

EXECUTIVE COMMITTEE

COMPOSED OF: Two immediate past presidents and the president, all of whom are voting members. The president-elect and the vice president shall attend and participate in discussions while preparing for these positions, although they are non-voting members.

DUTIES:

1. The second immediate past president shall act as chair.
2. Shall review the financial reports, account balances, and bank statements at all meetings.
3. Shall insure the books of the society are audited and/or reviewed according to accounting standards at the end of the fiscal year.
4. Shall serve as the advisory committee for the annual meeting.
5. Shall serve as the advisory committee for membership problems.
6. Develop, evaluate, assist and aid in the implementation of recommendations of the board and business matters of the society.
7. Develop a rough draft proposed budget to be submitted to the board for approval.
8. Recognize the outgoing chair of the board at the annual meeting with a plaque on the behalf of the society.
9. Recognize the outgoing president of the society with the past presidents plaque, pin and medallion on behalf of the society.
10. Hire a past president to serve as the executive secretary of the society.
11. Ratify appointment of an editor for *The Rotating Anode* upon recommendation of the president.
12. Ratify appointment of a education committee chair upon recommendation of the president. (3 year appointment)
13. Ratify appointment of a chair of the professional development committee upon recommendation of the president.
14. Ratify appointment of a student representative to the board upon recommendation of the president.
15. Ratify appointment of a fellows committee chair upon recommendation of the president. (3 year appointment)
16. Select a member to present the memorial lecturer for next annual meeting upon recommendation of the president.
17. Monitor lobbyist expenditures and invoices.

If there is a vacancy, it will be filled by the president-elect. If there is a second vacancy at the same time, it will be filled by the vice president.

CHAIR OF THE BOARD (Second immediate past president)

QUALIFICATIONS: Active, senior or life member and a past president of KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum).

DUTIES:

1. Chair of the executive committee is also chair of the board.
2. Shall set the agenda and disperse it at least 1 week before the meetings.
3. Shall update the board of directors on executive committee meetings.
4. In the absence or inability of the president and vice president to act, the chair of the board shall call

the full board of directors meeting to order and preside.

5. Shall present the board recommendations to the membership at the annual meeting.
6. Shall present the proposed budget to the membership at the annual meeting.
7. Shall install new officers at the annual meeting.
8. Shall submit year-end report of the executive committee to the president.

The chair is a voting member of both the executive committee and the full board of directors.

- Must attend 2 out of 3 scheduled board meetings, excluding pre and post convention meetings, to receive complimentary registration, meals and banquet at the next annual meeting.
- Receives complimentary registration for the fall symposium.
- If vacant, the position is filled by the immediate past president.

IMMEDIATE PAST PRESIDENT

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum).

DUTIES:

1. Shall chair the bylaws committee.
2. Shall serve on the executive committee as a voting member.
3. Shall become the new chair of the board in the event the current chair of the board is unable to fulfill the term of office.
4. Shall accept responsibilities deemed necessary by the board of directors.
5. Shall submit year-end report of activities to the president.

The immediate past president is a voting member of both the executive committee and the full board of directors.

- Must attend 2 out of 3 scheduled board meetings, excluding pre and post convention meetings, to receive complimentary registration, meals and banquet at the next annual meeting.
- Receives complimentary registration for the fall symposium.
- If vacant, the position may be filled by a past president unanimously appointed by the remainder of the board of directors.

PRESIDENT OF THE KSRT

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum). Shall have served at least one year on the board of directors.

DUTIES:

1. Shall preside at all board meetings and functions of the society. If unable to attend, must notify the vice president before any meetings and functions.
2. Shall be ex-officio member of all committees, except the nominating committee and fellows committee.
3. Establish when and where the board meetings are to be held, as well as the agenda. Must provide an agenda a minimum of one week before the board meeting.

4. Shall call for reports from board of directors and committee chairs at least one week before meetings.
5. Upon entering office, shall establish all committees and chairs of committees. Such committees are as follows but not limited to: legislative, education, fellows, nominations, scholarship, fall symposium.
5. Shall choose individuals for the executive committee to ratify for the following positions:
 - a) Chair of the board
 - b) Student representative
 - c) *Rotating Anode* editor
 - d) Chair of the professional development committee
 - e) Vice chair of the professional development committee
 - f) Chair of the education committee (3 year term)
 - g) Executive secretary
 - h) Symposium chair
6. Shall appoint the society historian.
7. Shall have knowledge of the revenue and liabilities of the society.
8. Shall assume additional responsibilities deemed necessary by the board of directors.
9. Maintain communications with all aspects of the society, as well as the ASRT.
10. Shall submit a report of activities at each board meeting.
11. Shall submit a year-end report of activities to the society.
12. Shall sign all contracts for the society.

