

**Supplemental Duties of Officers of the Midwest Chapter
AAPM
as of November 8, 2011**

During a Board Meeting 5/5/11, the officers of the Midwest Chapter decided to compile an outline of their respective duties, as a help to future leaders of the chapter. This information is intended to accompany (not replace) the duties outlined in the Chapter Bylaws, which can be found on the Chapter website:

http://chapter.aapm.org/midwest/docs/bylaws_12-15-2010.pdf

President:

1. Attend bi-annual Midwest Chapter AAPM (MCAAPM) meetings, business meetings (which are typically held during the Spring and Fall Chapter meetings and include the entire membership present), board meetings (which are typically held after the Spring and Fall meetings and at any other time as decided by the President, and include only the officers and committee chairs), and board conference calls.
2. Prepare and distribute biannual MCAAPM chapter business meeting agenda.
3. Prepare and distribute biannual MCAAPM board meeting agenda.
4. Serve as moderator for scientific sessions during chapter meetings (this does not include invited speakers and young investigator symposium).
5. Chair MCAAPM board meetings.
6. Chair MCAAPM business meetings.
7. Coordinate chapter meeting with president-elect.
8. Coordinate website content with webmaster.

9. Coordinate elections and nominations with past-president and secretary.

President-Elect:

1. Attend MCAAPM meetings, board meetings, business meetings and board conference calls, and participate in discussions.
2. For the Spring and Fall Meeting, after the meeting date and location have been decided, compose the SAVE-THE-DATE (or meeting announcement) document in MS Word (97) and forward it to the secretary, who has the emails of all the members. This document specifically states that all scientific presenters send their requests to the president-elect.
3. Compile a list of the email addresses of all the vendors that have been coming to sponsor our meetings; dispatch the SAVE-THE-DATE document to all the sponsoring vendors to solicit sponsorships for the meeting. Enclose a Vendor Sponsorship form to inform them of the sponsorship fee, and to let them know to whom the check should be written and where the check should be mailed. Communicate with the vendors about many sponsorship issues, especially if it is their first time.
4. Contact the invited key-note speakers and communicate with them about the date, time and contents of the presentations.
5. Communicate with the meeting host about what to do, such as arranging for breakfast and lunch, auditorium size, audio visual devices, maps/directions to their institution, facility tour, space and tables for how many vendors, welcome note in the morning, open the door early to allow vendors to set up their tables, reserve the room late for the board meeting, their staff at the welcoming/sign-in table etc.
6. Arrange the presentations as they start to come in through emails. Communicate with the CAMPEP credit designee about the abstracts

from the presenters. Many times, it takes quite a bit of communication until we get what we need for CAMPEP.

7. If needed, send out emails to all of the educational institutions in the Chicago area to encourage more presenters from their students or residents.
8. Once the meeting agenda is finalized, forward it to the secretary so that he/she can dispatch it to all members.
9. On the meeting day, talk to the host in the morning before the meeting starts and thank him/her for hosting the meeting and also to make sure everything is in place.
10. Once the meeting starts, present the invited keynote speaker(s) to the audience.
11. Before the lunch break, announce the list of the sponsoring vendors and thank them for the sponsorship.

Past-President:

1. Attend MCAAPM meetings, business meetings, board meetings and board conference calls. Participate in discussions.
2. Chair the nominating committee.
3. Solicit candidates for election for different offices of the chapter and obtain their approval for listing in the ballot.
4. Assist the secretary and the president in preparing the ballot to be emailed to the members.
5. Be a resource for the chapter regarding procedures and other issues.

Treasurer:

1. Attend MCAAPM meetings, business meetings, board meetings and board conference calls. Participate in discussions.
2. Prepare financial reports for chapter tax status and submit them to the National AAPM office.
3. Deposit checks made out to the Midwest Chapter from the AAPM National Office, vendor sponsors, and chapter members.
4. Prepare financial reports for MCAAPM Fall and Spring Meetings.
5. Reimburse facilities, MCAAPM hosts, speakers, and others for MCAAPM meeting related expenses.
6. Explore avenues for investment of chapter funds subject to approval by the board.

Secretary:

1. Attend MCAAPM meetings, business meetings, board meetings, and board conference calls. Participate in discussions.
2. At these meetings, take detailed minutes which outline the decisions and discussion topics of the meeting. It is important for there to be enough detail to help remember what was decided and who would do what, but not so much detail as to become cumbersome. Also, the minutes will be posted publicly on the chapter website, so care must be taken to avoid indelicate handling of sensitive topics.
3. Receive updated membership lists from the chair of the membership committee. From these, construct a list in text format which includes only email addresses and is used for mailings. (Because some email providers do not allow sending to a large list, the addresses may need to be grouped into sets of about 25 each, and multiple emails may need to be sent.)

