

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY                    10    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.110</b>	<b>PAGE</b> <b>1 of 13</b>
	<b>EFFECTIVE DATE</b> <b>January 2006</b>	
	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>	
<b>SUBJECT</b>  <b>DUTIES OF THE PRESIDENT</b>		

### POLICY STATEMENT

The President shall promote the Mission and Philosophy of the AVIR.

The President shall adhere to the Bylaws and Policies and Procedures of the Association.

The President chairs all meetings of the Board of Directors, all meetings of general membership, and represents the Association at all formal functions.

The President regulates the proceedings of all meetings according to recognized rules. The President is responsible for the agenda of all meetings under his/her chairmanship. He/she announces the new Board of Directors at the general meeting at which he/she assumes office.

The President is responsible for external affairs of the organization. He/she may delegate external responsibilities to appropriate Board member or AVIR member with Board approval.

The President is responsible for the internal affairs of the organization. He/she may delegate internal responsibilities to appropriate Board member. The President will assist all Board members, appointed position members and the executive office whenever deemed necessary.

The President's tenure commences following the Business Meeting at the Annual AVIR Scientific Meeting.

### COMMITTEE RESPONSIBILITIES

1. The President shall Chair the Ethics and Judicial Committee.
  - 1.1 Shall serve in good standing.
  - 1.2 Shall adhere to guidelines outlined in Policy # 02.160: Ethics and Judicial Committee.
  
2. The President shall be a member of the Finance Committee.
  - 2.1 Shall serve as a member in good standing.
  - 2.2 Shall complete all assigned corporate sponsorship tasks in a timely manner.
  - 2.3 Shall submit **quarterly** progress/activity reports to Finance Chair.
  - 2.4 Shall adhere to guidelines outlined in Policy # 02.180: Finance Committee.

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### PROCEDURE FOR IMPLEMENTATION

1. Shall review the Associations Bylaws and Policy and Procedure Manual thirty (30) days prior to assuming his/her position.
2. Shall review the Term Ending Reports of the outgoing Board members no later than thirty (30) days after assuming office.
3. Shall review and interpret the President=s Manual and the Ethics and Judicial Committee Manual no later than thirty (30) days after assuming office.
4. Shall review the Strategic Goals and Plan of the Association no later than thirty (30) days after assuming office.
5. Shall supply a list of short and long term goals. These will include both goals for the office and organization. Written goals shall be due thirty (30) days after assuming office.
6. Shall correspond with all external organizations President or Board of Directors annually to introduce self and keep dialogue open.
  - 6.1 Letters shall be written within thirty (30) days after assuming office.
  - 6.2. Letters shall be sent to the following organizations including, but not limited to, HPN, the Summit, AERS, AHRA, ASRT, ARRT, Associated Sciences Consortium, SIR, and ARNA, RSNA, and SICP.
7. Shall prepare quarterly reports for distribution to other Board members to include the previous two months activity and future activity.
  - 7.1 Reports shall be submitted 14days prior to board meetings.
8. Shall make every effort to attend all Board meetings and be available for scheduled conference calls.
9. Shall return all communications in a timely manner.
10. Shall meet deadlines including, but not limited to, newsletter, written goals, Board reports, committee reports, term ending report and review and recommended revisions of

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policies and procedures.

11. Shall approve all non-budgeted expenses under \$500.00 of such expenses that have previously been communicated to the Secretary/Treasurer. Non-budgeted expenses over \$500.00 will need Board approval.
12. Shall submit "*Presidents Message* to the editor for publication in the *Interventional Informer* four (4) times per year.
  - 12.1 Shall adhere to the deadline dates for submission set by the Publications Chair.
13. Shall be responsible for all presidential correspondence, including but not limited to the following:
  - 13.1 Thank you letters to corporate sponsors.
  - 13.2 Thank you letters associated with Annual Meeting.
  - 13.3 Letters for corporate sponsorship.
  - 13.4 Notification letter to Award of Excellence recipient.
  - 13.5 Notification letter to newly approved Fellows.
  - 13.6 Letters candidates not approved for Award of Excellence.
  - 13.7 Letters to candidates not approved for Fellowship status.
  - 13.8 Letter to AVIR members for membership renewal.
  - 13.9 Welcome letter from President in Annual Meeting program.
  - 13.10 Congratulation letters to newly elected board members.
  - 13.11 Letter(s) to candidates not elected to an AVIR office.
  - 13.12 Congratulation letters to appointed/reappointed External Liaisons.
  - 13.13 Congratulation letters to Board appointed Chairs of Publication, Web, Council, and Annual Meeting.
  - 13.4 Congratulation to Gold Medal Lecturer
14. Shall be responsible for working with Immediate Past President to carry on projects.
15. Shall have the following responsibilities at the Annual AVIR Scientific Meeting:
  - 15.1 Shall write Presidents Welcome in Annual AVIR Scientific Meeting Program.
  - 15.2 Shall deliver Presidents Welcome at opening session of Annual Meeting.
  - 15.3 Shall be available to members, board, executive staff and external organizations
  - 15.4 Shall present Fellows at Annual Meeting.
  - 15.5 Shall preside over Annual Business Meeting.

