

ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS : POLICY 10 PROCEDURE	POLICY NO. 01.130	PAGE 1 of 11
	EFFECTIVE DATE February 2006	
	SUPERSEDES New	
	PRESIDENT Greg Phillips	
SUBJECT DUTIES OF THE IMMEDIATE PAST PRESIDENT		

POLICY STATEMENT

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

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

The Immediate Past President shall act as a resource for the President and the Board of Directors.

The Immediate Past President shall work with external organizations to serve as a liaison for the Association.

The Immediate Past President is responsible for the nomination process for the organization.

The Immediate Past President is responsible for the Board appointed External Liaison(s) of the Association.

The Immediate Past President is responsible for continuing/completing projects begun during his/her tenure as President.

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

COMMITTEE RESPONSIBILITIES

1. The Immediate Past President shall Chair the Nominating Committee.
 - 1.1 Shall serve in good standing.
 - 1.2 Shall adhere to the guidelines outlined in Policy # 02.200: Nominating Committee.

2. 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.

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2.4 Shall adhere to the guidelines outlined in Policy # 02.180: Finance Committee.

EXTERNAL LIAISON RESPONSIBILITIES

1. Shall be responsible for the following AVIR External Liaisons:
 - 1.1 AVIR Liaison to Associated Sciences Consortium
 - 1.2 AVIR Liaison to Health Professions Network (HPN)
 - 1.3 AVIR Liaison to Government Affairs
 - 1.4 AVIR Liaison to SICP
 - 1.5 AVIR Liaison to AHRA
 - 1.6 AVIR Liaison to ASRT
 - 1.7 AVIR Liaison to Summit
 - 1.8 AVIR Liaison to Physician Liaison

2. The Immediate Past President shall adhere to the guidelines outlined in the following policies and procedures.
 - 2.1 Policy # 03.100: Duties of External Liaisons.
 - 2.2 Policy # 03.110: Duties of the External Liaison to the Associated Sciences Consortium.
 - 2.3 Policy # 03.120: Duties of the External Liaison to the Health Professions Network.
 - 2.4 Policy # 03.130: Duties of the External Liaison to the Summit.
 - 2.5 Policy # 03.140: Duties of the External Liaison to Government Affairs
 - 2.6 Policy # 03.150: Duties of the External Liaison to the SICP
 - 2.7 Policy # 03.160: Duties of the External Liaison to the AHRA
 - 2.8 Policy # 03.170: Duties of the External Liaison to the Physician Liaison
 - 2.9 Policy # 03.180: Duties of the External Liaison to the ASRT

3. Shall be responsible for communicating activity/status of External Liaisons to the AVIR Board of Directors.

4. External Liaisons shall be appointed/reappointed annually by the AVIR Board of Directors.
 - 4.1 External Liaisons shall be recommended to serve a minimum of three (3) years.

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- 4.2 External Liaisons shall be recommended for appointment/reappointment annually at the **Winter Board** meeting.
 - 4.2.1 External Liaisons shall be approved/reapproved by **June 1**.
- 4.3 External Liaisons shall assume/reassume their position June of the year or as designated by the Board of Directors.
- 4.4 Immediate Past President shall send a letter to newly appointed or reappointed External Liaisons no later than **June 30**.
 - 4.4.1 Letter to include computer disc with "External Liaison Report" and "External Liaison Term Ending Report" forms and AVIR stationary.
- 4.5 Immediate Past President shall send thank you/acknowledgement letters to External Liaisons thirty (30) days prior to vacating office.
- 4.6 Immediate Past President shall present term ending report and/or summary report of the appropriateness of the AVIR's continued affiliation with said organization.

PROCEDURE FOR IMPLEMENTATION

1. Shall review the Associations Bylaws and Policy and Procedure Manual thirty (30) days prior to assuming office.
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 Immediate Past President's Manual, Nominating Committee Manual and the External Liaisons Manual no later than thirty (30) days after assuming office.
4. Shall supply a list of short term and long term goals. These will include goals for both elected office and the organization. Written goals shall be due thirty (30) days after assuming office.
5. Shall prepare quarterly reports for distribution to other Board members to include the previous three months activity and future activity.
 - 5.1 Board Reports shall be submitted 14days prior to the board meetings.

