

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            10    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.160</b>	<b>PAGE</b> <b>1 of 9</b>
	<b>EFFECTIVE DATE</b> <b>February 2006</b>	
	<b>SUPERSEDES</b> <b>February 1998</b>	
	<b>PRESIDENT</b>  <b>Greg Phillips</b>	
<b>SUBJECT</b>  <b>DUTIES OF THE PUBLICATION CHAIR</b>		

### **POLICY STATEMENT**

The Publication Chair shall promote the Mission and Philosophy of the AVIR.

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

The Publication Chair shall Chair the Publication Committee.

The newsletter is the Associations largest and most visible communication during the year, and as such has set and maintained a standard that the Publication Chair shall maintain.

The Publication Chair shall be responsible for editing and printing the associations publications and selecting, but not limited to, the selection of quality Cardiovascular and Interventional Radiology topics.

The Publication Chair is a member of the AVIR in good standing and is appointed/reappointed annually at Winter Board Meeting by the AVIR Board of Directors.

The Publication Chair reports to the Board of Directors.

The Publication Chair tenure commences following the Business Meeting at the Annual AVIR Scientific Meeting.

### **COMMITTEE RESPONSIBILITIES**

1. The Publication Chair shall Chair the Publication Committee.
  - 1.1 Shall serve in good standing.
  - 1.1 Shall adhere to the guidelines outlined in Policy # 02.210: Publication Committee.
  
2. Shall be a member of the Web Committee
  - 2.1 Shall serve as a member in good standing.
  - 2.2 Shall adhere to the guidelines outlined in Policy #02.220: Web Committee.

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY                    10   PROCEDURE</b>	<b>POLICY NO.</b> <b>01.160</b>	<b>PAGE</b> <b>2 of 9</b>
	<b>EFFECTIVE DATE</b> <b>February 2006</b>	
	<b>SUPERSEDES</b> <b>February 1998</b>	
	<b>PRESIDENT</b>  Greg Phillips	
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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 Publication Manual no later than thirty (30) days after assuming office.
4. Shall provide a list of short-term 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.
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 the board meetings.
6. Shall attend AVIR Board meetings by invitation and shall be available for all scheduled conference calls.
7. Shall return all communications in a timely manner.
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 submit the following articles in the *Interventional Informer*:
10. The Publication Chair plan for the Newsletter shall, as in previous years, shall remain national in scope.

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	<b>EFFECTIVE DATE</b> <b>February 2006</b>	
	<b>SUPERSEDES</b> <b>February 1998</b>	
	<b>PRESIDENT</b>  Greg Phillips	
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12. Shall keep the AVIR Board of Directors informed in all phases of the planning process, activities and actions.
  - 12.1 The AVIR Board of Directors shall have direct input into the Publications in all phases. .
  
14. Shall review and must submit the final draft of the Interventional Informer to the Board of Directors for approval.
  
15. Shall organize the time line for the deadlines of the Interventional Informer.
  
16. Shall submit the appropriate documentation and requirements for the CEUs in a reasonable time frame for any articles seeking CE mark..
  
17. Shall recommend an Active member, in good standing, to the AVIR Board of Directors for Publication Chair.
  - 19.1 Recommendation shall be presented to the President one (1) month prior to the winter Board meeting.
  
18. Shall provide a term ending report to the Publication Chair to promote a smooth and orderly transition of office.
  - 20.1 Includes term ending report for Publication Chair and Publication Committee.
  - 20.2 Report shall be submitted at the Spring Board of Directors Meeting prior to the Annual AVIR Scientific Meeting.
  
19. Shall update the Publication Records/Manual for the Publication Chair.
  - 15.1 Manual shall be transferred to the Publication Chair-elect at the Spring Board of Directors Meeting prior to the Annual AVIR Scientific Meeting.
  
20. Shall review Policy # 01.160: Duties of the Publication Chair and Policy # 02.220: Publication Committee and, when indicated, recommend revisions to the Board of Directors sixty (60) days prior to vacating position.
  - 16.1 Revisions shall be completed and ready for Board for approval thirty (30) days prior to vacating office.

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	<b>EFFECTIVE DATE</b> <b>February 2006</b>	
	<b>SUPERSEDES</b> <b>February 1998</b>	
	<b>PRESIDENT</b>  <b>Greg Phillips</b>	
<b>SUBJECT</b>  <b>DUTIES OF THE PUBLICATION CHAIR</b>		

21. The Publication Chair shall be present at the Annual AVIR Business Meeting.
  - 24.1 Shall present a report to the members of the Association.

**PROCEDURE TIME LINE**

1. Prior to assuming position of Publication Chair
  - 1.1 The Publication Chair tenure commences following the Business Meeting at the Annual AVIR Scientific Meeting.

