

Introduction

This document serves as a guide to capture the roles and responsibilities of the various executive leadership positions of the Florida Chapter Health Physics Society (FCHPS). The document is subject to frequent review and revisions. In the event any conflict is discovered between the contents of this document and the Bylaws, the Bylaws will take precedence and this document should be revised accordingly.

Position	Page
President	1
President-Elect	4
Past-President	6
Secretary	6
Treasurer	8
Council Members	9

PRESIDENT

The President is the principal administrative officer and as such is Chair of the Executive Committee and presides over all meetings of the FCHPS. The President coordinates all activities which come under the auspices of the FCHPS and includes the following administrative responsibilities:

- **End of Spring Meeting:** The president-elect takes office as president at end of meeting.
 - Establish possession of FCHPS materials including: The 6 x 3 foot banner in black carry case (currently held in Tallahassee- Bureau of Radiation Control (BRC) charter, archived documents on CD's and /or thumb drive, other pertinent presidential papers, and projector with spare bulb and carry case (in Tallahassee BRC) and where items will be in between meetings.
 - In coordination of the new FCHPS president-elect, make arrangements with new president-elect of national HPS to speak at the upcoming fall/spring meeting. FCHPS will pay for one night's lodging and a rental car.
 - Submit "Chapter Report" on the HPS Website.
- Instruct President-elect to prepare Speaker and Vendor Thank You letters for the Spring meeting. These will be signed and sent out by the FCHPS President. Samples letters on the FCHPS thumb drive.

Florida Chapter Health Physics Society (FCHPS)
Roles and Responsibilities of Officers and Council Members

Approved 6/4/21 Revision 1

- Throughout the year, pass on pertinent FCHPS events/issues to HPS for monthly Newsletter updates and keep the FCHPS Newsletter editor informed of anything that may be included in the chapter Newsletter. Ex. Professional accomplishments of members, job changes, birth/death notices, etc.) (Section in newsletter to remind members to forward this type of info for inclusion if desired.)
 - Establish quarterly meetings with executive council
- **May:** Make corrections to executive council and business meeting minutes from secretary. Send business meeting minutes to newsletter editor. Send a summary of the spring meeting to the national Newsletter editor for submission under "Chapter Notes". Submit Awards to national by May 30.
- **June:** Arrange for quarterly meeting of executive council. Meeting may be in person or via electronic communications. Ask for agenda items and send meeting info to EC members and any invited guest. Among items on the agenda, any costs associated with speakers for upcoming chapter meeting. Waive registration for invited, non-member speakers at meetings but charge registration for members who are also speakers. Waive HPS President-Elect registration fee and pay for room and meals. EC may discuss paying for room and meals for other meeting attendees at the EC quarterly meeting.
- **August:** Begin preparation for the fall executive council meeting. Assist the president-elect in setting arrangements for the executive council meeting the evening prior to the Chapter meeting.
- **September:** At least two weeks prior to the fall meeting, send executive council agenda to executive council members with previous executive and business meeting minutes. If the current financial statement is available, this should also be included.
 - Select a recipient for the Chapter Volunteer Award to be presented at the fall/spring meeting in conjunction with a national president-elect visit. Notify the national executive secretary to prepare the award certificate.
 - Be prepared to nominate 3 persons to make up the nominating committee. Review with the council which offices are up for election in the spring. Nominating committee will submit names for upcoming offices in such a timely manner as to allow time for e-ballots to be generated, sent, counted and winners notified. Winners should arrange for attending Spring meeting of executive council.
 - Ensure speaker gifts will be available at the meeting for all speakers.
- **Fall Meeting:** Chair executive council and business meetings. Give "State of the Chapter" address at the business meeting. Ask for volunteers from the membership to represent the chapter at the HPS Midyear meeting. Appoint Nominating Committee. (3) non-council members. Preside over the technical session. Introduce speakers. Monitor questions and answers; keep meeting on schedule.

