup> vice president, or 2<sup>nd</sup> vice president may qualify to serve as the president or board chair.
      - 1. Or a student having served in an elected position for his/her medical imaging/radiation therapy organization at his/her respective academic institution
      - 2. Under this qualification, the student must submit two (2) reference letters detailing the student's ability to serve and leadership quality from:
        - a. Organization's Sponsor
        - b. Program Director/Dept. Chair
        - c. If the same person represents both roles, one (1) comprehensive letter will satisfy the requirement as well.
  - c. Shall serve for one (1) year.
- E. The nomination for student officer will be open during the fall semester defined as (August – December). The nominations shall be open for no less than a thirty (30) calendar days within the previously defined period.
- F. Elections shall take place no later than twenty-one (21) calendar days prior to Annual Meeting.

- G. The results shall not be communicated to the TSLC at Annual Meeting.
- H. The TSLC shall convene officially at Annual Meeting each year for the transaction of business and installations.
- I. The TSLC shall declare at least one (1) project annually to promote the student contribution and advancement of medical imaging and radiation therapy.
  - a. The project should detail clear, measurable, and achievable objectives.
  - b. A strategic plan with a reasonable implementation process and timeline.
  - c. Declare the justification and purpose for the proposed project.
  - d. The Executive Board of Directors shall approve the project upon proposal.
- J. The TSLC shall be actively engaged with the operations of the Executive Board of Directors as it pertains to the profession providing insight and support from a student perspective.
- K. All other activities, to include meetings, will be subject to the discretion and availability of the TSLC, the advisor, and the Executive Board of Director to promote student engagement without intentionally or unavoidably jeopardizing student success in academic obligations.
- L. The TSCL shall be directly supervised by an advisor appointed by the Executive Board of Directors.
  - a. Duties
    - i. Oversee the operations and wellness of the TSLC
    - ii. Facilitate and coordinate TSCL meetings, projects, and activities
    - iii. Report to the Executive Board of Directors on the status of the TSCL and its operations
    - iv. Influence an environment driven by the students to promote advocacy, professionalism, and involvement.
    - v. Employ and manage mentorships, internships, and support resources of the TSCL.
    - vi. Ensure an exceptional experience and proper representation for the TSCL.
    - vii. Shall serve for one (1) year.
  - b. Qualifications
    - i. Time and enthusiasm to serve in the role.
    - ii. Medical imaging or radiation therapist professional
      - 1. Registered through a recognized agency (ARRT, NMTCB, ARDMS, or ARMRT)
      - 2. Licensed through Texas Medical Board (if applicable)
    - iii. Current member of the TXSRT
  - c. Ideal Characteristics
    - i. Exceptional organizational skills
    - ii. Effective communication skills
    - iii. Motivational and transformative leader
    - iv. Collaborates well with students

#### **Task Force Leader and Champion Duties**

- A. The Task Force Leader shall be recommended by the managing Executive Board Officer and appointed by majority vote of Executive Board upon activation.
- B. The managing Executive Board Officer may reserve the right to lead the task force or assume leadership over the task force in the absence or resignation of a leader.
  - a. A Task Force Leader shall be chosen through an objective selection process of qualified individuals who have previously served as a volunteer (Committee, Program/Task Force) or whose qualification reasonably suggest an evident ability to successfully perform the duties of this role, upon submitting a completed application.
  - b. The Task Force Leader appointment shall be governed by the Executive Board Officers.
- C.
- D. The Task Force Leader shall govern and manage his/her respective task(s) according to the mission and values of our TXSRT.

