

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            9    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.170</b>	<b>PAGE</b> <b>1 of 9</b>
	<b>EFFECTIVE DATE</b> <b>July 2006</b>	
	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>  Greg Phillips	
<b>SUBJECT</b> <b>DUTIES OF THE PROGRAM CHAIR</b>		

**POLICY STATEMENT**

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

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

The Program Chair shall Chair the Annual Program Committee.

The Annual AVIR Scientific Meeting is the Association’s largest and most visible accomplishment each year, and as such has set and maintained a high standard of excellence that the Program Chair shall maintain.

The Program Chair shall be responsible for planning the Annual AVIR Scientific Meeting including, but not limited to, selecting quality Cardiovascular and Interventional Radiology topics and speakers.

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

The Program Chair reports to the Board of Directors.

The Program Chair’s tenure commences following the Business Meeting at the Annual AVIR Scientific Meeting.

**COMMITTEE RESPONSIBILITIES**

1. The Program Chair shall Chair the Annual Program Committee.
  - 1.1 Shall serve in good standing.
  - 1.1 Shall adhere to the guidelines outlined in Policy # 02.110: Annual Program Committee.
  
2. Shall be a member of the Education Committee
  - 2.1 Shall serve as a member in good standing.

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            9    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.170</b>	<b>PAGE</b> <b>2 of 9</b>
	<b>EFFECTIVE DATE</b> <b>July 2006</b>	
	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>  Greg Phillips	
<b>SUBJECT</b> <b>DUTIES OF THE PROGRAM CHAIR</b>		

2.2 Shall adhere to the guidelines outlined in Policy #02.150: Education Committee.

2.3

1. Shall return all communications in a timely manner.
  2. Shall participate in planning meetings
  3. Shall be available for conference calls
  4. Shall contact physicians for speaking at the meeting.
  5. Shall follow-up with speakers for CV, Outline of goals and objectives for talk, plus any hand outs will needed prior to meeting brochure printing
  6. Shall help design "SAVE THE DAY POSTCARD"
  7. Shall help select menus for the events
  8. Shall help design Annual Meeting Syllabus
  9. Shall help prepare submissions for RT and RN Continuing Education Credits
  10. Shall help solicit funds and premiums for the meeting
  11. Shall help plan Symposia for the Annual Meeting
- Shall help prepare "Good Case of the Day" display and prize for correct answer

12. Shall recommend an Active member, in good standing, to the AVIR Board of Directors for Program Chair.  
Recommendation shall be presented to the President one (1) month prior to the winter Board meeting

#### **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.

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            9    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.170</b>	<b>PAGE</b> <b>3 of 9</b>
	<b>EFFECTIVE DATE</b> <b>July 2006</b>	
	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>  Greg Phillips	
<b>SUBJECT</b> <b>DUTIES OF THE PROGRAM CHAIR</b>		

3. Shall review and interpret the Annual AVIR Scientific Meeting 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 of Directors 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*:
  - 9.1 Shall submit an article summarizing the most recent Annual AVIR Scientific Meeting for the Spring issue of the newsletter.
  - 9.2 Shall submit a notification of the upcoming Annual AVIR Scientific Meeting in each newsletter.
  - 9.3 Shall adhere to the deadline dates for submission set by the Publication Chair.
10. The Program Chairs plan for the Annual AVIR Scientific Meeting shall, as in previous years, shall remain national in scope.
11. The Program Chair shall make all efforts to utilize speakers that are already in attendance at annual meeting.
12. The Program Chair shall attend the pre-meeting site visit along with the President and

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            9    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.170</b>	<b>PAGE</b> <b>4 of 9</b>
	<b>EFFECTIVE DATE</b> <b>July 2006</b>	
	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>  Greg Phillips	
<b>SUBJECT</b> <b>DUTIES OF THE PROGRAM CHAIR</b>		

- representative from Executive Office.
13. The Program Chair shall provide an update of the pre-meeting site visit at the next scheduled board meeting.
  
  14. Shall finalize the date and location for the planning meeting for the Annual AVIR Scientific Meeting.
    - 11.1 Shall plan the agenda for the planning meeting.
    - 11.2 Shall plan a meeting containing high quality Cardiovascular and Interventional Radiology topics and speakers.
      - 11.2.1 Each lecture to be 50 minutes and to receive one (1) CEU.
  
  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 Annual AVIR Scientific Meeting in all phases.
  
  13. Shall work with President to submit a recommendation for the Annual AVIR Gold Medal lecturer to the Board for approval at the summer Board Meeting and/or no later than August 1<sup>st</sup> .
    - 13.1 President shall send letter requesting Gold Medal lecturer to speak at the Annual AVIR Scientific Meeting.
    - 13.2 With Executive Office and President shall order the Gold Medal Lecture award and name tag for the Association=s Gold Medal Lecturer plaque.
    - 13.3 President shall send congratulation letter to the Gold Medal Lecturer following the Annual AVIR Scientific Meeting.
  
