

# Maine Society of Radiologic Technologists Committees

## GENERAL CONFERENCE COMMITTEE

### MSRT Committee - General Conference

**Chairperson of the Committee:** The chairperson is responsible for supervision and delegation of duties to designated committee members.

### Duties and Responsibilities:

*Acquisition of Venue:* The venue for each conference must be **acquired one year** in advance.

- The General Conference Chair is required to be in attendance at the conference or a designee from the General Conference Committee is appointed to serve as the MSRT Venue contact during the Conference.
- Cost of venue must be approved by the MSRT board.
- Call and confirm the day and time of the venue.
- Request a check for deposit on venue from the MSRT Treasurer to be sent by the approved due date.
- Obtain list of Venue Contacts
  - Event Coordinator must be in attendance to deal with any problems
  - Meal Coordinator/Caterer
- Set up a Master Account
  - Rooms
  - Meals, Breaks, water
  - A/V Fees
  - Speaker Hotel Rooms
  - Miscellaneous – Check to see what has been included in Misc.
  - Meet with the Event Coordinator & MSRT treasurer to review itemized final Account for accuracy prior to final payment.

### Information is Communicated and Coordinated with:

#### MSRT Board Members

- Determine how many, when, and where MSRT Conference will be held
- Approval for Venue, meals, breaks, associates fees, etc.
- Attend Board Meeting to provide updates, etc.
- Coordinate raffles and gifts for conference
  - Determine how many, what (i.e., from MSRT and vendors) & when given

- Business Meeting
  - Determine qualifications for awarding raffle.
  - Gift recipient must be present to win.
- Lunch Time
  - Use lunch ticket with name on back for drawing
  - Gift recipient must be present to win.
- Gift for Out Going President, ASRT Representative and/or ARRT Rep. attending the Spring Conference.
- Provide final conference report at MSRT Board Meeting following the conference.  
(i.e. Spring Conference Final Report at June MSRT Board Meeting)

#### **Venue**

- Number of Conference rooms needed – i.e., lectures, dining, registration, exhibits, vendors, etc.
- Number of tables needed in each room
- Hotel room rates, deadlines, and phone number for Hotel Room Registration
- Total number of attendees - # of registrants including speakers, vendors, and guests
- A/V needs – podiums, cost of any A/V needs from venue.
- Menus for Breaks & Luncheon
  - Get samples and prices
  - Make selection
  - Set times and duration
  - Availability of water
  - Book hotel room for any speaker to be compensated by the MSRT
  - Arrange room for pre-conference Board Meeting
  - Troubleshoot any issues with the venue during the conference

#### **Program Chair**

- Lectures
- A/V needs

#### **A/V Chair**

- A/V needs – i.e., microphones, pointers, projectors, laptops, podiums

#### **Print Chair**

- Room rates and deadlines

#### **Registration Chair**

- Number attending each day
- Number attending each lecture
- Supplies needed – i.e., tape, scissors, easels, etc.

**REM Chair**

- Number of student exhibits
- Number of student essays
- Number of tables needed
- A/V needs – i.e., electrical outlets

**Treasurer**

- Submit reimbursement form to the Treasurer
- Deposit for venue
- Final payment for venue
- Raffles/Gifts
- Supplies/Miscellaneous

PROPOSED DRAFT

## CONFERENCE PROGRAM COMMITTEE

### MSRT Committee – Conference Program

**Role of Committee:** The Conference Program Committee is responsible for the acquisition of all conference speakers and maintains open correspondences with them throughout the duration of the planning stage preceding the conference.

### Duties and Responsibilities:

- Acquire all conference speakers, including curriculum vitae's and lecture outlines.
- Obtain a list of needed AV materials
- Write thank you notes
- Coordinate Information with speakers and conference chairperson.
- Provide hotel information request to conference chair.

PROPOSED DRAFT

## CONTINUING EDUCATION COMMITTEE

### MSRT Committee – Continuing Education

**Role of Committee:** The committee is responsible for acquiring lecture outlines and curriculum vitae's for all confirmed speakers, complete the appropriate ASRT forms for submission to gain CE credits for the MSRT conference within the appropriate time frame.