- E. The Task Force Leader shall represent the operation as the chief respondent and liaison to the Executive Board.
- F. The Task Force Leader shall be held accountable for the objectives, expectations, and performance outcomes of the operation as well as the facilitator of a culture conducive to the operation's success
- G. The Task Force Leader shall be responsible for assigning roles and duties to the champions based on an objective assessment and qualifications promoting an effective process/strategy toward operational success
- H. Each Task Force Leader and the respective champions shall develop, implement, and evaluate operational policies and procedures, expectations, and strategic plans aligned with the mission, values, and the interest of TXSRT with the champions of their respective program under the supervision of the Executive Board.
  - a. Strategic plan must be submitted to and approved by the Executive Board according to the deadline issued.
  - b. Operational updates and improvement initiatives should be submitted/proposed to the Executive Board as deemed necessary by the task force.
- I. The champions shall abide by the established operational standards, expectations, and role definition as described by the Bylaws, Guidebook, and/or any applicable governing regulations.
- J. Each task force will be assigned to and directly report to a managing Executive Board Officer, charged with being an advisor and support resource.
- K. Each Task Force Leader and the respective champions will be selected and appointed based on the submission of a completed Volunteer Application, recommendation of the managing Executive Board Officer, and approved by a majority vote of the Executive Board.
- L. Shall serve for a one (1) year term.
- M. A Task Force Leader or champion may be appointed for consecutive terms but will be subject to the Volunteer Application Process and the discretion of the Executive Board.
- N. Task Force Leaders and champions must be appointed and retired according to an overlapping strategy to ensure the proper transition of management and to avoid any interruption of the same.
- O. A Task Force Leader may be removed or replaced under the following circumstances
  - a. Resignation
  - b. Conflict of Interest
  - c. Absence or inactivity
    - i. Absence and/or inactivity shall be declared by the following process
      1. Acknowledgement of Unresponsiveness attested by the managing Executive Board Officer or champion requiring the lack of a response to be a no longer than one (1) weeks or seven (7) business days from initial date of attempted contact or sooner based on the time sensitivity of the assignment the Task Force has been activate for.
      2. After the period of AoU has lapsed, the managing Executive Board Officer shall appoint an interim Task Force Leader or assume the responsibilities temporarily.
      3. After a period of no longer than twenty-one (21) calendar days have lapsed from the initial contact date or sooner based on the time sensitivity of the assignment the Task Force has been activate for, the absentee shall be permanently discharged from duty.
      4. Upon dismissal, the managing Executive Board Officer shall permanently appoint the interim task force leader or appoint another qualifying candidate.
  - d. In the instance a task force leader fails to adequately perform his or her duties, demonstrates inconsistency or unreliability, or any actions hindering the success of the task assignment, the task force leader shall be summoned to the Executive Board for evaluation to dismiss any charges, implement a probationary period with defined terms of agreement, suspension, or discharge of duty.



- P. A champion may be removed or replaced under the following circumstances
- a. Resignation
  - b. Conflict of Interest
  - c. Absence or inactivity
    - i. Absence and/or inactivity shall be declared by the following process:
      1. Acknowledgement of Unresponsiveness attested by the Task Force Leader requiring the lack of a response to be no longer than one (1) weeks or seven (7) business days from initial contact date or sooner based on the time sensitivity of the assignment the Task Force has been activate for.
      2. After the period of AoU as lapsed, the Task Force Leader shall make a recommendation to managing Executive Board Officer
      3. During a period of no longer than twenty-one (21) calendar days from the initial contact date or sooner based on the time sensitivity of the assignment the Task Force has been activate for, the Task Force Leader must demonstrate an active effort to make contact by the following:
        - a. Email, telecommunication, or other appropriate communication resources attempted at least two (2) times; the attempts should be no less than two (2) days from the prior attempt to qualify or sooner based on the time sensitivity of the assignment the Task Force has been activate for.
        - b. Failure to respond no later than the twenty-first (21) day or sooner based on the time sensitivity of the assignment the Task Force has been activated for; shall be subject to the task force leader's recommendation to the managing Executive Board Officer.
    - d. In the instance a champion fails to adequately perform his or her duties, demonstrates inconsistency or unreliability, or any actions hindering the success of the assigned task, the task force leader shall first consult with the champion, next consult with the managing Executive Board Officer who when schedule a meeting with the champion and task force leader, and lastly, if improvement is not demonstrated, have a subsequent meeting with both parties for evaluation to dismiss any charges, implement a probationary period with defined terms of agreement, suspension, or discharge of duty.
    - e. The Task Force Leader may request for another champion to be appointed by the managing Executive Board Officer.

#### **Affiliate Subordinate**

- A. The President-Elect shall activate a Task Force with Executive Board approval to perform activities related specifically to affiliate subordinate affairs, not limited to, development and establishment, compliance, and support resources as identified by the Executive Board.
- B. The President-Elect shall reserve the prerogative to operate as the Task Force Leader.
  - a. If the President-Elect does not choose to lead the Task Force, the Leader shall be recommended by the President-Elect and approved by the majority vote of the Executive Board Officers for appointment.
- C. Champions shall be appointed by the President-Elect with the approval of the Executive Board Officers
- D. The number of champions, task force objectives, strategy/plan of action, and a tentative timeline must be developed, proposed, and implemented by the Task Force upon Executive Board approval.
- E. Assist in the establishing policies, procedures, & processes for affiliate subordinate programs.
- F. The Task Force may be activated by the managing officer, President-Elect, to assist with duties aligned with the establishment of this Task Force upon justification and Executive Board approval to assist committees, programs, and/or other task forces when appropriate.
- G. The Task Force shall remain in recess upon the completion of an assignment(s) until activation is initiated again.