  14. Shall review and must submit the final draft of the Annual AVIR Scientific Meeting Program to the Board of Directors for approval.
  
  15. Shall review and submit the program registration brochure/postcard of the Annual Educational Meeting for final AVIR Board approval.

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            9    PROCEDURE</b>	POLICY NO. <b>01.170</b>	PAGE <b>5 of 9</b>
	EFFECTIVE DATE <b>July 2006</b>	
	SUPERSEDES <b>New</b>	
	PRESIDENT  Greg Phillips	
<b>SUBJECT</b>  <b>DUTIES OF THE PROGRAM CHAIR</b>		

16. Shall review the confirmation letter, which will be sent out, on behalf of the AVIR Board of Directors, to the faculty by the Program Chair and the Physician Liaison.
17. Shall organize the time line for the Annual AVIR Scientific Meeting.
18. Shall submit the appropriate Annual AVIR Scientific Meeting documentation and requirements for the CEU's in a reasonable time frame.
19. Shall recommend an Active member, in good standing, to the AVIR Board of Directors for Program Chair-elect.
  - 19.1 Recommendation shall be presented to the President one (1) month prior to the fall Board meeting.
20. Shall provide a term ending report to the Program Chair-elect to promote a smooth and orderly transition of office.
  - 20.1 Includes term ending report for Program Chair and Annual Program Committee.
  - 20.2 Report shall be submitted at the Spring Board of Directors Meeting prior to the Annual AVIR Scientific Meeting.
21. Shall update the Annual AVIR Scientific Meeting Manual/Records for the Program Chair-elect.
  - 21.1 Manual Records shall be transferred to the Program Chair-elect at the Spring Board of Directors Meeting prior to the Annual AVIR Scientific Meeting.
22. Shall review Policy # 01.170: Duties of the Program Chair and Policy # 02.110: Annual Program Committee and, when indicated, recommend revisions to the Board of Directors sixty (60) days prior to vacating position.
- 22.1 Revisions shall be completed and ready for Board for approval thirty (30) days prior to vacating office.23 The Program Chair shall be present at the Annual AVIR Scientific Meeting 90% of the time to ensure a smooth running meeting.
  - 23.1 Shall assign Board members duties/tasks.

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<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            9    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.170</b>	<b>PAGE</b> <b>6 of 9</b>
	<b>EFFECTIVE DATE</b> <b>July 2006</b>	
	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>  Greg Phillips	
<b>SUBJECT</b> <b>DUTIES OF THE PROGRAM CHAIR</b>		

23.2 Shall handle problems as they arise and/or seek the appropriate help.

23.3 When absent from meeting shall obtain qualified Board member to oversee meeting.

24 The Program Chair shall be present at the Annual AVIR Business Meeting.

Shall present a report to the members of the Association.

**PROCEDURE TIME LINE**

21. Prior to assuming position of Program Chair

1.1 The Program Chair's 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 the Program Chair 2. 3. 4.

22. Assumed position of Program Chair

MONTH	RESPONSIBILITIES
March	1. Submit Annual Program Committee members to Board for approval. 2. Review Annual AVIR Scientific Meeting Manual. 3. Review Term Ending Program Chair and Annual Program Committee reports. 4. Prepare short and long term goals for position and committee.

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            9    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.170</b>	<b>PAGE</b> <b>7 of 9</b>
	<b>EFFECTIVE DATE</b> <b>July 2006</b>	
	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>  Greg Phillips	
<b>SUBJECT</b> <b>DUTIES OF THE PROGRAM CHAIR</b>		

	5. Prepare article summarizing the most recent Annual Meeting and a notification of the next Annual Meeting for the spring issue of the newsletter. 6. Send introduction letter to approved Committee members. 7. Work on projects as appropriate. 8. 9. 10.
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MONTH	RESPONSIBILITIES
April	1. Submit articles for newsletter no later than April 1 <sup>st</sup> . 2. Bi-monthly Chair and Committee reports due April 5 <sup>th</sup> . 3. Program Chair and Committee short and long term goals due April 5 <sup>th</sup> . 4. Work on projects as appropriate. 5. The Program Chair shall attend the pre-meeting site visit along with the President and representative from Executive Office.  6. 7.

MONTH	RESPONSIBILITIES
May	1. Work on projects as appropriate. 2. 3. 4. 5.

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<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            9    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.170</b>	<b>PAGE</b> <b>8 of 9</b>
	<b>EFFECTIVE DATE</b> <b>July 2006</b>	
	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>  Greg Phillips	
<b>SUBJECT</b> <b>DUTIES OF THE PROGRAM CHAIR</b>		

MONTH	RESPONSIBILITIES
June	1. Bi-monthly Chair and Committee reports due June 5 <sup>th</sup> . 2. Review Annual Meeting announcement postcards. 3. Prepare article on upcoming Annual Meeting for summer issue of the newsletter. 4. Work on projects as appropriate. 5. Submit recommendation to the Board for Gold Medal Lecturer. 6. The Program Chair shall provide an update of the pre-meeting site visit at the next scheduled board meeting.  7. 8.

MONTH	RESPONSIBILITIES
July	1. Submit article for newsletter no later than July 1 <sup>st</sup> . 2. Work on projects as appropriate. 3. Begins preparation for annual meeting format. 4. Contacts ARNA to discuss first day of program, keynote speaker and menu for networking lunch. 5. Reviews speaker spreadsheet provided by SIR. 6.

MONTH	RESPONSIBILITIES
August	1. Gold Medal Lecturer to be submitted to Board for approval no later than August 1 <sup>st</sup> . 2. Bi-monthly Chair and Committee reports due August 5 <sup>th</sup> .



<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            9    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.170</b>	<b>PAGE</b> <b>9 of 9</b>
	<b>EFFECTIVE DATE</b> <b>July 2006</b>	
	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>  Greg Phillips	
<b>SUBJECT</b> <b>DUTIES OF THE PROGRAM CHAIR</b>		

	3. Prepare dates and location of Planning Committee Meeting. 4. Continues to prepare Annual AVIR Scientific Meeting 5. Contact potential faculty for Annual AVIR Scientific Meeting. 6. Work on projects as appropriate. 7. 8.
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MONTH	RESPONSIBILITIES
September	1. Prepare article on upcoming Annual Meeting for fall issue of the newsletter. 2. Continues preparation and provides follow-up with potential faculty. 3. Review draft letter for speaker confirmation letter. 4. Work on projects as appropriate. 5. Works with Executive Office in verifying annual meeting site planning, signage, AV, and catering. 6. 7. 8.

MONTH	RESPONSIBILITIES
October	1. Submit article for newsletter no later than October 1 <sup>st</sup> . 2. Bi-monthly Chair and Committee reports due October 5 <sup>th</sup> . 3. Review and submit final Annual AVIR Scientific Meeting Program for final AVIR Board approval. 4. Submit recommendation for next Program Chair to President, prior to fall Board meeting. 5. Work on projects as appropriate. 6. Continues to work with Executive Office in verifying annual meeting

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            9    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.170</b>	<b>PAGE</b> <b>10 of 9</b>
	<b>EFFECTIVE DATE</b> <b>July 2006</b>	
	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>  Greg Phillips	
<b>SUBJECT</b> <b>DUTIES OF THE PROGRAM CHAIR</b>		

	site planning, signage, AV, and catering.  7. Works with Executive Office to prepare/distribute speaker packets including information needed for continuing education. 8.
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MONTH	RESPONSIBILITIES
November	1. Review speaker material for Annual AVIR Scientific Meeting. 2. Work on projects as appropriate. 3. Works with Executive Office in verifying annual meeting site planning, signage, AV, and catering.  4. Works with Executive Office in confirming all speakers and validating that appropriate paperwork has been completed and returned. 5. Review and submit final Annual AVIR Scientific Meeting Program for final AVIR Board approval. 6. Review draft letter for speaker confirmation letter 7. Submit article for newsletter no later than October 1 <sup>st</sup>

MONTH	RESPONSIBILITIES
December	1. Bi-monthly Committee and Chair reports due December 5 <sup>th</sup> . 2. **Review/submit for provider approval application for nursing and ASRT Credits. 3. Prepare article on upcoming Annual Meeting for winter issue of the newsletter. 4. Work on projects as appropriate. 5. Works with Executive Office in confirming all speakers and validating that appropriate paperwork has been completed and returned.

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            9    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.170</b>	<b>PAGE</b> <b>11 of 9</b>
	<b>EFFECTIVE DATE</b> <b>July 2006</b>	
	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>  Greg Phillips	
<b>SUBJECT</b> <b>DUTIES OF THE PROGRAM CHAIR</b>		

	6. 7.
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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> . 3. Verifies that the appropriate paperwork has been submitted for Nursing and ASRT program approval application. MUST be completed in January. 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. 7. 8.

MONTH	RESPONSIBILITIES
February	1. Bi-monthly Chair and Committee reports due February 5 <sup>th</sup> . 2. Prepare term ending report for Program Chair-elect. 3. Complete final follow-up for Annual AVIR Scientific Meeting. (This will include signage, catering, AV, program books, speaker evaluations, continuing education, and moderator /table schedule). 4. Prepare documents for transfer to Program Chair-elect, including manual(s). 5. Prepare thank you letters for Committee Members. a. Include ACommittee Application@ form. 6. Prepare Program Chair report for Annual Business meeting.

<b>ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS</b>  <b>: POLICY            9    PROCEDURE</b>	<b>POLICY NO.</b> <b>01.170</b>	<b>PAGE</b> <b>12 of 9</b>
	<b>EFFECTIVE DATE</b> <b>July 2006</b>	
	<b>SUPERSEDES</b> <b>New</b>	
	<b>PRESIDENT</b>  <b>Greg Phillips</b>	
<b>SUBJECT</b> <b>DUTIES OF THE PROGRAM CHAIR</b>		

	7. 8. 9. 10. 11. 12.
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