

ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS <input type="checkbox"/> POLICY <input type="checkbox"/> PROCEDURE	POLICY NO. 01.150	PAGE 1 of 9
	EFFECTIVE DATE February 2006	
	SUPERSEDES February 1998	
	PRESIDENT Greg Phillips	
SUBJECT DUTIES OF THE DIRECTOR-AT-LARGE		

POLICY STATEMENT

The Director-at-Large shall promote the Mission and Philosophy of the AVIR.

The Director-at-Large shall adhere to the Bylaws and Policies and Procedures of the Association.

The Director-at-Large shall oversee the activities of all AVIR Chapters.

The Director-at-Large shall oversee and direct the activities of the Chapter Liaisons. This link shall provide essential communication that is needed to strengthen the relationship between the AVIR and its Chapters.

The Director-at-Large shall perform duties and exercise such powers as may be determined from time to time by the Board of Directors.

The Director-at-Large's tenure commences following the Business Meeting at the Annual AVIR Scientific Meeting.

COMMITTEE RESPONSIBILITIES

1. The Director-at-Large shall Chair the Chapters Committee
 - 1.1 Shall serve in good standing.
 - 1.2 Shall adhere to the guidelines outlined in Policy # 02.140: Chapters Committee.

2. Shall be a member of the Education Committee
 - 2.1 Shall serve as a member in good standing.
 - 2.2 Shall adhere to the guidelines outlined in Policy # 02.150: Education Committee.

3. May be requested to serve as 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 bi-monthly progress/activity reports to Finance Chair.
 - 2.4 Shall adhere to the 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 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 Director-at-Large Manual, the Chapter Manual and the Chapters Committee 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 send a letter of introduction to each chapter introducing the Director-at-Large and Liaison assigned to their chapter.
 - 5.1 Letter shall be sent no later than thirty (30) days after Board approval of Chapter Liaisons.
6. Shall prepare quarterly report, for distribution to other Board members, to include the previous three months activity and future activity.
 - 6.1 Board Reports shall be submitted 14 days prior to board meetings.
7. The Director-at-Large 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 submit a “*Chapter Happenings*” article in each newsletter on a quarterly basis.
 - 9.1 Shall submit articles in a timely manner adhering to the deadlines set by the Publications Chair.

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- 9.2 Shall verify that Chapter Liaisons submit articles 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 policies and procedures.
11. Annual AVIR Scientific Meeting.
11.1 Shall be available to members, Board, Executive staff and external organizations.
11.2 Shall plan a Chapters Meeting during the Annual AVIR Scientific Meeting.
11.2.1 Shall try to plan the meeting prior to the Annual AVIR Business Meeting.
12. Annual AVIR Business Meeting.
12.1 Shall present Director's-at-Large Report to the members of the Association.
13. Shall provide a term ending report to the Director-at-Large-elect to promote a smooth and orderly transition of office.
13.1 Includes term ending report for Director-at-Large and the Chapters Committee
13.2 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.
15.1 Revisions shall be completed and ready for Board approval thirty (30) days prior to the Annual AVIR Scientific Meeting.
16. Shall provide regular contact with the Chapter Liaisons in order to provide support to the Liaison and their respective Chapters.
17. Shall continually review the AVIR Chapter Manual and submit changes/updates to the Executive office.
17.1 Revisions to Chapter Manual shall be sent to the existing AVIR Chapters.
18. Shall address any issues/concerns with the Chapters or the Liaisons in a timely manner.

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19. Shall contact the Corporate Chapter Liaison and report on existing or newly formed/forming chapters and identify areas of concern that the Corporate Liaison can be of assistance.
20. Shall continually update and maintain accurate information on Chapter demographic information (contact person, addresses, and phone numbers).
 - 20.1 Updated chapter lists shall be sent to each Chapter Liaison, newsletter and each chapter contact person(s).
21. Shall evaluate Chapters not complying with Policy #05.110: Criteria for AVIR Active Chapter Status.
 - 21.1 Shall inform the Board of Chapters not meeting set standards in Policy # 05.110.

PROCEDURE TIME LINE

1. Prior to assuming office of Director-at-Large.
 - 1.1 The Director-at-Large tenure commences following the Business Meeting at the Annual AVIR Scientific Meeting.

MONTH	RESPONSIBILITIES
February	1. Review Bylaws, Policy and Procedure Manual, and Chapters Manual giving additional attention to policies related to the Director-at-Large.

2. Assumed position of Director-at-Large.

MONTH	RESPONSIBILITIES
March	<ol style="list-style-type: none"> 1. Submit Chapters Committee to Board for Approval at March Board meeting. 2. Identify the AVIR Chapters to be assigned to each Chapter Liaison. 3. Review Chapter Manual. 4. Prepare short and long term goals for position and committee.

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	<ol style="list-style-type: none"> 5. Review Term Ending Board and Chapter Liaisons reports and manuals of previous Director-at-Large. 6. Prepare "<i>Chapter Happenings</i>" for spring issue of newsletter. 7. Chapter bi-monthly reports due March 1st. 8. Review requests for Regional Meeting Status and submit to board for approval at March board meeting.
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MONTH	RESPONSIBILITIES
April	<ol style="list-style-type: none"> 1. Submit "<i>Chapter Happenings</i>" for newsletter no later than April 15th. 2. Send introduction letter to Chapter Liaisons including Chapter Manual. 2. Quarterly Board and Committee Chair reports due 14 days prior to board of directors meeting. 3. Review Chapter Manual for revisions. 4. Send introduction letter to Chapters, identify their Liaison. 5.

