



COMMITTEE HANDBOOK

WASHINGTON SOCIETY OF RADIOLOGIC TECHNOLOGISTS

This handbook has information related to the general description of duties of committee chairpersons and members; orientation forms, and acceptance of commitment forms.

Adopted on September 22, 2018



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Washington Society of Radiologic Technologists Board of Directors

Brenda Eldridge – Chairman
Tracy Bailey – President
Helen Murphy – Vice President
Heather Wallace – President Elect
Judy Wheel – Secretary/Treasurer
Susan Jahn – Executive Secretary

Mission

- The mission of the Washington Society of Radiologic Technologists shall be to promote, defend, and enhance the profession and standards for all imaging professionals who are licensed and practice radiologic technology in the State of Washington.

Vision

- The Washington Society of Radiologic Technologists vision is to be a valuable and interactive partner that enhances the ability of all imaging professionals to reach their highest potential in providing quality patient centered care through education and professionalism.

Purpose

- The purpose of Washington Society of Radiologic Technologists shall be to advance the profession of radiologic technology and imaging disciplines by maintaining high standards of education and ethics, enhancing the quality of patient care, and furthering the welfare and socioeconomics of all imaging science professionals; and, any other activities ancillary to these stated purposes that help fulfill it.



ORIENTATION SHEET FOR COMMITTEE CHAIRPERSONS

COMMITTEE YEAR: Begins the day after the close of the Annual Conference and continues until the close of the Annual Conference the following year. Chairs, with the exception of the budget committee or other ad hoc committees, serve a one-year term, with possible reappointment.

DUTIES AND RESPONSIBILITIES: The function of the committee is explained in the letter of appointment. In addition to the duties listed in the WSRT By-Laws, Procedures Manual, and Standing Rules, the chair is responsible for:

1. Shall sign a letter of acceptance/commitment;
2. directing and carrying out regular and special assignments of the committee;
3. keeping committee members informed about the work of their committee;
4. replying promptly to all inquiries on problems in their field of work;
5. arranging quarterly meetings as necessary during the year and Annual Conference meeting in April;
6. shall conduct at least one committee meeting during their 12-month term;
7. making quarterly reports to the President and Board of Directors on the progress of work assigned to the committee;
8. sending copies of all correspondence to the President and the Executive Secretary for information; and
9. knowing and following the policies and procedures in the WSRT By-Laws and other WSRT Governance documents;
10. shall speak on behalf of the WSRT only upon Board approval;
11. shall answer all correspondence promptly and;
12. shall attend the Board of Directors meetings.

The committee chair is responsible for leading the committee. The achievement of the group during any year and the success of projects undertaken are due in large part to the chair's leadership. Initiation and completion of expanded or related projects indicate significant committee progress.

The chair accepts responsibility for making recommendations regarding the removal of committee members who are not fulfilling their obligations. The chair should also be prepared to make recommendations on reappointments of contributing committee members.

PROCEDURES: Whenever possible, specific procedures should be set up for the work of the committee. Many committees have established procedures which are followed from year to year. As soon as the chair receives the complete list of committee members, a letter should be sent out introducing the members; explaining the work of the year; outlining procedures; setting up a plan of work for the year, including provision



for progress report or action at the BOD quarterly meeting; and a statement of what is to be completed by the Annual Conference.

MEETINGS: Most committees will convene their work online, throughout the year. For committees that must meet face to face, most will only need to meet during the WSRT Annual Conference meeting. Only those that require confidentiality (such as the Nominating or Award committees) may schedule meetings outside of the quarterly schedule of April, September/October, and January. In September/October and January, the WSRT BOD conveys meeting times for the upcoming Annual Conference. It is the responsibility of the chair to contact committee members regarding meetings online and at conferences.

Names of new members are sent to the chair as soon as they are known by the President or Executive Secretary. Chairs should invite any new committee members to committee meetings to orient them in committee work.