<b>MONTH</b>	<b>RESPONSIBILITIES</b>
February	1. Review Bylaws and Policy and Procedure Manual, giving additional attention to policies related to the Publication Chair 2.

2. Assumed position of Program Chair

<b>MONTH</b>	<b>RESPONSIBILITIES</b>
March	1. Submit Publication Committee members to Board for approval. 2. Review Publication Manual. 3. Review Term Ending Program Chair and Publication Committee reports. 4. Prepare short and long term goals for position and committee.. 6. Send introduction letter to approved Committee members. 7. Work on projects as appropriate. 8.

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY                    10   PROCEDURE</b>	<b>POLICY NO.</b> <b>01.160</b>	<b>PAGE</b> <b>5 of 9</b>
	<b>EFFECTIVE DATE</b> <b>February 2006</b>	
	<b>SUPERSEDES</b> <b>February 1998</b>	
	<b>PRESIDENT</b>  <b>Greg Phillips</b>	
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<b>MONTH</b>	<b>RESPONSIBILITIES</b>
April	1. Submit articles for newsletter no later than April 21 <sup>t</sup> . 2. Quarterly Chair and Committee reports due April 5 <sup>th</sup> . 3. Program Chair and Committee short and long term goals due April 25 <sup>th</sup> . . 4. Work on projects as appropriate. 5.

<b>MONTH</b>	<b>RESPONSIBILITIES</b>
May	1. Work on projects as appropriate. 2.

<b>MONTH</b>	<b>RESPONSIBILITIES</b>
June	1. Quarterly Chair and Committee reports due June 5 <sup>th</sup> . 2. Review Annual Meeting announcement postcards. 3. Prepare articles for summer issue of the newsletter. 4. Work on projects as appropriate. 5.

<b>MONTH</b>	<b>RESPONSIBILITIES</b>
July	1. Submit article for newsletter no later than July 1 <sup>st</sup> . 2. Work on projects as appropriate.

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	<b>EFFECTIVE DATE</b> <b>February 2006</b>	
	<b>SUPERSEDES</b> <b>February 1998</b>	
	<b>PRESIDENT</b>  <b>Greg Phillips</b>	
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MONTH	RESPONSIBILITIES
August	2. Quarterly Chair and Committee reports due August 5 <sup>th</sup> . 3. Prepare dates and location of publication Committee Meeting.. 6. Work on projects as appropriate. 7.

MONTH	RESPONSIBILITIES
September	1. Prepare articles for fall issue of the newsletter. 2. Follow-up with potential faculty. 3. Review draft letter for speaker confirmation letter. 4. Work on projects as appropriate. 5.

MONTH	RESPONSIBILITIES
October	1. Submit articles for newsletter no later than October 1 <sup>st</sup> . 2. Quarterly Chair and Committee reports due October 5 <sup>th</sup> . 3. Review and submit final Publication Program for final AVIR Board approval. 4. Submit recommendation for next Publication Chair to President, prior to fall Board meeting. 5. Work on projects as appropriate. 6.

MONTH	RESPONSIBILITIES

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	<b>EFFECTIVE DATE</b> <b>February 2006</b>	
	<b>SUPERSEDES</b> <b>February 1998</b>	
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November	1. Review speaker material for Annual AVIR Scientific Meeting. 2. Work on projects as appropriate. 3.
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MONTH	RESPONSIBILITIES
December	1. Quarterly Committee and Chair reports due December 5 <sup>th</sup> . . 3. Prepare articles on upcoming Annual Meeting for winter issue of the newsletter. 4. Work on projects as appropriate. 5.

MONTH	RESPONSIBILITIES
January	1. Submit article for newsletter no later than January 1 <sup>st</sup> . 2. Review assigned policies and procedures and recommend revisions no later than January 1 <sup>st</sup> . 4. Prepare Evaluation Booklet for Annual AVIR Scientific Meeting. 5. Work with President and Executive office to order Gold Medal Lecture award. 5. Work on projects as appropriate. 6.

MONTH	RESPONSIBILITIES
February	1. Quarterly Chair and Committee reports due February 5 <sup>th</sup> . 2. Prepare term ending report for Publication Chair-elect. 3. Complete final follow-up for Newsletters.. 4. Prepare documents for transfer to Publication Chair-elect, including manual(s).

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            10    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.160</b>	<b>PAGE</b> <b>8 of 9</b>
	<b>EFFECTIVE DATE</b> <b>February 2006</b>	
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	5. Prepare thank you letters for Committee Members. a. Include Committee Application form. 6. Prepare Publication Chair report for Annual Business meeting. 7.
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