

| | | |
|---|---|------------------------------|
| ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS : POLICY 10 PROCEDURE | POLICY NO. 01.140 | PAGE 1 of 9 |
| | EFFECTIVE DATE February 2006 | |
| | SUPERSEDES February 1998 | |
| | PRESIDENT Greg Phillips | |
| SUBJECT DUTIES OF THE SECRETARY/TREASURER | | |

POLICY STATEMENT

The Secretary/Treasurer shall promote the Mission and Philosophy of the AVIR.

The Secretary/Treasurer shall adhere to the Bylaws and Policies and Procedures of the Association.

The Secretary/Treasurer coordinates the overall review of the Policy Manual. Keeping up with the timelines. He/she will keep the updated version of the policy manual.

The Secretary/Treasurer is responsible for reviewing all financial statements, membership figures, and recording/approving all minutes of board meetings.

The Secretary/Treasurer reviews membership concerns and supervises membership recruitment efforts.

The Secretary/Treasurer coordinates the solicitation of funds through the Finance committee for organizational sponsored projects, education, newsletters, chapters, annual and regional meetings.

The Secretary/Treasurer's tenure commences following the Business Meeting at the Annual AVIR Scientific Meeting.

The Secretary/Treasurer is responsible for the management of the mailing list rental.

COMMITTEE RESPONSIBILITIES

1. The Secretary/Treasurer shall Chair the Finance Committee.
 - 1.2 Shall serve in good standing.
 - 1.3 Shall adhere to the guidelines outlined in Policy # 02.180: Finance Committee

2. The Secretary/Treasurer shall Chair the Membership Committee.
 - 2.1 Shall serve in good standing.
 - 2.2 Shall adhere to the guidelines outlined in Policy # 02.190.

| | | |
|---|---|------------------------------|
| ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS : POLICY 10 PROCEDURE | POLICY NO. 01.140 | PAGE 2 of 9 |
| | EFFECTIVE DATE February 2006 | |
| | SUPERSEDES February 1998 | |
| | PRESIDENT Greg Phillips | |
| SUBJECT DUTIES OF THE SECRETARY/TREASURER | | |

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 Secretary/Treasurer, Finance Committee and Membership Committee Manuals 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 Reports shall be submitted 14 days prior to board meeting...
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 the following articles for publication in the newsletter. Shall submit articles in a timely manner adhering to the deadlines set by the Publication Chair.
 - 8.1 Spring Newsletter: Summary report of Annual AVIR Business Meeting.
 - 8.2 Spring Newsletter: AVIR Financial Report.
 - 8.2.1 Shall have report approved by President and/or Executive Office.
 - 8.3 Spring Newsletter: List and thank Corporate Sponsors.
 - 8.4 Spring Newsletter: Article regarding membership renewal in July.
 - 8.5 Summer Newsletter: Article reminding those who did not renew their membership to do so.

| | | |
|--|---|------------------------------|
| ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS : POLICY 10 PROCEDURE | POLICY NO. 01.140 | PAGE 3 of 9 |
| | EFFECTIVE DATE February 2006 | |
| | SUPERSEDES February 1998 | |
| | PRESIDENT Greg Phillips | |
| SUBJECT DUTIES OF THE SECRETARY/TREASURER | | |

9. 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.

10. Board of Directors Meetings
 - 10.1 Shall record/approve minutes of Board meetings which include but are not limited to the following:
 - 10.1.1 Spring—incoming Board meeting at the Annual AVIR Scientific Meeting.
 - 10.1.2 Summer
 - 10.1.3 Fall
 - 10.1.4 Winter
 - 10.1.5 Spring—Outgoing Board meeting at the Annual AVIR Scientific Meeting
 - 10.2 Shall give a financial report at all Board meetings.
 - 10.3 Shall bring Bylaws and Policy and Procedure Manual to all Board meetings.
 - 10.4 If unable to attend a Board meeting will arrange with the President for another Board member to record/approve minutes and bring Bylaws and Policy and Procedure Manual.

10. Conference Calls
 - 11.1 Shall record/approve minutes of conference calls.
 - 11.2 If unable to participate in a conference call shall arrange with the President for another Board member to record/approve minutes.

