

## Speaker and Vice Speaker Job Descriptions

Serving on the ASRT Board as speaker or vice speaker of the House of Delegates is truly a rewarding experience. However, there are a few things you should think about before making the leap, including talking to your family and employer about the commitment you could be making. Please review the qualifications, duties and nomination process in the [ASRT Bylaws](#), [ASRT House of Delegates Procedure Manual](#) and the position descriptions below to learn more about the responsibilities, time commitment and skills needed to be successful in these volunteer positions.

### Speaker of the House of Delegates

#### Duties:

The ASRT speaker of the House of Delegates is elected by the ASRT House of Delegates to lead the House. The primary duties of the speaker are to manage the work of the House of Delegates, make appointments to House of Delegates committees, serve as ASRT Board liaison to House committees and the Practice Standards Council, preside at the House of Delegates meetings, and represent the House of Delegates on the ASRT Board of Directors.

#### Time Commitment:

The speaker can expect to spend a *minimum* of 12 hours per week answering emails, reviewing documents, participating in webinars and working with ASRT staff, House committees and the Practice Standards Council. Some of this time is during regular working hours, some is after working hours and some on weekends. The speaker is expected to review and reply to email in his or her ASRT inbox daily.

The speaker is expected to attend as many of the Practice Standards Council subcommittees' webinar meetings as possible July through September each year and also attend the monthly webinar meetings of the Practice Standards Council throughout the year. The speaker also is expected to attend as many of the Commission and Committee on Bylaws webinar meetings as possible. The speaker is responsible for participating in orientations for all House committees and delegates.

The speaker is expected to attend all ASRT Board of Directors meetings, all in-person meetings of House committees and the Annual Governance and House of Delegates Meeting. Other requested travel may include representing ASRT at affiliate meetings and meetings with other organizations. The speaker should expect to spend a minimum of 40 days attending ASRT meetings and functions. These travel days occur during the week and on weekends.

It is highly recommended that members planning to seek election as ASRT speaker communicate to their families and employers about the time commitment required for this position and gain their support prior to accepting the nomination.

#### Skills:

The speaker of the House must be able to manage multiple projects, be comfortable leading large groups of people in coming to a decision, be familiar with parliamentary procedure, be comfortable speaking and presenting to large groups, be detail oriented, be knowledgeable of ASRT governance and practice standards processes, be able to build collaborative relationships, and manage conflict within groups.

## **Vice Speaker of the House of Delegates**

### Duties:

The ASRT vice speaker of the House of Delegates is elected by the ASRT House of Delegates to be the secondary leader of the House. The primary duties of the vice speaker are to assist the speaker of the House and assume the duties of the speaker when necessary, serve as ASRT Board liaison to House committees and the Practice Standards Council and represent the House of Delegates on the ASRT Board of Directors.

### Time Commitment:

The vice speaker can expect to spend a *minimum* of 10 hours per week answering emails, reviewing documents, participating in webinars, and working with ASRT staff, House committees and the Practice Standards Council. Some of this time is during regular working hours, some is after working hours and some on weekends. The vice speaker is expected to review and reply to email in his or her ASRT inbox daily.

The vice speaker is expected to attend as many of the Practice Standards subcommittees' webinar meetings as possible July through September each year and attend the monthly webinar meetings of the Practice Standards Council throughout the year. The vice speaker also is expected to attend as many of the Commission and Committee on Bylaws webinar meetings as possible. The vice speaker is responsible for participating in orientations for all House committees and delegates.

The vice speaker is expected to attend all ASRT Board of Directors meetings, all in-person meetings of House committees and the Annual Governance and House of Delegates Meeting. Other requested travel may include representing ASRT at affiliate meetings and meetings with other organizations. The vice speaker should expect to spend a minimum of 40 days attending ASRT meetings and functions. These travel days occur during the week and on weekends.

It is highly recommended that members planning to seek election as ASRT vice speaker communicate with their families and employers about the time commitment required for this position and gain their support prior to accepting nomination.