### **Corporate / Vendor Relations**

- A. The President-Elect shall activate a Task Force with Executive Board approval to perform activities related specifically to corporate/vendor relations, but not limited to: the development and management of an up to date corporate/vendor directory, corporate/vendor outreach, stakeholder engagement and value promotion, invitation, sponsorship, and support resources as identified by the Executive Board.
- B. The President-Elect shall reserve the prerogative to operate as the Task Force Leader.
  - a. If the President-Elect does not choose to lead the Task Force, the Leader shall be recommended by the President-Elect and approved by the majority vote of the Executive Board Officers for appointment.
- C. Champions shall be appointed by the President-Elect with the approval of the Executive Board Officers
- D. The number of champions, task force objectives, strategy/plan of action, and a tentative timeline must be developed, proposed, and implemented by the Task Force upon Executive Board approval.
- E. Assist in the establishing policies, procedures, & processes for affiliate subordinate programs.
- F. The Task Force may be activated by the managing officer, President-Elect, to assist with duties aligned with the establishment of this Task Force upon justification and Executive Board approval to assist committees, programs, and/or other task forces when appropriate.
- G. The Task Force shall remain in recess upon the completion of an assignment(s) until activation is initiated again.

### **Talent Search**

- A. The Board Chair shall activate a Task Force with Executive Board approval to perform activities related specifically to a talent search, not limited to, identifying a need/vacancy, establishing qualifications & job description, recruitment operations (i.e. vetting, interviewing, on-boarding, etc.), and support resources as identified by the Executive Board.
  - a. The Talent Search Task Force is to fill contracted positions such as the EOM and any comparable position.
- B. The Board Chair shall reserve the prerogative to operate as the Task Force Leader.
  - a. If the Board Chair does not choose to lead the Task Force, the Leader shall be recommended by the Board Chair and approved by the majority vote of the Executive Board Officers for appointment.
- C. Champions shall be appointed by the Board Chair with the approval of the Executive Board Officers
- D. The number of champions, task force objectives, strategy/plan of action, and a tentative timeline must be developed, proposed, and implemented by the Task Force upon Executive Board approval.
- E. Assist in the establishing policies, procedures, & processes for affiliate subordinate programs.
- F. The Task Force may be activated by the managing officer, Board Chair, to assist with duties aligned with the establishment of this Task Force upon justification and Executive Board approval to assist committees, programs, and/or other task forces when appropriate.
- G. The Task Force shall remain in recess upon the completion of an assignment(s) until activation is initiated again.

### **Volunteer Engagement**

- A. The President-Elect shall activate a Task Force with Executive Board approval to perform activities related specifically to volunteer engagement, not limited to, implement and manage the volunteer application process (timeline, communication, process, and selection coordination), implement and manage the on-boarding process, work with Chairs, Managers, Leaders, and the Executive Board Officers with engagement efforts, annual process review/improvement, and support resources as identified by the Executive Board.
- B. The President-Elect shall reserve the prerogative to operate as the Task Force Leader.
  - a. If the President-Elect does not choose to lead the Task Force, the Leader shall be recommended by the President-Elect and approved by the majority vote of the Executive Board Officers for appointment.

- C. Champions shall be appointed by the President-Elect with the approval of the Executive Board Officers
- D. The number of champions, task force objectives, strategy/plan of action, and a tentative timeline must be developed, proposed, and implemented by the Task Force upon Executive Board approval.
- E. Assist in the establishing policies, procedures, & processes for affiliate subordinate programs.
- F. The Task Force may be activated by the managing officer, President-Elect, to assist with duties aligned with the establishment of this Task Force upon justification and Executive Board approval to assist committees, programs, and/or other task forces when appropriate.
- G. The Task Force shall remain in recess upon the completion of an assignment(s) until activation is initiated again.

<b>Adopted</b>	<b>1986 – Kay Nolen</b>	<b>Amended</b>	<b>2010 – Charles Washington</b>
<b>Amended</b>	<b>1988 – Sharon Coffey</b>	<b>Amended</b>	<b>2011 – Lois Lehman</b>
<b>Amended</b>	<b>1989 – S. Kay Flood</b>	<b>Amended</b>	<b>2012 – Michael Hart</b>
<b>Amended</b>	<b>1990 – Donna Shepherd</b>	<b>Amended</b>	<b>2013 – Lynette Watts</b>
<b>Amended</b>	<b>1992 – Sue Leach</b>	<b>Amended</b>	<b>2014 – Chuck Merrifield</b>
<b>Amended</b>	<b>1994 – Maxine Bradley</b>	<b>Amended</b>	<b>2015 – Kameka Rideaux</b>
<b>Amended</b>	<b>1998 – Cissy Timms</b>	<b>Amended</b>	<b>2016 – Tiffani Walker</b>
<b>Amended</b>	<b>1999 – Scott Morren</b>	<b>Amended</b>	<b>2020 – Brandon A. Smith</b>
<b>Amended</b>	<b>2000 – Cleveland Black</b>		
<b>Amended</b>	<b>2003 – Lisa Guerrero</b>		
<b>Amended</b>	<b>2005 – Jeniesa Johnson</b>		
<b>Amended</b>	<b>2006 – Scott Morren</b>		
<b>Amended</b>	<b>2007 – James Johnston</b>		
<b>Amended</b>	<b>2008 – Stephanie Johnston</b>		
<b>Amended</b>	<b>2009 – Cedric Jolivet</b>		