

ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS : POLICY 10 PROCEDURE	POLICY NO. 03.170	PAGE 1 of 8
	EFFECTIVE DATE February 2006	
	SUPERSEDES Nes	
	PRESIDENT Greg Phillips	
SUBJECT DUTIES OF THE PHYSICIAN LIAISON		

POLICY STATEMENT

The Physician Liaison shall act as an advisor to the AVIR.

The Physician Liaison shall promote the Mission and Philosophy of the AVIR

The Physician Liaison shall adhere to the Bylaws and Policies and Procedures of the Association.

The Physician Liaison shall be recommended for appointment or reappointment annually by the AVIR Board Directors Board at the Incoming Board meeting at the AVIR Scientific Meeting and shall be approved by June 1st.

The Physician Liaison shall assume /reassume their position at the Annual AVIR Scientific Meeting.

The Physician Liaison maybe an invited guest to the Board meetings. Invited guests shall be approved by the Board of Directors.

Reimbursement expenses shall be submitted within sixty (60) days of the function.

PROCEDURE FOR IMPLEMENTATION

1. Reimbursement Guidelines for Physician Liaison to the Annual AVIR Scientific Meeting. The AVIR shall reimburse the following expenses:
 - 1.1 1.1 Airfare will be reimbursed. Tickets should be purchased at least thirty (30) days prior to the Annual Meeting. The lecturer may use the Travel agent for the AVIR or make their own travel arrangements.
 - 1.2 Ground travel to the meeting shall be reimbursed at the current government rate.
 - 1.3 Ground transportation to and from the airport.
 - 1.3.1 Reimbursement of shuttle or taxi shall be at single rate occupancy rate.
 - 1.4 Hotel expenses will be reimbursed at single occupancy rate and tax for up to five (5) nights.

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- 1.4.1 Unless otherwise notified, the Executive Office shall secure hotel rooms.
- 1.4.2 The Executive Office shall establish an AVIR Master account at designated hotel for the Physician Liaison.
- 1.5 Airport parking will be reimbursed at \$15 a day.
Meeting registration shall be complimentary for the whole meeting.
- 2.0 The Physician Liaison shall be invited to the Past President’s Dinner and Fellows Dinner.
- 3.0 The Physician Liaison should receive Board Reports, minutes and financial statements.
- 4.0 The Physician Liaison shall act as a liaison between the AVIR and SIR, relating relevant information between the organizations.

PROCEDURE TIME LINE

MONTH	RESPONSIBILITIES
Spring	1. Work on projects as appropriate. 2.. Work on projects as appropriate. 3 Prepare term ending report for Immediate Past President to present at Annual Business Meeting. 4. If vacating position prepare documents for transfer to newly appointed Liaison to the Associated Sciences Consortium, including manual.