Florida Chapter Health Physics Society (FCHPS)
Roles and Responsibilities of Officers and Council Members

Approved 6/4/21 Revision 1

- **November:** In the chapter newsletter make a call for nominations for FCHPS available positions: President-Elect, Secretary, Treasurer and/or Executive Council to be sent to the FCHPS Nominating Committee. Also, call for names to consider for national HPS awards. Determine if a nominee will be recommended to the national HPS Awards Committee for the Elda E. Anderson, Fellow, Outstanding Science Teacher or other awards. If so, begin assembling necessary documentary material for submittal to the national HPS president-elect. Deadline March 1st.
- **January:** Arrange for quarterly meeting of executive council. Meeting may be in person or via electronic communications. Ask for agenda items and send meeting info to EC members and any invited guest. Among items on the agenda, any costs associated with speakers for upcoming chapter meeting. Waive registration for invited, non-member speakers at meetings but charge registration for members who are also speakers. Waive HPS President-Elect registration fee and pay for room and meals. EC may discuss paying for room and meals for other meeting attendees at the EC quarterly meeting.
- **February:** Submit material to national HPS Awards Committee for ** Elda E. Anderson, Fellow Award, Distinguished Scientific Achievement Award, Founders Award, Rolf M. Sievert Award (Irpa) Nominee, Robley D. Evans Commemorative Medal, Geoffrey G. Eichholz Outstanding Science Teacher Award, President's Service Award, Distinguished Public Service Award, and Student Science Award.** The **STUDENT SCIENCE AWARD nomination is due by 30 May. All other award nominations are due by 1 March.** Submit material to national executive secretary for Chapter Volunteer Awards. See "Rules of the HPS", Chapter 13.
- **January-February:** Submit nominations for FCHPS officers to chapter newsletter editor for inclusion in first newsletter of year.
- **March:** Begin preparations for the Spring meeting executive council meeting. Work with the President-Elect on accommodations for executive council members the evening prior to the Spring meeting.
 - Prepare certificate for outgoing council member and secretary/treasurer.
 - Review Executive council meeting minutes from the previous fall meeting. Send copies to officers. Send copies of past minutes to new officers once new officers are elected.
 - With coordination with FCHPS Secretary, connect with national HPS representative to send out e-ballots for new officer positions to FCHPS members for the coming Spring meeting.
- **March-April:** At least two weeks prior to the Spring meeting, send executive council agenda to executive council members with previous executive council and business meeting minutes. If the current financial statement is available, this should also be included.

Florida Chapter Health Physics Society (FCHPS)
Roles and Responsibilities of Officers and Council Members

Approved 6/4/21 Revision 1

- **Spring (Annual) Meeting:** Chair executive council and business meetings. Hand over FCHPS charter, banner to new president (this charter should be handed to the new president as the last order of business when the meeting is turned over to his/her direction). Install the newly elected officers. Ask for volunteers from the membership to represent the chapter at the HPS annual meeting for Chapter Council (usually president or president-elect). Hand over the FCHPS thumb drive (and / or CDs) and other supporting information to incoming President-Elect.
- **General:** Correspond with HPS president concerning information the chapter wishes to have brought before the HPS board. Represent the FCHPS in dealings with other professional organizations as necessary.

PRESIDENT-ELECT

The Present-Elect's primary duty is to prepare to assume the office of President by becoming familiar with and proficient in the administrative responsibilities of the presidency. Specific roles and administrative responsibilities include:

