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asrt FOUNDATION®

Volunteer Handbook

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Welcome!

Dear Volunteer:

We want to welcome you as an American Society of Radiologic Technologists and ASRT Foundation volunteer. Thank you for dedicating your valuable time and energy to furthering the mission and vision of the ASRT and ASRT Foundation. Whether you are involved in one committee or many, your talent is crucial to the advancement of the medical imaging and radiation therapy profession. Your generosity and passion do not go unnoticed — we celebrate it!

Hundreds of dedicated members participate in ASRT and ASRT Foundation's volunteer opportunities each year. These members selflessly work to contribute to the editorial process of ASRT's journals, update and create practice standards, position statements and curricula, advocate for or against impactful legislation, and so much more. Without your help and expertise, ASRT and ASRT Foundation would be unable to create such meaningful change.

Please take the time to read through the information in this handbook. The sections have been carefully included to best acquaint you with ASRT and ASRT Foundation's programs, practices and policies. This information will be helpful as you navigate your role as a volunteer.

We are so glad you are here!

Thank you,

Sylvia McLaughlin
Executive Vice President for
Executive and Board Operations

Stacey Chambliss
Manager of Administrative
and Volunteer Services

Emily Cox
Volunteer Services
Coordinator

About ASRT

ASRT MISSION

To advance and elevate the medical imaging and radiation therapy profession and enhance quality, safe patient care.

ASRT VISION

To be a leading health care association and the premier professional association for the medical imaging and radiation therapy community.

After the discovery of the x-ray in 1895 by Wilhelm Conrad Roentgen, the field of radiology expanded rapidly to meet the needs of the people. With such quick expansion, undereducated and overworked x-ray technicians dominated the industry. In 1920, a dedicated group of technicians came together to form a national society to allow for an exchange of ideas to regulate radiography techniques. The groundwork for the American Society of Radiologic Technologists had begun.

Today, the ASRT provides its members with educational opportunities, promotes radiologic technology as a career, and monitors state and federal legislation that affects the profession. It is also responsible for establishing standards of practice for the radiologic science profession and developing educational curricula to maintain the motivations of the Society's founding members.

For more information about ASRT, visit the **Who We Are page** on the **ASRT website**.

About the ASRT Foundation

ASRT FOUNDATION MISSION

The mission of the ASRT Foundation is to support and empower medical imaging and radiation therapy students and professionals to positively impact patients.

ASRT FOUNDATION VISION

The ASRT Foundation exists to create a future where funding opportunities for medical imaging and radiation therapy students and professionals are limitless.

The ASRT Foundation was formed in 1984 by three dedicated ASRT members who saw a need for scholarships and grant funding for medical imaging and radiation therapy professionals and students. With this goal in mind, the Foundation sought to provide a means for individuals and corporations to create opportunities for ASRT members to fulfill their potential in the profession.

All money raised is invested in medical imaging technologists and radiation therapists aspiring to deliver the safest and highest-quality patient care possible. Through these funding efforts and programs, the Foundation has helped hundreds of members improve their education, investigate and solve critical problems, share their knowledge with other technologists around the world, and more.

How Volunteer Services Defines Terms

We acknowledge that volunteering takes many forms and evolves with new participants, making this list non-exhaustive. To streamline our terminology, we will use 'volunteer' and 'committee' to encompass all individuals and groups for the remainder of this document.

A **volunteer** is an individual who dedicates time, talent and/or expertise to support the mission and vision of the ASRT and ASRT Foundation. As the ASRT aims to advance and elevate the medical imaging and radiation therapy profession and enhance the quality and safety of patient care, the scope of what constitutes as a volunteer is broad.

Our volunteers hold a variety of positions for the ASRT and are made up of, but not limited to, members, board members, chairs, vice chairs, participants, attendees, delegates and representatives. For the purpose of inclusion and recognizing the value of each individual and the work they do for the organization equally, the term 'volunteer' will be used throughout the document to constitute everyone serving in this capacity.

A **committee** is a group of volunteers who are brought together to accomplish a common goal in support of the ASRT and ASRT Foundation with formal protocols. The ASRT strives to investigate and solve problems within the profession, promote visibility, strengthen organizational boundaries and enhance the quality and safety of patient care through professional standards and education.

To achieve these goals, the ASRT hosts a plethora of committees that are made up of, but not limited to, work groups, task forces, panels, boards, committees, programs and councils. To highlight the importance of each grouping of volunteers and the dedication of their members, the term 'committee' will be used throughout the document to include all such groups who support the ASRT and ASRT Foundation's mission.

Volunteer Opportunities

STANDING PROGRAMS AND COMMITTEES

Ambassadors for R.T. Advocacy

The Ambassadors R.T. Advocacy is an excellent way to get involved in policy proposals that impact you and your profession at the local and national level. As an ambassador, you interact with other medical imaging and radiation therapy professionals from across the country. You assist with state and national legislative issues in your region and provide support to your local affiliates. Become a voice and advocate today!

ASRT-PAC® Board of Directors

Serve on the ASRT-PAC® Board of Directors! Applicants are nominated and selected by the ASRT Board of Directors. Those selected serve for a three-year term. Represent the ASRT and on the ASRT-PAC® Board of Directors today!

Commission

The Commission is an engaging opportunity for those who seek to collaborate with committee members by offering their clinical and professional insight in a meaningful way. Responsibilities for this opportunity are to receive, review and assign motions to the appropriate ASRT groups for evaluation, prior to final presentation to the House of Delegates for consideration at the ASRT Annual Governance and House of Delegates Meeting.

Committee on Bylaws

Members interested in maintaining ASRT's primary governing documents can volunteer to be on the Committee on Bylaws! In this opportunity, volunteers are responsible for reviewing proposed amendments to the ASRT Articles of Incorporation and Bylaws and submitting their reports to the ASRT Board of Directors and the House of Delegates. Your input is crucial in helping to guide the ASRT.

Committee on Fellows

Contribute to the recognition of exemplary leaders in the medical imaging and radiation therapy profession by joining the Committee on Fellows. Committee members are ASRT Fellows who review applications to determine who should be recognized with Fellow distinction at the upcoming ASRT Annual Governance and House of Delegates Meeting. Celebrate outstanding ASRT members and leaders today!

Committee on Nominations

The Committee on Nominations is a fantastic way to ensure your profession is being represented by the best of the best. On this committee, you solicit members for appointment consideration and identify qualified individuals for ASRT officer and chapter delegate positions. When requested, you will also solicit nominations and present recommendations for appointments to external organizations. Help seek out individuals in the medical imaging and radiation therapy profession to represent you!

Committee on the Student to Leadership Development Program

The Committee on the Student to Leadership Development Program is a great opportunity to develop professional leadership and service skill sets. Enhance the experience of future student-to-leader cohorts and gain practical experience working on professional volunteer committees. Contribute to the future of the radiologic technology profession today!

Curriculum Work Groups

If you are a medical imaging or radiation therapy professional, volunteering for a Curriculum Work Group allows you to make a lasting impact on the quality of information taught in various programs around the nation. These volunteer groups meet to review and update ASRT's educational curricula. Assist education programs in the radiologic sciences by joining a Curriculum Work Group now!