The president is a voting member of both the executive committee and the full board of directors.

- Must attend 2 out of 3 scheduled board meetings, excluding pre and post convention meetings, to receive complimentary registration, hotel room, meals and banquet at the next annual meeting.
- Receives complimentary registration for the fall symposium.
- If vacant, the position is filled by the vice president. (The now-vacant vice president position will be filled by a past president unanimously appointed by the remainder of the board.)

PRESIDENT-ELECT OF THE KSRT

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum). Shall have served at least one year on the board of directors.

DUTIES:

1. Shall become familiar with the duties of the president. Shall act as president in the event the president is unable to fulfill the duties.
2. Shall attend all board meetings and functions of the society, or shall notify the president in advance if unable to attend.
3. Shall act as vice chair of the bylaws committee.
4. Shall be required to attend executive committee meetings and participate in discussions, but is not a voting member of the executive committee.
5. Shall report on activities to the board. Shall submit year-end report of activities to the president.
6. Shall assume additional duties or responsibilities as deemed necessary by the president and/or board.

The president-elect is a voting member of the board.

- Must attend 2 out of 3 scheduled board meetings, excluding pre and post convention meetings, to receive complimentary registration, meals and banquet at the next annual meeting.

- Receives complimentary registration for the fall symposium.
- If vacant, the position is not filled until the next annual meeting, when the society membership will elect a president and president-elect.

VICE PRESIDENT OF THE KSRT

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum). Must have served at least one year on the board.

DUTIES:

1. Shall attend all board meetings and functions of the KSRT, or shall notify the president in advance if unable to attend.
2. Shall become familiar with the duties of the president.
3. Shall chair the membership committee.
4. Shall attend all executive committee meetings and participate in discussions, but is not a voting member of the executive committee.
5. Shall assume all duties and responsibilities as the president and board deem necessary.
6. Shall submit written report of activities and membership committee activities at each board meeting.
7. Shall submit year-end report of activities to the president.

The vice president is a voting member of the board.

- Must attend 2 out of 3 scheduled board meetings, excluding pre and post convention meetings, to receive complimentary registration, meals and banquet at the next annual meeting.
- Receives complimentary registration for fall symposium.
- If vacant, the position will be filled by a past president unanimously appointed by the remainder of the board.

SECRETARY-TREASURER OF THE KSRT

QUALIFICATIONS: Active, senior, or Life Member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum).

DUTIES:

1. Shall attend all board meetings and submit a report on activities to the board or president. Must notify the president in advance if unable to attend.
2. Shall keep an accurate record of attendance at board meetings of board members eligible for annual meeting courtesies.
3. Shall assume duties of editor of *The Rotating Anode* in the event that position becomes vacant.
4. Shall assume all duties as outlined by the board or president.
5. Shall keep minutes at all board of directors meetings and send such minutes to the executive secretary and the board within 30 days of the meeting.
6. Shall be available to oversee and assist with collection of monies at fall symposium and the annual meeting. These funds shall be presented to the executive secretary as soon as possible.
7. Shall submit a year-end report of activities to the society.
8. Shall serve at the registration desk at the annual meeting.

9. Shall submit documentation to be on signature card at the bank.
10. Shall submit board meeting minutes to the editor of *The Rotating Anode* for publication.

The secretary-treasurer is a voting member of the board.

- Must attend 2 out of 3 scheduled board meetings, excluding pre and post convention meetings, to receive complimentary registration, meals and banquet at the next annual meeting.
- Receives complimentary registration for the fall symposium.
- If vacant, the position is filled by a past president unanimously agreed upon by the remainder of the board.

DIRECTOR AT LARGE

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum). Alternatively, the director at large position may be filled by a student member of the KSRT who will graduate from an accredited Kansas radiologic technology program within 5 months of appointment at the annual convention.

DUTIES:

1. Shall attend all board meetings and submit a report of activities to the president and/or board. Must notify the president in advance if unable to attend.
2. Shall assume duties as outlined by the board and/or president.
3. Shall become acquainted with the bylaws, job descriptions, rules of order, financial reports, annual meeting guidelines, policy and procedures, and all other aspects of the society.
4. Shall serve as vice chair of the membership committee and assist the vice president with the duties of the committee.
5. Shall serve on the bylaws committee.

