

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY                    9    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.120</b>	<b>PAGE</b> <b>1 of 12</b>
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	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>	
<b>SUBJECT</b>  <b>DUTIES OF THE VICE-PRESIDENT/ PRESIDENT-ELECT</b>		

### **POLICY STATEMENT**

The Vice-President/President-elect shall promote the Mission and Philosophy of the AVIR.

The Vice-President/President-elect shall adhere to the Bylaws and Policies and Procedures of the Association.

The Vice-President/President-elect replaces the President when necessary and assumes all duties and responsibilities of the office whether temporarily or for the remainder of the term in case of permanent absence of the President.

The Vice-President/President-elect position begins a three (3) year commitment to the AVIR that shall include duties of the Vice-President in year one, duties of the President in year two and duties of the Immediate Past President in year three.

The Vice-President/President-elects tenure commences following the Business Meeting at the Annual AVIR Scientific Meeting.

### **COMMITTEE RESPONSIBILITIES**

1. The Vice-President/President-elect shall Chair the Education Committee.
  - 1.1 Shall serve in good standing.
  - 1.2 Shall adhere to guidelines outlined in Policy #02.150: Education Committee.
  
2. The Vice-President/President-elect shall Chair the Award of Excellence Committee.
  - 2.1 Shall serve in good standing.
  - 2.2 Shall adhere to guidelines outlined in Policy #02.130: Award of Excellence Committee.
  
3. The Vice-President/President-elect shall Chair the Fellowship Committee.
  - 3.1 Shall serve in good standing.
  - 3.2 Shall adhere to guidelines outlined in Policy #02.170: Fellowship Committee.

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4. The Vice-President/President-elect shall be a member of the Finance Committee.
  - 4.1 Shall serve as a member in good standing.
  - 4.2 Shall complete all assigned corporate sponsorship tasks in a timely manner.
  - 4.3 Shall submit quarterly progress/activity reports to Finance Chair.
  - 4.4 Shall adhere to guidelines outlined in Policy # 02.180: Finance Committee.

#### **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 Vice-President/President-elects Manual and the Education, Award of Excellence and Fellowship Committee Manuals no later than thirty (30) days after assuming office.
4. Shall review the Strategic Plan/Goals 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 prepare quarterly reports for distribution to other Board members to include the previous two months activity and future activity.
  - 6.1 Reports shall be submitted 14 days prior to the board meetings.
7. Shall make every effort to attend all Board meetings and be available for scheduled conference calls.
8. Shall return all communications in a timely manner.
9. Shall meet deadlines including, but not limited to, newsletter, written goals, Board

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reports, committee reports, term ending report and review and recommended revisions of policies and procedures.

10. Shall submit articles in the newsletter.
  - 10.1 When applicable, shall submit an article on the newly approved Fellows in the spring issue of the newsletter.
  - 10.2 Shall submit an article on the latest Award of Excellence recipient in the spring issue of the newsletter.
  - 10.3 Shall submit articles regarding the call for Fellow applicants for the spring, summer and winter newsletters.
  - 10.4 Shall submit articles regarding the call for Award of Excellence nominations for the spring, summer and winter newsletters.
  - 10.5 Shall submit additional articles as requested by the President and the Publication Chair.
  - 10.6 Shall adhere to the deadline dates for submission set by the Publications Chair.
11. Shall work closely with the President on projects of the Association to ensure a smooth transition the following year.
  - 11.1 Shall be informed of all decisions made by the President.
12. Shall work with the President on the agendas of Board meetings and conference calls.
13. Shall make every attempt to fill in for the President in his/her absence.
14. Shall provide a term ending report to the Vice-President-elect to promote a smooth and orderly transition of office.
  - 14.1 Includes term ending report for Vice-President and Education, Award of Excellence and Fellowship Committees.
  - 14.2 Report shall be submitted at the Spring Board of Directors Meeting prior to the Annual AVIR Scientific Meeting.
15. Shall maintain and update the Vice-President/President-elects Manual and the Education, Award of Excellence and Fellowship Committee manuals for the Vice-President-elect.
  - 15.1 The Vice-President/President-elects Manual shall include projects that have works-in-progress status.
  - 15.2 Manual shall be transferred to the Vice-President-elect at the spring Board of

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Directors Meeting prior to the Annual AVIR Scientific Meeting.

16. 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.
  - 16.1 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 Vice-President/President-elect:
  - 1.1 The Presidents tenure commences following the Business Meeting at the Annual AVIR Scientific Meeting.

MONTH	RESPONSIBILITIES
February	1. Review Bylaws and Policy and Procedure Manual, giving additional attention to policies related to Vice-President/President-elect. 2. 3.