Editorial Review Boards

We encourage those interested in reviewing manuscripts submitted to the *Radiation Therapist* and *Radiologic Technology* journals to apply for an Editorial Review Board position. You help determine if manuscripts are ready for publication in the journals or if they need additional revisions before publication. Be a part of groundbreaking work to produce two of the leading journals in medical imaging and radiation therapy.

Fellows Program Review Committee

Fellows Program Review Committee members thoroughly review the current Fellows program and propose any changes or recommendations they have. This committee is active for one-year terms every five years. Committee members are ASRT Fellows who seek to improve the award program for those it recognizes. Leave a lasting impact for current and future Fellows!

Foundation Board of Trustees

The Foundation Board of Trustees is a group of leaders who provide guidance for the programs and services offered by the ASRT Foundation. Trustees are expected to serve as ambassadors for the Foundation and assist with all fundraising activities. Help guide the ASRT Foundation toward success!

House of Delegates Minutes Approval Committee

Those serving as a delegate in the House of Delegates have the opportunity to serve on the Minutes Approval Committee. Committee members are responsible for ensuring the accuracy of the minutes from the two business meetings at the House of Delegates.

International Speakers and Corporate Sponsored Programs Review Committee

Contribute your experience as a presentation expert to the International Speakers and Corporate Sponsored Programs Review Committee. Members of this committee evaluate applicants to several programs to identify individuals and topics that meet the program's goals. Lend your expertise to a worthy cause today!

Practice Standards Council

Serve as a subject matter expert by joining the ASRT Practice Standards Council. The 12 members of this committee evaluate technological advancements and relevant trends that impact practice. These committee members cohesively work together to amend the scope of practice and general criteria statements.

Practice Standards Council Discipline Subcommittees

Use your expertise to create meaningful change by joining the ASRT Practice Standards Council Discipline Subcommittees. Each year, four subcommittees review their discipline-specific standards and relevant scope of practice to help protect technologists in their field.

Professional Mentor Program

The Professional Mentor Program is an excellent way to guide the next generation to success. Mentors meet with participants of the Student to Leadership Development Program to help them jump-start their career. Come make an impact on today's students!

Research and Grants Advisory Panel

Join experienced researchers in the radiologic sciences who review grant proposals for the ASRT Foundation and serve as mentors to those just beginning their research journey. These volunteers guide the Board of Trustees' decisions about research funding and improvements to the grant process. Be a driving force for innovation and invention in the radiologic sciences!

Scanner Editorial Advisory Panel

If you are interested in informing others through the written word, apply to be on the Scanner Editorial Advisory Panel. As a panel member, you submit reviews and feedback on current editions of Scanner. Help ASRT ensure the best information is available to all its members!

Scholarship Review Committee

Work with experienced educators on the Scholarship Review Committee, a team that evaluates scholarship applicants to identify outstanding individuals who display evidence of commitment, achievement and financial need. In this opportunity, committee members review scholarship applications and make recommendations to the ASRT Foundation Board of Trustees for who should receive the awards. Help fund the next generation of medical imaging and radiation therapy professionals!

Sergeant-at-Arms Committee

Individuals who are not serving as a delegate but wish to assist at the ASRT Annual Governance and House of Delegates Meeting can serve on the Sergeant-at-Arms Committee. Committee members are responsible for helping maintain order and efficiency during the House of Delegates meetings. Come support the work of this ASRT governing body!

For more information regarding ASRT and ASRT Foundation committees, please visit **asrt.org/Volunteers**.

To apply for any of these committees, please access the volunteer form at **asrt.org/VolunteerForm**.

EXTERNAL ORGANIZATIONS

ASRT works with numerous external organizations to either nominate or appoint volunteers to external positions. As volunteer opportunities open, they are posted in the Volunteer Central portal at **asrt.org/Volunteer**. More information about individual opportunities can be found below.

American Registry of Radiologic Technologists

Serve as a trustee for the American Registry of Radiologic Technologists Board of Trustees! Trustee applicants can be nominated by the ASRT Board of Directors to have their application sent to the ARRT for final consideration. Those selected by the ARRT serve a four-year term. Represent the ASRT and ARRT today!

International Society of Radiographers and Radiological Technologists

Serve as a regional coordinator or council member for the International Society of Radiographers and Radiological Technologists! Applicants are nominated by the ASRT Board of Directors before their applications are sent to the ISRRT for final review. Those selected serve a four-year term. Advocate for radiologic technologists on the international scale!

Intersocietal Accreditation Commission Computed Tomography

Members who serve on the Intersocietal Accreditation Commission Computed Tomography Board of Directors attend all board of director meetings and report back to the ASRT as needed. Applicants are nominated by the ASRT Board of Directors before their applications are sent to the IAC CT for final review. Those selected serve for a term of up to three years. Represent the ASRT on the IAC CT today!

Intersocietal Accreditation Commission Magnetic Resonance Imaging

Members who serve on the Intersocietal Accreditation Commission Magnetic Resonance Imaging Board of Directors attend all board of director meetings and report back to the ASRT as needed. Applicants are nominated by the ASRT Board of Directors before their applications are sent to the IAC MRI for final review. Those selected serve for a term of up to three years. Represent the ASRT on the IAC MRI today!

Intersocietal Accreditation Commission Nuclear/PET

Members who serve on the Intersocietal Accreditation Commission Nuclear Medicine and Positron Emission Testing Board of Directors attend all board of director meetings and report back to the ASRT as needed. Applicants are nominated by the ASRT Board of Directors before their applications are sent to the IAC Nuclear/PET for final review. Those selected serve for a term of up to three years. Represent the ASRT on the IAC Nuclear/PET today!

Joint Review Committee on Education in Diagnostic Medical Sonography

Serve as a board member on the Joint Review Committee on Education in Diagnostic Medical Sonography! Applicants are nominated by the ASRT Board of Directors before their applications are sent to the JRC-DMS for final review. Those selected serve for a three-year term. Represent the ASRT on the JRC-DMS today!

Joint Review Committee on Education in Radiologic Technology

Serve as a board member on the Joint Review Committee on Education in Radiologic Technology! Applicants are nominated by the ASRT Board of Directors before their applications are sent to the JRCERT for final review. Those selected serve for a three-year term. Represent the ASRT on the JRCERT today!

Joint Review Committee on Educational Programs in Nuclear Medicine Technology

Serve as a board member on the Joint Review Committee on Educational Programs in Nuclear Medicine Technology! Applicants are nominated by the ASRT Board of Directors before their applications are sent to the JRCNMT for final review. Those selected serve for a three-year term. Represent the ASRT on the JRCNMT today!

To apply for any of these external organizations, please access the external appointment form at **asrt.org/ExternalAppointment**.

OTHER OPPORTUNITIES

Affiliate Societies

Getting involved with your local affiliate is another great way to stay active in the medical imaging and radiation therapy community. Serve as an affiliate board member to gain helpful leadership skills and make a difference. Affiliate leaders also make decisions on who is selected to be an affiliate society delegate at the ASRT Annual Governance and House of Delegates Meeting. Delegates are integral for the proceedings of the ASRT, and serving as a delegate can help your affiliate be heard on a national level. For more information about ASRT affiliate societies, please visit **asrt.org/Affiliates**.