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6. Shall make every effort to attend all Board meetings and be available for scheduled conference calls.
7. Shall return all communications in a timely manner.
8. Shall submit an article in the spring, summer and winter issues of the newsletter regarding the call for candidates
 - 8.1 Shall meet the Publication Chair's deadlines for submission.
8. Shall meet deadlines including, but not limited to, newsletter, written goals, Board reports, committee reports, term ending report and review and recommended revisions of policies and procedures.
9. Shall work with external organizations to serve as a liaison for the Association.
10. Shall be responsible for any correspondence necessary to follow through on projects or as requested by the President.
11. Shall be responsible for working closely with the President to carry on projects and acts as a liaison to outside organizations on behalf of the AVIR.
12. Annual AVIR Scientific Meeting.
 - 12.1 Shall be available to members, board, executive staff and external organizations.
13. Annual AVIR Business Meeting.
 - 13.1 Shall present Past Presidents Report to the members of the Association.
14. Shall provide a term ending report to the Immediate Past President-elect to promote a smooth and orderly transition of office.
 - 14.1 Includes term ending report for Immediate Past President, Nominating Committee and External Liaisons.
 - 14.2 Report shall be submitted at the spring Board of Directors Meeting prior to the Annual AVIR Scientific Meeting.
15. Shall update the "Immediate Past President's Policy", the "Nominating Committee

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Policy” and the “External Liaisons Policy” for the Immediate Past President-elect.

15.1 “Immediate Past President’s Policy1” shall include projects that have works-in-progress status.

16. Shall review assigned policies and procedures outlined in Policy # 04.190: Review and Revisions of the 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 Annual AVIR Scientific Meeting.

PROCEDURE TIME LINE

1. Prior to Assuming office of Immediate Past President:

1.1 The Immediate Past President s tenure commences following the Business Meeting at the Annual AVIR Scientific Meeting.

2. Assumed position Immediate Past President

MONTH	RESPONSIBILITIES
February	1. Review Bylaws and Policy and Procedure Manual, giving additional attention to policies related to the Immediate Past President. 2. Complete Presidents duties. Refer to Policy President Duties/Time line. <ol style="list-style-type: none"> a. Thank you letter to Committee Members. b. Term ending report. c. Complete manual(s) for President-elect. d. Submit recommend revisions to Policy and Procedure Manual by February 1st . e. Complete review of strategic plan/goals. 3. Notify President-elect of any scheduled meeting on behalf of the Association you are to attend.

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MONTH	RESPONSIBILITIES
March	<ol style="list-style-type: none"> 1. Submit Nominating Committee to Board for Approval. 2. Send introduction letter to Nominating Committee Members. 3. Complete President' s duties: <ol style="list-style-type: none"> a. Transfer all records to incoming President. 4. Prepare short and long term goals. 5. Review term ending Board, External Liaisons and Committee reports of previous Immediate Past President and appropriate manuals. 6. Letter to External Liaisons. 7. Prepare article for spring issue of newsletter. 8. Work on projects as appropriate. 9. External Liaisons Quarterly report(s) due March 5th. 10. Prepare article on upcoming election for spring issue of newsletter. 11. 12.

MONTH	RESPONSIBILITIES
April	<ol style="list-style-type: none"> 1. Submit articles for newsletter no later than April 1st. Executive Office to mail <i>Candidate Application</i> form with newsletter. 2. Nominating Committee Chairs goals due April 5th. 3. Quarterly Board and Committee Chair reports due April 5th. 4. Work on projects as appropriate. 5. 6.

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MONTH	RESPONSIBILITIES
May	1. External Liaisons reports due May 5 th . 2. Work on projects as appropriate.

MONTH	RESPONSIBILITIES
June	1. Bi-monthly Board and Committee Chair reports due June 5 th . 2. Begin making calls to corporate sponsors. 3. Prepare article on upcoming election for summer issue of newsletter. 4. Confirm Liaison to Associated Sciences Consortium is submitting article regarding meeting in late fall for summer issue of newsletter. 5. Work on projects as appropriate.

MONTH	RESPONSIBILITIES
July	1. Submit article on " <u>Last Call</u> " for election in newsletter no later than July 1 st . Executive Office to mail <i>Candidate Application</i> form with newsletter. <u>a.</u> Verify Associated Sciences Consortium article has been submitted. 2. External Liaisons quarterly report due July 5 th . 3. Quarterly report to Finance Chair due July 5 th 4. Continue calls to corporate sponsors. 5. Draft nominating letter and review form. 6. Work on projects as appropriate. 7.

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MONTH	RESPONSIBILITIES
August	<ul style="list-style-type: none"> . 2. Continue calls to corporate sponsors. 3. Comments/changes to nominating letters and form due to Executive office. 4. Executive staff to generate mailing labels, prepare letters and forms. 5. Executive offices to mail nominating letters and forms. 6. Work on projects as appropriate.

MONTH	RESPONSIBILITIES
September	<ul style="list-style-type: none"> 1. External Liaisons bi-monthly report due September 5th. 2. Quarterly report to Finance Chair due September 5th. 3. Continue calls to corporate sponsors. 4. Candidate application deadline. 5. Prepare recommendations for appointment/reappointment of External Liaisons for fall Board meeting. 6. Work on projects as appropriate.

MONTH	RESPONSIBILITIES
October	<ul style="list-style-type: none"> 1. Quarterly Board and Committee Chair reports due October 5th. 2. Candidate information sent to committee for evaluation. 3. Nominating Committee evaluates candidates and sends reports in.

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	4. Develop bios for candidate profiles. 5. Profiles due in office by_____. 6. Ballots mailed to both active and associate members (dates based on deadlines). 7. Continue calls to corporate sponsors. 8. Recommend External Liaisons for appointment/reappointment at fall Board meeting. 9. Work on projects as appropriate. 10. 11
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MONTH	RESPONSIBILITIES
November	1. Bi-Quarterly report to Finance Chair due November 5 th . 2. External Liaisons quarterly report due November 5 th . 3. Postmark deadline for ballots. 4. Continue calls to corporate sponsors. 5. Work on projects as appropriate.

MONTH	RESPONSIBILITIES
December	1. B Quarterly Board and Committee Chair reports due December 5 th . 2. Confirm Liaison to Associated Sciences Consortium is preparing article on the activities/success of the November meeting at the RSNA for the winter newsletter. 3. Executive staff to complete tally of ballots. 4. Executive staff notifies committee of results.

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	5. Newly elected officers contacted by telephone. 6. Complete calls to corporate sponsors. Submit name of company and amount of pledge to Executive office for " <u>SIR Pocket Program</u> ". 7. Prepare article for winter issue of newsletter. 8. Work on projects as appropriate. 9. Prepare article on next election/call for candidates for winter issue of newsletter.
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MONTH	RESPONSIBILITIES
January	1. Submit article for winter newsletter no later than January 1 st . Executive Office to mail <i>Candidate Application</i> form with newsletter. a. Confirm External Liaison for Associated Sciences has submitted article. 2. Review assigned policies and procedures and recommend revisions no later than January 1 st . 3. External Liaisons bi-monthly report due January 5 th . 4. Bi-monthly report to Chair of Finance Committee due January 5 th . 5. Follow-up phone calls to pledged corporate sponsorship not received. 6. Work on projects as appropriate. 7.

MONTH	RESPONSIBILITIES
February	1. Quarterly Board and Committee Chair reports due February 5 th . 2. Prepare term ending report for Immediate Past President-elect, Nominating Committee and External Liaisons. 3. Complete any necessary calls for corporate pledges not received. 4. Prepare documents for transfer to Immediate Past President-elect, including manual(s).

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	5. Prepare thank you letters for Nominating Committee Members. a. Include Committee Application form. 6. Prepare thank you letters for External Liaisons. 7. Prepare Past President's report for Annual Business meeting. 8. External Liaison's term ending report due February 5 th . 9. External Liaison's summary report of the AVIR's continued affiliation of said organization due February 5 th .
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