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16. Shall be responsible for conducting the Annual Business Meeting.
  - 16.1 Shall prepare Meeting agenda.
  - 16.2 Shall arrange for professional parliamentary procedure for the Annual Business Meeting, if deemed necessary.
  - 16.3 Shall announce existing board members.
  - 16.4 Shall present President=s report to members.
  - 16.5 Shall present newly elected board members and board appointed positions.
  - 16.6 Shall turn Business Meeting over to President-Elect.
  
17. Shall be responsible for Board of Director Meetings.
  - 17.1 Shall prepare agenda for five (5) Board meetings, which include, but are not limited to the following:
    - 17.1.1 Spring Board Meeting: Shall take place at the Annual AVIR Scientific Meeting.
      - 17.1.1.1 Incoming Officers Board Meeting. Meeting takes place after the induction of officers at the Annual Business Meeting. Present a minimum of three dates for board meetings.
    - 17.1.2 Summer Board Meeting
      - 17.1.2.1 Present committee members to Board.
    - 17.1.3. Fall Board Meeting
      - 17.1.3.1. Board of Directors shall review the budget and make recommendations to be approved by January 1.
    - 17.1.4 Winter Board Meeting:
      - 17.1.4.1 Board of Directors shall recommend External Liaisons, Publications Chair, Web Chair, Council Chair and Program Chair at the winter Board meeting. Positions shall be approved by January 31<sup>st</sup>
    - 17.1.5 Spring Board Meeting at the Annual AVIR Scientific Meeting.
      - 17.1.5.1 Outgoing Officers Board Meeting. This meeting usually takes place on the Day prior to the Annual AVIR Scientific Meeting and shall take place prior to the induction of incoming Board members at the Annual Business Meeting.
  - 17.2 Shall extend invitations to non-Board members to attend AVIR Board of Directors meetings, as needed, to conduct the business of the association.

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17.2.1 These include, but are not limited to, Program Chair, Publications Chair, Web Chair, Council Chair, Associate Member Representative, External Liaisons and/or Past Presidents.

18. Shall organizes and prepare Board agendas for conferences calls, as deemed necessary.
19. Shall prepare with the Treasurer the following mailings:
  - 19.1 Corporate Sponsorship letters.
  - 19.2 Thank you letters to Corporate Sponsors
20. Shall prepare with the Secretary the following mailings:
  - 20.1 Annual Dues letter to membership
21. Shall present a list of potential committee chairpersons when vacancies occur.
22. Shall provide a term ending report to the President-elect to promote a smooth and orderly transition of office.
  - 22.1 Includes term ending report for President and Ethics and Judicial Committee.
  - 22.2 Report shall be submitted at the Spring Board of Directors Meeting prior to the Annual AVIR Scientific Meeting.
23. Shall maintain and update the "Presidents Manual@ for the President-elect.
  - 23.1 The Presidents Manual shall include projects that have works-in-progress status.
  - 23.2 Manual shall be transferred to the President-elect at the spring Board of Directors Meeting prior to the Annual AVIR Scientific Meeting.
24. Shall review assigned policies and procedures outlined in Policy # 04.190: Review and Revisions of Policy and Procedure Manual and, when indicated, recommend revisions to the Board of Directors sixty (60) days prior to vacating office.
  - 24.1 Revisions shall be completed and ready for Board approval thirty (30) days prior to the Annual AVIR Scientific Meeting.
25. Shall review the Strategic Plan/Goals of the Association and provide a written report outlining the status of plan/goals to the Board of Directors.
  - 25.1 Status of Strategic Plan/Goals shall be submitted at the Spring Board Meeting prior to the Annual AVIR Scientific Meeting.