Educator Institute

The primary goal of the ASRT Educator Institute is to prepare medical imaging and radiation therapy educators for classroom instruction by covering topics in current principles of adult education, classroom management, administration, record keeping, curriculum design and technology. Applications for this program open every fall! For more information, please visit **asrt.org/EducatorInstitute**.

ASRT Leadership Academy

The ASRT Leadership Academy is designed for medical imaging and radiation therapy professionals who want to serve in volunteer leadership roles with ASRT or affiliate societies. Through this six-week course, participants learn important principles of leadership and association management. Online courses cover topics like communication, policy and procedure development, membership, recruitment, public relations, parliamentary procedures, strategic planning and advocacy. Applications for this program open every June. Through online content and in-person sessions, learn how to thrive in a leadership role! For more information, please visit **asrt.org/LeadershipAcademy**.

ASRT Advocacy Training Program

The ASRT Advocacy Training Program gives ASRT members the opportunity to learn how to affect positive change in the standards and regulations guiding the profession, as well as the skills they need to protect the profession against future perils. Applications for this program open every spring. Come develop advocacy skills with the ASRT! For more information, please visit **asrt.org/ATP**.

ASRT Student to Leadership Development Program

The ASRT Student to Leadership Development Program is a three-year program that offers students a chance to get to know the ASRT, attend educational sessions, and network with medical imaging and radiation therapy professionals. Applications for this program open every fall. Build your leadership abilities today! For more information, please visit **asrt.org/SLDP**.

NOMINATIONS

ASRT Board of Directors

The ASRT Board of Directors is a group of leaders nominated and elected by the eligible voting members of the ASRT to represent the medical imaging and radiation therapy profession. Each year, individuals can vote in the ASRT general election to choose their representatives. The ASRT speaker of the House and vice speaker of the House are nominated and elected at the ASRT Annual Governance and House of Delegates Meeting. Set your sights on the premiere leadership opportunity with the ASRT!

Chapter Delegates

Shape the medical imaging and radiation therapy profession by volunteering as a leader in the governance of ASRT itself! You can nominate yourself or another qualified ASRT member to run for the position of delegate for your chapter. You can also exercise your right to vote — one of your most important rights of ASRT membership.

For complete nomination information, please visit **asrt.org/Nominations**.

WRITE FOR ASRT

ASRT Member Magazine

The ASRT Scanner covers news and stories about the Society and the medical imaging and radiation therapy profession. This magazine is available to ASRT members and is published six times a year.

Scholarly Journals

The Radiologic Technology journal covers peer-reviewed articles and research about medical imaging modalities and disciplines. The journal is available to ASRT members and is published six times a year.

The Radiation Therapist journal covers peer-reviewed articles and research about radiation therapy practice, education and management. The journal is available to ASRT members and is published twice a year.

For more information regarding writing for the ASRT, please visit **asrt.org/AuthorGuide**.

SPEAKING AND CONFERENCES

Speak for ASRT

Speak at one of ASRT's conferences or at an event managed by ASRT, such as the ASRT Educational Symposium, ASRT Radiation Therapy Conference and ASRT@RSNA! Visit the **ASRT Events and Conferences webpage** and keep an eye out for the call for speakers for our upcoming events.

Educational Symposium/Radiation Therapy Conference Moderator

Serve as a moderator at ASRT's Educational Symposium or Radiation Therapy Conference. Moderators of the Educational Symposium and Radiation Therapy Conference are responsible for checking badges, introducing speakers and keeping conference courses running on time. They also distribute and collect course evaluations and provide direction to participants. This is an excellent opportunity to start your volunteer journey at ASRT and build connections with professionals at the national level.

For more information regarding speaking opportunities, please visit **asrt.org/Speakers**.

MISCELLANEOUS

Other miscellaneous workgroups or task forces are created as needs arise. To check if additional committees are seeking volunteers, view the open opportunities at **asrt.org/OpenOpportunities**.

Policies and Procedures

PARTICIPATION GUIDELINES FOR ASRT AND ASRT FOUNDATION VOLUNTEERS

Volunteer Responsibilities

a. The work of ASRT and ASRT Foundation volunteer committees is essential to ASRT's ability to provide excellent service to members and to ensure that ASRT's positions, documents and operating procedures accurately reflect medical imaging and radiation therapy professionals.

b. Appointments to ASRT and ASRT Foundation volunteer committees are made with an effort to represent the diversity of practice and require active participation by all appointees.

c. Failure to meet the minimum expectations can result in a volunteer being removed from an ASRT or ASRT Foundation volunteer committee for dereliction of duty. The following are minimum expectations for volunteers appointed to ASRT and ASRT Foundation volunteer committees:

- Complete acceptance forms and documents within the requested timeframe.
- Complete ASRT- or ASRT Foundation-provided orientation for the appointed volunteer committee.
- Attend and actively participate in a majority of all scheduled meetings of the appointed volunteer committee.
- Respond to correspondence from ASRT and ASRT Foundation staff and appointed volunteer committee leadership in a timely manner.
- Complete assigned work within the requested timeframe.

Helpful Note to Volunteers

If at any time during your term you are unable to meet the minimum requirements, please reach out to your committee chair, staff liaison or **volunteerservices@asrt.org** as soon as possible.

Due Process for Addressing Concerns With Volunteer Appointees

Concerns may include but are not limited to violation of the ASRT or ASRT Foundation articles of incorporation or bylaws, violation of any lawful rule or practice duly adopted by the ASRT or ASRT Foundation, dereliction of duty, conduct prejudicial to the interests of the ASRT or ASRT Foundation, or conduct detrimental to the ASRT or ASRT Foundation.

a. When a concern arises, the leader or appointing authority of the volunteer committee will contact the volunteer to discuss the concern and describe the required actions to correct the concern.

- The volunteer leader will compile an email documenting the concern and the corrective action plan and forward it to the volunteer, the ex officio Board of Directors or Board of Trustees liaison or appointing authority, and the ASRT staff liaison.
- The volunteer may provide additional information or explanation.

b. If the issue is not resolved after step a. outlined above, the respective ex officio Board liaison or appointing authority will contact the volunteer to discuss the potential removal from the volunteer committee for cause or, if applicable, a corrective action plan to address the concern.

- The ex officio Board liaison or appointing authority will compile an email documenting the discussion and corrective action plan and forward it to the volunteer and the ASRT staff liaison.
- The volunteer may provide additional information or explanation.

c. If the issue is not resolved after step b. outlined above, the respective ex officio Board liaison or appointing authority will begin a formal process for removal of the volunteer.

Removal of a Volunteer

a. A volunteer may be removed from an ASRT or ASRT Foundation committee for cause.