The director at large is a voting member of the board.

- Must attend 2 out of 3 of the scheduled board meetings, excluding pre and post convention meetings, to receive complimentary registration, meals and banquet at annual meeting.
- Receives complimentary registration to the fall symposium.
- If vacant, the position is not filled until the next annual meeting.

EXECUTIVE SECRETARY OF THE KSRT

QUALIFICATIONS: A past president of the KSRT; active, senior or life member of KSRT; ASRT member, licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum); basic secretarial, accounting and computer skills.

DUTIES:

1. Shall attend all meetings and archive minutes of the annual business sessions, of the board of directors meetings, and executive committee meetings.
2. Shall keep minutes at all executive committee meetings and send such minutes to the committee within 30 days of the meeting.
3. Shall keep on file all committee reports.
4. Shall keep a correct and permanent membership roster.

5. Shall keep a record of job descriptions and duties of committees.
6. Shall mail annual dues statements to members and receive dues.
7. Shall keep a record of the financial transactions of the society. Financial reports shall be available for review at all board meetings with copies of bank statements, checkbook registers and receipts.
8. Shall see that the financial books are audited and file tax reports as required.
9. The executive secretary is employed by the executive committee and is responsible to this committee. The executive secretary may be terminated upon the request of two (2) members of the committee.
10. Shall maintain and keep an inventory of all society equipment.
11. Shall submit members names eligible for annual meeting courtesies to the education committee chair and executive secretary.
12. Shall renew registration of the society and trademark with the Kansas Secretary of State every 5 years. (Next expiration April 2019)
13. Shall file an annual report and Certificate of Good Standing to maintain incorporation status with the Kansas Secretary of State annually.
14. Shall receive and keep funds of the society and pay out same only within the approved budget or upon order of the board of directors.
15. Shall order plaques as required by the professional development committee and board of directors.
16. Shall secure a storage facility for properties and records of the society to include viewboxes, supplies, plaques, equipment, membership records, minutes, etc.
17. Shall secure a safety deposit box for storage of financial records.
18. Shall maintain continuing education documentation as required by the ASRT for all educational activities.
19. Shall submit year-end documents to the ASRT as required for compliance.
20. Shall file Resident Agent change with the Kansas Secretary of State when there is a change in the executive secretary personnel.

The executive secretary is NOT a voting member of the board.

- The executive secretary is appointed by the president and ratified by the executive committee.
- Expenses for attending meetings and performing duties are 100% reimbursed.

PROFESSIONAL DEVELOPMENT CHAIR

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum).

DUTIES:

1. Shall be responsible to assist with education within the society by offering insight and suggestions for topics or speakers.
2. Shall attend all board meetings and meetings of the society, or notify the president in advance if unable to attend.
3. Shall be responsible for appointing members to the Professional Development Committee. Committee members must be KSRT members.
4. Shall be responsible for all of the competitions such as digital images, scientific exhibits, award of merit papers, and student Ray Bowl at the annual meeting. This includes revision of rules and applications, securing judges as needed, and compilation of scores.
5. Shall provide rules and applications for competitions to the webmaster.

6. Shall provide a list of all the plaques needed for the annual meeting to the executive secretary or person designated by the board at least 15 days before the annual meeting.
7. Shall work with the education committee chair to insure all equipment is provided for the competitions.
8. Send a copy of the winning award of merit papers to the KSRT historian.
9. Shall work with the meeting organizer to assist with the stickering of all continuing education documentation forms.
10. Shall ensure that a list of all competition winners at the annual meeting is submitted to the editor of *The Rotating Anode*, historian, and the executive secretary.
11. Shall submit a year-end report of activities to the society.
12. Shall submit all files to incoming professional development chair.
13. After year as chair is completed, shall serve one year on the professional development committee and serve as advisor to the incoming professional development chair.
14. Shall appoint a vice chair for the professional development committee, ratified by the executive committee. The vice chair will assist with all duties and competitions, with the goal of ascending to chair of the professional development committee the following year.
15. Shall organize the student seminar to include location, meals, speakers, door prizes, etc., in conjunction with the vice chair of professional development.

The professional development chair is a voting member of the board.

