

DUTIES OF PRESIDENT-ELECT

North Central Chapter Health Physics Society

End of Fall Meeting: Take office as president-elect. Follow up if American Board of Health Physics (ABHP) continuing education credits have not yet been requested for the Fall meeting. Follow up if thank you letters to guest speaker(s) and vendor(s), who sponsored the meeting, have not been sent.

December-January: Begin planning for the Spring meeting. Assure that meeting has sufficient technical interest to qualify for continuing education credits by the ABHP. Identify meeting topic(s). Arrange for executive council and chapter meeting place, meal, and coffee breaks.

February: Identify and contact potential speakers. Establish presentation titles and time requirements. Arrange housing for out-of-town speakers if necessary. Prepare preliminary program agenda. Contact Affiliate Coordinator to determine status of meeting sponsors.

About 6 Weeks in Advance of Spring Meeting: Reconfirm speakers and topics. Finalize program agenda. Send agenda and other pertinent information (registration form) to the secretary/treasurer for inclusion in newsletter. Send a copy of the program to speakers with directions to meeting place. Submit Spring meeting agenda to the ABHP for continuing education credits. Add on to bottom of meeting agenda that continuing education credits have been requested. (These credits can be used by members of the chapter who are certified.)

April: Make last minute contact with speakers: Obtain biographical data for introductions.

Spring Meeting: Attend executive council meeting. Discuss with the council possible paid guest speakers to speak at the Fall meeting in recognition of the chapter award recipient. Decide date and place of Fall meeting at the business meeting. Preside over the technical session. Introduce speakers. Monitor questions and answers; keep meeting on schedule.

End of Spring Meeting: Make arrangements with new president-elect of HPS to speak at the upcoming Fall meeting. NCCHPS will pay for one night's lodging and a rental car. Follow up if ABHP continuing education credits have not yet been received for the Spring meeting. Send thank you letters to guest speaker(s) and sponsor(s).

June-July: Begin planning for the Fall meeting. Assure that meeting has sufficient technical interest to qualify for continuing education credit from the ABHP. Identify meeting topic(s). Arrange for executive council and chapter meeting place, meal, and coffee breaks. Establish presentation titles and time requirements. Arrange housing for out-of-town speakers if necessary. Prepare preliminary program agenda. Contact affiliate coordinator to determine status of meeting sponsors.

About 6 Weeks in Advance of Fall Meeting: Reconfirm speakers and topics. Finalize program agenda. Send agenda and other pertinent information (registration form) to the secretary/treasurer for inclusion in newsletter. Send a copy of the program to speakers with directions to meeting place. Submit Fall meeting agenda to the ABHP for continuing education credits. Add on to bottom of meeting agenda that continuing education credits have been requested from ABHP.

September: In addition to program planning activities, review position description for office of president. Discuss plans and activities with incumbent president to assure a smooth transition. Purchase plaque for outgoing president to be presented at the Fall meeting.

October: Make last minute contact with speakers. Obtain biographical data for introductions.

Fall Meeting: Attend executive council meeting. Discuss with executive council possible topics and speakers for the Spring meeting. Discuss date and place of Spring meeting at the business meeting. Preside over the technical session. Introduce speakers. Monitor questions and answers; keep meeting on schedule. In addition to program responsibilities, assume office of president at close of business meeting. Present plaque to outgoing president; end meeting.