- Sufficient cause includes but is not limited to violation of the ASRT or ASRT Foundation articles of incorporation or bylaws, violation of any lawful rule or practice duly adopted by the ASRT or ASRT Foundation, dereliction of duty, conduct prejudicial to the interests of the ASRT or ASRT Foundation, or conduct detrimental to the ASRT or ASRT Foundation.
- Such removal may occur following completion of the due process procedure.

b. The appointing authority can issue or receive formal and specific charges against the volunteer. All charges must be issued in writing.

c. If the appointing authority deems the charges to be sufficient, the volunteer shall be advised, in writing, of the charges and intent to remove the volunteer from the committee.

d. A statement of the charges shall be sent by certified or registered mail to the last recorded address of the volunteer being charged. The volunteer shall have six business days from the documented date of receipt to address the charges with the appointing authority and present any defense of such charges before action is taken. If mail is undeliverable, an alternate delivery method for the notification will be determined on a case-by-case basis.

e. The removal of a volunteer shall be the decision of the appointing authority. If the appointing authority is the Board of Directors or Board of Trustees, a three-fourths vote of the entire membership of the respective Board is required for removal.

f. In the event the volunteer is removed from a committee, the respective appointing authority will determine if the volunteer's membership record will reflect service on the committee through the removal date based on the nature of the committee's work.

g. A letter notifying the volunteer of their effective date of removal from the committee shall be sent by certified or registered mail to the last recorded address of the volunteer being removed.

It should be noted that these guidelines uniquely govern volunteer participation on ASRT and ASRT Foundation committees. They are both subordinate to and interpretive of the respective organization's bylaws. If any provision within this is found to be in actual conflict or inconsistent with the bylaws — a determination that is solely within the discretion of the Board of Directors or Board of Trustees — that specific provision herein is considered invalid or unenforceable to the extent of the inconsistency, and the rule stated in the bylaws must be followed.

ORIENTATION

Policy

A yearly orientation will be provided for committee members.

Procedure

Orientation is conducted at the discretion of the volunteer Chair or staff liaison.

CONFLICT OF INTEREST DISCLOSURE

Introduction and Purpose

The American Society of Radiologic Technologists requires that its volunteers maintain high levels of ethical conduct and best practices when taking part in their duties and responsibilities. The ASRT is dependent on these individuals to achieve its mission and vision and to remain a leader among healthcare associations.

The ASRT has adopted this conflict of interest policy with the purpose of protecting the ASRT's interests when it is contemplating entering into a transaction or arrangement. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations and to medical professionals.

ASRT recognizes that its volunteers may take part in legitimate financial, business and other activities outside their roles with ASRT, but any potential conflict of interest raised by those activities must be disclosed properly and promptly. Each volunteer must also strive to avoid all possible conflicts in order to preserve the highest level of integrity and ethical principles for ASRT.

A conflict of interest arises if there is a situation that adversely influences the judgment, objectivity or loyalty of volunteers in conducting ASRT business activities and assignments. A conflict of interest appears in connection with a "self-dealing transaction."

Definitions

The following definitions are non-exhaustive:

Self-Dealing Transaction: A self-dealing transaction means a transaction, both current and prospective, to which the ASRT is a party and one or more of the volunteers has a material financial interest, whether direct or indirect.

Self-dealing transactions include, but are not limited to:

- The sale, purchase, lease or rental of any property or other asset
- Employment or rendition of services, personal or otherwise
- The award of any grant, contract or subcontract
- The investment or deposit of any funds of the organization

Volunteer: A volunteer is an individual who dedicates time, talent and/or expertise to support the mission and vision of the ASRT and ASRT Foundation. As the ASRT aims to advance and elevate the medical imaging and radiation therapy profession and enhance the quality and safety of patient care, the scope of what constitutes as a volunteer is broad.

Our volunteers hold a variety of positions for the ASRT and are made up of, but not limited to, board members, officers, committee members, delegates, representatives and any other individuals that volunteer their services to or on behalf of ASRT. For the purpose of recognizing the value of each individual and the work they do for the organization, the term 'volunteer' will be used throughout the document to constitute everyone serving in this capacity.

Policy

No ASRT and ASRT Foundation volunteers shall derive any personal profit or gain, directly or indirectly, by reason of their connection to ASRT.

ASRT and ASRT Foundation volunteers must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to ASRT in conducting ASRT business activities and assignments. Volunteers must act in a reasonable manner and review this policy before taking any actions that could affect ASRT. Before completing a transaction that might benefit the private interest of volunteers, ASRT shall be made aware of that transaction. ASRT and ASRT Foundation volunteers members shall:

- Disclose on the disclosure form any outside activities, financial interests or relationships that may pose a real, apparent or potential conflict of interest. Even the appearance of a conflict of interest can damage an important ASRT interest, so individuals should err on the side of disclosure.
- Disclose any external employment or service to another organization (e.g., serving on the board of another organization) that conflict with the ability to fulfill commitments to ASRT.
- Disclose receipt of any material or substantial gift to or from a contractor or other person with a financial interest in ASRT.
- Avoid taking part in any ASRT business decision involving a company or other entity that employs a spouse or family member.
- Avoid using nonpublic ASRT information for personal gain or advantage, or for the gain or advantage of another.

Procedures to Disclose and Resolve Conflicts:

In most instances, conflicts of interest can be avoided simply by exercising discerning judgment. Volunteers are obligated to avoid and disclose ethical, legal, financial or other conflicts of interest involving ASRT and remove themselves from a position of decision making authority with respect to any conflict situation involving ASRT.

Annually, or when accepting any position, volunteers shall acknowledge receipt of and adherence to the ASRT Conflict of Interest Policy by signing the ASRT disclosure form. The ASRT disclosure form must be updated sooner than annually by the volunteer if the volunteer engages in new activities or positions that require disclosure. Updates should be provided on the disclosure form relating to service on the board of directors of any company or a bona fide charitable, educational or other nonprofit organization, or their affiliates, that has a relationship with ASRT if the volunteer is continuing with their position with ASRT.

At each Board meeting, committee meeting, and volunteer orientation, the conflict of interest disclosure shall be presented and all volunteers shall affirm they read, understand, and will adhere to the ASRT Conflict of Interest Policy. A conflict of interest form will be presented for completion by those who have any changes to declare.

1. **Duty to disclose.** In connection with any actual or possible conflicts of interest, an interested person shall disclose the existence of their financial interest and all material facts to the ASRT.
2. **Determining whether a conflict of interest exists.** After disclosure of the conflict of interest, ASRT shall decide if a conflict of interest exists.
    - Should it be determined that a conflict does not exist, ASRT may proceed with the transaction.
    - Should it be determined that a conflict does exist and ASRT determines that it would like to move forward despite the conflict, ASRT shall take such steps as necessary to ensure that the conflict does not affect the volunteer's role with ASRT.

3. **Addressing the conflict of interest.** If it is determined that a conflict of interest exists, the interested person may make a presentation before the board of directors or such disinterested body as appointed by the board to hear such comments from the interested person, but after such presentation, the interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that presents the conflict of interest. Any interested party shall not vote on the matter. No individual who has an actual conflict of interest shall be required to resign their position with ASRT merely because of the existence of a conflict. However, ASRT may make a fair and full evaluation of all facts pertaining to the conflict of interest to determine the conflict's extent. If the ASRT board of directors or such disinterested body as appointed by the board makes a determination that the nature and extent of the conflict of interest is so substantial and of such a continuing nature that it would be impossible for that person affected by the conflict to discharge their duties with the requisite degree of loyalty and integrity, then such conflict shall be disclosed to the ASRT chief executive officer and executive director, who may take appropriate action as necessary.