- Must attend 2 out of 3 scheduled board meetings, excluding pre and post convention meetings, to receive complimentary registration, meals and banquet at the next annual meeting.
- Receives complimentary registration for the fall symposium.
- If vacant, filled by appointment from the president and ratified by the executive committee.

STUDENT REPRESENTATIVE

QUALIFICATIONS: Student member of the KSRT; ASRT member; currently in good standing in an accredited radiology program in Kansas. May or may not reside in Kansas.

DUTIES:

1. Shall introduce self to fellow students through social media, written correspondence, letter to the editor of *The Rotating Anode* or personal contact.
2. Shall attend all board meetings and meetings of the society, or notify the president in advance if unable to attend.
3. When possible the representative should discuss upcoming issues with the students before the meetings.
4. Submit a report of activities to the president or board at all business meetings and to the membership at the annual meeting.
5. Submit articles as needed for communication with students to the website and to *The Rotating Anode*.
6. Maintain the society's Facebook page in conjunction with the media coordinator.
7. Shall assist the professional development chair with the student seminar.

The student representative is a voting member of the board.

- Appointed by the president and ratified by the executive committee.
- Must attend 2 out of 3 of the scheduled board meetings, excluding pre and post convention meetings,

to receive complimentary registration, meals and banquet at the next annual meeting.

- Receives complimentary registration for the student seminar and fall symposium.

AREA REPRESENTATIVES

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum).

DUTIES:

1. Shall attend all board meetings and meetings of the society, or notify the president in advance if unable to attend.
2. Keep in touch with hospitals and imaging centers in the designated area of the state (east, central, west). Keep them apprised of society events, such as the annual meeting and fall symposium.
3. Assist other committees and board members with their tasks as able and requested by the president and/or board.
4. Shall submit a year-end report to the membership at the annual meeting.
5. Shall serve as ex-officio member of the education committee.
6. Appointment is for three years. Eligible for reappointment.

The area representatives are voting members of the board.

- Attend 2 out of 3 of the scheduled board meetings, excluding pre and post convention meetings, to receive complimentary registration, meals and banquet at the next annual meeting.
- Receives complimentary registration to the fall symposium.

EDITOR OF *THE ROTATING ANODE*

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum).

DUTIES:

1. Compile, edit and arrange material for publication.
2. Set deadlines for publication, and meet deadlines, except in extenuating circumstances.
3. Comply with postal regulations and mail publication in a timely manner.
4. Publish the online version of the *Anode* on the KSRT website, or submit to the webmaster for online publication.
5. Submit a report of activities to the president at all business meetings and to the membership at the annual meeting.
6. Make contacts and offer advertising space to appropriate persons, companies and organizations.

The editor of *The Rotating Anode* is NOT a voting member of the board.

- Appointed by the president, ratified by the executive committee.
- Complimentary registration, meals and banquet at the next annual meeting.
- If vacant, the position is filled by the secretary-treasurer until a new editor can be appointed by the president.

EDUCATION COMMITTEE CHAIR

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum). Has been an officer of the society or has previously run an annual meeting.

DUTIES:

1. Shall be in charge of arrangements for the annual meeting.
2. Shall make written reports to the board regarding appropriate meetings. Shall submit a year-end report to the society.
3. Shall provide costs for expenses to the board of directors: hotel accommodations, food, AV equipment, etc. The board must approve registration fees before printing the brochure.
4. Must have approval of the board for any information given in packets to convention attendees (i.e. no political material).
5. Shall appoint such committees as are necessary to organize the annual meeting.
6. Shall keep in close contact with the chair of professional development, subcommittee chairs, and executive secretary.
7. Shall not deposit any funds into an account but shall give all monies received to the executive secretary within five days of receipt.
8. Shall assist the annual meeting and symposium organizers in their duties when appropriate.
9. Shall take control of the meeting in the event the organizer is unable to or at the direction of the board of directors.
10. Shall update the annual meeting guidelines as needed.

The education committee chair is a voting member of the board.

- Appointed by the president, ratified by the executive committee. This is a 3- to 5-year appointment.
- Receives complimentary registration, meals and hotel room at the next annual meeting.
- Receives complimentary registration to the fall symposium.

HISTORIAN OF THE KSRT

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum).

DUTIES:

1. Compile pictures and publications of all state functions.
2. Work with all committees to establish an accurate record of society history.
3. Forward older notebooks to the executive secretary.
4. Submit a report of activities to the president or board and to the membership at the annual meetings.