12. Annual AVIR Business Meeting during the Annual AVIR Scientific Meeting.
 - 12.1 Shall record/approve minutes of the Business meeting.
 - 12.2 Shall report to the members the financial status of the Association.

13. Annual AVIR Scientific Meeting.
 - 13.1 Shall be available to members, Board, Executive staff and external organizations.
 - 13.2 Shall assign Board members to distribute corporate sponsorship ribbons.

| | | |
|---|---|------------------------------|
| ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS : POLICY 10 PROCEDURE | POLICY NO. 01.140 | PAGE 4 of 9 |
| | EFFECTIVE DATE February 2006 | |
| | SUPERSEDES February 1998 | |
| | PRESIDENT Greg Phillips | |
| SUBJECT DUTIES OF THE SECRETARY/TREASURER | | |

14. Shall provide a term ending report to the Secretary/Treasurer-elect to promote a smooth and order transition of office.
 - 14.1 Includes term ending report for Secretary/Treasurer, Finance Committee and Membership Committee.
 - 14.2 Report shall be submitted at the spring Board meeting prior to the Annual AVIR Scientific Meeting.

15. 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 the Annual AVIR Scientific Meeting.

16. Shall review the quarterly financial statements of the Association and make recommendations accordingly.
17. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis.

18. Shall review monthly membership figures and make recommendations accordingly; contact delinquent members of the committees; coordinate membership drives; and handle member inquiries referred by the Executive Office

19. Shall draft revisions of policies and bylaws as necessary.

20. Shall prepare with the Executive Secretary the following mails:
 - 20.1 Corporate assignment letters to the Finance Committee members.
 - 20.2 Draft/Approvals of Board meeting minutes.
 - 20.3 Draft/Approvals of Board conference call minutes

| | | |
|--|---|------------------------------|
| <p style="text-align: center;">ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</p> <p>: POLICY 10 PROCEDURE</p> | POLICY NO. 01.140 | PAGE 5 of 9 |
| | EFFECTIVE DATE February 2006 | |
| | SUPERSEDES February 1998 | |
| | PRESIDENT Greg Phillips | |
| SUBJECT DUTIES OF THE SECRETARY/TREASURER | | |

20. Shall prepare with the Executive Office the Corporate Sponsorship and Educational Meeting Sponsorship ribbons.
 - 21.1 Shall verify availability of ribbons.
 - 21.2 Shall assign Board members to distribute ribbons to corporate sponsors on the first day of the Annual AVIR Scientific Meeting.

PROCEDURE TIME LINE

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

| MONTH | RESPONSIBILITIES |
|--------------|--|
| February | <ol style="list-style-type: none"> 1. Review Bylaws and Policy and Procedure Manual, giving additional attention to policies related to the Secretary/Treasurer. 2. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis. 3. 4. |

2. Assumed position of Secretary/Treasurer.

| | | |
|---|---|------------------------------|
| ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS : POLICY 10 PROCEDURE | POLICY NO. 01.140 | PAGE 6 of 9 |
| | EFFECTIVE DATE February 2006 | |
| | SUPERSEDES February 1998 | |
| | PRESIDENT Greg Phillips | |
| SUBJECT DUTIES OF THE SECRETARY/TREASURER | | |

| MONTH | RESPONSIBILITIES |
|--------------|--|
| March | <ol style="list-style-type: none"> 1. Submit Membership Committee to Board for approval. 2. Submit Finance Committee to Board for approval. 3. Send introduction letter to Membership Committee members. 4. Send introduction letter to Finance Committee members. 5. Prepare short and long term goals. 6. Review term ending Board and Committee reports and Manuals of previous Secretary/Treasurer . 7. Prepare articles for spring newsletter: <ol style="list-style-type: none"> a. Annual Business Meeting Summary b. Financial Status of Association c. Membership renewal d. List and thank corporate sponsors. 8. Record/approve minutes of incoming Board of Directors Meeting. 9. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis. 10. 11. |

| MONTH | RESPONSIBILITIES |
|--------------|--|
| April | <ol style="list-style-type: none"> 1. Submit articles for newsletter no later than end of Aprilst . 2. Quarterly Board and Committee reports due April 25th . 3. Work with Executive Office on Corporate Sponsorship letters. 4. Finance and Membership Committee Chairs short and long term goals due April 25th . 21. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the |

| | | |
|--|---|--------------------------------------|
| <p style="text-align: center;">ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</p> <p>: POLICY 10 PROCEDURE</p> | <p>POLICY NO. 01.140</p> | <p>PAGE 7 of 9</p> |
| | <p>EFFECTIVE DATE February 2006</p> | |
| | <p>SUPERSEDES February 1998</p> | |
| | <p>PRESIDENT Greg Phillips</p> | |
| <p>SUBJECT DUTIES OF THE SECRETARY/TREASURER</p> | | |

| | |
|--|-------------------------------|
| | President on a monthly basis. |
|--|-------------------------------|

| MONTH | RESPONSIBILITIES |
|-------|--|
| May | <ol style="list-style-type: none"> 1. Executive Office to mail Corporate Sponsorship letter no later than May 1st. 2. Assign Finance Committee Members specific vendors to contact. 3. Send Committee members finance packet no later than May 15th. 4. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis. 5. |

| MONTH | RESPONSIBILITIES |
|-------|--|
| June | <ol style="list-style-type: none"> 1. Bi-monthly Board and Committee reports due June 5th. 2. Begin making calls to corporate sponsors by June 1st. 3. Dues renewal mailing. 4. Prepare article for summer newsletter on membership renewal. 5. Prepare financial report for summer Board meeting. 6. Record/approve minutes of summer Board meeting. 7. Bring Bylaws and Policy and Procedure Manual to summer Board meeting. 8. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis. |

| | |
|--|--|
| | |
|--|--|

| | | |
|---|---|------------------------------|
| ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS : POLICY 10 PROCEDURE | POLICY NO. 01.140 | PAGE 8 of 9 |
| | EFFECTIVE DATE February 2006 | |
| | SUPERSEDES February 1998 | |
| | PRESIDENT Greg Phillips | |
| SUBJECT DUTIES OF THE SECRETARY/TREASURER | | |

| MONTH | RESPONSIBILITIES |
|-------|---|
| July | 1. Submit article for summer issue of newsletter no later than July 1 st . 2. Finance Committee members bi-monthly report due July 5 th . 3. Continue calls to corporate sponsors. 4. Executive Office to mail Membership Directory. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis. 5. |

| MONTH | RESPONSIBILITIES |
|--------|---|
| August | 2. Continue calls to corporate sponsors. 3. Contact Finance Committee Members regarding their corporate sponsorship status. 4. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis. 5. 6. |

| MONTH | RESPONSIBILITIES |
|-----------|---|
| September | 1. Finance Committee members bi-monthly report due September 5 th 2. Executive Office to mail corporate sponsorship follow-up letter no later than September 15 th . 3. Continue calls to corporate sponsors. |

| | | |
|---|---|------------------------------|
| ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS : POLICY 10 PROCEDURE | POLICY NO. 01.140 | PAGE 9 of 9 |
| | EFFECTIVE DATE February 2006 | |
| | SUPERSEDES February 1998 | |
| | PRESIDENT Greg Phillips | |
| SUBJECT DUTIES OF THE SECRETARY/TREASURER | | |

| | |
|--|---|
| | <p>4. Prepare financial report for fall Board meeting.</p> <p>5. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis.</p> <p>6.</p> |
|--|---|

| MONTH | RESPONSIBILITIES |
|--------------|--|
| October | <p>1 Quarterly Board and Committee reports due 14 days prior to board meeting. .</p> <p>2. Continue calls to corporate sponsors.</p> <p>3. Contact Finance Committee Members regarding Corporate Sponsorship status. Need commitment from sponsors by Dec 1 to meet deadline for Pocket Program at Annual SIR/AVIR Meeting.</p> <p>4. Record/approve minutes of fall Board meeting.</p> <p>5. Bring Bylaws and Policy and Procedure Manual to fall Board meeting.</p> <p>6. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis.</p> |