### Skills:

The vice speaker of the House must be able to manage multiple projects, be comfortable leading large groups of people to come to a decision, be familiar with parliamentary procedure, be comfortable speaking and presenting to large groups, be detail oriented, be knowledgeable of ASRT governance and practice standards processes, be able to build collaborative relationships, and manage conflict within groups.

**Travel Commitments for Speaker and Vice Speaker**  
*(2019 House of Delegates Procedure Manual – Appendix F)*

Meetings	Date	Speaker of the House	Vice Speaker of the House	Total Number of Days <sup>a</sup>
<b>BOARD MEETINGS</b>				
Annual Governance Meeting, including pre- and post-Board meetings	June	✓	✓	8
Board of Directors Orientation	July/August	Any newly elected Board member		4
Fall Board of Directors Meeting	September	✓	✓	4-5
Midyear Board of Directors	February	✓	✓	4-5
<b>GOVERNANCE MEETINGS</b>				
Practice Standards Council	September or October***	✓	✓	4
Commission and Bylaws Meetings	February or March***	✓	✓	4
<b>BOARD EDUCATION MEETINGS</b>				
As scheduled	Varies	✓	✓	4
<b>EXTERNAL ORGANIZATION MEETINGS</b>				
Affiliate Conferences and Meetings <sup>b</sup>	All year	✓	✓	~12

<sup>a</sup> Includes travel days.

<sup>b</sup> Average of three affiliate conferences or meetings per year per Board member.

In addition to the travel obligations listed above, the other conference calls may be scheduled that require the participation of the speaker and/or vice speaker.

### 2019-2020 ASRT Speaker and Vice Speaker Mandatory Travel Meetings

June 24, 2019	Post Conference Board of Directors Meeting Orlando, FL
Aug. 22-23, 2019	New Board Member Orientation Albuquerque, NM
Sept. 20-21, 2019	Fall Board of Directors Meeting Albuquerque, NM
November 2019	Practice Standards Council Meeting Albuquerque, NM
January 2020	Board of Directors Development Meeting TBD
Feb. 7-8, 2020	Midyear Board of Directors Meeting Albuquerque, NM
March 2020 (if needed)	Bylaws and Commission Meeting Albuquerque, NM
June 23-29, 2020	Pre and Post Conference Board of Directors Meetings, ASRT Educational Symposium and Annual Governance and House of Delegates Meeting Albuquerque, NM

## **Speaker and Vice Speaker Nominations, Elections, Qualifications and Campaigning Policies**

### **Nominations and Elections of Speaker and Vice Speaker**

*(ASRT Bylaws, Article V, Section 9)*

- A. At the annual meeting of the House of Delegates, prior to the close of the last business meeting of the House, a speaker of the House and a vice speaker of the House, who are members of the House, shall be elected by the credentialed delegates.
- B. Nominations for speaker and vice speaker of the House of Delegates shall be accepted at the first business meeting of the House of Delegates. Nominations shall only be accepted at the second business meeting of the House of Delegates if there are no qualified candidates nominated at the first business meeting of the House of Delegates. An individual may not run for both speaker and vice speaker in the same year.
- C. The elections of speaker and vice speaker shall be by majority vote of the delegates voting. If the majority vote is not obtained on the first ballot, the top two vote candidates, or more in the case of a tie, shall have a runoff ballot.
- D. When there is only one candidate for speaker or vice speaker, the election may be by voice vote.
- E. The affiliate or chapter that the speaker or vice speaker represents shall be entitled to fill that delegate position.
  - 1. The elected/appointed alternate affiliate delegate shall fill the position. A new qualified alternate affiliate delegate may be elected/appointed by the affiliate.
  - 2. The elected alternate chapter delegate shall fill that position. A new qualified alternate delegate may be appointed by the chapter within 60 days following the close of the annual meeting of the House of Delegates.
  - 3. If an elected alternate chapter delegate does not exist for the vacated delegate seat, the delegate position remains vacant until the next regular election.

### **Qualifications for Speaker and Vice Speaker**

*(ASRT Bylaws, Article V, Section 10)*

- A. General qualifications
  - 1. Shall practice in the medical imaging and radiation therapy profession or health care.
  - 2. Shall be a voting member of the ASRT and must have been a voting member for four years immediately preceding nomination.
  - 3. Shall be a voting member of an ASRT affiliate or serve on active duty in the United States Armed Forces.
  - 4. Shall have served as a delegate for a minimum of two years.

5. Once elected, shall not serve concurrently on the board of any national medical imaging or radiation therapy certification or national accreditation agency, or as a delegate in the House of Delegates.
6. Shall have the time and availability for necessary travel to represent the ASRT.

B. A speaker or vice speaker who met qualification requirements at the time of nomination shall be permitted to complete the term regardless of employment status changes.

**ASRT National Office and Chapter Delegate Elections Campaign Policy**  
*(2019 House of Delegates Procedure Manual – Appendix G)*

It is the policy of the American Society of Radiologic Technologists to permit campaigning for ASRT national office or chapter delegate positions. Campaigning that includes disparaging or negative information about a candidate is prohibited.

Procedure:

1. ASRT members nominated for an ASRT national office or chapter delegate position will be provided a copy of the ASRT campaign policy and procedure with the candidate information forms.
2. All solicitations for nominations for ASRT national office or chapter delegate positions will include a link to the ASRT Campaign Policy and procedure on the ASRT website.
3. When a violation of this policy is identified, the following will apply:
  - a. The offending individual(s) and organization(s) will be contacted by the ASRT chairman of the Board and asked to remove negative and/or disparaging campaign information.
    - 1) If the offending individual is a candidate, the individual will be disqualified from the election.
    - 2) If the offending organization is an ASRT affiliate, the affiliate will be sanctioned for 12 months following identification of the violation by losing the privilege of requesting review of continuing education material at no cost.
  - b. At the direction of the ASRT chairman of the Board, a notification of disqualification or sanction and a description of the identified violation shall be sent by overnight mail from the ASRT office to the last recorded address of the candidate and, when applicable, to the organization or individual participating in inappropriate campaigning.
  - c. If a candidate wishes to appeal the disqualification or an affiliate wishes to appeal the sanction, the ASRT staff must be contacted within three business days of receipt of the notification. A conference call meeting of the ASRT Board of Directors will be scheduled within seven business days of receipt of the written appeal, to hear the appeal.
    - 1) The candidate and, when applicable, the organization or individual participating in inappropriate campaigning, shall be informed of the time and date of the conference call meeting, have the opportunity to participate in the conference call and be represented by counsel.
    - 2) The decision to uphold or to reverse the disqualification or sanctionary action shall be by three-fourths vote of the entire ASRT Board of Directors.

## Speaker/Vice Speaker Open Forum Procedures

The Speaker/Vice Speaker Open Forum is an opportunity for candidates to campaign and members to interact with speaker and vice speaker candidates prior to election during the Annual Governance and House of Delegates Meeting. All candidates for speaker and vice speaker will be expected to participate in the Speaker/Vice Speaker Open Forum during the ASRT Annual Governance and House of Delegates Meeting.

- ASRT Board chairman will serve as the open forum moderator.
- ASRT Committee on Nominations will be asked to submit questions for the candidates.
- ASRT member attendees may submit questions for candidates to [gmorrison@asrt.org](mailto:gmorrison@asrt.org) prior to the opening of the ASRT Annual Governance and House of Delegates Meeting or to the moderator during the open forum. Only the acting ASRT chief governance officer and open forum moderator will have access to submitted questions.
- The open forum moderator will determine question selection from those submitted.
- Each candidate will be given two minutes to present a verbal introduction and candidate statement. Due to logistics, candidates will *not* be allowed to use a PowerPoint presentation as part of this statement.
- Speaker candidates will respond to first question. Vice speaker candidates will respond to second question. Question rotation between the two offices will continue in this manner.
  - Each candidate for speaker will have one minute to respond to each question posed to speaker candidates.
  - Each candidate for ice speaker will have one minute to respond to each question posed to vice speaker candidates.
- Order of questions will be rotated among the candidates.