

**SOCIETY OF NUCLEAR MEDICINE  
NEW ENGLAND CHAPTER  
TECHNOLOGIST SECTION  
SNM-NECTS**

**DUTIES OF THE  
EXECUTIVE COMMITTEE**

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## **MISSION STATEMENT**

The primary mission of the Society of Nuclear Medicine New England Chapter Technologists Section (SNM-NECTS) is to provide continuing education opportunities for the technologists in the New England area. The Chapter will act as liaison to the National Society of Nuclear Medicine Technologists Section, to facilitate communication and promote the profession of Nuclear Medicine Technology. The Chapter depends on the voluntary services of members, as elected officers and appointees, to achieve the mission in a fiscally responsible manner.

## **DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS**

The information contained in this document entitled, “Society of Nuclear Medicine New England Chapter Technologist Section - NECTS - Duties of the Executive Committee,” details the roles and responsibilities of each member of the New England Chapter Technologist Section (NECTS) Executive Committee.

This communication is intended to be utilized by incumbent Committee Members, or possible Committee candidates, in order to gain a greater understanding of the duties of each Committee officer.

The duties of each office are found on the following pages:

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Secretary	page	14
Treasurer	page	15

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## DUTIES OF THE PRESIDENT

The President is a position that immediately follows the term of President-Elect. The inauguration of this term commences at the end of the Spring Business Meeting. As quoted from the By-Laws, “the duties of the President are as the title reasonably indicates or as listed in Robert’s Rules of Order, Revised.”

The President shall be responsible in all matters, stated or implied, that are related to the safety, stature and proper operations of the NECTS.

### 1. Selection of Committees

Shortly before the inauguration into office the President should begin to organize the term’s standing committees. The following is a listing of committee positions to be filled.

#### A. Publications Committee

The Chairman will be appointed by the President and ratified by the Executive Committee. The chairman will serve as the Editor of the *New England Journal of Nuclear Medicine Technology (the Journal)*. The Committee is responsible for the production of the *Journal*.

#### B. Continuing Education Committee

The Chairman will be appointed by the President and ratified by the Executive Committee. The Chairman will serve as VOICE coordinator for the NECTS.

#### C. Educator’s Committee

The Chairman will be appointed by the President, and ratified by the Executive Committee. The Chairman will serve as the coordinator for the Student Scientific track of the annual Spring Symposium, and as the representative for the students to the Executive Committee.

#### D. By-Laws Committee

The Chairman will be appointed by the President and ratified by the Executive Committee. The committee is responsible for presenting proposed by-law amendments to the membership.

#### E. Ad-Hoc Committees

The President may create ad-hoc committees for such purposes as are deemed necessary. The chairman of each ad-hoc committee will appoint their respective members.

F. Finance Committee The committee shall be composed of the sitting treasurer and the past treasurer or a person appointed by the President. Both shall work together to maintain and audit all finances of the NECTS

### 2. Executive Committee Meetings

The President is responsible for assuring that four Executive Committee meetings are held during the year, as specified in the By-Laws.

### 3. Site Selection Committee

The President will assist the President-Elect and current Past-President with the selection of the next year’s site for the Spring symposium or assist in the preparation of a multi-year contract for future meeting sites.

*Recommended time frame: July*

4. **Grassroots Network**  
The President shall appoint a Grassroots Chairman for each NECTS region, and ensure that continuing education meetings are held at least bi-annually in each region.
5. **Chapter Stationary**  
The President shall have NECTS stationary printed and distributed to incoming Executive Committee members immediately following the Spring Business Meeting.
6. **Physicians Council Meeting**  
The National Council Delegate and the President are members of the Physicians Council and either one should attend the bi-annual meetings to represent the technologists. Either at the fall meeting or when the physicians meet otherwise
7. **National Office of SNM**  
The President is responsible for providing a current directory of the NECTS Executive Committee to the national office. This communication can be achieved by telephone, email, or by letter, (
8. **Journal Responsibilities**  
The President is responsible for delivering a message to the membership in each NECTS *Journal* edition. The President should submit this message to the Editor by the approved submission dates.
9. **Speakers Bureau**  
The President is ultimately responsible for all aspects of conducting the effective functions of the NECTS.
10. **Executive Committee Meetings**  
The President shall preside at all Executive Committee meetings, NECTS Business meetings and any other NECTS meetings.
11. **Membership Committee of the SNM**  
The President shall serve as the representative for the chapter on the Membership Committee of Technologist Section, Society of Nuclear Medicine.
12. The President shall review the chapter By-Laws and mission statement to assist with keeping them up to date.
13. The president has the right to appoint any member to fill vacancies in office or committees if vacancy does occur

## DUTIES OF THE PRESIDENT-ELECT

The President-Elect is elected prior to the annual Spring Symposium. Inauguration into office commences at the close of the Spring Business Meeting.

In the event that the current president cannot execute the duties of that office, the president elect assumes the office of the president

The primary responsibility of the President-Elect is the successful coordination of the annual Spring Symposium (April of that year).

The following items are recognized as duties of the President-Elect:

1. **Organization of a Site Committee**

If a multi-year contract is not in place, one of the first duties of the President-Elect is to review prospective hotels for Symposium sites by way of brochures and communications with hotel sales representatives. After these hotels have been initially analyzed for compatibility with annual Spring Symposium format, a site team is developed, and a visitation plan is established.

*Recommended time frame: hotels are usually visited in early July*

*If a multi-year contract is in place this responsibility will be suspended for those years*

2. **Establishing a Contract**

*If a multi-year contract is in place this responsibility will be suspended for those years*

3. **Spring Symposium Planning**

The following outline of duties is provided as a guideline to be followed by the President-Elect to assist in successful Symposium Planning:

A. Establish administrative assistance for the meeting (Commercial liason, Voice coordinator, registration desk assistance)

*Recommended time frame: August*

B. Select a Commercial Liaison with the assistance of the President.

*Recommended time frame: August*

C. Send early mail-outs announcing the meeting location, date and interesting attractions in the area. Some of the mail-out materials can be acquired from the representing hotel.

*Recommended time frame: first mail-out time: October-November;  
also list in the August, November Journal*

D. Send notifications, exhibit information and contact forms to the vendors announcing the Spring Symposium. A list of vendors is usually handed down and used by the incoming President-Elect.

*Recommended time frame: September*

- E. Establish an Exhibit Coordinator to assist in vendor contact.  
*Recommended time frame: August*
- F. Establish contact with the acting President for funding approval decisions. Also establish contact with the Treasurer to monitor incoming vendor exhibit checks.  
*Recommended time frame: September-October-November*
- G. Establish interested speakers for the Spring Symposium. This is an on-going process. The best time to recruit is the previous year's Symposium or at the Fall meeting. The number of speakers varies but typically ranges from eleven to thirteen speakers. Once a speaker verbally commits send VOICE forms and guidelines to them for review and completion. These completed forms will then be forwarded to the VOICE coordinator for submission for VOICE credits.  
*Recommended time frame: the list should be completed by late December*
- H. Establish moderators and AV support (Currently the chapter has several laptops as well as two projectors)  
*Recommended time frame: January*
- I. Determine if there will be entertainment J. Speaker benefits are decided upon by the incoming President and President-Elect. The usual benefit for speaking is one night's accommodation and/or meeting registration fee waived. If a vendor is utilized as a speaker it must be clearly agreed that no product information or sales pitch will be tolerated.
- K. Develop the meeting brochure. This task will consume an inordinate amount of time. A major part of the meeting arrangements will need to be established before the brochure can be completed. The format, graphics and paper are at the discretion of the President-Elect. Printer type and layout will depend on the printer used. A computerized copy shall be made available to the E Journal Editor and Publisher for email distribution.  
*Recommended time frame: the brochure should be proofed, printed and ready for distribution early February*
- L. Acquire mailing labels from) the National Membership office. The brochures should be mailed by "**FIRST CLASS MAIL.**"
- M. Finalize the food and beverages. The finalization will be conducted on the hotel's time-table.  
*Recommended time frame: March-April*
- N. Establish a guest master list for hotel registration for the Executive Committee, speakers and other dignitaries. Hotel registration cut-off date is critical. Determine the electrical, space and equipment requirements of the vendors and forward to the hotel.  
*Recommended time frame: late March*
- O. Determine the audio-visual (AV) needs of the speakers. Send the requirements to the hotel.  
*Recommended time frame: February-March*

- P. Monitor all incoming money with the Treasurer. Monitor all meeting registrations with the Administrative Assistant.

*Recommended time frame: April*

- Q. Create a meeting check-list at least two months prior to the meeting. After the meeting, the final bill will be reviewed over the next two weeks by the out-going and incoming President and upon agreement a check will be sent to the hotel.

*Recommended time frame: May*

4. **Journal Responsibilities**

The President-Elect is responsible for delivering a message to the membership in each *Journal* edition. The President-Elect should submit this message to the Editor by the approved submission dates.

5. **Executive Committee Meetings**

The President-Elect is expected to attend all Executive Committee meetings - usually 4-5 in number per term. A report of the President-Elect activities is expected at this time. There will also be intervention in the governing process of the Chapter.

6. **Meeting Attendance**

The President-Elect is expected to attend the Physicians Fall Meeting as well as the annual Spring Symposium.



## **DUTIES OF THE NATIONAL COUNCIL DELEGATE**

### **(Public Awareness Liaison)**

The National Council Delegate (NCD), is elected prior to the annual Spring Symposium for a two year term. The NCD serves as the communication link between the Technologist Section and the NECTS. The main responsibilities of the NCD are to attend the National Council meetings, represent the NECTS by voting on pertinent issues, and ensuring that information is flowing between the NECTS and the national central office.

The following items are recognized as duties of the NCD:

1. Identify the Legislative Network Representative for each state within the NECTS and forward these names to the Government Relations Committee Chairman after the June annual meeting.
2. Stimulate Technologist Section members to participate, keeping them informed of Technologist Section activities and urging input into NECTS and SNM-TS activities on a local and national level.
3. Report the events of the SNM Annual Meeting to the technologists in the area of the NCD. Many of these technologists may not have been able to attend and would like to know of meeting activities. Information can be disseminated by conducting a local meeting and urging others who attend the meeting to do the same in their cities.
4. Obtain copies of reports from the agenda book of the National Council meeting or obtain the programs of the meeting from the central office.
6. Notify technologists about the Technologist Winter Meeting. The educational program typically consists of courses on computers, instrumentation, and quality assurance. The meeting also features clinical tracks and an educator's workshop. This information is contained in the fall and spring NCD report in the e-journal

For information on this meeting, contact:

Society of Nuclear Medicine  
1850 Samuel Morse Drive  
Reston, Virginia 22090-5316  
Telephone: (703) 708-9000

7. Urge technologists to submit papers to the Journal of Nuclear Medicine Technology. The Style Manual of the Journal of Nuclear Medicine Technology may provide guidance when writing these articles. A copy may be obtained by calling the central office. A reminder should be addressed to participants describing the award given by the Technologist Section for the best paper published. Contact information may be obtained via the SNM web site
8. Remind area technologists to begin work on papers for the annual meeting. The 'Call for Papers' will be published in the *JNMT* and the *JNM* in the fall. There will also be an award presented by the Education and Research Foundation for the best technologist paper. Look for the box announcement in the *JNMT*.

9. Remind technologists of the scientific exhibits at the Annual Meeting. Urge them to begin thinking about the scientific exhibits now, in order that they will not be left out later. The Technologist Section gives awards for the best scientific exhibits. Information will be printed in the *JNMT*.
10. Initiate interest in nominees for the election of next year's national officers. The Nominating Committee will be in touch with the NCD and the NECTS President about the details.
11. The NCD is responsible for keeping the officers and the central office abreast of NECTS activities and dates of local or chapter meetings. Send this information to the SNM to keep on record and for publication in the Calendar Section of the JNMT and the JNM. It is a great way for free publicity.
12. Inform local members that the central office may be contacted for assistance with any NECTS activities. The central office has a great deal of expertise on many subjects.
13. Forward NECTS program brochures and newsletters to the President, the President-Elect of the SNM and other chapter Presidents to keep them informed of NCD activities. If you are looking for names and addresses contact the SNM central office.
14. Urge local members to communicate with officers and committee chairmen, thereby facilitating input into the national organization. Urge these members to communicate their ideas for possible implementation.
15. Maintain contact with the NECTS Legislative Network Representatives in order to share information with the membership.
16. Encourage technologists to join the SNM. Maintain a supply of membership applications on hand to give to those who are interested in joining or refer them to the SNM website. Information such as membership applications, brochures and other promotional material may be obtained free of charge from the central office.
17. The future growth of the SNM Technologist Section is up to all its members. Assist in making the NECTS the fastest growing Chapter.

### **Public Awareness Liaison**

The duty of the Public Awareness Liaison is to recruit assistance to disseminate all information originating from the central office. It is important to keep Nuclear Medicine Technologists and the general public informed of effective Nuclear Medicine activities. Innovation is encouraged as this position holds no funding on a local level.

On occasion, different media will be available for NECTS utilization. It is the responsibility of the Public Awareness Liaison to recognize and utilize this media. The National Council must also be informed of any NECTS activities. The Public Awareness Liaison is also required to attend the Technologist Section Public Awareness committee meeting held during the national meetings and to report any NECTS activity.

### **Journal Responsibilities**

The NCD is responsible for delivering a message to the membership in each *Journal* edition. The NCD should submit this message to the Editor by the approved submission dates.

### **Executive Committee Meetings**

The NCD is expected to attend all Executive Committee meetings - usually 4-5 in number per term. A report of the NCD activities is expected at this time.

### **Meeting Attendance**

The NCD is expected to attend the SNM National Council Meetings in February and June and also the Physicians Fall Meeting and the annual Spring Symposium. In an election year the new in coming NCD shall assume the office of NCD after the June national meeting in that election year.(As per Bylaw Rule)

## DUTIES OF THE PAST PRESIDENT

The Past President is a position which automatically follows the office of the President. The primary responsibility of the Past President is to ensure that the consistency of leadership is maintained.

It is possible that on any given year, all of the elected positions on the executive committee may be held by individuals with little or no experience with the operations of the NECTS. If inexperience does exist then it is the responsibility of the Past President (to act as a guidance counselor to the committee).

The following items are recognized as duties of the Past-President:

### 1. **Elections**

The Past President is Chairman of the Nominating Committee and is responsible for presenting a valid ballot to the membership no less than 30 days prior to the Spring Symposium Business meeting. Ballots must be returned no later than one week prior to the Spring Symposium business meeting. It is up to the Past President to ensure that all candidates on the ballot are members in good standing within the New England Chapter Technologist Section and fulfill any office requirements. A one-page CV Word Document) from each candidate must be obtained, (omit photocopied) and sent out (**via email to the membership**).

Any bylaw changes also need to be included with the ballots. (Ballots shall be sent via mail to all members in good standing as determined by the membership mailing lists provided by the SNM. A post card ballot with all of the candidates for office will be sent with instructions on completing and returning the ballot to the Past President

The ballots shall be tallied prior to the Spring Symposium and official results must be prepared for presentation to the executive committee as well as the membership. Results must also be forwarded to the editor of the E Journal.

In the event that the past president is on the ballot, the counting of ballots as well as the mailing location of those ballots will be assumed by either the president or his or her designee.

### 2. **Past Presidents Council**

In conjunction with the Spring(Symposium, a meeting of the Past Presidents Council must take place some time prior to the Business Meeting of each. A letter or email is sent to all of the Past Presidents (list is available from the Secretary from year to year) a few weeks prior to the meeting. The purpose of this meeting is to examine the direction of the Chapter.

A report should be given by the current President to all of the Past Presidents who attending attend this meeting. The Past Presidents will then provide suggestions regarding the direction of the chapter. The comments and suggestions stemming from this discussion is then presented to the membership-at-large during the business meeting by the current Past President. The report is only suggestive and is only meant as such.

### 3. **Service Award**

The Service Award is given to a member of the Chapter who has been outstanding in service and dedication to the chapter. The current Past President, as well as the prior two Past Presidents, compose the Service Award Committee. A call is sent out in the *Journal* to the active membership, calling for

nominations for the Service Award. The nominations can be either written (preferable), or verbal. Those current nominations, as well as those who were nominated in prior years, will be presented to the Service Award Committee for consideration. The committee will communicate with each other on the rating of the candidates, (i.e., 1st, 2nd and 3rd) choice). The candidate with the majority of the ratings will be deemed the winner.