| MONTH | RESPONSIBILITIES |
|--------------|---|
| November | <p>1. Finance Committee member bi-monthly report due November 5th.</p> |

| | | |
|---|---|-------------------------------|
| ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS : POLICY 10 PROCEDURE | POLICY NO. 01.140 | PAGE 10 of 9 |
| | EFFECTIVE DATE February 2006 | |
| | SUPERSEDES February 1998 | |
| | PRESIDENT Greg Phillips | |
| SUBJECT DUTIES OF THE SECRETARY/TREASURER | | |

| | |
|--|--|
| | <ol style="list-style-type: none"> 2. Continue calls to corporate sponsors. 3. Review Finance Corporate Sponsorship status. 4. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis. 5. 6. |
|--|--|

| MONTH | RESPONSIBILITIES |
|--------------|--|
| December | <ol style="list-style-type: none"> 1. Quarterly Board and Committee reports due 14 days prior to board meeting . 2. Complete calls to corporate sponsors. All Committee Members to submit name of company and amount of pledge to Executive office by December 1st for a SIR Pocket Program. 3. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis. 4. 5. |

| MONTH | RESPONSIBILITIES |
|--------------|---|
| January | <ol style="list-style-type: none"> 1. Review assigned policies and procedures and make recommendations no later than January 1st . 2. Finance Committee members bi-monthly report due January 5th . |

| | | |
|---|---|-------------------------------|
| ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS : POLICY 10 PROCEDURE | POLICY NO. 01.140 | PAGE 11 of 9 |
| | EFFECTIVE DATE February 2006 | |
| | SUPERSEDES February 1998 | |
| | PRESIDENT Greg Phillips | |
| SUBJECT DUTIES OF THE SECRETARY/TREASURER | | |

| | |
|--|---|
| | <ol style="list-style-type: none"> 3. Follow-up phone calls to pledged corporate sponsorship not received. 4. Verify office has required # of corporate/educational sponsorship ribbons. 5. Check with Executive Office on status of corporate sponsorship list for SIR Pocket Program. 6. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis. 7. 8. |
|--|---|

| MONTH | RESPONSIBILITIES |
|--------------|---|
| February | <ol style="list-style-type: none"> 1. Quarterly Board and Committee reports due 14 days prior to board meeting. . 2. Prepare term ending Board and Committee reports by Feb 5th . 3. Complete any necessary calls for corporate pledges not received. 4. Prepare documents for transfer to Secretary/Treasurer-elect including manual(s). 5. Prepare thank you letters for Membership Committee Members. <ol style="list-style-type: none"> a. Include Committee Application form. 6. Prepare thank you letters for Finance Committee Members. <ol style="list-style-type: none"> a. Include Committee Application form. 7. Prepare financial report for outgoing Board meeting and Annual Business meeting. 8. Assign Board members to distribute corporate sponsorship ribbons at Annual meeting. 9. Record/approve minutes of outgoing spring Board meeting. 10. Bring Bylaws and Policy and procedure manual to outgoing spring Board meeting. |

| | | |
|--|--|--|
| <p style="text-align: center;">ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</p> <p>: POLICY 10 PROCEDURE</p> | <p>POLICY NO.</p> <p style="text-align: center;">01.140</p> | <p>PAGE</p> <p style="text-align: center;">12 of 9</p> |
| | <p>EFFECTIVE DATE</p> <p style="text-align: center;">February 2006</p> | |
| | <p>SUPERSEDES</p> <p style="text-align: center;">February 1998</p> | |
| | <p>PRESIDENT</p> <p style="text-align: center;">Greg Phillips</p> | |
| <p>SUBJECT</p> <p style="text-align: center;">DUTIES OF THE SECRETARY/TREASURER</p> | | |

| | |
|--|--|
| | <p>11. Record/approve minutes of Annual Business Meeting</p> <p>12. Shall review Accounts Payable twice a month as provided by Executive Office, sign checks and return to Executive Office for distribution. Will log in all Accounts Payable and review with the President on a monthly basis.</p> <p>13.</p> <p>14.</p> |
|--|--|