MONTH	RESPONSIBILITIES
May	<ol style="list-style-type: none"> 1. Chapter bi-monthly reports due May 1st. 2. Chapter Liaison bi-monthly reports due May 15th. 3. Contact Chapter Liaisons. Contact Chapters on an as needed basis. 4.

MONTH	RESPONSIBILITIES
June	<ol style="list-style-type: none"> 1. Quarterly Board and Committee Chair reports due 14 days prior to board of directors meeting. 2. Begin making calls to corporate sponsors. 3. Prepare "<i>Chapter Happenings</i>" article for summer newsletter. 4. Confirm assigned Chapter Liaison(s) are preparing article for summer newsletter.

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	5. Contact Chapter Liaisons. Contact Chapters on an as needed basis. 6. Review Chapter Manual for revisions.
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MONTH	RESPONSIBILITIES
July	1. Submit “ <i>Chapter Happenings</i> ” for newsletter no later than July 1 st . 2. Verify Chapter Liaison(s) submitted article for newsletter no later than July 1 st . 3. Chapter bi-monthly reports due July 1 st . 4. Chapter Liaison bi-monthly reports due July 15 th . 5. Bi-monthly report to Finance Chair due July 5 th 6. Continue calls to corporate sponsors. 7. Contact Chapter Liaisons. Contact Chapters on an as needed basis.

MONTH	RESPONSIBILITIES
August	1. Continue calls to corporate sponsors. 2.. Contact Chapter Liaisons. Contact Chapters on an as needed basis. 3. Review Chapter Manual for revisions.

MONTH	RESPONSIBILITIES
September	1. Chapter bi-monthly reports due September 1 st . 2. Chapter Liaisons bi-monthly reports due September 15 th . 3. Bi-monthly report to Finance Chair due September 5 th . 4. Continue calls to corporate sponsors.

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	5. Prepare “ <i>Chapter Happenings</i> ” article for fall issue of newsletter. 6. Verify assigned Chapter Liaison(s) are preparing article for fall issue of newsletter. 7. Contact Chapter Liaisons. Contact Chapters on an as needed basis. 8.
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MONTH	RESPONSIBILITIES
October	1. Submit “ <i>Chapter Happenings</i> ” for newsletter no later than October 1 st . 2. Verify assigned Chapter Liaison(s) submitted article for newsletter no later than October 1 st . 3. Bi-monthly Board and Committee Chair reports due October 5 th . 4. Continue calls to corporate sponsors. 5. Review Chapter Manual for revisions. 6. Contact Chapter Liaisons. Contact Chapters on an as needed basis. 7.

MONTH	RESPONSIBILITIES
November	1. Chapter bi-monthly reports due November 1 st . 2. Bi-monthly report to Finance Chair due November 5 th . 3. Chapter Liaisons bi-monthly reports due November 15 th . 4. Continue calls to corporate sponsors. 5. Contact Chapter Liaisons. Contact Chapters on an as needed basis. 6.

MONTH	RESPONSIBILITIES
December	1. Bi-monthly Board and Committee Chair reports due December 5 th . 2. Prepare “ <i>Chapter Happenings</i> ” for winter issue of newsletter. 3. Verify assigned Chapter Liaison(s) are preparing article for winter issue

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	of newsletter. 4. Complete calls to corporate sponsors. Submit name of company and amount of pledge to Executive office for AVIR Pocket Program. 5. Contact Chapter Liaisons. Contact Chapters on an as needed basis. 6. Review Chapter Manual for revisions. 7. Prepare date, time and place for Chapter Meeting during the Annual AVIR Scientific Meeting. Prepare article for newsletter. 8. Forward reminder letter to chapters about "Requests for Regional Meeting Status".
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MONTH	RESPONSIBILITIES
January	1. Submit " <i>Chapter Happenings</i> " article and article regarding Chapters Meeting at Annual Meeting for winter newsletter no later than January 1 st . 2. Verify assigned Chapter Liaison(s) submitted article for winter newsletter no later than January 1 st . 3. Review assigned policies and procedures and recommend revisions no later than January 1 st . 4. Chapter bi-monthly reports due January 1 st . 5. Chapter Liaison bi-monthly reports due January 15 th . 6. Bi-monthly report to Chair of Finance Committee due January 5 th . 7. Follow-up phone calls to pledged corporate sponsorship not received. 8. Contact Chapter Liaisons. Contact Chapters on an as needed basis

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February	<ol style="list-style-type: none"> 1. Review Chapter Manual and submit all final revisions no later than February 1st. 2. Quarterly Board and Committee Chair reports due 14 days prior to board meeting. 3. Prepare term ending report for Director-at-Large and Chapters Committee by February 5th. 4. Complete any necessary calls for corporate pledges not received. 5. Prepare documents for transfer to Director-at-Large-elect 6. Prepare thank you letters for Chapter Liaisons. <ol style="list-style-type: none"> a. Include "Committee Application" form. 7. Prepare Director-at-Large report for Annual Business meeting. 8. Contact Chapter Liaisons. Contact Chapters on an as needed basis 9. Contact Director-at-Large-elect to aid in smooth transition and offer support. Verify that Executive office has sent Chapter Manual. 10.
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