4. **Violations of the conflicts of interest policy.** If ASRT has reasonable cause to believe that an individual has failed to disclose actual or possible conflicts of interest, and the volunteer is a director, then the conflict should be disclosed to the Chair of the board. For any other volunteer, the conflict shall be disclosed to the ASRT chief executive officer and executive director. The volunteer shall be informed of the basis for such belief and the volunteer shall be provided an opportunity to explain the alleged failure to disclose. If, after hearing the response of the volunteer and making further investigation as may be warranted in the circumstances, the Chair (for directors) or the ASRT chief executive officer and executive director (for all other volunteers) determines that the volunteer has, in fact, failed to disclose an actual or possible conflict of interest, ASRT shall take appropriate corrective action including escalating the violation to the Board of directors if necessary. The decision of the Board shall be final. Appropriate action may include reprimand or removal of the volunteer from their role with ASRT or from the committee in question, providing this action is consistent with the bylaws. If the Chair is the individual that is in violation, then the ASRT chief executive officer and executive director shall be informed.

5. **Records of proceedings**. The minutes of the Board meeting or notes of the committee shall contain such information necessary to document the nature of the conflict of interest, actions taken regarding the conflict of interest, and the parties involved.

6. **Compensation committees.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the ASRT for services shall not be permitted to vote on matters pertaining to that member's compensation.

7. **Annual statements.** All volunteers shall sign a statement annually that affirms that they:

    - Received a copy of the conflict of interest policy.
    - Read and understand the policy.
    - Agree to comply with the policy.
    - Understand that the ASRT is a tax-exempt organization and that, to maintain its federal tax exemption, it must engage in activities that are consistent with its tax-exempt purposes.

8. **Periodic reviews.** To ensure that the ASRT operates in a manner consistent with its mutual benefit purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, the corporation may conduct periodic reviews.

STANDARDS COMPLIANCE WITH THE ANTI-SPAM LEGISLATION

The "CAN-SPAM" Act of 2003 was signed into law on Dec. 16, 2003 and became effective Jan. 1, 2004. The legislation targets the peddlers of pornography, false business opportunities, body enhancing solutions and those that use fraudulent or deceptive practices; however it impacts every organization and corporation.

The CAN-SPAM Act applies "commercial" e-mail:

- Sent to members or nonmembers.
- Sent to a bulk distribution or a single recipient.
- Sent by any ASRT staff member or representative.
- Postings by any ASRT staff member or representative on LISTSERVs.

There are two "types" of e-mail communications defined by the law: commercial and transactional/relational. Each is defined below followed by corresponding compliance requirements.

Commercial	Transactional/Relational
Solely promotes any ASRT product or service in exchange for money.	Provides information directly related to an employment relationship or related benefit plan in which recipient is enrolled.
Solely promotes a sponsor's company, product or service regardless of exchange of money.	Facilitates, completes or confirms a transaction (a purchase through an online service, purchase of a newsletter, etc.).
Solely promotes an advertiser's company, product or service regardless of exchange of money.	Provides safety or security information with regard to something purchased by recipient
Contains both commercial and transactional/relationship content, and a reader interpreting the subject line would think that the message is commercial or the e-mail's transactional/relationship content for the most part does not appear at the beginning of the email.	Contains both commercial and transactional/relationship content, and a reader interpreting the subject line would not think that the message is commercial or the e-mail's transactional/relationship content for the most part appears at the beginning of the email.
Contains both commercial and neither commercial nor transactional/relationship content, and a reader would think from the subject line or body of the e-mail that it is mostly commercial in nature	Delivers goods or services, including updates, to recipient.
Requests donations for a cause and the donating party receives something in return for the donation.	Provides membership account information.
Acts as a first contact, or "cold-call," to a prospective sponsor or includes information the recipient was not expecting.	Acts as a follow-up to a prior conversation with a sponsor with recipient expecting to receive information contained in e-mail.
Prominent disclosure that this is an advertisement or a solicitation (subject line should be described as such). This does not apply if recipient has given "affirmative consent" to receiving such emails, i.e. they've opted in.	Opt-out feature in commercial e-mail does not impact transactional/relational e-mails.
Requires clear and conspicuous opt-out mechanism. Must be granted if requested.	Subject line must not be false or misleading.
E-mail must include recipient's physical, valid postal address.	
Headers, subject lines, return addresses, etc. must be valid and clear.	

HARASSMENT POLICY AND COMPLAINT PROCEDURE FOR ASRT AND ASRT FOUNDATION VOLUNTEERS

The ASRT and the ASRT Foundation are committed to an environment free of discrimination and harassment for all individuals engaged in our volunteer programs. Discrimination or harassment based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender, gender identity or expression (including transgender status), sexual orientation, marital or parental status, military service or veteran status, physical or mental disability, or any other characteristic protected by applicable federal, state, or local laws will not be tolerated.

This policy applies to all ASRT and ASRT Foundation volunteers and covers their interactions with fellow volunteers, ASRT and ASRT Foundation staff, vendors, interns and guests during all volunteer-related activities, whether in-person or virtual. All volunteers are expected to contribute to a respectful and inclusive environment, free from harassment of any kind.

Definition of Unlawful Harassment

Unlawful harassment refers to unwelcome verbal, written, visual, or physical conduct that is based on an individual's membership in a protected class (such as, but not limited to, race, color, national origin, sex, gender, gender identity or expression, sexual orientation, age, religion, disability, or any other status protected by applicable law) and that:

- Creates an intimidating, hostile, or offensive environment;
- Unreasonably interferes with an individual's ability to fulfill their volunteer duties and/or responsibilities with respect to their role at ASRT or ASRT Foundation; or
- Adversely affects the individual's experience with ASRT or ASRT Foundation as a volunteer.

Examples of such conduct may include, but are not limited to:

- Verbal abuse such as epithets, slurs, name-calling, or derogatory comments;
- Jokes, pranks, innuendo, or mocking based on a protected characteristic
- Display or circulation of offensive, derogatory, or demeaning written or graphic materials (including via email, social media, or other digital platforms);
- Stereotyping or making assumptions about someone's abilities or interests based on a protected characteristic; or
- Threatening or other hostile or intimidating acts based on or related to an individual's membership in a protected class.

Definition of Sexual Harassment

Sexual harassment is a specific form of unlawful harassment and includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is used explicitly or implicitly as a basis for decisions affecting a volunteer's role, responsibilities, or status;

- The conduct has the purpose or effect of unreasonably interfering with a volunteer's participation in ASRT or ASRT Foundation activities or creating an intimidating, hostile, or offensive environment.

Examples of potentially harassing conduct include, but are not limited to:

- Unwanted physical contact, such as hugging, touching, or sexual advances;
- Sexually suggestive or explicit jokes, comments, or questions;
- Staring, leering, or making gestures of a sexual nature;
- Repeated requests for dates or romantic attention after a clear lack of interest;
- Display or sharing of sexually explicit or offensive images or materials, including those shared digitally;
- Verbal abuse or insults of a sexual nature or insulting remarks about an individual's gender or sexuality.

Any ASRT or ASRT Foundation employee or volunteer who knows or reasonably should know that harassment is occurring – whether directed at themselves or others – must take immediate corrective action and report it to the appropriate individual.

Complaint Procedure

If you believe you have experienced, witnessed, or become aware of harassment or other inappropriate conduct, you are strongly encouraged to report the issue promptly. Complaints can be made to:

- The ASRT CEO and Executive Director.
- The ASRT Board of Directors Chair, if you are serving on an ASRT committee, or the ASRT Foundation Board of Trustees Chair, if you are serving on an ASRT Foundation committee.
- Or the Executive Vice President for Executive and Board Operations.

Reports may be made verbally or in writing. All reports will be taken seriously and investigated promptly, thoroughly, and with discretion. ASRT and the ASRT Foundation will maintain confidentiality to the greatest extent possible, consistent with the need to conduct a fair and effective investigation.

If the investigation confirms that a violation of this policy has occurred, appropriate corrective action will be taken, up to and including removal of a volunteer from their role or board-level sanctions, as appropriate.

Protection Against Retaliation

ASRT strictly prohibits retaliation or adverse action of any kind against any individual who, in good faith, has reported a concern about harassment or discrimination, or has participated in an investigation or resolution process. Any perceived retaliation should also be reported immediately.

While ASRT and the ASRT Foundation strictly prohibit retaliation against good faith reports, any individual who knowingly makes a false allegation may be subject to disciplinary action, up to and including removal from their volunteer role or position.

ANTITRUST COMPLIANCE POLICY

Introduction

The American Society of Radiologic Technologists and the ASRT Foundation are committed to full compliance with all laws, regulations and ethical standards, including federal and state antitrust laws. Compliance with both the letter and spirit of the antitrust laws is an important goal for ASRT and the ASRT Foundation and is essential to maintaining their reputation for the highest standards of ethical conduct.

As a professional association, ASRT provides a collaborative space for our members, volunteers and leadership to advance and elevate the medical imaging and radiation therapy profession and to enhance quality, safe patient care. This policy is intended to advance our mission while clearly and unequivocally supporting the policy of competition served by the antitrust laws and to communicate the ASRT and the ASRT Foundation's uncompromising commitment to comply strictly in all respects with those laws.

General Policy

ASRT and its members will, as a condition of membership, comply with all applicable antitrust laws (known in some countries as competition laws). These laws are designed to promote competition and to protect consumers from unfair business arrangements and practices. Violations of antitrust laws can result in severe penalties, including large fines. This policy shall be distributed and adhered to by all ASRT directors, trustees, officers, employees and volunteers and to the members and to their agents or employees participating in ASRT and ASRT Foundation activities in all circumstances, without exception. Any failure to adhere to these guidelines may result in suspension or expulsion from membership or in the prohibition of an entity or person from participating in some or all ASRT and ASRT Foundation activities. All ASRT directors, trustees, officers, employees, volunteers and members shall adhere to the following principles:

1. Any ASRT and ASRT Foundation committee or activity shall not be used to bring about or attempt to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to any element of competition, e.g., prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at ASRT meetings, events or other activities.

2. There will be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with, any health care providers or group of health care providers, any supplier or purchaser or group of suppliers or purchasers of health care products or services, any actual or potential competitor or group of actual or potential competitors, any patients or group of patients, or any private or governmental reimbursement agencies.

3. There will be no discussions about allocating or dividing geographic or service markets, customers or patients. This includes information exchanges regarding prices or pricing methods, restrictions on output, or allocation of sales territories or customers terms or conditions of sale, distribution, volume of production, production planning, production or other costs, sales territories or customers, or similar competitively sensitive information.

4. There will be no discussions about restricting, limiting, prohibiting or sanctioning advertising or solicitation that is false, misleading, deceptive or directly competitive with ASRT and ASRT Foundation products or services.

5. There will be no discussions about discouraging entry into or competition in any segment of the health care market.
6. There will be no discussions about whether the practices of any member, volunteer, actual or potential competitor, or other person are unethical or anticompetitive.
7. Neither ASRT and the ASRT Foundation, nor any of its committees, nor any member in connection with its activities shall undertake to collect data regarding cost, volume of production, capacities or other competitively sensitive information from individual members or to disseminate any compilation of such data without a plan for such collection of data or its dissemination having first received prior written approval of antitrust counsel.
8. At informal discussions at the site of any ASRT or ASRT Foundation meeting, all participants are expected to observe and comply with the same standards of personal conduct set for the ASRT.

Meeting Guidelines

Meetings are a particularly important aspect of antitrust concern. ASRT and ASRT Foundation meetings will occur based on an identified purpose to meet (memorialized in a writing or formal agenda). A written account of the meeting (i.e., some form of minutes) will be prepared after those meetings to provide a concise summary of important matters discussed and actions taken or conclusions reached. Discretion needs to be exercised to attempt to avoid discussions that are outside the understood scope of the meeting. Notwithstanding, ASRT staff involved in meetings are provided training and have an understanding of the antitrust laws and serve as a resource for conducting meetings. Staff will have access to counsel to assist with any legal questions that may arise. A copy of this policy shall be distributed with all meeting notices, and all participants will be reminded of ASRT's strict adherence to the antitrust laws at meetings of the members, volunteers, Board of Directors, Board of Trustees or committees to order. An antitrust compliance statement shall be given at the outset of any meeting. A sample statement is provided below:

> ASRT and the ASRT Foundation intend to comply with all applicable antitrust compliance laws. Under no circumstances will ASRT and the ASRT Foundation directly or indirectly be involved in conduct that leads to or implies an agreement among its corporate partner members that would restrain trade and/or otherwise violate antitrust laws. Any conduct by ASRT officers, trustees, members, volunteers or employees that is contrary to the antitrust laws is contrary to the ASRT policy. Any officer, trustee, member, volunteer or employee found in violation of this policy or the applicable antitrust laws will be subject to appropriate disciplinary action.

Speakers at ASRT and ASRT Foundation committee, educational or business meetings shall be informed that they must comply with the ASRT's antitrust compliance policy in the preparation and the presentation of their remarks.

EXTERNAL SOCIAL MEDIA POLICIES FOR ASRT AND ASRT FOUNDATION VOLUNTEERS

These policies are designed for ASRT and ASRT Foundation volunteers who create or contribute to external blogs, social networks, wikis and other types of social media.

If you have a personal X, formerly known as Twitter, LinkedIn, Facebook or similar social networking account, comment on online media stories, contribute to Wikipedia or participate in listservs or discussion forums, please read and observe the policies in this document.

Personal Social Media Activity

Although your personal social media activity may be unrelated to ASRT, you may post official ASRT promotional social media materials. You must understand that your personal postings can have an impact on ASRT's reputation. Adhering to the following policies will assist you in staying clear of trouble.

- Unless authorized to speak on behalf of ASRT, you represent yourself when you participate in social media. Consider whether there is any possibility your comments could be misunderstood as an official ASRT position. If so, make it abundantly clear that you are speaking for yourself, not for the ASRT, by including a disclaimer that reads: "My comments and opinions are mine alone and do not necessarily represent those of the ASRT."
- As an ASRT and ASRT Foundation volunteer, your social media accounts may be subject to more visibility than before. Be cognizant that some viewers may only know you through your connection to ASRT and will expect a level of professionalism in your posts.
- Online postings are never completely private no matter what steps you have taken. Avoid using social media to attack or embarrass ASRT staff, members, other medical imaging and radiation therapy professionals, vendors or clients. Such actions could have ramifications and consequences for you. Even when posted on your personal pages, your remarks can damage ASRT's reputation.
- During your time as an ASRT and ASRT Foundation volunteer, ASRT recommends that you refrain from posting on any radiologic technology profession blog, forum or group that is not facilitated, owned or monitored by ASRT. Within these spaces, there is no way to discern your opinion from ASRT's official position.
- Your postings can damage your reputation as well. Consider carefully what information and photographs you share on social media.
- ASRT assumes no responsibility for personal content posted by volunteers on their personal social media pages. Any individual whose postings violate the law (e.g., posting something defamatory or libelous, posting copyrighted material) will be personally responsible for the content and the consequences.
- During your time as an ASRT and ASRT Foundation volunteer, the ASRT social media team may request to share or link to a post on your personal social media pages. The team will always request your express permission in advance of sharing anything from your personal social media pages.
- Ultimately, you are solely responsible for what you post online. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates, members, customers, suppliers, people who work on behalf of the nonprofit or legitimate business interests may result in dismissal from our volunteer program.
- Off-duty activities. Volunteers who choose to participate in any public demonstrations (e.g., political rallies, protests, etc.) must avoid wearing ASRT-branded clothing items in order to avoid giving the impression that they are representing the views of ASRT.

PHISHING POLICY FOR VOLUNTEERS

Purpose

The purpose of this policy is to establish guidelines and procedures to help volunteers recognize, report and mitigate phishing attempts while engaging in activities on behalf of ASRT. This policy aims to protect the organization's information assets and maintain the integrity of its operations.

Scope

This policy applies to all volunteers who participate in activities or have access to information systems and data on behalf of ASRT and ASRT Foundation.

Definition of Phishing

Phishing is a type of cyberattack where individuals are tricked into revealing sensitive information, such as login credentials, personal details or financial information. Phishing attackers pretend to be trustworthy entities through fraudulent emails, messages (including texts) and websites.

Recognizing Phishing Attempts

Volunteers should be vigilant and cautious:

- When receiving unexpected emails or messages requesting sensitive information.
- When noticing spelling and grammatical errors in communications.
- Before clicking on suspicious links, especially those embedded in emails or messages.
- By verifying the legitimacy of unexpected attachments before opening them.
- By confirming the sender's email address matches the official organization domain.

ASRT has developed a phishing webpage — **asrt.org/Phishing** — featuring examples of phishing tactics. We encourage you to use this as a valuable training resource.

Authenticating Communications

Volunteers should verify the legitimacy of any communication requesting sensitive information by:

- Contacting the organization directly through official channels to confirm the request.
- Avoiding clicking on links or downloading attachments from unexpected or suspicious sources.
- Verifying the sender's identity by cross-referencing with official contact information.

Avoiding Engagement

Under no circumstances should volunteers engage with suspicious emails by:

- Clicking on links or downloading attachments from unknown or suspicious sources.
- Providing sensitive information in response to unexpected requests.
- Forwarding phishing emails without proper verification. If the information in the email needs to be shared for verification, the best practice is to take a screenshot of the email rather than forwarding the original.

Reporting Phishing Attempts

Volunteers should promptly report any suspected phishing emails to their designated IT support or security personnel. If the attempt mentions ASRT or their volunteer role with ASRT, the volunteer should promptly report the suspected phishing email to their staff liaison and the ASRT's IT team at **support@asrt.org**.

CONFIDENTIALITY, DOCUMENT RETENTION AND DESTRUCTION POLICY

The confidentiality of committee matters, including discussions, submitted materials or documents under development, mail, and correspondence among committee members, shall be maintained.

All documents not yet in final form that are under consideration by a committee and all documents labeled confidential or considered to be confidential in nature are confidential and may not be distributed to anyone except as authorized by the committee chair or ASRT staff liaison in the absence of a chair.

It is recommended that ASRT and ASRT Foundation volunteers maintain a system of files for committee materials that is separate from their personal files. All materials labeled confidential or considered to be confidential in nature must be kept separate and secure.

Confidential correspondence should be clearly identified as confidential, whether in the subject line, in the opening of the correspondence or on the outside of the envelope if sent by mail.

Documents considered confidential must be deleted or destroyed at the end of the respective volunteer service or term.

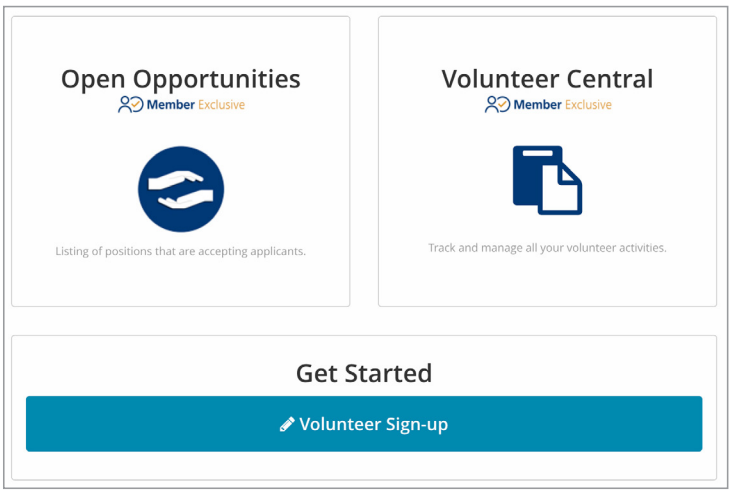
Contact

If you have any questions or concerns regarding the information included in the handbook or about Volunteer Services, please contact us at **volunteerservices@asrt.org** or call **505-298-4500, Ext. 1916**.

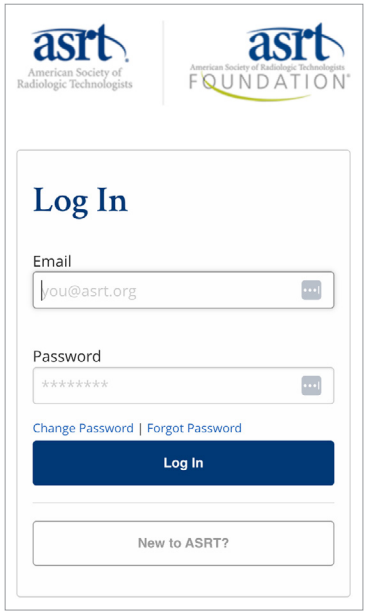
Appendix

HOW TO SUBMIT A VOLUNTEER FORM

To volunteer for the ASRT, visit **asrt.org/Volunteers** and submit your volunteer form. The volunteer form will show all potential committee appointments that are available in the year. Please note that only some opportunities will be open at any given time. Make sure to select every opportunity you would like to be considered for, even if a call for volunteers is not currently open. Your application will be kept on file through the volunteer year and will be reviewed once the call is open. The volunteer year will end on June 30. To ensure you are considered for all potential committees, we recommended you resubmit a form after June 1. Open opportunities are posted on our volunteer page throughout the year and will be advertised when we are actively recruiting volunteers.