- **Spring (Annual) Meeting:** Whenever possible, the incoming President should attend the Spring meeting as well as the Executive council meeting. This allows the opportunity to "shadow" the President during a meeting, prior to taking office.
- **End of Spring Meeting:** Assume office of president-elect. Follow up if American Board of Health Physics (ABHP) continuing education credits have not yet been received for the spring meeting. Create thank you letters to guest speaker(s) and vendor(s) who sponsored the meeting and forward to President for signature. Example letters can be found on FCHPS thumb drive.
- **June-July:** Begin planning for the fall meeting. Assure that meeting has sufficient technical interest to qualify for continuing education credit from the ABHP, RT and MP license/certificate holders. Identify meeting topic(s). With support from Venues Coordinator arrange for executive council and chapter meeting place, meal, and coffee breaks. Establish presentation titles and time requirements. Arrange housing for out-of-town speakers if necessary.
Prepare preliminary program agenda. With coordination of Affiliates Coordinator contact affiliates to ask if they are willing to co-sponsor meeting. Provide potential co-sponsors with cost of meeting participation, i.e., \$100. Ask co-sponsors to submit money by a certain time prior to the meeting.
- **August:** Contact and obtain biographical information of potential speakers. Establish presentation titles and time requirements. With coordination of the Venues Coordinator arrange housing for out-of-town speakers if necessary. Prepare preliminary program agenda. Send program agenda to Executive Committee for concurrence, then send to Webmaster and Secretary for distribution. Provide potential co-sponsors with monetary participation cost, i.e., \$100. Ask co-sponsors to submit

Florida Chapter Health Physics Society (FCHPS)
Roles and Responsibilities of Officers and Council Members
Approved 6/4/21 Revision 1
money by a certain time prior to the meeting.

- **About 6 Weeks in Advance of Fall Meeting:** Reconfirm speakers and topics. Obtain biographical data for introductions and send to President. Finalize program agenda. Send agenda and other pertinent confirmation (registration form) to the newsletter editor for inclusion in newsletter. Send a copy of the program to speakers with directions to the meeting place. Submit fall meeting agenda to the ABHP for continuing education credits. Send agenda to BRC Technology and CE's contact to obtain RT and MP credits. Medical and medical health physicists need to earn 2 CEU of medical error credits during the 2-year cycle for their State of Florida physics license. (At least 1 CEU at the fall or Spring meeting) Add on to bottom of meeting agenda that continuing education credits have been requested (these credits can be used by members of the chapter who are certified).
- **October:** Make last minute contact with speakers. Obtain biographical data for introductions and send to President.
- **Fall Meeting:** Attend executive council meeting. Discuss with executive council possible topics and speakers for the spring meeting. Decide date and place of spring meeting at the business meeting. Create thank you letters to guest speaker(s) and vendor(s) who sponsored the meeting and forward to President for signature.
- **December-January:** Begin planning for the spring meeting. Assure that meeting has sufficient technical interest to qualify for continuing education credits by the ABHP, RT and MP license/certificate holders. Identify meeting topics and speakers. With support from Venues Coordinator arrange for executive council and chapter meeting place, meal and coffee breaks.
- **February:** Contact and obtain biographical information of potential speakers. Establish presentation titles and time requirements. With coordination of the Venues Coordinator, arrange housing for out-of-town speakers if necessary. Prepare preliminary program agenda. Send program agenda to Executive Committee for concurrence, then send to Webmaster and Secretary for distribution. With coordination of Affiliates Coordinator contact affiliates to ask if they are willing to co-sponsor meeting. Provide potential co-sponsors with monetary participation cost as applicable; refer to Bronze, Silver, and Gold Participation Policy.
- **March:** In addition to program planning activities, review position description for office of president. Discuss plans and activities with incumbent president to assure a smooth transition.
- **About 6 Weeks in Advance of Spring Meeting:** Reconfirm speakers and topics. Finalize program agenda. Send agenda and other pertinent confirmation (registration form) to the newsletter editor for inclusion in newsletter. Send a copy of the program to speakers with directions to the meeting place. Submit spring meeting agenda to the ABHP for continuing education credits. Send agenda to BRC Technology and CE's

Florida Chapter Health Physics Society (FCHPS)
Roles and Responsibilities of Officers and Council Members

Approved 6/4/21 Revision 1

contact to obtain RT and MP credits. Medical and medical health physicists need to earn 2 CEU of medical error credits during the 2-year cycle for their State of Florida physics license (at least 1 CEU at the fall or spring meeting). Add on to bottom of meeting agenda that continuing education credits have been requested (these credits can be used by members of the chapter who are certified).