The historian is NOT a voting member of the board.

- Appointed by the president, ratified by the executive committee.

NOMINATIONS COMMITTEE CHAIR

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum).

Committee must be comprised of KSRT members.

DUTIES:

1. The nominations committee should consist of the chair (appointed by the board president), the current president-elect and each area representative.
2. Seek nominees for the office of president-elect, vice president, secretary-treasurer, director at large, and area representatives.
3. Make sure nominee meets qualifications before presenting to board.
4. Contact members of the KSRT who may be eligible for ASRT modality delegate when positions are up for elections.
5. Submit year-end report to the society.

The nominations committee chair is NOT a voting member of the board.

- Appointed by the president, ratified by the executive committee.
- Appointment is for one year.

MEMBERSHIP COMMITTEE

QUALIFICATIONS: Chair of the committee is the vice president. Committee must be comprised of KSRT members.

DUTIES:

1. Chair appoints as many committee members as needed. Names of the appointees need to be submitted to the KSRT president by July 1.
2. If membership contest is conducted get information to all KSRT members.
3. Attempt to contact members that have not renewed to gain information related to why they did not renew and to offer additional opportunity to renew. List of dropped members will be forwarded by Executive Secretary. Contact via e-mail or phone.
4. Generate ideas to increase membership.
5. Update or review "*New Membership Packet.*" (Executive Secretary has this on file.)

Members of the membership committee are NOT voting members of the board.

- If vacant, the position of chair is filled by the executive secretary.
- Appointments are for one year.

MEDIA COORDINATOR

QUALIFICATIONS: Active, senior or life members of the KSRT; ASRT member; licensed radiologic technologists by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum).

DUTIES:

1. Update and maintain the KSRT website, www.ksrad.org, including creating forms, maintaining

society email accounts, and maintaining the domain registration for the website.

2. Update and maintain the society's Facebook page, in conjunction with the student representative.
3. Update and maintain the society's Instagram and Twitter accounts and other social media accounts.

The media coordinator is NOT a voting member of the board.

- Appointed by the president and ratified by the executive committee (a 3- to 5-year appointment is desirable).

PUBLICITY COMMITTEE CHAIR

QUALIFICATIONS: Committee composed of active, senior or life members of the KSRT; ASRT member; licensed radiologic technologists by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum).

DUTIES:

1. Submit symposium and annual meeting information to *The Rotating Anode* and other relevant publications as well as social media (society Facebook page).
3. Serve as or appoint someone to be a photographer at each KSRT function.
4. Publicize National Radiologic Technology Week in other appropriate means.
5. Shall coordinate with the education committee for publicity needs for the annual convention.
6. Submit year-end report at the annual meeting of the KSRT.

The publicity chair is NOT a voting member of the board.

- Appointed by the president and ratified by the executive committee (a multiple year appointment is desirable).
- The photographer on the committee will receive complimentary banquet and meals at all KSRT functions.

FELLOWS COMMITTEE CHAIR

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum). Fellow of the Kansas Society of Radiologic Technologists.

DUTIES:

1. Maintain contact with other fellows.
2. Solicit nominations for fellow members.
3. Send completed fellow applications to other fellows for review and voting.
4. Notify the executive secretary of new fellow(s) at least 15 days before the annual meeting (so plaques and medallions can be prepared).
5. Submit reports to the board, as necessary.
6. Introduce and present new fellow(s) at the banquet at the annual meeting, or arrange for another fellow to make the presentation.

The fellows committee chair is NOT a voting member of the board.

- Appointed by the president and ratified by the executive committee for at least a 3-5 year term for some consistency year to year.

LEGISLATIVE COMMITTEE CHAIR

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts. The committee must be comprised of KSRT members; ARRT registered in Radiography (at a minimum).

DUTIES:

1. Maintain contact with the lobbyist for the society.
2. Negotiate and sign contract with lobbyist at the direction of executive committee. (KSRT president also must sign the contract.)
3. Monitor lobbyist expenditures and invoices. Executive secretary will forward monthly invoices to the legislative committee chair.
4. Maintain contact with ASRT legislative personnel.
5. Work to educate technologists in Kansas regarding issues related to licensure and with any legislative updates from the ASRT.
6. Submit regular reports of activities at board meetings. Submit year-end report to the society.
7. Keep membership informed by submitting regular reports and/or articles to *The Rotating Anode* and the website.