### Duties and Responsibilities:

- Responsible for acquiring outlines and CV's for all confirmed speakers.
- If a speaker has spoken previously, within a reasonable amount of time, a new CV does not need to be submitted. Submit the paperwork stating "CV on file".
- Check all documents to verify that they have met the **ASRT's Request for Approval (RFA)** requirements.
  - Verify the speaker's qualifications.
  - Define the objectives for each lecture (what the participant will learn as the result of the activity).
  - Outline the major and minor topics that will be included in the presentation.
  - Ensure that the content of the lecture is universal and can be applied to radiography and radiographic sciences. (Not just pertinent to a specific institution or geographic area).
- Submit an RFA form for each lecture to the ASRT. The conference program must be submitted to the ASRT, along with the CV, outline and RFA form for each lecture. The program must show the schedule of events including planned breaks and lunch.
- Electronically submit all materials to both the committee chair of the MSRT and ASRT. The ASRT (RFA) form must be submitted at least 30 days prior to the meeting.
- The committee chair is responsible for ongoing communication with the ASRT and will be notified for clarification and/or resolution before the approval process is completed.
- The committee chair is responsible for safe guarding the confidentiality of the approved ASRT numbers, issuing the certificates of attendance for credits, assuring and verifying the identity of the participants, maintain records of sign-in sheets and monitoring to guarantee that each participants have met the requirements of attendance in order to qualify for CE credit.
- Provided each participant an evaluation at the completion of each lecture.
- Provide each speaker with ASRT lecture guidelines, which identifies the length of time that is required and equivalent for 1 CE credit. If the lecture runs short, credit must be reduced.
- Maintain proof of attendance copies of all CE credit forms and all evaluation forms for three years.

### Information is Communicated and Coordinated with:

- The chairperson coordinates with the chair of the Program Committee of the MSRT.

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## REGISTRATION COMMITTEE

**MSRT Committee** – Registration Chair

**Role of Committee:** Responsible for supervision & delegation of duties to committee members.

### **Duties and Responsibilities:**

Develop Registration Forms for each educational conference

- Post Registration Form on Web Page
- Collect Registration Forms & Document payment of registration fees.
- Make copies of any checks received.
- Deposit any checks received in MSRT Checking Account.
- Develop Master Registration List for educational conference.
  - Name of Registrant
  - Day attending
  - Amount Paid & How (Check, PayPal or Compensation)
  - Status – Member or Non-Member, Student, Guest, Speaker, Vendor, MSRT Officers & Committee Members.

Develop Evaluation Forms for each day of educational conference

- Speaker, Topic, ASRT CEU#
- Ratings & Comments

Provide each Registrant with

- Receipt – Can be e-mailed
- Registration Packet upon arrival at educational conference
- Notebook & Paper, Program, Evaluation Forms, Meal Tickets & Pens

Attend all educational conferences

- Greet Registrants, Speakers & Vendors upon arrival
- Provide attendees with any changes any schedule
- Notify any Registrant if MSRT Membership is not current

### **Information is Communicated and Coordinated with:**

Coordinate Information with

- Program Chairperson
- Finalize speakers, topics, and time of presentation for each educational conference two months prior to conference

#### Webmaster

- Provide Registration Form to Webmaster for posting on the Web-Site two months prior to educational conference
- Notify of any changes in order to alert Registrants or potential Registrants

#### General Conference Chairperson

- Provide final number of attendees including RTs, students, speakers, guests, & vendors for each educational conference two weeks prior to conference.

#### Treasurer

- Provide list of individual checks deposited & date deposited
- Provide copy of deposit slip
- Provide list of amounts received for Registration Fees and Membership Fees if sent with Registration
- Submit Reimbursement Form for Registration Supplies

#### Board Members

- Final Registration Report at next Board Meeting after Conference
- Number of Registrants, MSRT Members or Non-Members, Students
- Amount collected in Registration Fees
- Cost of Registration Supplies



## PRINT COMMITTEE

### MSRT Committee – Print Chair

**Role of Print Chairperson:** The Print Chair is responsible for maintaining paper products necessary for all MSRT business. This includes stationary, envelopes, thank you notes, brochures, etc.

#### Duties:

- Send ECE tickets, course evaluation forms, and program to the printers, prior to the annual meeting
- Responsible for preparing and collating all documents.
- Compile file folders with conference information and appropriate documents.
- Provides Secretary with stationary, envelopes, thank-you cards as needed.

#### Information is Communicated and Coordinated with:

- Conference Program Chair
- President of the MSRT.
- Secretary

PROPOSED DRAFT

## AUDIO/VISUAL/IT COMMITTEE

### MSRT Committee – Audio/Visual/IT

**Role of Committee:** The role of this committee is to coordinate the sound, lights and presentation equipment with the program chair and presenter for proper functionality at the annual conference of the MSRT.

### Duties and Responsibilities:

- Set up sound, lights and computer equipment.
- Make sure podium, hand held, or clip on microphone is in good working order.
- If presenter is using a lighted pointer, make sure it is available with new batteries.
- Make sure presenter's CD, DVD, etc. are present and ready for lecture.
- Must be present at the MSRT annual conference.