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26. Shall review assigned policies and procedures outlined in Policy # 04.190: Review and Revisions of Policy and Procedure Manual and, when indicated, recommend revisions to the Board of Directors sixty (60) days prior to vacating office.
- 26.1 Revisions shall be completed and ready for Board approval thirty (30) days prior to the Annual AVIR Scientific Meeting.

#### PROCEDURE TIME LINE

1. Prior to Assuming office of President:
- 1.1 The Presidents tenure commences following the Business Meeting at the Annual AVIR Scientific Meeting.

MONTH	RESPONSIBILITIES
February	<ol style="list-style-type: none"> <li>1. Prepare agenda for incoming Board meeting.</li> <li>2. Plan a minimum of three (3) dates for Summer Board Meeting. Finalize date at spring Board Meeting.</li> <li>3. Invite non-board members who need to attend incoming Board meeting</li> <li>4. Confirm with current President any external meetings you are to attend during Annual Meeting.</li> <li>6. Gavel for Immediate Past President. Present at Annual Business Meeting.</li> <li>7. Confirm with President that the following has been completed for incoming Board: Letter sent outlining and/or enclosing the following: <ol style="list-style-type: none"> <li>a. Copy of Bylaws and Policy and Procedure Manual</li> <li>b. Outline of Board Duties/Time line</li> <li>c. Disc with copy of Board Report and Committee Report forms.</li> <li>d. Stationary sent by office.</li> </ol> </li> <li>8. Complete Vice-President=s duties: <ol style="list-style-type: none"> <li>a. Thank you letter to Committee members</li> <li>b. Term ending report.</li> <li>c. Complete the following Manuals for Vice-President-elect: Vice-President, Education, Fellowship, Award of Excellence</li> <li>d. Complete recommended revisions in Policy and Procedure Manual</li> </ol> </li> </ol> <p>by February 1<sup>st</sup></p>

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	e. Prepare Vice-Presidents report for Annual Business Meeting. f. Prepare Award of Excellence presentation at Annual Meeting. 9. Review Bylaws and Policy and Procedure Manual, giving additional attention to policies related to President. 10. 11.
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2. Assumed office of President.

MONTH	RESPONSIBILITIES
March	1. Submit Ethic Committee members to Board for approval. 2. Send introduction letter to Ethic Committee Members. 3. Prepare <i>President=s Message</i> for spring issue of <i>Interventional Informer</i> . 4. Prepare short and long term Board goals and Ethic Committee goals. 5. Confirm who is to attend Annual Meeting site visit. 6. Thank you letter to sponsor of Past President=s/Fellow dinner. 7. Thank you letter to Annual Meeting Physician Liaison. 8. Other appropriate thank you letters related to Annual Meeting. 9. Congratulation letter to Award of Excellence recipient. 10. Congratulation letter to new Fellows. 11. Thank you letter to Gold Medal Lecturer. 12. Review term ending Board and Committee reports of previous President and manuals. 13. Review strategic goals and plan of the Association. 14. Introductory letters to External Organizations. 15. 16.

MONTH	RESPONSIBILITIES
April	1. Submit article for spring newsletter no later than April 30 <sup>th</sup> . 2. Bi-Monthly Board and Ethics Committee Chair reports due April 25 <sup>th</sup> . 3. Board and Ethic Committee Chair short and long term goals due April 25 <sup>th</sup> .

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	4. Work with Executive Office on Corporate Sponsorship letters. 5. Send flowers from Board to Executive Secretaries for Secretary=s Day 6. Contact Advance magazine write and submit articles for the timeline as established by the Advance magazine. 7. 8.
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MONTH	RESPONSIBILITIES
May	1. Newsletter to be mailed May 1 <sup>st</sup> . 2. Corporate sponsorship letters to be mailed no later than May 1st. 3. 4.

MONTH	RESPONSIBILITIES
June	1. Bi-monthly Board and Ethics Committee Chair reports due June 5 <sup>th</sup> . 2. Depending on date of summer Board Meeting prepare Board Agenda. a. Invite, as needed, Publications Chair, Program, Chair, Associate Rep and/or others to Board meeting. 3. Dues renewal mailing. 4. Prepare <i>President Message</i> for the summer issue of the <i>Interventional Informer@</i> . 5. Begin making calls to corporate sponsors. 6. Who will attend AHRA meeting. 7. Board to approve Gold Medal Lecturer for upcoming meeting by Aug 1. 8. Contact Advance magazine write and submit articles for the timeline as established by the Advance magazine. 9. 10.

MONTH	RESPONSIBILITIES
July	1. Submit article for summer issue of newsletter no later than July 1 <sup>st</sup> .



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	<ol style="list-style-type: none"> <li>2. Bi-monthly report to Finance Chair due July 5<sup>th</sup>.</li> <li>3. Continue calls to corporate sponsors.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>
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MONTH	RESPONSIBILITIES
August	<ol style="list-style-type: none"> <li>1. Board to approve Gold Medal Lecturer no later than August 1<sup>st</sup>.</li> <li>2. President to send letter to Gold Medal Lecturer requesting their presence at upcoming annual meeting.</li> <li>3. Newsletter to be mailed August 1<sup>st</sup>.</li> <li>4. Bi-monthly Board and Ethics Committee Chair reports due August 5<sup>th</sup>.</li> <li>5. Continue calls to corporate sponsors.</li> <li>6. Contact Advance magazine write and submit articles for the timeline as established by the Advance magazine.</li> <li>7.</li> <li>8.</li> </ol>

MONTH	RESPONSIBILITIES
September	<ol style="list-style-type: none"> <li>1. Prepare <i>President Message</i> for fall issue of newsletter.</li> <li>2. Bi-monthly report to Finance Chair due September 5<sup>th</sup>.</li> <li>3. Continue calls to corporate sponsors.</li> <li>4. Executive Office to mail Corporate sponsorship letter follow up no later than September 1<sup>st</sup>.</li> <li>5. Confirm Award of Excellence application deadline with Vice-President</li> <li>6. Confirm Fellows application deadline with Vice-President.</li> <li>7. Confirm Candidate application deadline with Immediate Past President</li> <li>9. Prepare recommendations for Program Chair, Publications Chair and External Liaisons for fall Board meeting.</li> <li>10. Confirm date, time, place of fall Board meeting. <ol style="list-style-type: none"> <li>a. Invite, as needed, Program and Publications Chair, Associate Rep, Web Chair and/or others pertinent to Board meeting.</li> <li>b. Begin to prepare Board agenda.</li> </ol> </li> </ol>

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	c. Invite, as needed, Program and Publication Chairs, Associate Rep and/or others related to Board meeting. 11. 12.
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October	1. Submit article for fall newsletter no later than October 1 <sup>st</sup> . 2. Bi-monthly Board and Ethics Committee Chair reports due October 5 <sup>th</sup> . 3. Finalize agenda for fall Board Meeting a. Board recommendations of External Liaisons, Publication Chair and Program Chair. 4. Continue calls to corporate sponsors. 5. Select Christmas cards. 6. Prepare <i>President Welcome</i> for Annual AVIR Scientific Meeting Program. 7. Contact Advance magazine write and submit articles for the timeline as established by the Advance magazine. 8. 9. 10.

MONTH	RESPONSIBILITIES
November	1. Newsletter to be mailed November 1 <sup>st</sup> . 2. Bi-monthly report to Finance Chair due November 5 <sup>th</sup> . 3. Continue calls to corporate sponsors 4. Prepare ballot for Board appointed Chairs and External Liaisons. 5. 6. 7.