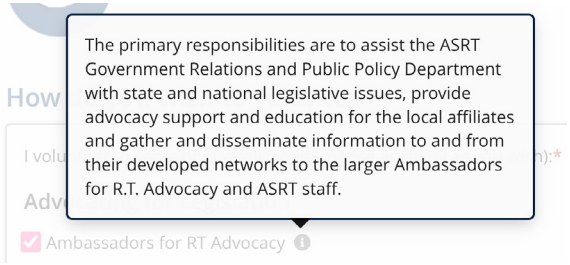


To volunteer for the ASRT, visit **asrt.org/Volunteers** and select the Volunteer Sign-up option under the Get Started section of the homepage.



You will be prompted to sign in to your ASRT account. Log in using the email that is tied to your ASRT member account.

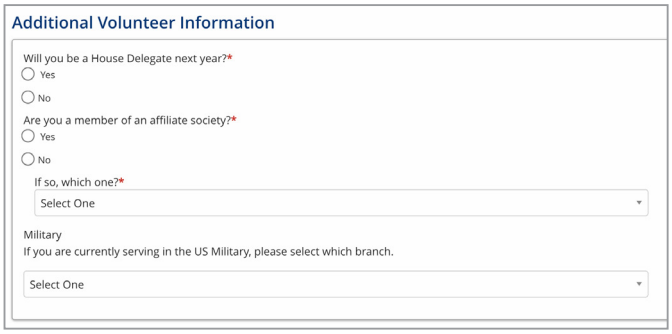
Once logged in, the volunteer form will populate on the screen. This form will show all potential committee appointments that are available in the year. Please note that only some opportunities will be open at any given time.



To view details of each position, click on the information bubbles next to the desired committee.

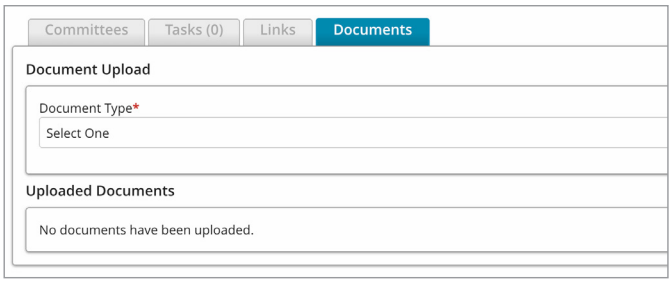
Make sure to select every opportunity you would like to be considered for, even if a call for volunteers is not currently open. There is no limit to the number of committees you can apply for.

After making the selections, fill out the time and travel commitment you are willing to dedicate, as well as detailed skills and knowledge that would be beneficial for the application reviewers to know.

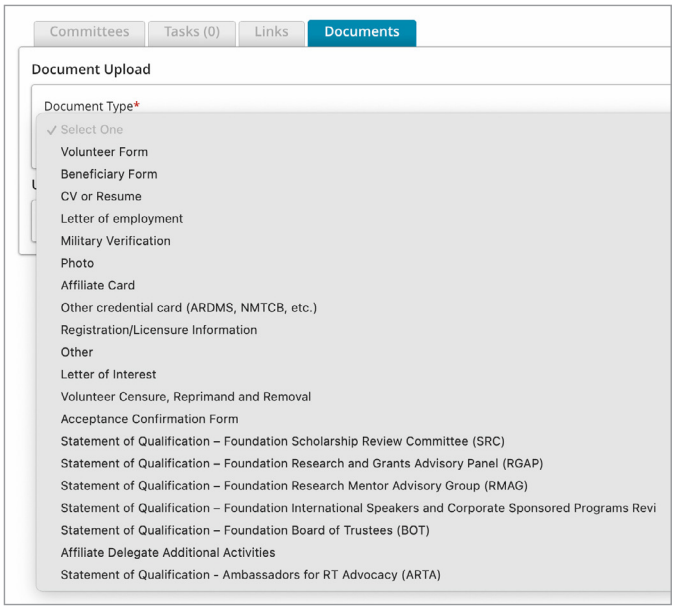


There are a few additional questions that may be relevant to the committees you are interested in.

The last section is the Attestation. Check the boxes once you have read through the duties of the committees you have signed up for and the ASRT's minimum expectations for appointees. Once all of this has been completed, submit your volunteer form!



Most committees have recommended documentation that is needed to be considered qualified. You will need to submit the documentation in the Volunteer Central portal. In Volunteer Central, navigate to the Documents tab.



Select the type of document you are uploading. Attach the file and upload.

The Volunteer Services Team will reach out if any additional documentation is needed when the call is open. Open opportunities are posted on our volunteer page throughout the year and will be advertised when possible.

More detailed information can be found once a committee has been selected.

If you have questions or need assistance, contact the Volunteer Services Team at **volunteerservices@asrt.org** or **1-800-444-2778, Ext. 1916**.

SAMPLE CONFLICT OF INTEREST FORM

Conflict of Interest Acknowledgment:

I hereby acknowledge that I have received, read and understand the Conflict of Interest Policy. I agree to comply with the ASRT Conflict of Interest Policy in its entirety. I agree to disclose any relationships that I have that may either create a conflict of interest or the appearance of a conflict of interest. If and when anything on this Disclosure Statement changes, I will notify ASRT Volunteer Services at **volunteerservices@asrt.org** so they can send me a new Conflict of Interest Acknowledgment form to complete. Further, I understand that ASRT is a tax-exempt organization and that, in order to maintain its federal tax exemption, it must engage in activities that are consistent with its tax-exempt purposes.

Name: _____

Employer: _____

To your knowledge, do you or a spouse or family member receive financial compensation from an organization that would result in a conflict of interest?

☐ Yes ☐ No

Sample

Record of Potential or Actual Conflict of Interest:

If, at any time during the past year, you have been a Board member, committee member, member-at-large or employee of any organization that is not the ASRT or ASRT Foundation that might have the potential to pose a conflict of interest, please list them in the space below. It should be noted that having a conflict of interest does not disqualify you from serving in any capacity within the ASRT or ASRT Foundation.

Please check one of the following check boxes:

☐ I attest that I am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment or other activity with any vendor, supplier or other party; that does business with the ASRT that has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments, loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in a business venture with ASRT.

☐ I am not able to make the above attestation, please explain why:

By signing this document, I agree to carry out my responsibilities as a volunteer with the ASRT in an objective and unbiased manner that is in the best interest of the ASRT.

Signature: _____ Date: _____