- **Spring (Annual) Meeting:** Attend executive council meeting. Discuss with the council possible paid guest speakers to speak at the fall meeting in recognition of the chapter award recipient. Decide date and place of fall meeting at the business meeting. In addition to program responsibilities, assume office of President at close of business meeting. Present service award plaque to outgoing President. [Obtain plaque from Past President].

PAST-PRESIDENT

- The Past-President serves as a member of the Executive Committee and handles specific roles as needed.
- Prepare plaque/certificate for outgoing president (March).
- **December / January:** Establish Nominating Committee of 3 non-council members.
Solicit nominations for the FCHPS and National Health Physics Society.

SECRETARY

The Secretary is responsible for maintaining the official records of the FCHPS, communicating with the membership as directed the President and other officers and serves as a member of the Executive Council. Specific roles and responsibilities include:

- Track request for membership emails from affiliates. The Secretary up to twice per year would allow vendors via the Secretary (by bcc) to send information to the members.
- New membership applications received should be reviewed at each of the quarterly Executive Council meetings, or send an e-mail to full Executive Council for review and approval.
- **Spring (Annual) Meeting (Newly elected Secretary-elect):** Whenever possible, the Secretary-Elect should attend the Spring meeting including the Executive Council and annual Business meetings. This allows the opportunity to “shadow” the current Secretary prior to taking office at the annual Business Meeting.

Florida Chapter Health Physics Society (FCHPS)
Roles and Responsibilities of Officers and Council Members
Approved 6/4/21 Revision 1

- **End of Annual Meeting:** Take over office of Secretary during the annual Business Meeting.
- **February/March: Send out a call for abstracts at the direction of the President-Elect and Venue Coordinator**
- **April/May:** Complete Executive Council and Business Meeting minutes with assistance from the past Secretary. Send to President for corrections. Send minutes to Officers, other Executive Council members, and the Newsletter Editor.
- **May:** Complete a new chapter data sheet based on the election results for the spring meeting and send this information to the HPS President-elect, HPS Executive Director, Chapter President, and Chapter President-elect. Send new Executive Council information to the Chapter Newsletter Editor.
- **October:** Take minutes of the Executive Council meeting at the Fall meeting. Report on the status of the membership at the Executive Council meeting. Review new membership applications for the Executive Council. Take minutes of business meeting at the Fall Meeting. Report on the status of the membership at the Fall Business Meeting. Send meeting minutes to President for corrections. Send minutes to Officers, other Executive Council members, and the Newsletter Editor.
- **December 15:** Send out email notice of the upcoming Spring Chapter Meeting and include a reminder that annual dues should be paid to all Chapter members.
- **February 1:** Obtain a list of paid members from the Treasurer for the purpose of informing members about election procedures. Provide current membership email addresses to the Newsletter Editor for newsletter emailing's.
- **60 Days Prior to Annual (Spring) Meeting:** Get nominee results from Nominating Committee. Prepare the ballot including biographical information, develop ballot instruction, and then send to HPS Secretariat for forwarding of an electronic ballot to eligible Chapter members. Monitor electronic balloting and allow ballots to remain open for two weeks.
- **30 Days Prior to Annual Meeting:** Notify President of election results so President can notify newly elected officers and Executive Council members and invite them to the annual Spring Meeting
- **Spring (Annual) Meeting (Continuing Secretary):**
 - Take minutes at the Spring Executive Council meeting. Report on the status of the membership at the Executive Council and annual Business Meetings. Distribute new membership applications for Executive Council approval. Report the results of the elections.
 - Take minutes of annual Business meeting. Report on the status of the membership at the business meeting. Report the results of the elections.