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December	<ol style="list-style-type: none"> <li>1. Bi-monthly Board and Ethic Committee Chair reports due December 5<sup>th</sup></li> <li>2. Complete calls to corporate sponsors. Submit name of company and amount of pledge to Executive office for A SIR Pocket Program.</li> <li>3. Notification letter sent to newly accepted Fellows no later than December 15<sup>th</sup>.</li> <li>4. Notification letter sent to Award of Excellence recipient no later than December 15<sup>th</sup>.</li> <li>5. Acknowledgment letter sent to Award of Excellence nominees no later than December 15<sup>th</sup>.</li> <li>6. Letter sent to unqualified Fellow candidates no later than December 15<sup>th</sup>.</li> <li>7. Telephone call to newly elected board members no later than Dec 15<sup>th</sup>.</li> <li>8. Letter to candidates not elected to board no later than December 15<sup>th</sup>.</li> <li>9. Complete ballot for recommended Program and Publication Chairs and External Liaisons. Ballot to be mailed to Board by December 15<sup>th</sup> and returned no later than January 1<sup>st</sup>.</li> <li>10. Congratulation letters to newly elected Board members no later than December 30<sup>th</sup>. Include Bylaws and Policy and Procedure Manual.</li> <li>11. Sign Christmas cards and mail.</li> <li>12. Submit <i>President Welcome</i> for Annual Meeting Program brochure</li> <li>13. Prepare Committee Application and letter explaining committees for insertion in Annual Meeting Program materials, thank you letters to committee members and winter newsletter. <ol style="list-style-type: none"> <li>a. Cannot complete until you have the names of newly elected officers and Board appointed Chairs.</li> </ol> </li> <li>14. Prepare <i>President Message</i> for winter issue of newsletter.</li> <li>15.</li> <li>16.</li> </ol>

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January	<ol style="list-style-type: none"> <li>1. Submit <i>President Message</i> and <i>Committee Application</i> for winter issue of the newsletter no later than January 1<sup>st</sup>.</li> <li>2. Review and recommend revisions for assigned policies and procedures no later than January 1<sup>st</sup>.</li> <li>3. Appointed Chairs to the Board and External Liaisons to be approved by January 1<sup>st</sup>.</li> <li>4. Bi-monthly report to Finance Chair due January 5<sup>th</sup>.</li> <li>5. Follow-up phone calls to pledged corporate sponsorship not received.</li> <li>6. Plan Past President=s and Fellows dinner.             <ol style="list-style-type: none"> <li>a. Update invitation list.</li> </ol> </li> <li>7. Obtain Fellow(s) Award and Certificate.</li> <li>8. Obtain Award of Excellence from Nycomed and Certificate.</li> <li>9. Congratulation letters to newly appointed Chairs and External Liaisons. Include Bylaws and Policy and Procedure Manual.</li> <li>10. Invite outgoing and incoming Program and Publication Chairs, Associate Member Representative(s) and/or others pertinent to spring Board meetings.</li> <li>11. Prepare Schedule of Duties for outgoing and incoming Board members during the AVIR Annual Scientific Meeting.</li> <li>12. Letter to incoming and outgoing Board members regarding their duties/time line at Annual Meeting: including outgoing and incoming Board Meetings, Scientific Meeting hours, Business Meeting, Local Chapter Meeting and Past President=s Dinner. and social activities. Also send Computer disc with Board Report and Committee Report forms and AVIR Stationary.</li> <li>13.</li> <li>14.</li> </ol>
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MONTH	RESPONSIBILITIES
February	<ol style="list-style-type: none"> <li>1. Newsletter to be mailed February 1<sup>st</sup>.</li> <li>2. Board to approve new and revised policies and procedures no later than February 1<sup>st</sup>.</li> <li>3. Submit all recommended revisions of the Policy and Procedure Manual</li> </ol>

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	<p>to the Board for vote no later than February 1st.</p> <ol style="list-style-type: none"> <li>4. Bi-monthly Board and Ethic Committee Chair reports due February 5<sup>th</sup>.</li> <li>5. Complete any necessary calls for corporate pledges not received.</li> <li>6. Verify with executive office that all thank you letters have been sent to corporate sponsors.</li> <li>7. Prepare term ending Board and Ethic Committee reports for President-elect.</li> <li>8. Prepare documents for transfer to President-elect including President Manual and Ethics-Judicial Committee Manual.</li> <li>9. Prepare thank you letters for Ethics-Judicial Committee members. <ol style="list-style-type: none"> <li>a. Include Committee Application form.</li> </ol> </li> <li>10. Prepare agenda for Board Meeting prior to Business Meeting.</li> <li>11. Work with President-elect on agenda for Board Meeting following the induction of new officers at Business Meeting.</li> <li>12. Prepare <i>President Welcoming</i> Address for Annual Meeting.</li> <li>13. Prepare agenda for Annual Business Meeting.</li> <li>14. Prepare President=s report for Annual Business Meeting</li> <li>15. Prepare thank you/recognition letters to past years board, including appointed Chair of Publication, Chair of Annual Meeting and Associate Member Representative.</li> <li>16. Review strategic plan/goals and present written report at Board meeting.</li> <li>17.</li> <li>18.</li> </ol>
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