### Information is Communicated and Coordinated with:

- President of the MSRT
- Program Chair of the conference
- Presenters

PROPOSED DRAFT

**REM COMMITTEE: RADIOLOGIC EDUCATORS OF MAINE (REM)  
REPRESENTATIVE & COMMITTEE**

**MSRT Committee:** Radiologic Educators of Maine (REM)

**Role of Committee:** The REM representative acts as a liaison between the MSRT and the REM committee. The committee is responsible for supervision & delegation of duties to students and committee members.

**Duties and Responsibilities:**

- Attend MSRT Board Meeting
- Coordinate the student delegate program
- Distribute information about Student Delegate program
- Send letters to Program Directors regarding selection of Student Delegates and Student Delegate Guidelines.
- Have information posted to the MSRT website
- Ensure applicants meet student delegate guidelines
- Ensure MSRT members vote for the student delegates when necessary
- Send follow up letters to all student delegate applicants
- Communicate expectations to student delegates
- Provide tasks for the student delegates to accomplish and track progress
- Track attendance of students at MSRT meetings and ensure all student delegates are aware of the time and place of the MSRT meetings
- Provide summary information each fall for the students applying for the ASRT student Leadership Development Program and ensure a vote takes place by the MSRT if necessary.
- Distribute Information about the Student Essay & Student Scientific Exhibit Competition in the State of Maine
- Send letters to Program Directors regarding competition, Student Essay & Student Scientific Exhibit Rules, Entry Forms & Date of Deadline for submission of Student Essays and Scientific Exhibition Entry Form.
- Send letters to Radiologists Professional Groups in Maine soliciting donations for prizes for the Student Essay & Scientific Exhibition competition. Provide date of competition and suggested deadline for receipt of donation in order to receive recognition in Spring Meeting Program.
- Obtain First, Second, Third Place & Honorable Mention Awards for Student Essay Competition.
- Obtain First, Second, Third, & Honorable Mention Awards for Student Scientific Exhibit Competition.
- Place Ribbons on Essays & Exhibits.
- Announce winners & distribute awards at Luncheon on second day.

Coordinate Information with:

- Program Directors regarding Student Essay & Student Scientific Exhibit Competition
- Radiologists Professional Groups
  - Letter soliciting donations
  - Thank-you letters & list of recipients of Student Essay & Scientific Exhibits Awards
- Students
  - Solicit and receive Student Essays 2 months prior to MSRT annual conference.
  - Solicit and receive Student Scientific Exhibit Competition Entry Form 2 months prior to MSRT annual conference.
  - Assist Students with setting up Exhibits and displaying Student Essays on first morning of MSRT annual conference.
- Judges for Student Essays
  - Provide copies of Student Essays and Judging Forms to minimum of three judges 2 months prior to MSRT annual conference.
  - Collect Essays & Judging Forms 2 weeks prior to the annual conference in order to tally & determine First, Second, & Third Prizes.
- Judges for Student Scientific Exhibits
  - Select three judges who are not Instructors for Students in competition.
  - Provide copies of Scientific Exhibit Judging Forms to Judges and explain time frame for judging
  - Collect Judging Forms in order to tally & determine First, Second, & Third Prizes.
- General Conference Chair
  - Number of Student Exhibits
  - Number of Student Essays
  - Number of Table Needed
  - A/V Needs – i.e., electrical outlets
- Treasurer
  - Obtain checks to be awarded as prizes.
- Secretary
  - Provide list of winners and amount of Awards for Secretary's Record
- Webmaster
  - Provide list of winners and copy of winning essay
- Board Members

- Provide Report at each Board Meeting regarding REM Representative activities.
- Determine amount of awards for First, Second, & Third Places in Student Essay & Scientific Exhibit Competitions.

**Information is communicated and coordinated with:**

- The president of the MSRT
- Membership
- Social Media Director

PROPOSED DRAFT

## COMMERCIAL LIAISON COMMITTEE

### MSRT Committee – Commercial Liaison

**Role of Committee:** To solicit vendors for sponsorship of the MSRT's annual conference.

### Duties and Responsibilities:

- Contact vendors within the Imaging Profession
- Solicit support for sponsoring break or a monetary donation
- Coordinate/communicate with the Program Chair
- Collect vendor payments
- Process vendor applications and vendor fees.
- Send all monies to the MSRT Treasurer with a financial report.
- Ask vendors to speak (vendor speakers)
- Generates a report for the Board of Directors and Treasurer

### Information is Communicated and Coordinated with:

- Program Chair
- Treasurer
- Vendors

## MEMBERSHIP COMMITTEE

### MSRT Committee – Membership Committee

**Role of Chairperson:** Maintain the membership roster, track memberships/e-mail addresses and process annual renewals for the MSRT.