Florida Chapter Health Physics Society (FCHPS)
Roles and Responsibilities of Officers and Council Members

Approved 6/4/21 Revision 1

- Send Executive Council and annual Business meetings minutes to President for corrections. Send minutes to officers, other Executive Council members, and the Newsletter Editor.
- Periodic upkeep of the Master Membership demographics list. Share with Membership Coordinator.
- Provide turnover to oncoming Secretary and be available to provide support and answer their questions post term in office.

TREASURER

The Treasurer is responsible for the proper accounting of all monies and properties of the FCHPS, and serves as a member of the Executive Committee. Specific roles and responsibilities include:

- May be Bonded (per By-Laws)
- Add new members to the current member's dues list.
- Share new member's application with President and Secretary.
- **Spring (Annual) Meeting:** Whenever possible, the incoming Treasure should attend the Spring meeting as well as the Executive council meeting. This allows the opportunity to "shadow" the Treasure during a meeting, prior to taking office.
- **End of Annual Meeting:** Take over office of Treasurer after meeting. Get all financial records, funds, passwords and checkbook from the outgoing Treasurer. Make arrangements to complete new signature cards at the bank for the checking account.
- **Every Month:** Reconcile bank statement, keep deposits up-to-date and keep a current list of paid members.
- **October (prior to fall meeting):** Prepare a treasurer's report for the Officers, Executive Council and membership. The report shall include, but is not limited to, a summary of stocks and their value, checking account balance and a summary of major expenses and income.
- **Fall Meeting:** Report on the status of the treasury at the Executive Council meeting.
 - Arrange for collection of registration fees (if any) and membership dues at meeting.

Florida Chapter Health Physics Society (FCHPS)
Roles and Responsibilities of Officers and Council Members

Approved 6/4/21 Revision 1

- Make a list of attendees.
 - Report on the status of the treasury at the business meeting.
 - Pay meeting expenses.
- **January:**
 - File the Nonprofit Corporation Annual Report with the Florida Department of State
 - Submit annual fee to My Florida Marketplace.
 - **Submit financial statement for the past year to our CPA Group (currently Rhonda Hinds and Associates) for filing the required IRS Form 990.**
 - **February:** Send secretary update of membership dues list.
- April (prior to Annual Spring Meeting):** Prepare an annual treasurer's report for the Officers, Executive Council and membership. The report shall include, but is not limited to; a summary of stocks and their value, checking account balance and a summary of major expenses and income.
- **Annual Meeting:** At the Executive Council meeting, submit all accounts for audit. Report on the status of the treasurer at the Executive Council meeting.
 - Arrange for collection of registration fees (if any) and membership dues at meeting
 - Make a list of attendees.
 - Report on the status of the treasury at the business meeting.
 - Pay meeting expenses.
 - **General Duties:**
 - Provide turnover to oncoming Treasurer and be available to provide support and answer their questions post term in office.
 - Set up registration table for sign-in, payments, name tags, continuing education credits (CHP, RT, CRT, etc.).

COUNCIL MEMBERS

The Council Members serve on the Executive Council and serve as the Committee on Admissions. Specific roles and responsibilities include:

- **Spring (Annual) Meeting:** Whenever possible, the incoming Council Members should attend the Spring meeting as well as the Executive council meeting. This allows the opportunity to "shadow" the current Council Members during a meeting, prior to taking office.