It is the responsibility of the Past President to make the announcement and award the plaque at the Spring Business meeting. It is also the current Past President's responsibility to have the name-plate engraved on the Service Award plaque. This plaque contains all of the names of the previous winners. This plaque is displayed at both the Spring and Fall meetings, and is in possession of the Historian Emeritus.

4. **Executive Committee Meetings**

The Past-President is required to attend all Executive Committee Meetings.

5. **Journal Responsibilities**

The Past-President is responsible for delivering a message to the membership in each *Journal* edition. The Past-President should submit this message to the Editor by the approved submission dates.

6. **Meeting Attendance**

The Past President is expected to attend the Physicians Fall Meeting as well as the annual Spring Symposium.

## DUTIES OF THE SECRETARY

The Secretary is an elected prior to the annual Spring Symposium each year. The Secretary will assume the duties listed at the close of the Spring Business Meeting.

Based upon the NECTS By-Laws, “the Secretary shall be responsible for the notification of the meetings and section meetings. On relinquishing office, the retiring Secretary shall delivery all records to the incoming Secretary and to the Historian.”

The following items are recognized as duties of the Secretary:

1. The Secretary must attend every Executive Committee meeting and the two Business meetings held in the spring and fall.
2. The Secretary will record and maintain the minutes of all meetings. The Secretary has voting rights within the Executive Committee.
3. The Secretary will assure that a quorum is reached before the President calls the meeting to order. The Secretary may serve on any committee as assigned to by the President.
4. The Secretary will conduct correspondence for the President.
5. The Secretary will submit timely reports to the *Journal* Editor.
6. The Secretary will maintain the By-Laws of the NECTS.
7. The Secretary will arrange upcoming Executive Committee meetings under the guidance of the President, and distribute approved agenda and previous minutes for these meetings.

Agendas and minutes of previous Executive Committee meetings and Business meetings must be received by Executive Committee members **two weeks prior** to upcoming meetings.

9. The Secretary will provide copies of the minutes to the most current three Past-Presidents, the Legislative Network Chairperson (if necessary), and Past Presidents prior to their Council Meetings (if requested).
10. The Secretary will present a report at the Executive Committee meetings, if indicated.

## DUTIES OF THE TREASURER

The Treasurer is elected prior the annual Spring Symposium. The term of office is two years as dictated by the bylaws.

The following items are recognized as duties of the Treasurer and should be initiated upon to inauguration into office at the close of the Spring Business Meeting.

### 1. Account Maintenance

The Treasurer should open an account in a local bank or credit union in the name of The New England Chapter Technologist Section.

The Tax Exempt number is in the front of the Treasurer's Book, and the Treasurer's name should also be on the account as the contact person.

The account data should be maintained on the Treasurer's computer with software such as *Quicken* or *Dollars and Sense* that provides a monthly printed report of all account transactions. These programs also allow for the separation of income and expenses into categories that enable the executive Committee to review expenditures.

The Treasurer should also maintain a file of all receipts during his/her term (including copies of checks received from vendors for both registration before they are cashed).

A report of all transactions and account balances should be sent to the President monthly.

At the end of the Treasurer's term, all receipts should be sent to the NECTS Historian Emeritus for storage. (all records are maintained by the new treasurer, a copy of these records may be sent to the historian)

### 2. Chapter Expense Payment

The Treasurer must have authorization of the President before endorsing a check for a Chapter expense. These expenses must be entered into the account's data file.

### 4. Journal Responsibilities

The Treasurer is responsible for delivering a message to the membership in each Journal edition. The Treasurer should submit this message to the editor at approved submission dates.

### 5. Executive Committee Meetings

The Treasurer is expected to attend all Executive committee Meetings (usually 4-5 per term). A report of Treasurer activities, and a financial report including the current total membership is expected at this time. These will also be intervention in the governing process of the Section.

**6. Meeting Attendance**

The Treasurer is expected to attend the Fall Physician Meeting and the annual Spring Symposium.