



2018-2019 Open Positions

- **President-Elect**

Qualifications: Experience as an Officer or Committee Chair at the National Level

Time commitment: 3 years (President-Elect, President, and Immediate Past President)

- **Secretary**

Qualifications: Experience as a National Council Delegate or Committee Chair at the National Level.

Time commitment: 1 year

- **Finance Committee Member**

Qualifications: Experience in an elected or appointed position at the National Level or as Chapter President. Financial experience preferred.

Time commitment: 3 years (2 years as a committee member and final year as Finance Chair)

- **Delegate-at-large**

Qualifications: Experience as a national/chapter officer, Committee/Task Force Chair or National Council of Representatives at the National Level

Time commitment: 3 years

- **Member-at-large**

- Qualifications – For two (2) positions nominated from the membership - Must be active in the SNMMI-TS for the last three consecutive years. If elected, must not hold concurrent National Council of Representative position during term of office. Past Presidents are not eligible to serve in this capacity for two years following the completion of their term as Immediate Past President.

Time commitment: 2 years

- **Specialty Area Representatives**

- Qualifications – Must be active in the SNMMI-TS for at least three (3) consecutive years. Must be presently working or hold a title in that specialty area. If elected must not hold concurrent National Council of Representative positions. Past Presidents not eligible to serve in this capacity for two years following the completion of their term as Immediate Past President.

Time commitment: 2 years

Duties of the SNMMI-TS Officers

The Officers of the Section shall be President, President-Elect, Secretary, and Finance Chair.

Term of Office

The President, President-Elect, and Secretary shall serve a one-year term or until their successors are elected.

The Chairman of the Finance Committee shall serve for a one-year term.

The President-Elect shall automatically succeed to the office of the President at the conclusion of the President's term.

Terms of office for the SNMMI-TS Officers will commence at the conclusion of the Annual Meeting of the Society.

Duties of Officers

Officers shall have express authority and perform such duties in the management of the property and affairs of the SNMMI-TS as may be provided in the SNMMI-TS Bylaws, or as may be determined, from time to time, by the Executive Board. Officers shall have such implied authority as recognized by the common law and as prescribed in the Parliamentary Authority adopted by the SNMMI-TS.

Duties and Responsibilities of the SNMMI-TS President

SNMMI-TS Responsibilities:

1. Primary Spokesperson for the SNMMI-TS.
2. Presides over the Executive Board and any meetings of the membership.
3. Prepares Meeting Agendas for Executive Board and Annual Business Meetings.
4. Authorizes expenditures by the Finance Chair.
5. Provides timely communication to the general membership, the SNMMI-TS leadership, the SNM Leadership, and Imaging Community.
6. Works with SNM Communications staff to prepare articles for each issue of the Journal of Nuclear Medicine Technology and every second issue of UPTAKE, as well as an article for The Journal of Nuclear Medicine.
7. Performs other duties that usually pertain to the office of the President or as directed by the Executive Board.
8. Non-voting Member of the SNMMI-TS National Council of Representatives.
9. Ex-Officio (Non-voting) Member of all SNMMI-TS Committees, except the Nominating Committee.
10. Voting Member of the SNMMI-TS Finance Committee.
11. Voting Member of the SNMMI-TS Publications Committee.
12. Appoints all standing and special committee Chairs, committee and organizational liaison appointments.
13. Ensures that the committee Chairs understand the goals and objectives of their committees as designated in the SNMMI-TS Strategic Plan.

14. Delegates duties based off of the goals and objectives designated in the SNMMI-TS Strategic Plan.
15. Provides mentoring and guidance to the committee Chairs, Executive Board, and general leadership.
16. Acts as a conduit between the leadership and the SNM Staff, ensuring that projects are being worked on.
17. Ensures that the work of the SNMMI-TS is being accomplished.
18. The President may appoint an appropriate Parliamentarian to serve as his advisor and consultant on procedural matters.

The President (or his or her designee) shall serve as the official representative at outside meetings:

1. Liaison to the Alliance for Quality Medical Imaging and Radiation Therapy
2. Liaison to the ASRT Grassroots program RT in DC
3. Liaison to the Health Professions Network (HPN)
4. Liaison to the European Association of Nuclear Medicine (EANM)
5. Liaison to the American Healthcare Radiology Administrators (AHRA)
6. Liaison to the World Federation of Nuclear Medicine and Biology (WFNMB)
7. Presents the Annual Presidential Distinguished Service Award
8. Presents the Annual Fellow Presentations
9. Presents the Annual Meeting Awards
10. Presents Certificates of Appreciation

SNMMI Responsibilities

1. Voting Member of the SNMMI Executive Committee
2. Voting Member of the SNMMI Board of Directors
3. Non-voting Member of the SNMMI House of Delegates
4. Non-voting Member of the SNMMI-TS NCOR
5. Member of the SNMMI Committee on Chapters
6. Member of the SNMMI Committee on Councils and Centers
7. Member of the SNMMI Finance Committee

Duties and Responsibilities of the SNMMI-TS President-Elect

1. Acts for the President in the case of temporary absence
2. Serves as President's designee in selected matters of the SNMMI-TS.
3. Should the office of President become vacant prior to the expiration of the current President's term of office the President-Elect shall serve for the remainder of the President's term as well as the term they were elected to serve as President.
4. Voting member of the Executive Board of the SNMMI-TS.
5. Non-voting member of the National Council of Representatives.
6. Voting member of the SNMMI-TS Finance Committee.
7. Chair of the Nuclear Medicine Week Task Force.
8. Voting member of the SNM House of Delegates.
9. Voting member of the SNM Board of Directors.
10. Member of the SNMMI-TS Bylaws Committee
11. Ex-Officio member of all SNMMI-TS committees and task forces.
12. Observes all the committees within the SNMMI-TS in order to devise planning and goals for their term of office.
13. Attends RSNA with the SNMMI-TS President.
14. Attends RT in DC.
15. Presents a gavel and plaque to the outgoing President at the SNMMI-TS Business meeting.
16. When the President-Elect of the Section assumes office at the time of the Annual Business Meeting, he or she will announce the Program Committee Chair that has been selected to serve during his or her term as President.
17. Works with SNM Communications staff to prepare an article for every second issue of UPTAKE and the Journal of Nuclear Medicine Technology (JNMT).

Required Meetings:

1. SNMMI Annual Meeting
2. SNMMI Mid-winter Meeting
3. SNMMI BOD Meetings
4. SNMMI-TS EB Meetings
5. SNMMI HOD Meetings
6. SNMMI-TS NCOR Meetings

Duties and Responsibilities of the SNMMI-TS Secretary

The office of the Secretary is an elected office and is elected annually by the membership by ballot.

The Secretary is responsible for certifying the minutes of the meetings of the SNMMI-TS and for the maintenance of the archives of the SNMMI-TS. This includes:

1. All National Council meetings.
2. All Executive Board Meetings.
3. All Technologist Section Business Meetings.
4. All other meetings that the President may call.

The Secretary is an executive officer and is a voting member of the Executive Board and a non-voting member of the National Council of Representatives.

The Secretary should be familiar with parliamentary procedures and know the bylaws and standing rules of the SNMMI-TS.

Specific Duties/Secretary:

Minutes:

The minutes should be a recording of the business transacted, not what is said. The minutes should also include the following:

1. Type of Meeting (Executive Board, National Council of Representatives, Business meeting)
2. Name of Organization
3. Date and place of meeting
4. Names and offices of those present
5. Whether minutes of the last meeting were approved
6. All main motions carried or defeated
7. Points of order and appeals
8. Name and office or Chair of each individual giving a report
9. Time of adjournment

Corrections to the minutes are entered in the margin of the record book opposite the part to be corrected, giving the date of correction.

A copy of the completed minutes of the National Council of Representatives meeting is sent to the Central office for inclusion in the Agenda Book of the next National Council of Representatives Meeting.

A copy of the completed minutes will be sent to each of the Officers of the Executive Board.

Motions and Pertinent Business Items:

Within two weeks following the National Council meeting, staff will send to the Central Office a list of motions made and pertinent business items from that meeting.

This will be distributed to all National Council of Representatives members, committee Chairmen, and staff directors.

Motion Forms:

A supply of printed motion forms will be given to the Secretary. These forms are available upon request at all meetings of the National Council of Representatives and Business meetings of the Section.

Duties and Responsibilities of the SNMMI-TS Finance Committee Chair

The office of Finance Committee Chair is elected by the membership by ballot. The individual, when elected, serves as a voting member of the SNMMI-TS Finance Committee for two years, prior to succeeding to the Chairmanship.

The Finance Committee Chair is a member of the Executive Board and Finance Committee and the Investment Subcommittee of the SNM and has voting privileges on the above.

Specific Duties/Finance Chair:

1. Advises the Finance Committee in the preparation of the budget.
2. Handles the monetary affairs of the SNMMI-TS.
3. Maintains proper accounts under the authorization and direction of the Executive Board.
4. Spends money as authorized by the President and the Executive Board.
5. Reviews and takes action on the monthly Statements of Activity.
6. Attends all Finance Committee, Executive Board, National Council of Representatives, and business meetings of the Section.
7. Submits written reports to the Executive Board, National Council of Representatives, and general membership at Section meetings.
8. Is responsible for the current Fiscal Year Budget.
9. Monitors expenditures and approves transfer of funds within the current budget.
10. Monitors expenditures of the SNMMI-TS President.

Other Elected Positions – Duties and Responsibilities

Duties and Responsibilities of the SNMMI-TS Delegate-at-Large

(3-year time commitment)

The SNMMI-TS Delegate(s)-at-Large serves as the SNMMI-TS Delegate for the SNM House of Delegates. They contribute to the management of business and financial affairs of the SNM. This individual will also serve as a voting member of the National Council of Representatives.

Duties and Responsibilities of the SNMMI-TS Member-at-Large

(2-year time commitment)

The SNMMI-TS Member(s)-at-Large serves as a representative of the SNMMI-TS general membership to the SNMMI-TS Executive Board. They contribute to the management of business and financial affairs of the SNMMI-TS.

Duties and Responsibilities of the SNMMI-TS Speaker of the NCOR

(2-year time commitment)

1. Voting member of the Executive Board
2. Chairs meetings of the National Council of Representatives.
3. Establishes an agenda for the National Council of Representatives meeting to reflect action items and items for discussion by the NCOR to the beginning of the agenda. If some reports are not heard, they will be included in the written format.
4. Identifies hot topics for discussion and inclusion in the agenda of the National Council of Representatives.
5. Identifies issues important to delegates and Chapters for inclusion in the agenda.

6. Ex officio member of all NCOR committees, work groups, and task forces except the nominating committee.
7. Liaison between the National Council of Representatives, the Executive Board, and the Society.
8. Writes articles for UPTAKE and the Journal of Nuclear Medicine Technology as requested.
9. Clearly explains to all Specialty Representatives their roles and responsibilities and outlines how they can work to move forward with their responsibilities.
10. The Speaker of the NCOR, who is a member of the Executive Board, will submit a report to the NCOR following each Executive Board meeting with the outcome of any NCOR agenda items.

Outside of meetings:

1. Reports to the President on the activities of the National Council of Representatives prior to any meeting of the Executive Board.
2. Attends Chapter meetings as requested.
3. Creates task forces and workgroups within the National Council of Representatives to focus on issues specific to the National Council of Representatives with the approval of the Executive Board.
4. Communicates on a regular basis with members of the National Council of Representatives and the President of the SNMMI-TS and SNMMI-TS Administrator.

**Duties and Responsibilities of the SNMMI-TS Specialty Area Representatives
(2-year time commitment)**

The Specialty Area Representatives shall be elected by ballot by voting members of the NCOR. The names of nominees selected by the Nominating Committee shall be forwarded to the National Council of Representatives at least 60 days prior to the Annual Meeting of the Society. The nominee who receives the highest number of votes for any elected position shall be duly elected. In the event of a tie vote, the National Council of Representatives members present at the Annual Meeting shall break the tie. The tabulation of ballots shall be performed by staff present at the meeting and certified by the Secretary of the Section. Results of the election shall be made known at the NCOR meeting at the Annual Meeting. Unless stated otherwise in the Bylaws, all rules and procedures for the conduct of nominations and elections shall be recommended by the Nominating Committee and approved by the Executive Board.

The following are the duties and responsibilities for these positions:

1. Attend and be prepared for all NCOR meetings (2 per year)
2. Read all material distributed to the NCOR
3. Review and request information on important matters requiring NCOR action
4. Engage in Committee, Task Force, and NCOR discussions and contribute fully to the analysis of proposals and presentations
5. Willingly serve on Committees and task forces that pertain to the interest of the represented specialty and/or industry

Additional responsibilities and duties of the specialty area representatives are listed below (by specialty area).

Cardiology Specialty Area Representative

1. Reports to the National Council of Representatives and on issues specific to the Cardiology Specialty.
2. Interacts with representative from Industry and Emerging Technologies as needed to bring to the table new technologies or products which may be on the cutting edge and reports that information back to the National Council of Representatives to assure that all members can take this information back to the local level.

3. Writes articles for UPTAKE and the Journal of Nuclear Medicine Technology on topics related to the Specialty as requested.
4. Reports (written) at least semi-annually, in conjunction with meetings of the Executive Board, on recent activities related to Cardiology.

Education Representative

1. Acts as a liaison for the various facets of the Educational Process within the Section.
2. Monitors activities of committees and task forces.
3. Assures that educational issues requiring attention are directed to the appropriate committee or task force.
4. Monitors initiatives of Accrediting/Certification bodies as well as other educators and institutions of higher learning to identify issues of concern and emerging trends in the field.
5. Writes articles for UPTAKE and the Journal of Nuclear Medicine Technology as requested to cover topics related to the broad field of education.
6. Reports at least semi-annually, in conjunction with meetings of the Executive Board, on recent activities related to the Educational process.
7. Attends meetings or monitors the results of meetings, as appropriate, and as funding is available.

Emerging Technologies Representative

1. Acts as a liaison between the Technologist Section and the PET Center of Excellence (or other SNM Councils or centers (as warranted).
2. Communicates with NCOR representative from industry and contacts within the emerging technology to identify hot issues related to the technology.
3. Communicates and facilitates educational activities related to the emerging technology.
4. Identifies experts in the field to assist in implementing educational programs to promote excellence in the emerging technology.
5. Reports at least semi-annually, in conjunction with meetings of the Executive Board, on recent activities related to the Emerging Technology.
6. Liaison with molecular imaging organizations.
7. Writes articles for UPTAKE and Journal of Nuclear Medicine Technology as requested.

Student Representative

1. Liaison for the transfer of information between students of Nuclear Medicine Technology and the National Council of Representatives.
2. Reports on activities related to Nuclear Medicine Technology training that could be improved.
3. Reports at least semi-annually, in conjunction with the meetings of the Executive Board, on recent projects and contacts.
4. Attends meetings of the Student Membership Committee to help identify methods of recruiting and retaining student members into the Technologist Section.

FINANCIAL OBLIGATIONS

Please initial below indicating your understanding of the financial obligations of election to office in the SNMMI-TS.

- The President-Elect and Secretary are expected to attend the Mid-Winter, Annual, and Fall meetings. An additional spring meeting may be added, as necessary. Travel expenses will be reimbursed for the Mid-Winter, Annual and Fall Board meetings - airfare, one-night hotel and actual expenses (meals not provided by SNMMI and travel to and from the airport) to attend the Mid-Winter and Annual Meeting.
- Members-at-Large of the SNMMI-TS Executive Board are expected to attend the Mid-Winter, Annual, and Fall meetings. An additional spring meeting may be added, as necessary. Travel expenses will be reimbursed for the Mid-Winter, Annual and Fall Board meetings - airfare, one-night hotel and actual expenses (meals not provided by SNMMI and travel to and from the airport) to attend the Mid-Winter and Annual Meeting.
- Speaker of the SNMMI-TS National Council is expected to attend the Mid-Winter, Annual, and Fall Executive Board meetings. An additional spring meeting may be added, as necessary. Travel expenses will be reimbursed for the Mid-Winter, Annual and Fall Board meetings - airfare, one-night hotel and actual expenses (meals not provided by SNMMI and travel to and from the airport) to attend the Mid-Winter and Annual Meeting.
- Members of the SNMMI-TS National Council of Representatives and SNMMI House of Delegates are expected to attend the Mid-Winter and Annual Meetings of each of those bodies.
 - **Tech Delegates-at-Large:** SNMMI-TS Delegates-at-Large will be reimbursed for airfare, two nights hotel and actual expenses (meals not provided by SNMMI and travel to and from the airport) to attend the Mid-Winter and Annual Meeting.
 - **NCOR Student Specialty Area Representative:** SNMMI-TS NCOR Student Representative will be reimbursed for airfare, two nights hotel and days actual expenses for the Mid-Winter and Annual Meeting.
- Elected finance committee members are expected to attend the Mid-Winter, Annual, and fall finance committee meetings. **Only** the fall finance committee meeting expenses are reimbursed.