**Role of Committee:** Solicit new members annually.

### Duties and Responsibilities:

- The chair of the committee registers all incoming membership requests that arrive through e-mail and the Website.
- All applications are processed and entered through an excel register. A membership card is completed with name of member, MSRT number and expiration date and then mailed to the member.
- E-mail addresses are being requested on the application and entered on the membership roster.
- The committee chair must be present at all conferences to process Onsite renewals.
- All checks for membership payments are sent to the Treasurer of the MSRT.
- The chairperson is responsible for overseeing the duties of the committee members and offers guidance and support, as applicable.
- Work with Regions Team Coordinators to coordinate efforts.

### Information is Communicated and Coordinated with:

- Volunteers for committee appointments are solicited prior to bi-annual conferences through an e-blast.
- The committee chairperson is responsible for communicating all information with the conference chairperson and board members of the MSRT.

## WEB/SOCIAL MEDIA COMMITTEE

### MSRT Committee – Website and Social Media

**Role of Committee:** Responsible for the upkeep and content of information on the MSRT Website.

#### Duties and Responsibilities:

- Responsible for web appearance and design logic, uploading and management of all web content/data. Collaborates closely with MSRT committees and MSRT President in development of new content. Coordinates conjunctional email and PayPal data circulating via webpage. Posts meeting minutes for various MSRT functions (pending). Webpage checked/updated 1/week.
- Responsible for uploading Facebook announcements, content, and/or other posts. Collaborates closely with MSRT committees and MSRT President in development of new announcements. Facebook channel not yet active (pending). Facebook post uploaded by additional supporting committee member, not Social Media Director. Facebook posts updated as needed.
- Responsible for MSRT email communication generated through either website or social media channels. Issues emails to MSRT members as required by President. Email checked/updated 1/week.
- Responsible for managing PayPal account and any payments received via website for any revenue generating activity including membership dues, winter/spring meeting attendance fees, fund raising, and any other web based receipts. Issues detailed transaction report to MSRT Treasurer and/or President. PayPal checked/updated as needed.
- Responsible for all passwords relating to website, web domain, PayPal, Facebook, and email. Due to the technical complexity of website management, the website and other social media channels is controlled and updated by one individual.

#### Information is Communicated and Coordinated with:

- President
- Membership



## **RTBE COMMITTEE – (RADIOLOGIC TECHNOLOGIST BOARD OF EXAMINERS)**

### **MSRT Committee – Radiologic Technologist Board of Examiners**

**Role of the RTBE Representative:** Acts as a liaison for the transfer of information from the RTBE meeting to the President of the MSRT.

### **Role of the RTBE Board:**

- The RTBE disciplinary board meets once every quarter. If the scheduled meeting is cancelled for any reason, it is NOT rescheduled.
- Once a complaint is made, the RTBE Board reviews it and makes a recommendation. The accused is allowed to have legal representation present at the meeting.
- The RTBE Boards also provides a database of all registered technologists.
- The RTBE Boards was formed to protect the public from excessive and improper use of radiation.
- The Board examines and licenses technologists.
- This Board makes rules for defining the qualifications and professional standards of practitioners.

### **Representative's Duties and Responsibilities:**

- The designated representative is appointed by the Board of the MSRT.
- He/she will attend all meetings in Augusta, acting as a liaison for the MSRT.
- Following the meeting, the MSRT representative sends a report of the board's finding to the MSRT President. The report is read and communicated to all in attendance at the next business meeting, excluding confidential information.

### **Information is Communicated and Coordinated with:**

- Information is communicated from the RTBE Representative of the MSRT to the President of the MSRT.
- The President of the MSRT communicates all information to MSRT Board members.

## NOMINATING COMMITTEE

### **MSRT Committee – Nominating Committee**

**Overview:** The President shall appoint a nominating committee within thirty days following the date of the annual conference in an upcoming election year. In lieu of a nominating committee chair, the Board will act as the nominating committee.

**Role of Committee:** Committee members will seek nominees for term expired MSRT Board of Director positions.

### **Duties and Responsibilities:**

- The President will notify the members via the website thirty days following the date of the annual meeting in an upcoming election year, and nominations for qualified persons should be submitted to the nominating committee.
- Verify all candidates proper credentials as required by the MSRT Bylaws Article V and are willing to serve, if elected. Nominations may be submitted to the committee by any MSRT voting member. Nominations will also be accepted from the floor, during the annual business meeting in an election year.
- Submit report of the nominating committee to the membership at the annual meeting.

### **Information is Communicated and Coordinated with:**

- The list of nominees are submitted to the President and Board of Directors.
- The nominating committees report is submitted to the membership at the annual conference.