2. Assumed office of Vice-President/President-elect.

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<b>MONTH</b>	<b>RESPONSIBILITIES</b>
March	<ol style="list-style-type: none"> <li>1. Submit Education, Fellowship and Award of Excellence Committee members to Board for approval.</li> <li>2. Send introduction letter to Education, Award of Excellence and Fellowship Committee Members.</li> <li>3. Prepare the following articles for the spring issue of the newsletter. <ol style="list-style-type: none"> <li>a. Most recent Award of Excellence recipient.</li> <li>b. Most recent inducted AVIR Fellows.</li> <li>c. Call for Award of Excellence nominations.</li> <li>d. Call for Fellowship applications.</li> </ol> </li> <li>4. Prepare short and long term Board goals and Committee goals.</li> <li>5. Review term ending Board and Committee reports and manuals of previous Vice-President.</li> <li>6. Review Strategic Plan of Association.</li> <li>7. Review Award of Excellence Nomination Form and Nomination Questionnaire and recommend changes to Board. <ol style="list-style-type: none"> <li>a. Forms to be mailed with spring issue of newsletter.</li> </ol> </li> <li>8. Review Fellow Application and Fellows Applicant Review.</li> <li>9.</li> <li>10.</li> <li>11.</li> </ol>

<b>MONTH</b>	<b>RESPONSIBILITIES</b>
April	<ol style="list-style-type: none"> <li>1. Submit articles for spring newsletter no later than end of the month.</li> </ol>

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	Executive Office to mail Award of Excellence <i>Nomination Form</i> and <i>Nomination Questionnaire</i> with newsletter. 2. Submit recommended revisions to Award of Excellence Nomination Form and Nomination Questionnaire no later than April 31 <sup>st</sup> . 3. Award of Excellence Nomination Form and Nomination Questionnaire ready for mailing with the spring newsletter no later than April 15 <sup>th</sup> . 4. Bi-Monthly Board and Committee Chair reports due April 25 <sup>th</sup> . 5. Board and Committee Chair short and long term goals due April 25 <sup>th</sup> . 6. Work on projects as appropriate. 7. 8. 9.
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MONTH	RESPONSIBILITIES
May	1. Newsletter to be mailed May 1 <sup>st</sup> . 2. Submit recommended revisions of Award of Excellence Interview and Candidate Worksheet to Board no later than May 1 <sup>st</sup> . 3. Submit recommended revisions of Fellows Application and Fellows Applicant Review to Board no later than May 1 <sup>st</sup> . 4. Work with Executive Office to prepare Fellows Applicant and mailing labels of 5 year or more members. 5. Submit items for summer Board agenda to the President. 6. Work on projects as appropriate.

MONTH	RESPONSIBILITIES
June	1. Fellow Applications to be sent to members who have been a member of the Association for five or more years no later than June 1 <sup>st</sup> . 2. Bi-monthly Board and Committee Chair reports due June 5 <sup>th</sup> . 3. Prepare the following articles for summer issue of newsletter: a. Call for Award of Excellence nominations.

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	b. Call for Fellow applicants. 4. Begin making calls to corporate sponsors. 5.
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MONTH	RESPONSIBILITIES
July	1. Submit articles for summer issue of newsletter no later than July 1 <sup>st</sup> . Executive Office to mail ALast Chance@ Award of Excellence <i>Nomination Form</i> and <i>Nomination Questionnaire</i> on colored paper with newsletter. 2. Bi-monthly report to Finance Chair due July 5 <sup>th</sup> . 3. Continue calls to corporate sponsors. 4. Work on projects as appropriate.

MONTH	RESPONSIBILITIES
August	1. Newsletter to be mailed August 1 <sup>st</sup> . 2. Bi-monthly Board and Committee Chair reports due August 5 <sup>th</sup> . 3. Continue calls to corporate sponsors. 4. Work on projects as appropriate. 5. 6

MONTH	RESPONSIBILITIES
September	1. Deadline for submission of Award of Excellence nominations and Fellow applicants is September 1 <sup>st</sup> . 2. Bi-monthly report to Finance Chair due September 5 <sup>th</sup> . 3. Continue calls to corporate sponsors. 4. Executive Office to send copy of completed Fellow applicants and documentation to Committee members no later than September 15 <sup>th</sup> . 5. Executive Office to send copy of completed Award of Excellence nominations and interview forms to Committee member responsible for

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	<p>the interviews no later than September 15<sup>th</sup> .</p> <ol style="list-style-type: none"> <li>6. Appropriate Committee member to begin interviews of the Award of Excellence nominees.</li> <li>7. Fellowship Committee members to begin reviewing/evaluation Fellow applications.</li> <li>8. Executive Office to send follow-up letters to Corporate Sponsors no later than September 15<sup>th</sup> .</li> <li>9. Prepare any request article for fall issue of newsletter.</li> <li>10. Submit items for fall Board agenda to President.</li> </ol>
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MONTH	RESPONSIBILITIES
October	<ol style="list-style-type: none"> <li>1. Submit article for fall newsletter no later than October 1<sup>st</sup>.</li> <li>2. Appropriate Award of Excellence Committee member to submit interviews to Executive Office no later than October 1<sup>st</sup> .</li> <li>3. Bi-monthly Board and Committee Chair reports due October 5<sup>th</sup>.</li> <li>4. Continue calls to corporate sponsors.</li> <li>5. Executive Office to send copy of Award of Excellence nominations and interviews to Committee members no later than October 15<sup>th</sup> .</li> <li>7. Award of Excellence Committee members to evaluate nominations and interviews.</li> <li>8. Fellowship Committee members to continue to evaluate Fellowship applications.</li> </ol>

MONTH	RESPONSIBILITIES
November	<ol style="list-style-type: none"> <li>1. Newsletter to be mailed November 1<sup>st</sup>.</li> <li>2. Bi-monthly report to Finance Chair due November 5<sup>th</sup> .</li> <li>3. Continue calls to corporate sponsors</li> <li>4. Fellowship Committee members to submit review/evaluation of Fellow applications to Executive Office no later than November 15<sup>th</sup> .</li> <li>5. Award of Excellence Committee members to submit completed evaluation forms and recommendation for Award of Excellence recipient to the Executive Office no later than November 15<sup>th</sup> .</li> <li>6. Award of Excellence Committee members to review all forms, criteria</li> </ol>



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	and evaluation process. 7. Fellowship Committee members to review forms, criteria and evaluation process. 8. 9.
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MONTH	RESPONSIBILITIES
December	1. Fellowship Committee members to submit review/evaluation of forms, criteria and evaluation process to Executive Office no later than December 1 <sup>st</sup> . 2. Award of Excellence Committee members to submit review/evaluation of forms, criteria and evaluation process to Executive Office no later than December 1 <sup>st</sup> . 3. Bi-monthly Board and Committee Chair reports due December 5 <sup>th</sup> . 4. Complete calls to corporate sponsors. Submit name of company and amount of pledge to Executive office for ASCVIR Pocket Program@.  5. Executive Office to send notification/congratulation letter(s) to approved/disapproved Award of Excellence nominees no later than December 15 <sup>th</sup> . 6. Executive Office to send notification/congratulation letter(s) to approved/disapproved Fellowship applicants no later than December 15 <sup>th</sup> . 7. Prepare the following articles for winter issue of the newsletter. a. Call for Award of Excellence nominations for the following year. b. Call for Fellowship applicants for the following year. 8. Review all assigned policies and procedures outlined in Policy # 04.190. 9. Review Award of Excellence forms, criteria and evaluation process. 10. Review Fellowship forms, criteria and evaluation process.

MONTH	RESPONSIBILITIES
	1. Submit articles for newsletter no later than January 1 <sup>st</sup> . Executive

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January	<p>Office to mail Award of Excellence <i>Nomination Form</i> and <i>Nomination Questionnaire</i> with newsletter.</p> <ol style="list-style-type: none"> <li>2. Review and recommend revisions for assigned policies and procedures no later than January 1<sup>st</sup>.</li> <li>3. Submit recommended revisions to Award of Excellence forms, criteria and evaluation process no later than January 1<sup>st</sup>.</li> <li>4. Submit recommended revisions to Fellowship forms, criteria and evaluation process no later than January 1<sup>st</sup>.</li> <li>5. Bi-monthly report to Finance Chair due January 5<sup>th</sup>.</li> <li>6. Follow-up phone calls to pledged corporate sponsorship not received.</li> <li>7. Check with President on Fellow(s) Award and Certificate.</li> <li>8. Check with President on Award of Excellence from Nycomed and Certificate.</li> <li>9. Submit items for outgoing Board agenda to President.</li> <li>10. Prepare incoming Board agenda.</li> </ol>
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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. Bi-monthly Board and Committee Chair reports due February 5<sup>th</sup>.</li> <li>4. Complete any necessary calls for corporate pledges not received.</li> <li>5. Prepare term ending Board and Committee reports.</li> <li>7. Prepare documents for transfer to Vice-President-elect including position and committee manuals.</li> <li>8. Prepare thank you letters for Education, Award of Excellence and Fellowship Committee members. <ol style="list-style-type: none"> <li>a. Include Committee Application form.</li> </ol> </li> <li>9. Prepare agenda for Board Meeting prior to Business Meeting.</li> <li>10. Review strategic plan/goals of the Association.</li> </ol>

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	11.
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