MEETING AGENDAS: Chairs should post agendas and documents/reports on their committee's WSRT Dropbox folder. It is the responsibility of the chair to upload the documents before and after each meeting/conference and notify his/her committee members of their availability. If Chairs wish to appear before the Board at the conference, the chair should complete a board action request form.

MEETING REPORTS: Committee and task force chairs are required to submit a quarterly report to keep leadership in the loop about their work and issues they may be facing. The form is available online in Dropbox under WSRT Documents "Committees," then "forms." All reports are due two weeks prior to the scheduled quarterly WSRT BOD meeting.

PROCEEDINGS: Proceedings of meetings (minutes) are to be uploaded to the committee's WSRT Dropbox folder within three weeks of the end of the meeting.

STATIONERY AND POSTAGE: If committee stationery is needed, it can be requested from the Executive Secretary. Frequently committee chairpersons are willing to assume the expense of postage for committee work. In cases where this cannot be assumed by the chair, the society will make every effort to reimburse the member, if funds have been budgeted for such expenses.

EXPENSES: Expenses should not be incurred unless funds appear in the current WSRT annual budget for such expenses.



PUBLICITY: It is desirable that the WSRT office be advised of any publicity contemplated by a committee, in order that the work of various groups may not conflict. Drafts of press releases are sent to the Chairman of the Board and President for review prior to release. Reports or articles on the work or on studies of a committee may be published only with the permission of the Board of Directors; such reports and articles, when approved for publication, must be offered first to WSRT periodicals having first refusal rights.

RESIGNATIONS: Resignations from committee assignments should be sent to the President with copies to the Executive Secretary. If the Chair finds it necessary to resign, he/she should send a letter of resignation to the President with copies to the Executive Secretary and to the members of the committee.

RESEARCH: All WSRT committees are directed by the WSRT Board to report, at an early stage, intended research projects involving data gathering in any form to the Executive Secretary.

FORWARDING OF MATERIAL: Each outgoing chair should forward to his/her successor all committee material of interest. Outdated materials should be sent to the Executive Secretary. When a committee is discharged, the chair's files should be forwarded to the Executive Secretary for the archives. Any confidential posts should be deleted from the committee's WSRT Dropbox folder. Agendas, minutes and reports should remain for incoming members to familiarize themselves with the work of the committee.

As the committee chairperson, you have assumed certain responsibilities and agree to make certain commitments as outlined on this sheet and in the WSRT By-Laws, Procedures Manual, and Standing Rules.



COMMITTEE CHAIRPERSONS ACCEPTANCE FORM

COMMITTEE YEAR: Begins the day after the close of the Annual Conference and continues until the close of the Annual Conference the following year. Chairs, with the exception of the budget committee or other ad hoc committees, serve a one-year term, with possible reappointment.

DUTIES AND RESPONSIBILITIES: The function of the committee is explained in the letter of appointment. In addition to the duties listed in the WSRT By-Laws, Procedures Manual, and Standing Rules, the chair is responsible for:

1. Shall sign a letter of acceptance/commitment;
2. directing and carrying out regular and special assignments of the committee;
3. keeping committee members informed about the work of their committee;
4. replying promptly to all inquiries on problems in their field of work;
5. arranging quarterly meetings as necessary during the year and Annual Conference meeting in April;
6. shall conduct at least one committee meeting during their 12-month term;
7. making quarterly reports to the President and Board of Directors on the progress of work assigned to the committee;
8. sending copies of all correspondence to the President and the Executive Secretary for information; and
9. knowing and following the policies and procedures in the WSRT By-Laws and other WSRT Governance documents;
10. shall speak on behalf of the WSRT only upon Board approval;
11. shall answer all correspondence promptly and;
12. shall attend the Board of Directors meetings.

As the committee chairperson, you have assumed certain responsibilities and agree to make certain commitments as outlined on this sheet and in the WSRT Governance documents. Please review the statements and sign below.

I, _____, accept the position of Chairperson of the _____ Committee. As the Chairperson, I agree to assume the responsibilities and commitments associated with this position. I will partner with the WSRT BOD, Executive Secretary, and Committee Members to work in the best interest of the WSRT. I also understand that I may make no commitments on behalf of the WSRT without approval and consent from the WSRT BOD.

Signed: _____ Date: _____

Please Print Name: _____ Board Term: _____



ORIENTATION & ACCEPTANCE SHEET FOR COMMITTEE MEMBERS

COMMITTEE YEAR: Begins the day after the close of the Annual Conference and continues until the close of the Annual Conference the following year.

DUTIES AND RESPONSIBILITIES: The function of the committee is explained in the committee duties sheet. In addition to the duties listed and in the WSRT By-Laws, the member is responsible for:

1. Shall answer all correspondence and reply promptly on problems in their field of work;
2. carry out regular and special assignments of the committee;
3. stay informed about the work of their committee;
4. attend meetings during the year and the Annual Conference meeting in April;
5. shall speak on behalf of the WSRT only upon Board approval.

PROCEDURES: Whenever possible, specific procedures should be set up for the work of the committee. Many committees have established procedures which are followed from year to year.

MEETINGS: Most committees will convene their work online, throughout the year. For committees that must meet face to face, most will only need to meet during the WSRT Annual Conference meeting. Only those that require confidentiality (such as the Nominating or Award committees) may schedule meetings outside of the quarterly schedule of April, September/October, and January.

RESIGNATIONS: Resignations from committee assignments should be sent to the Chair.

RESEARCH: All WSRT committees are directed by the WSRT Board to report, at an early stage, intended research projects involving data gathering in any form to the Executive Secretary.

As a committee member, you have assumed certain responsibilities and agree to make certain commitments as outlined on this sheet and general duties of the committee. Please review the statements and sign below.

I, _____, accept the position of Committee Member of the _____ Committee. As a member, I agree to assume the responsibilities and commitments associated with this position. I will partner with the WSRT BOD, Executive Secretary, and other committee members to work in the best interest of the WSRT. I also understand that I may make no commitments on behalf of the WSRT without approval and consent from the WSRT BOD.

Signed: _____ Date: _____

Please Print Name: _____ Member Term: _____



ANNUAL CONFERENCE PLANNING COMMITTEE

Duties

Members of the WSRT Annual Conference Planning Committee are to serve for a term of one year. The primary responsibilities are to assist the Annual Meeting Planner and Executive Secretary with potential speakers and assist with other aspects of the meeting as needed, and submit a report to the Board of Directors. Committee members shall:

1. Work in conjunction with the Education Committee in securing qualified speakers for the annual conference.
2. Work with the Meeting Planner and Executive Secretary to coordinate other activities of the meeting as needed.
3. Assist in the organization of the Silent Auction, speaker introductions, Speaker gifts, ticket sales and other activities as needed.

Time Commitment

Members of the Annual Conference Planning Committee can expect to spend a minimum amount of time per month in May through October, and up to 5 hours per week in November through April. Members will review the information and materials presented, respond to emails, and attend all conference calls and/or webinars, and face-to-face meetings when needed. Committee members are expected to participate in all meetings of the subcommittee. All committee meetings occur through email, webinar or phone conference. There is no travel required to serve as a committee member.

Minimum Expectations for Appointees

Skills

Members of the Annual Conference Planning Committee must be detail oriented, be knowledgeable of WSRT governance processes, must be flexible, and be able to build collaborative relationships, and work well with others under stressful situations.

Criteria

- Shall be a voting member of the WSRT.
- Should be an ASRT member.
- Consideration shall be given to discipline or specialty and geographic representation.



AWARDS COMMITTEE

Duties

Members of the WSRT Awards Committee are to serve for a term of one year. The primary responsibilities are to judge the essay and exhibit competitions, to select the recipient of the Outstanding Student Award, and to select the recipient of scholarship awards, and to submit a report to the Board of Directors. In addition, committee members shall:

1. Work in conjunction with the Executive Secretary in organizing submissions for the exhibit and essay competitions, and scholarship applications.
2. Those members appointed as essay judges will read and rank all essays submitted for the essay competition prior to the annual meeting.
3. Those members appointed as exhibit judges will view and rank all exhibits submitted for the exhibit competition at the annual meeting.
4. Work with the Executive Secretary in ordering plaques, trophies, and certificates, or other award items for the annual conference.
5. Will be responsible for the set-up and take down of all exhibits at the meeting.

Time Commitment

Members of the Award Committee can expect to spend a minimum amount of time per month in May through October, and up to 5 hours per week in November through April. Members will review the information and materials presented, respond to emails, and attend all conference calls and/or webinars, and face-to-face meetings when needed. Committee members are expected to participate in all meetings of the subcommittee. All committee meetings occur through email, webinar or phone conference. There is no travel required to serve as a committee member. This committee will meet face-to-face at the annual conference.

Minimum Expectations for Appointees

Skills

Members of the Award Committee must be detail oriented, must be flexible, and be able to build collaborative relationships, and work well with others under stressful situations.

Criteria

- Shall be a voting member of the WSRT, and should be an ASRT member.
- May not judge essays/exhibits if there is a conflict of interest.
- Must sign a confidentiality form.



BY-LAWS COMMITTEE

Duties

Members of the WSRT Committee on Bylaws are appointed by the WSRT President to serve for a term of one year. The primary responsibilities are to review proposed Bylaws amendments and submit a report to the Board of Directors. Duties of this committee include:

1. Shall be responsible for drafting and presenting to the WSRT BOD proposed By-Law changes.
2. Shall be responsible for drafting and presenting to the membership all proposed By-law changes at least thirty (30) days prior to the time for voting.
3. Shall keep the Standing Rules updated.
4. Shall keep the Procedure Manual updated.

Time Commitment

Members of the Committee on Bylaws can expect to spend a minimum of two hours per month reviewing the WSRT Bylaws, proposed changes to the Bylaws and responding to emails. Committee members are expected to participate in all meetings of the subcommittee. With the exception of the years when Bylaws are scheduled for full review and revision, these meetings occur through webinar or phone conference.

In years when the Bylaws are scheduled for full review and revision, travel may be required for an in-person meeting at the designated meeting space, with expected minimum travel of one day to attend the meeting. These travel days generally occur during the week and on a weekend. WSRT may provide financial assistance for this travel.

Minimum Expectations for Appointees

Skills

Members of the Committee on Bylaws must be detail oriented, be knowledgeable of WSRT governance processes and be able to build collaborative relationships.

Criteria

- Shall be a voting member of the WSRT.
- Should be an ASRT member.
- Consideration shall be given to discipline or specialty and geographic representation.
- Be familiar with the WSRT and ASRT By-Laws.



EDUCATION COMMITTEE

Duties

Members of the WSRT Education Committee are to serve for a term of one year. The primary responsibilities are to assist the annual Meeting Planner and Executive Secretary with potential speakers and coordination of continuing education matters, and submit a report to the Board of Directors. Committee members shall:

1. Work in conjunction with the Annual Conference Planning Committee in securing qualified speakers for the annual conference.
2. Assist in the selection of qualified speakers for the annual meeting and at area seminars if requested.
3. Contact program directors regarding group memberships, conference attendance, and competition and awards.
4. Assist with the Marcy Barnes Knowledge Bowl.
5. Generate a list of speakers throughout the state to be part of the WSRT Speakers bureau, and provide information as requested.
6. In conjunction with the Executive Secretary, maintain a continuing education library.

Time Commitment

Members of the Education Committee can expect to spend a minimum amount of time per month in May through October, and up to 5 hours per week in November through April. Members will review the information and materials presented, respond to emails, and attend all conference calls and/or webinars, and face-to-face meetings when needed. Committee members are expected to participate in all meetings of the subcommittee. All committee meetings occur through email, webinar or phone conference. There is no travel required to serve as a committee member.

Minimum Expectations for Appointees

Skills

Members of the Education Committee must be detail oriented, be knowledgeable of WSRT governance processes, must be flexible, and be able to build collaborative relationships, and work well with others under stressful situations.

Criteria

- Shall be a voting member of the WSRT.
- Should be an ASRT member.
- Consideration shall be given to discipline or specialty and geographic representation.



GOVERNMENTAL AFFAIRS COMMITTEE

Duties

Members of the WSRT Governmental Affairs Committee are appointed by the WSRT President to serve for a term of one year. The primary responsibilities are to review proposed state legislation and amendments and submit a report to the Board of Directors. Duties include

1. Shall act as liaisons with lobbyists and WSRT if a lobbyist is employed.
2. Shall answer all questions from a lobbyist or governmental body in writing and submit copies for review and approval by the Board of Directors.
3. Shall keep the WSRT BOD informed of legislative activities.

Time Commitment

Members of the Governmental Affairs Committee can expect to spend a minimum amount of time per month when no action is required, and up to 5 hours per week when legislative action is required. Members will review the information and materials presented, respond to emails, and attend all conference calls and/or webinars, and face-to-face meetings when needed. Committee members are expected to participate in all meetings of the subcommittee.

In years when legislative action is needed, travel may be required for an in-person meeting at the designated meeting space, with expected minimum travel of one day to attend the meeting. These travel days generally occur during the week. WSRT may provide financial assistance for this travel.

Minimum Expectations for Appointees

Skills

Members of the Governmental Affairs Committee must be detail oriented, be knowledgeable of WSRT governance processes and be able to build collaborative relationships.

Criteria

- Shall be a voting member of the WSRT.
- Should be an ASRT member.
- Consideration shall be given to discipline or specialty and geographic representation.
- Shall be familiar with related RCW and WACs.



MEMBERSHIP COMMITTEE

Duties

Members of the WSRT Membership Committee are to serve for a term of one year. The primary responsibilities are to assist the Board of Directors in membership recruitment and retention, and submit a report to the Board of Directors. Committee members shall:

1. Shall conduct an active campaign to specifically increase membership by recruiting new members and retaining current members.
2. Shall assist the Executive Secretary with the membership roster.
3. Shall provide assistance at the Membership Desk at the annual conference and/or state symposiums.
4. Seek benefits and perks for members.
5. Maintain a letter for the Executive Secretary to distribute to all persons not renewing their WSRT membership.
6. Shall be familiar with the current membership categories and dues structure.

Time Commitment

Members of the Membership Committee can expect to spend about 2 hours per month in May through October, and up to 4 hours per week in November through April. Members will review the information and materials presented, respond to emails, and attend all conference calls and/or webinars, and face-to-face meetings when needed. Committee members are expected to participate in all meetings of the subcommittee. All committee meetings occur through email, webinar or phone conference. There is no travel required to serve as a committee member.

Minimum Expectations for Appointees

Skills

Members of the Membership Committee must be detail oriented, must be flexible, and be able to build collaborative relationships, and work well with others under stressful situations.

Criteria

- Shall be a voting member of the WSRT; and should an ASRT member.
- Consideration shall be given to discipline or specialty and geographic representation.
- Shall be familiar with Website and Social Media best practices.



NOMINATIONS COMMITTEE

Duties

Members of the Nominations Committee are to serve for a term of one year. The primary responsibilities are to identify WSRT members to be nominated for WSRT officer positions. Duties include actively soliciting WSRT members, reviewing candidate information and nominating qualified candidates to serve in these volunteer positions. Members of the Nominations Committee are ineligible to accept a nomination to run for WSRT Board of Directors while serving on this committee.

Time Commitment

Members of the Nominations Committee can expect to spend about three hours per week from October through March contacting WSRT members to identify qualified members to nominate for the WSRT general election, reviewing emails and documents from WSRT and participating in committee meetings. Other times of the year, committee members may expect to spend a minimum amount of time. All committee meetings occur through email, webinar or phone conference. There is no travel required to serve as a committee member.

Minimum Expectations for Appointees

Skills

Nominations Committee members must be comfortable contacting and speaking to people they may not know, soliciting opinions from others, being knowledgeable of WSRT governance processes and being able to build collaborative relationships.

Criteria

- Shall not be a current member of the WSRT Board of Directors.
- Shall be a voting member of the WSRT.
- Shall be a member of the ASRT.
- Members of the Nominations Committee must resign their position on the Nominations Committee in order to accept a nomination for any office in which the committee is responsible for seeking nominations.
- A member that has recently served as a WSRT Board member will be considered for appointment when possible.
- Must sign a confidentiality agreement.



AWARD COMMITTEE FINAL REPORT FORM

Date:

To: WSRT Board of Directors

From: Awards Committee

Subject: Final Report and Recommendations

Committee Charge: *Supply official charge or function statement.*

Overview of Committee Work Plan: *Description of the activities, including their action plan and how they communicated and worked. Finish by summing up work, "This report, which outlines recommendations for next steps, concludes the work of the task force."*

Summary of Committee Findings:

Key findings may be bulleted after a summary paragraph.

Committee Recommendations:

After reading all submitted essays meeting the entrance criteria, we recommend the following awards:

First Place Essay:

Second Place Essay:

Third Place Essay:

Action to Be Taken: The Committee asks the WSRT Board to accept the above competition recommendations as recipient winners for the awards.

Thank you for your consideration. Member(s) will be present at your Board meeting at Annual Conference.

List of the Involved Members:



BOARD OF DIRECTORS ACTION FORM

To: WSRT Board of Directors

Subject: [Replace with the subject of your agenda item]

Submitted by: [Replace with your name, title, and WSRT Committee Name]

Date submitted:

BACKGROUND: [Insert any background information the Board needs to consider pertaining to the recommended action. Reference the issue's history, proposed budget, etc. as appropriate. Limit to 2-3 paragraphs and refer to additional documents as needed.]

ACTION RECOMMENDED: That the WSRT Board of Directors [insert the specific action you are requesting the Board take (e.g. "approve action X with budget Y and deadline Z")].

HAVE OTHER STAKEHOLDERS BEEN CONSULTED: [If so, please identify stakeholders and there comments about this action.]

DESCRIBE POTENTIAL FISCAL AND STAFFING IMPACT AND SUSTAINABILITY: [Do not make assumptions. Please do your research on actual impacts and sustainability.]

DESCRIBE IN DETAIL HOW STRATEGIC GOAL AREA(S) WILL BE SUPPORTED: Use additional sheets if needed to explain.



Select the goal area and indicate the objectives that will be affected most by this action.

Goal Area: Membership Recruitment and Retention

Objective 1: Short-term –

Objective 2: Long-term -

Goal Area: Policy and Procedure

Objective 1: Short-term –

Objective 2: Long term –

Goal Area: Website and Social Media Development

Objective 1: Short-term –

Objective 2: Long term –

BOARD USE ONLY:

MOTION:

Above recommendation moved

No motion made

Motion revised (see motion form)

ACTION TAKEN:

Motion Approved

Motion Defeated

Other:



NOMINATIONS COMMITTEE REPORTING FORM

Date:
To: WSRT Board of Directors
From: Nominations Committee
Subject: Final Report and Recommendations

Committee Charge: *Supply official charge or function statement.*

Overview of Committee Work Plan: *Description of the activities, including their action plan and how they communicated and worked. Finish by summing up work, "This report, which outlines recommendations for next steps, concludes the work of the task force."*

Summary of Committee Findings: *Key findings may be bulleted after a summary paragraph.*

Committee Recommendations:

Based on xxx, we recommend the following (*insert as many recommendations as developed by task force*):

Recommendation #1:

Recommendation #2:

Recommendation #3:

Recommendation #4:

Action to Be Taken: The Committee asks the WSRT Board adopt the "#"
recommendations, which includes "*insert list of provisions such as a funding request outlined in one of the recommendations.*"

Thank you for your consideration. Member(s) will be present at your Board meeting at Annual Conference.

List of the Task Force Members: