

SIouxLAND SOCIETY OF RADIOLOGIC TECHNOLOGY

OFFICER DUTIES

PRESIDENT:

1. Develop agenda and conduct the meetings of the society
2. Communicate to facilities when it is their turn to host a meeting
3. Ensure they have their topic, outline and speaker CV to the VP/CE officer 45days prior to presentation
4. Send out meeting notifications
5. Contact the mayor's office to get a proclamation for NRTW
6. Promote networking of technologists in the area

VICE PRESIDENT/CE OFFICER:

1. Fill in for the president in the event absence
2. Submit proper information to ASRT for CE approval 30days prior to presentation
3. Ensure attendees sign the roster and fill out evaluation forms
4. Provide certificates after presentation
5. Maintain roster and CE information from meetings for 3years

SECRETARY/TRESURER:

1. Minutes for meetings
2. Distribute and maintain the funds of the society as directed by the society
3. File 990EZ postcard to IRS annually
4. Submit documents to the SDSRT annually for subordinate compliance
 - a. proof of current active incorporation in good standing
 - b. proof or current EIN from IRS
 - c. proof of current filing of appropriate tax returns to IRS
 - d. copy of current bylaws
 - e. report of yearly meetings(this is on web site)
 - f. annual financial report
 - g. officers contact information and proof of ASRT & SDSRT membership
5. Ensure information from the society is kept current on the Siouxland section of the SDSRT website by submitting it to the webmaster.