4. When the “Save the Date / Call for Papers” or “Meeting Agenda & Directions” is received from the president-elect, send the documents out to the entire email list (approximately 350 addresses to date). Also send out whatever other correspondence is required, i.e. “Call for Nominations”, copies of meeting minutes, etc.
5. After finishing a set of minutes, send it to the board & committee chairs to review it for accuracy. After a few weeks time, when adjustments have been made to the minutes for any comments or corrections, send it to the entire email list. Also send it to the website administrator, and request that it be posted along with the minutes of previous meetings.
6. Communicate with National AAPM from time to time to get a list of who has paid dues (these are the real members, who can vote and hold office). Bring this list to the Spring and Fall meetings.
7. For the chapter meetings, purchase and bring nametags, markers, ball-point pens, tape, extra paper, etc., and arrive early with these items (seek reimbursement for out-of-pocket costs from the treasurer.)
8. Print and bring copies of the finalized meeting agenda to the chapter meetings (about 40 copies should be enough).
9. Also for the chapter meetings, create and bring a sign-in list based on the latest list received from the membership chair, so that attendees can check that their information is correct and initial to signify their attendance. In addition, create and bring a sign-in sheet for people NOT on the email list. If possible, stay at the check-in table to greet attendees, but make and bring signs for the table that explain what to do in case no one is there.
10. After the meeting, send a copy of these lists with corrections and additions to the membership chair so that the one master list can be updated and distributed to the officers.
11. If a raffle will be held during the meeting: purchase the raffle tickets, distribute them during the morning coffee break, hold on to the ticket stubs, and supervise the 3PM drawing.

12. Reply to correspondence from board members, vendors and chapter members as needed.
13. Keep a file of paper correspondence for future reference. Pass this on the next secretary and history committee chair.

MC AAPM Board Representative to the national organization:

1. Attend National AAPM Board Meetings:
 - i. AAPM annual meeting
 - ii. RSNA/AAPM meeting
 - iii. Other meetings as called.
2. Present MCAAPM concerns to the National board (both member concerns and chapter concerns).
3. Attend and participate in MCAAPM meetings, business meetings, board meetings, and board conference calls: provide reports concerning AAPM items.
4. Three-year term, beginning in January: follows AAPM schedule.

Board Member-at -Large:

1. Attend and participate in MCAAPM meetings, business meetings, board meetings, and board conference calls.
2. Provide any assistance in conducting MCAAPM meetings
3. Represent the interests of MCAAPM members during board deliberations.

Legislative Committee Chair:

1. Attend and participate in MCAAPM meetings, business meetings, board meetings, and board conference calls.
2. Responsible for keeping abreast of any changes in IEMA and or NRC rules or legislation that might impact our members.
3. Report at chapter meetings. If a rule change is viewed as too restrictive or otherwise objectionable, try to address the issues with the regulators.

Membership Chair:

1. Attend and participate in MCAAPM meetings, business meetings, board meetings, and board conference calls .
2. Receive membership applications.
3. Review membership applications to see if applicants meet the chapter membership requirement, most importantly the applicant has to be a national AAPM member.
4. Approve the membership application and send an email to the applicant for acknowledgement.
5. Update a spreadsheet to log the contact information of all members.
6. Forward the membership information to board members.

History Committee Chair:

1. Attend and participate in MCAAPM meetings, business meetings, board meetings, and board conference calls.
2. Advise the MCAAPM on matters concerning the history of medical physics and of the MCAAPM; propose methods and policies to preserve and share this history which has been recorded in documents, photographs, personal papers, professional memorabilia, scientific records and equipment.
3. Note recently- deceased medical physicists from the MCAAPM: notify National AAPM; suggest that an announcement be made at the next MCAAPM meeting

CAMPEP credit designee:

Term: September 1 through September 15 of the following year
Appointment: by the president of MCAAPM through a random drawing of applicants. ***Open to medical physics students and residents only.*** Stipend of \$500/year

1. Bring CAMPEP credit-request and evaluation forms to the chapter meetings.
2. Compose, update, and distribute (i.e. on the chapter website) documentation that describes:
 - a. Accessing CAMPEP continuing education website
 - b. Printing transcripts
 - c. Cost of CECs
 - d. Using the CME gateway
 - e. Reporting their credits to ABR
3. Collect MCAAPM meeting information necessary for CAMPEP credits (this includes speaker's talk titles, CVs, talk duration, etc)
4. Submit meeting information to CAMPEP within specified time limit.

5. Attend MCAAPM meetings:
 - a. Make a short announcements about updates to CEC credits
 - b. Address members' questions
 - c. Collect talk survey sheets
6. Submit to CAMPEP the list of MCAAPM meeting attendees who request CAMPEP credit.
7. Address chapter members' questions throughout the year.
8. Train the incoming designee

Website Manager:

1. Maintain the MCAAPM website under the AAPM main site.
Keep the local chapter information on the web up-to-date.
2. Attend MCAAPM meeting. Communicate with the president and secretary to address any needs and requests regarding the local chapter meetings, activities and events. Post all necessary information on the web as requested. Design and develop new web pages as needed.