



Missouri Valley Chapter Society of Nuclear Medicine and Molecular Imaging Technologist Section Officer Job Descriptions

President

The President of the Missouri Valley Chapter Technologist Section presides at meetings of the Executive Committee, the Council, the annual business meeting of the Section, and any special meetings that may be called. This is an ex-officio member of all committees except the Nominating Committee. This person appoints Committee Chairpersons, with the exception of the Nominating and Membership Committees; authorizes and initiates expenditures by the Secretary-Treasurer (with the concurrence of the Council); may establish special committees to function in areas of concern to the Section; and prepares the agenda for the annual meeting. In conducting the meetings, Robert's Rules of Order (newly revised) will be followed. This is a two-year term.

President-elect

The President-Elect acts for the President in the case of his/her temporary or permanent absence or disability. Also, this officer further functions as the primary delegate of the President in selected matters of the Section and serves as Chairperson of the Membership Committee. This officer succeeds the President at the end of his/her term. This is a two-year term.

Secretary/Treasurer

The Secretary-Treasurer is responsible for recording the minutes of the meetings and for the maintenance of the archives of the Section as they accumulate. This officer advises the Council in preparation of the budget; handles the monetary affairs; maintains proper accounts under the authorization and direction of the Council; and tabulates ballots for all elections. This is a two-year term.

National Council Delegate

The National Council Delegate (NCD) represents the Section on the National Council of the Technologist Section of the SNMMI and submits reports to the President and membership after meetings of the National Council. This is a two-year term.

Past President

The Past-President, upon vacating the office of President, will assume the responsibility of Chairperson of the Nominating Committee. The Past-President will support and mentor the President and President-Elect. This is a two-year term.

Council

The Council is composed of the executive officers of the Section, one delegate representing each recognized subsection (sub-chapter), past Presidents still residing in the Chapter, past National Council members, and any member of the Section holding national office. The President of the Section shall be the presiding officer of the Council. Should there be an even number of Council members present at any meeting, the presiding officer shall abstain from voting. Five members are required to constitute a quorum.

Executive Officers

Executive offices include the President, President-Elect, Secretary-Treasurer, and National Council Delegate and Councilor.