The legislative chair is NOT a voting member of the board.

- Appointed by the president, ratified by the executive committee, for a 3-5 year term.

BYLAWS COMMITTEE CHAIR

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum). Committee chair is the immediate past president. The committee consists of the president-elect as vice chair, the executive secretary, and the director at large.

DUTIES:

1. Review annual meeting minutes and work with executive secretary to incorporate changes passed by the membership into the bylaws, job descriptions, and policy and procedures books.
2. Recommend and develop revisions or updates to the the above documents as needed.
3. Coordinate with executive secretary the sending of bylaws to ASRT if any changes have been made to remain in compliance with ASRT.

SYMPOSIUM ORGANIZER

QUALIFICATIONS: Active, senior or life member of the KSRT; ASRT member; licensed radiologic technologist by the Kansas State Board of Healing Arts; ARRT registered in Radiography (at a minimum).

DUTIES:

1. Shall supervise arrangements for the fall educational symposium including submission for ASRT CE approval.

2. Shall make written reports to the board at scheduled meetings. Shall submit a year-end report to the society.
3. The board of directors must approve registration fees before printing brochure.
4. Must have approval of the board for any information given in packets to symposium attendees (i.e. no political material).
5. Shall appoint such aides and committees as are necessary to conduct the business and financial affairs of the symposium.
6. Shall provide costs for the following expenses to Board of Directors: meeting room rental, food, AV equipment, etc.
7. Shall keep in close contact with executive secretary and education committee chair.
8. Shall not deposit any funds into an account but shall give all monies received to the executive secretary within five days of receipt.

The symposium organizer is not a voting member of the board.

- Appointment by the president and approved by the board of directors.
- Receives complimentary registration and meals to the fall symposium.

STUDENT MENTEES

QUALIFICATIONS:

- Applications accepted as part of the society's selection of Kansas representatives to the ASRT Student Leadership Development Program.
- Currently enrolled in the first year of training in a radiologic technology program or clinical facility in the state of Kansas.
- Currently a student member of the KSRT. If not a member, a membership application must accompany their letter accepting the nomination.
- Availability to attend board meetings and other requirements of the position.
- Selected by the president as part of the SLDP process.

DUTIES:

1. Students will be assigned to a board officer for 1 year; responsibilities are to begin at the close of the last business session at annual convention.
2. The student will attend at least 2 of the 3 board meetings throughout the year.
3. The student will carry out all duties and assignments requested by his/her mentor.
4. Providing the student meets his or her responsibilities, they will receive the same complementary considerations given to their mentor (with the exception of a complementary room at annual convention).

President student mentee

- Must attend 2 out of 3 scheduled board meetings, excluding pre and post convention meetings, to receive complimentary registration, meals and banquet at the next annual meeting.
- Receives complimentary registration for the student seminar.

Immediate past president student mentee

- Must attend 2 out of 3 scheduled board meetings, excluding pre and post convention meeting, to receive complimentary registration, meals and banquet at the next annual meeting.
- Receives complimentary registration for the student seminar.

Secretary-treasurer student mentee

- Must attend 2 out of 3 scheduled board meetings, excluding pre and post convention meeting, to receive complimentary registration, meals and banquet at the next annual meeting.
- Receives complimentary registration for the student seminar.

RADIOLOGY COUNCIL MEMBERS

QUALIFICATIONS:

1. The nominee names considered for recommendation may be submitted by any member of the KSRT or by nominee request.
2. Nominee must be an active member of the KSRT.
3. Nominee must have served five years on the board.
4. Nominee shall be in good standing with the KSRT.
5. Nominee recommendation must be by majority vote of the board of directors.
6. Recommendations shall be voted on at the pre-convention board meeting.
7. Nominees names shall be submitted to the Kansas governor's office before July 1 by the KSRT president.

DUTIES:

1. Shall make written reports to the board at scheduled meetings.
2. Shall participate in open forums and presentations at the annual meeting.
3. Shall update the executive board and legislative chair on the status of issues pertaining to radiologic technologists within 30 days of Radiologic Technology Council meetings.
4. Shall seek input and feedback from executive board and legislative chair on issues pertaining to radiologic technologists.

The radiology council members are NOT voting members of the board.

- Must attend 2 out of 3 of the scheduled board meetings, excluding pre and post convention meetings, to receive complimentary registration, meals and banquet at the next annual meeting.