

## DUTIES OF THE VICE-PRESIDENT

The Vice-President shall:

1. Answer all correspondence with copies to appropriate individuals.
2. Become familiar with the duties of the President and in the absence or inability of the President to act, shall assume the duties of that office.
3. Become completely familiar with the NCSRT, Inc. and ASRT Bylaws.
4. Become familiar with parliamentary procedure.
5. Keep complete and accurate files to be transferred to his/her successor following completion of the term in office.
6. Serve as Chairman of Public Awareness Committee. The Chairman of the Public Awareness Committee shall:
  - a. Publicize articles on technological affairs in various news media and the Society publications.
  - b. Contact the ASRT Public Relations Committee for potential information.
  - c. Obtain proclamation from the Governor recognizing National Radiologic Technology Week (NRTW). This can be received by writing the Governor, c/o Governor's Communications Office, State Capital, Raleigh, NC 27603.
7. Serve as liaison to Ambassador Committee.
8. Serve as Chairman of the Membership Committee.
  - a. Make every effort to reach non-member technologists, and students, with an invitation to join the Society.
  - b. By mid-August, contact educational program directors to invite new students to become members. This may be done through a letter to the director or personal letters to each student. A current listing of programs, directors, and starting dates of each program shall be maintained. This may be obtained through the Instructors Committee Chairperson and the NCSRT, Inc. website.
  - c. Submit statistical data regarding registered technologists in North Carolina to the *Highlights* and for posting on the website.
  - d. Annually explore the distribution, reprinting, and maintenance of Society and membership information. All data shall be kept current in the files.

9. Serve as Chairman of the Imaging Professionals in Excellence Committee. (See IPE Guidelines.)

The responsibilities stated herein shall be reviewed by the Vice-President prior to submitting the Annual report. Any recommendations for revisions shall be submitted to the Board of Directors for adoption.

ADOPTED: December, 1991

REVISED: March 2009  
April 2011

