

RTEC

Radiologic Technology Educators of California

DUTIES OF THE PRESIDENT

1. Must be knowledgeable about education issues
2. Must provide leadership in radiological sciences
3. Must conduct both membership and board meeting.
4. Must represent RTEC to other organizations both state and national
5. Should be eligible to accept appointment to the RTCC
6. Should be willing to run for a CSRT office after completing RTEC responsibilities.
7. Must give direction to the Teacher's Conference in terms of topics and overall "theme" of the meeting.
8. Determine deadlines for committee and/or board assignments

DUTIES OF THE PRESIDENT-ELECT

1. To represent RTEC when the President is not able to
2. To keep a record of the proceedings of a general membership meeting:

for RTEC purposes it is sufficient to make a note of all direction given the President or Board; of all suggestions made by the President to appoint committees for a specific purpose; and, any motions passed. The information must be forwarded to the Director as soon as possible after a meeting at the CSRT Annual Conference and the RTEC Teacher's Conference. These "minutes" or notes may be informally produced.

3. Meet all other requirements listed in the Duties of the President

DUTIES OF THE RTEC SECRETARY-TREASURER:

1. To keep a record of the proceedings of all board meetings:

for RTEC purposes it is sufficient to produce informal minutes with only action items noted. This information must be forwarded to the Director as soon as possible after the meeting(s).
2. To have a list of the current membership available at every RTEC meeting (records originated and maintained by Director)
3. To have the current bylaws, any standing rules, rules of order, etc. available at every RTEC meeting
4. To distribute and collect evaluation sheets of each speaker. These sheets must be given to the Director as it is required for ECE credit
5. Stamp each person's ECE sheet at the end of each presentation. Remind members to keep their ECE sheet in case of audit.
6. Robert's Rules newly Revised (under which we operate) calls for the Secretary-Treasurer to present a financial report annually. This responsibility is deeded to the Director, but the Sec-Treas may ask to see financial report.

DUTIES OF THE IMMEDIATE PAST PRESIDENT

1. Coordinate with the new president to follow up issues not completed in his/her year.
2. Be an active RTEC board member
3. Let board know which organization h/she plans to become active in, so RTEC can support candidacy, if needed.
4. Be available for committee appointments by RTEC President
5. Be available to represent RTEC to other organizations, both state and national, in the event the President or President-elect is not available.

DUTIES OF THE ARCHIVIST

1. Produce an accounting (history) of each TC to become our written history. Forward to Director for inclusion in the RTEC History Book (binder).
2. Maintain bylaws and be prepared to produce copies at TC for membership
3. Present the most current RTEC bylaws upon request of bylaws chair
4. Be available to chair committees at the direction of the President.

DUTIES OF THE DIRECTOR

1. Produce the RTEC newsletter – *FORUM* –and include record of meetings in newsletter
2. Maintain membership/mailing lists
3. Keep the financial records of RTEC and publish for membership at least annually
4. Collect membership dues
5. In coordination with the RTEC president, schedule board meetings, produce agenda for board meetings.
6. In coordination with the RTEC president, produce agenda for general membership meetings.
7. Represent RTEC on instruction from president, board, or general membership.
8. Correspond with outside agencies as necessary
9. Make hotel arrangements for TC and room arrangements with CSRT for RTEC meeting.