

SDAMPP Executive Committee Policies and Procedures

08 Dec 2021

Revision History

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20 jan 2021 wdn revise based on experience with current issues
21 jan 2021 wdn expand based on more ongoing experience and recollection of current practice
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02 apr 2021 bud made some changes (and hopefully saved them correctly)
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Contents

I.	Introduction	2
II.	Guidance Listed by Office	2
A.	Selected Duties of the President	2
B.	Selected Duties of the President-Elect	3
C.	Duties of the Secretary	4
D.	Duties of the Treasurer	4
E.	Duties of the Chair of the Board of Directors	5
III.	Guidance Listed by Task	5
A.	Meetings of EXCOM	5
B.	Meetings of the BOD	6
IV.	Appendix A: Example Letter To Committee Chairs Regarding Rosters	7
V.	Appendix B: Example Letter To Elected and Appointed Leaders Rotating Out.	8

I. Introduction

The Executive Committee is responsible for the majority of the tasks that are associated with running the Society. Its membership comprises the President (the higher ranking officer of the Society), the president-elect, secretary, treasurer, and chair of the board. The Society's By-Laws are the primary source of information on the roles and responsibilities of EXCOM members. The By-Laws leave EXCOM with considerable latitude regarding specific tasks and members' roles and responsibilities. This document supplements, but does not replace or supersede, the By-Laws, *e.g.*, it includes practical and specific guidance not contained in the By-Laws. Should a case arise in which this document appears to be inconsistent with the By-Laws, the latter shall take precedence. The document provides guidance only on selected topics; it is not comprehensive. As such, performance of the tasks described here is necessary but not sufficient to fulfill the obligations of the committee and its members. Some additional tasks that are not included here may be found in the By-Laws. Many additional tasks are undocumented or minimally documented and performed as a matter of custom or tradition.

The guidance provided here is organized by elected officer and by major task. This method of organization was intentionally designed to assist officers to identify key responsibilities, deadlines, and methods. The document focuses mainly on items for which experience has revealed that institutional memory, in the form of written guidance, is needed.

II. Guidance Listed by Office

A. Selected Duties of the President

- See the By-Laws.
- Upon assumption of office, make appointments of committee chairs, co-chairs, and members. See the duties of the president-elect below for details on this task.
- Introduce a motion of *en mass* appointments. Most appointments for the year should be completed in the motion, but vacancies and other minor changes can be managed throughout the year as needed. See the duties of the president-elect below for the details of this task.
- Support and manage the committee chairs
 - Communicate regularly (monthly) with the committee chairs.
 - Upon assuming office, and upon appointing any new chair, confirm that chairs receive some orientation information.
 - Discuss the committee's charge. Do they understand it? Do they have questions? Do they want to propose to revise it?
 - Suggest that chairs convene the committees monthly. Of course, this is the prerogative of the chair, but new chairs typically need guidance. Typical problems include not knowing what, when, and how to lead their committee. The committee report form can serve as a basic checklist in

this regard. The report form template may be found on the Society's website.

- Discuss the committee's policies and procedures. If they do not yet exist, are they needed? If they exist, do they need to be updated (in consultation with EXCOM and BOD).
- Verify that the committee is adequately staffed, including the chair, co-chair, and members. Assist the chair if he/she needs help finding members. Does the committee have a succession plan for when its various members' terms expire?
- Verify that the committee is actively working to fulfill its charge and reporting to the BOD as required.
- Short periods (~<2 months) of dormancy are fine, but longer inactivity typically calls for investigation and/or intervention.
- The president will ensure the alignment of the activities of the committees with the Society's strategic plan, which is approved by the BOD. There should be a lot of latitude in making this determination.
- The president will also solicit ideas, provide encouragement, and seek to identify any obstacles that committee chairs are facing in accomplishing their goals.
- Support and manage the liaisons
 - Similar to items above for chairs.
 - Typically the following assignments are automatically made by the President
 - President-Elect serves as SDAMPP liaison to ABR.
 - President serves as SDAMPP liaison to AAPM Education Council.
 - Chair of Board serves as SDAMPP liaison to CAMPEP.
 - The automatic assignments have been found efficient and effective.
- Set the agenda for and run EXCOM meetings.
- Send out the President's message upon entering office. Provide a draft to EXCOM for review. This should be done each January.

B. Selected Duties of the President-Elect

- See the By-Laws.
- Upon the assumption of office, begin working on succession planning of relevance to the following calendar year (when the President-Elect assumes the office of President). This is a long-term activity, especially so for the succession of officers and directors.
- Submit the first draft of the succession plan to EXCOM in October. This includes lists of proposed chairs, co-chairs, and members of committees for the following calendar year. The President-Elect may obtain a current master roster from the Secretary as a starting point for this task. The President-Elect works closely with EXCOM on this task.
- By December 1, contact all of the committee chairs to confirm and finalize their proposed rosters. See the example template letter in the appendix for details.
- Once the President-Elect assumes the office of President (January 1), submit a written motion for review and approval of appointments at the next BOD meeting.

- Turn in the BOD-approved appointments to the Secretary. The Secretary will ensure that the website and the email aliases are updated by mid-January at the very latest. This is very important.

C. Duties of the Secretary

- See the By-Laws.
- Keep the minutes of all EXCOM and BOD meetings.
- Send announcement, reminders, and packets of information for BOD meetings. These may be conveniently distributed using email aliases. Generally, the invitee list includes BOD members, officers, committee chairs, SDAMPP-appointed liaisons (to AAPM Education Council, CAMPEP, and ABR). The AAPM administrative liaison (Michael Woodward) is a standing guest. Generally the meeting for internal purposes and outside guests are infrequent.
- Solicit written reports from committee chairs (using the template report form) for inclusion in the BOD meeting packet.
- Prepare the packet for BOD meetings, including the agenda, committee reports, and any other materials of relevance.
- Maintain the master copy of the Society's records.
 - Registry and rosters
 - After each BOD meeting, capture all of the appointments, terms, resignations, and other changes in the rosters of committees, officers, and liaisons. This must be kept up-to-date monthly.
 - Support the President-Elect and President during the annual transition period by keeping the master registry, web site rosters, and email aliases up-to-date.
 - Forward updates to AAPM staff so they update our website and email aliases.
 - By-Laws
 - Policies and procedures
 - Other governance documents

D. Duties of the Treasurer

- See the By-Laws.
- The Treasurer shall arrange for an external audit, as required in the By-laws, every two years. The audit shall include a brief written report that is submitted to the BOD for approval. The approved report should be captured in the BOD minutes as a permanent record.
- The Treasurer shall maintain the financial records of the Society and report the Society's financial status to the BOD at each Board meeting.
- The Treasurer shall prepare a budget in consultation with the committee chairs, EXCOM and the AAPM in time for adoption at the beginning of each calendar year.
- The Treasurer shall work with the AAPM office to ensure that all bills are paid in a timely manner.

- The Treasurer shall transfer the instruments such as checks and the financial records of the Society to his or her successor when the time arrives.

E. Duties of the Chair of the Board of Directors

- See the By-Laws.
- The COB will prepare agendas and run the BOD meetings.
- The COB will ensure that Board members are active and participating in required activities.
- On behalf of EXCOM, the COB will write letters of appreciation for services rendered by outgoing elected and appointed officials of SDAMPP (*e.g.*, BOD members, officers, committee chairs, and liaisons). The COB will introduce a motion that the BOD will formally endorse and approve the letters. The COB will communicate the letters to the recipients.
- The COB will provide brief orientation training to new BOD members to help them fulfill their duties. The Society has a training package (pdf articles on the subject) that the COB will share with new members at the start (or prior to the start) of their terms.
- The COB will manage the at-large directors to ensure that they are engaged, providing high-level input on the direction and leadership of the Society and otherwise focusing on the matters of the greatest importance to the Society. The COB will ensure that the issues that are brought to the Board are appropriate and worthy of the attention of the Board.
- The COB will lead the Society's strategic planning. This will include engagement of EXCOM, BOD members, and possibly others, such as committee chairs.

III. Guidance Listed by Task

See the By-Laws for a complete listing. Also see the Rules for additional information.

A. Meetings of EXCOM

- The Secretary schedules the monthly EXCOM meetings.
- The Secretary requests the agenda from the President one week prior to a meeting. The standing items on the EXCOM agenda include
 - Review of previous EXCOM minutes
 - Review of previous BOD minutes
 - Preparation of the agenda for the next BOD meeting
- The Secretary sends out the agenda to EXCOM at least one business day prior to the EXCOM meeting.
- The President presides over the EXCOM meeting. The meeting should be informal with open discussions and input from all members.
- The Secretary records very brief, concise, informal, and minimalist minutes (which do not become permanent records of the society).
- The AAPM staff will manage videoconference invitations and links.

- The Secretary records the minutes, which include roll call, action items, follow-up items, and any important information items.
- The Secretary sends the minutes to all EXCOM members within one business day of a meeting. The minutes are informal and thus are not approved by EXCOM.

B. Meetings of the BOD

- EXCOM typically provides input to the COB on the draft BOD agenda. This may conveniently occur during the EXCOM meeting prior to the COB meeting.
- The week before a BOD meeting, the COB sends the Secretary a draft agenda.
- Secretary then contacts all BOD members and guests (committee chairs and liaisons) with
 - The draft agenda
 - A reminder of the upcoming BOD meeting
 - A reminder to submit committee reports to the Secretary for inclusion in the BOD pre-meeting packet.
- At least one business day prior to the BOD meeting, the Secretary sends the complete packet to all BOD meeting invitees.
- The AAPM staff manages videoconference invitations and links.
- The COB runs the meeting (calls meeting to order, serves as parliamentarian, adjournment, etc.) and presides over the discussion of high-level, long-term, BOD-type leadership items.
- The President (who is working most closely and regularly with committee chairs), presides over committee reports and the discussion of the monthly workings of the Society.
- The Secretary records draft minutes, which are usually brief (1-2 pages) and include items such as roll call, motions, results of votes, etc. Approved committee reports are appended.
- The Secretary sends draft minutes to all BOD members within five business days of meeting.
- The Secretary introduces a motion at the next BOD meeting (or by other means, if the BOD meeting does not take place within five weeks) to approve the draft minutes.
- The Secretary posts the approved minutes on the Society website within six weeks of the BOD meeting to which the minutes pertain.
- Externally-appointed liaisons from other societies to SDAMPP (AAPM, ABR, CAMPEP) are invited to SDAMPP BOD monthly meetings to enable efficient communication among various stakeholders involved in medical physics education; they will be excused in order to retain a portion of the meeting time for SDAMPP board only
- Guests may be invited to attend SDAMPP meetings on an ad hoc basis; BOD members who wish to invite a guest should send a request to the chair of the board (COB) including name, email and a short justification; COB will contact the guest directly
- Co-chairs of SDAMPP committees may attend SDAMPP BOD monthly meetings when invited by the Chair of their respective committees to act as their proxy

IV. Appendix A: Example Letter To Committee Chairs Regarding Rosters

From: President Elect
Sent: [send in October or Early November]
To: Committee Chairs
cc: Executive Committee
Subject: Confirmation of SDAMPP Committee roster for next calendar year. Response requested by 1 December.

Dear Chair,

As you know, it will soon be time to make the new and renewal appointments for SDAMPP's committees. Following the By-Laws, the appointments of chairs and members are made by the President and approved by the Board of Directors. This includes new appointments and annual renewals (i.e., all members on your committee). At this time, I am requesting each Chair to submit a proposed committee roster for the coming calendar year. The should include the names of the chair, co-chair, and members. The list should include and identify nominations for new committee members. We have found it beneficial to give chairs latitude and flexibility to assemble effective teams.

Please confirm by email that each person on your proposed roster is available and willing to accept their proposed appointment. This also serves to confirm that we have the correct and functioning email address of each of your team members. After you have finalized and confirmed your list, please send it to me by Dec 1. For your convenience, you may use your current roster (on the Society's website) as a starting point. At the December Board meeting, I will introduce a motion for the Board to approve appointments *en mass*, including those for your committee.

Awards and Honors Committee

[Insert name]	Chair
[Insert name]	Co-Chair
[Insert name]	Member
[Insert name]	Member

FYI, so that you are aware of the remainder of the process, I will collate all the proposed lists, discuss them with EXCOM next week, make the appointments, and prepare a motion for approval of the appointments by the BOD in early February. Then we will update our website, email aliases, etc. Hence, your timely response is essential.

Thanks in advance!

Wayne Newhauser
President Elect, Society of Academic Medical Physics Program Directors

V. Appendix B: Example Letter To Elected and Appointed Leaders Rotating Out.



September X, 2022

Dear [Insert name],

Be it resolved that the Society of Directors of Academic Medical Physics Programs expresses its gratitude to

[Insert name]

for her service to the Society in the role of member of the Board of Directors from 2019 to 2020. Be it further resolved that the Society recognizes the time, effort, and dedication of Dr. Tack to the Society in this role. This resolution was approved by a unanimous vote of the Society's entire Board of Directors. On behalf of the Board of Directors and the membership at large that they represent, please accept this token of our appreciation.

SDAMPP Officers and Board of Directors

[insert name]
SDAMPP Board Chair

[insert name]
SDAMPP President

[insert name]
SDAMPP President-Elect

[insert name]
SDAMPP Secretary

Insert name
SDAMPP Treasurer

[Insert names of at-large directors]