Florida Chapter Health Physics Society (FCHPS)
Roles and Responsibilities of Officers and Council Members
Approved 6/4/21 Revision 1

- Approve applications for membership.
- Attend all business meetings.
- Authorizes adoption or amendment of Bylaws.
- Fulfilling other specific responsibilities as may be assigned by the President in accordance with the Bylaws.
- Provide turnover to oncoming Council Members and be available to provide support and answer their questions post term in office.
- Select Council members to fulfill each of the three Coordinator duties listed below;

- **VENUE COORDINATOR**

General; Work with the President –Elect to fulfill duties of the Venue^[JD1][LJJ2] Coordinator. Typically location for next Chapter meeting is determined no later than the previous Chapter meeting by the Executive Council. Vendor feedback is needed to ensure vendors can support meeting date and location. For the selected location and date of meeting, identify candidate facilities that can meet our needs, and what are the facility costs. Facility must be able to handle rooms for guests, Chapter meeting room(s) for Friday full meeting, Exhibit area for vendors, and Thursday late afternoon Executive Council meeting. See ‘Set-Up Procedure’ for additional details. Ensure the following duties are completed directly or through support from other members;

- Obtain beverages and meals for Friday meeting and breaks; through facility, cater, other.
- Determine audio / visual needs are adequately supplied.
- Thursday evening out, food, drinks, and cost.
- Provide candidate facilities with costs to Exec Council by no later than first quarterly Exec Council meeting post the Chapter meeting for final decision.
- Maintain communications with venue contacts (coordinate with Vendor / Affiliate Coordinator, if applicable).
- Provide room registration information to Secretary.
- Update numbers of attendees to hotel / night out providers / catering contacts as the numbers change.
- Be available during meeting to speak with hotel contact person to address any

Florida Chapter Health Physics Society (FCHPS)
Roles and Responsibilities of Officers and Council Members
Approved 6/4/21 Revision 1
issues that may arise.

- Identify any potential local events/activities that may occur during meeting weekend that may entice attendees to attend.
- Get secretary to send out advance notice to members and vendors / affiliates.
- Keep track of whose attending, provide name tags for meeting (Treasurer?)
- Take care of/ track registration status; who's attending whose paid to-date, etc. (Treasurer?)
- Work with Vendor/Affiliate Coordinator on Vendor needs for meeting.

● **VENDOR/ AFFILIATE COORDINATOR**

- Maintain list of active and non-active vendor / affiliate members.
- Liaison / point of contact with all the vendors / affiliates and support their needs.
- Contact affiliate / vendor to ensure annual membership dues are paid. Inform them on our Bronze, Silver and Gold participation policy, located on our Website in the Membership Section. [Note: This can be paid during meeting registration notification].
- Act as liaison with Vendor for support of upcoming chapter meetings; early notification, support their needs for Chapter meetings; table reservations for displays, power requirements, time when they can set-up etc. [Work with Venues Coordinator].
- Ensure paid members logos / advertisement appear in website and newsletter. Respond to Vendor's questions / concerns.
- Actively pursue adding new vendors / affiliates.
- New affiliates are required to complete the Affiliate Membership Application Form located on the Chapter Website in the Membership Section. Also inform the new affiliate on our Bronze (B), Silver(S) and Gold (G) level participation policy.
- Touch base with previous members and what we can do to get them to renew membership.
- Affiliates must initially complete the Affiliate Membership Application Form in order to join as a B, S or G participation member.

Florida Chapter Health Physics Society (FCHPS)
Roles and Responsibilities of Officers and Council Members
Approved 6/4/21 Revision 1

- If a B, S or G participation member wants to add a second (or more) representatives to attend a meeting each additional representative will have to pay the registration fee.
- If a member wants to upgrade their membership during the year, credit is given for their paid membership level (e.g. Bronze member upgrade to Gold level the cost is; \$600 -\$100 = \$500).

- **MEMBERSHIP COORDINATOR**

- Maintain list of active and non-active members preferably available for review from the Chapter Website or the Secretary.
- In coordination with the Treasurer ensure dues are paid. Reach out to previous members who have not paid dues and / or become inactive. Questions regarding member dues payment should be forwarded to the treasurer.
- Complete Name tags for Spring and Fall meeting.
- Pursue new members. For new members ask if they want to be introduced in forthcoming newsletter. [Voluntary on new member's part. New member provide a brief bio if they agree].

End: