

Roles and Responsibilities of Officers, Directors, and Committee Chairs of the Health Physics Society

Introduction

This document was prepared at the request of the Board of Directors (BOD) of the Health Physics Society to capture in one place the responsibilities of the various leadership positions of the Society. Although these responsibilities are generally well-defined, they are spread through the Bylaws, Rules, Standard Operating Procedures, Board and Executive Committee minutes, and the collective experience of the senior members of the Society. This document must necessarily be subject to frequent review and revision as the Society and the world in which it operates change. This document serves as a guide; in the event that a conflict is discovered between the contents of this document and the Bylaws, Rules, or published SOPs of the Society, the latter take precedence and this document should be revised accordingly.

This document should be maintained by the Secretary or other person designated by the Board and distributed to newly elected officers and directors. The President-elect should ensure distribution of this document to incoming committee chairs upon their appointment. Review and revision of the document should be accomplished by such person(s) and at such times as designated by the President.

The roles and responsibilities of the following positions are described in this document:

Officers:

1. President
2. President-Elect
3. Past President
4. Secretary
5. Secretary-Elect
6. Treasurer
7. Treasurer-Elect
8. Executive Secretary

Directors:

1. All Directors
2. Director Goal 1
 - a. International Collaboration
 - b. Lab Accreditation Assessment
 - c. Lab Accreditation Policy
 - d. Science Support
 - e. Standards
3. Director Goal 2
 - a. Society Support
4. Director Goal 3

- a. Continuing Education
- b. Professional Development Schools
- c. Local Arrangements
- d. Program
 - i. Meeting Task Forces
5. Director Goal 4
 - a. Academic Education
 - b. History
 - c. Membership
 - d. Nominating
 - e. Student Support
6. Director Goal 5
 - a. Government Relations
 - b. Homeland Security
 - c. Public Information
 - d. Scientific & Public Issues
7. Director Goal 6
 - a. Intersociety Relations
 - b. Ad Hoc Committees

Committee Chairs:

1. All Committee Chairs
2. Executive Committee
3. Rules Committee

Section I. Officers

I.1. President

The President is the principal administrative officer of the Society and as such is Chair of the Board of Directors and the Executive Committee, and presides over all meetings of the Society. The President coordinates all activities which come under the auspices of the Society. The President is to keep abreast of developments in the field of radiation protection and to guide the Society in the formulation of constructive activities. Specific roles and responsibilities include:

- Representing the Society on policies approved by the Board through verbal and written statements to other technical organizations or societies, regulatory agencies, the public media, etc.
- Directing how, when and to whom impartial scientific and technical statements prepared by the S&PIC are communicated.
- Directing the Governmental (i.e., Congressional and Agency) relations program. Meeting with members of Congress, staffers, agency personnel, and others as arranged by the program liaison.
- Making interim appointments to committees.

- Convening an ad hoc committee to address Society strategic planning as requested by the BOD.
- Serving on the Scientific and Public Issues Committee (S&PIC) and the Awards Committee.
- Designating persons other than those specified in the bylaws to serve on the Advisory Panel to the Board.
- With the approval of the BOD, appointing Committee members and Chairs, Editors in Chief of the Society's publications (including the web page and the Director of Special Publications) and other persons assigned to administrative posts. These include, but are not necessarily limited to the Congressional and Agency Liaison, Outreach Editor, Historian, Historian Emeritus, Archival Liaison, Instrument Collections Manager, and Technical Director for Standards. (Note: typically these appointments are approved by the incoming, or "new" BOD which is briefly convened under the chair of the current President-Elect during the midyear meeting of the current BOD.)
- With the approval of the Executive Committee or upon his or her own initiative as provided for in the Rules, appointing members of the Society to participate on committees and/or discussion groups that are formed by other organizations.
- Appointing liaisons to other organizations, including but not necessarily limited to: AAHP, AAPM, AIHA, ANS, NRRPT, N13, N14, N16, N17, N42, N43, N323, Z88, IEC TC45, and LIA Z136. (Note: the HPS representative member of ANSI N and Z committees is the HPS Standards Committee Chair or a designated alternate.)
- Assigning Directors to the 6 strategic goals of the Society. (Note: typically the three Directors who are in their first year on the Board are each assigned to understudy one of the three Directors who are in their third year on the Board.)
- Assigning Directors as Chapter and Section liaisons.
- Serving as representative of the Society to the National Research Council.
- As named by the BOD, serving as Chair of the Society's delegation to the General Assembly of IRPA if such is held during his or her term.
- Representing the Society to the Council of Scientific Society Presidents (CSSP). (Note: the affiliation of the Society with CSSP is currently under review.)
- With BOD approval, appointing a three-person ad-hoc committee (AHC), preferably members of the BOD who are Certified Health Physicists (CHPs), to recommend nominees for appointment to the ABHP. Recommendations of the AHC will be presented for BOD approval at the midyear meeting. Should time not permit review and approval by the BOD, the Executive Committee shall be asked to approve the nominees. The President will send approved nominees directly to the Chair of the AAHP Nominating Committee.
- With Board approval, submitting nominees for vacancies on the NCRP.
- With Executive Committee approval, the President may refer or endorse a member of the Society to an outside organization as a nominee or appointee. The President will report all such referrals to the BOD at the next convened meeting of the Board.
- Approving Standard Operating procedures (SOP's) to supplement the Society's Rules following review and approval by the Rules Committee.
- Informing the membership of the certified results of the annual election or other polls in the *Health Physics News*.

- Notifying the Awards Committee of the need for a nominee for the IRPA Sievert Award and lectureship, and submit the Committee's selection to IRPA.
- Selecting recipients of the President's Service Award and presenting the awards at the President's reception during the annual meeting that concludes his or her presidency.
- With Board approval, signing proposals developed for submittal to an outside funding entity by an authorized committee or group of the Society.
- Developing the plenary session of the annual meeting with the assistance of the Program Committee. (Note: typically one or more plenary speakers are nominated for a G.W. Morgan, Landauer, or Moeller lectureship.)
- Preparing (approximately) monthly columns for the *HPS News*.
- Preparing a cover letter to be sent to the membership with the annual dues notice.
- Preparing and submitting to the BOD at the midyear and annual meeting a report of activities conducted since the previous meeting.
- Preparing and submitting to the Executive Committee at its quarterly meetings not associated with a BOD meeting a report of activities conducted since the previous meeting.
- Conducting teleconferences with the Board of Directors at periodic intervals between the midyear and annual meetings of the Society.

I.2. President-Elect

The President-Elect's primary duty is to prepare to assume the office of President by becoming familiar with and proficient in the administrative responsibilities of the presidency. Specific roles and responsibilities include:

- Assisting the President in the administration of the affairs of the Society in such matters as may be delegated by the President or the Board of Directors.
- Assuming the duties of the President in the absence of the latter.
- Serving as a member of the Board, the Executive Committee, and the Scientific and Public Issues Committee, and any ad-hoc committees as assigned.
- Visiting the chapters of the Society to assess their strengths and weaknesses, gathering input from the membership on Society operations, and advising the membership of the state of the Society. A typical chapter visit normally includes attending a meeting of the Chapter Executive Council and making a presentation to the chapter membership, which may be on a technical topic or other issue of the President-Elect's choosing. (Note: as of this date, there are 42 HPS chapters in the U.S. and two chapters overseas; the latter are typically not visited. Geographically adjacent chapters may schedule joint meetings for the President-Elect's visit.)
- Reporting to the BOD at the annual meeting the status of the chapters of the Society as determined during his or her chapter visits.
- Arranging, convening, and presiding over the Chapter Council meeting at the annual meeting of the Society. (Note: the President-Elect should encourage the President-Elect Designate to attend the Chapter Council meeting to begin scheduling chapter visits for the coming year.)
- Presenting the recommendations of the Chapter Council to the Board.

- Presiding over the Section Council meeting at the annual meeting of the Society. (Note: the meeting is arranged and convened by the Society Support Committee, who will also distribute copies of the minutes to the BOD.)
- Along with the President, representing the Society on policies approved by the BOD through verbal and written statements to other technical organizations, societies, regulatory agencies, the public media, etc.
- Soliciting and receiving through the Executive Secretary proposed action plans and associated budgets from the officers, committee chairs, and section presidents functioning under the auspices of the Society for the coming fiscal year.
- Preparing and presenting a President-Elect's proposed budget to the Finance Committee at its annual spring meeting.
- Soliciting suggestions for and nominating chairs and members of permanent committees and other appointments to serve during the following Society year, and present same to the BOD for approval. (Note: typically these appointments are approved by the incoming, or "new" BOD which is briefly convened under the chair of the current President-Elect during the midyear meeting of the current BOD.)
- Preparing and submitting to the BOD at the midyear and annual meeting a report of activities conducted since the previous meeting.
- Preparing and submitting to the Executive Committee at its quarterly meetings not associated with a BOD meeting a report of activities conducted since the previous meeting.

I.3. Past-President

The Past-President serves as a member of the Board of Directors and the Executive Committee, and chairs the Awards and Scientific & Public Issues Committee. Specific roles and responsibilities include:

- Serving as the Society's representative to the annual meeting of the NCRP.
- Preparing and submitting to the BOD at the midyear and annual meeting a report of activities conducted since the previous meeting.
- Preparing and submitting to the Executive Committee at its quarterly meetings not associated with a BOD meeting a report of activities conducted since the previous meeting.
- As Chair of the Awards Committee:
 - Soliciting nominations for Society awards from the membership. (Note: typically this announcement appears in the January issue of *HPS News*.)
 - Soliciting nominations for named Society lectureships (G. William Morgan, R. S. Landauer, Jr., and Dade W. Moeller lectureships.)
 - Soliciting nominations for the IRPA Sievert award and lectureship.
- As Chair of the S&PIC:
 - Initiating periodic reviews of existing position statements.
 - Transmitting new S&PIC- approved positions to the Board for approval.
 - Transmitting new S&PIC- approved positions statements to the Board for review and comment.

- Transmitting new Board-approved position statements to the members in full or summary form by publication in *HP News*. (Note: approved position statements are published in full on the Society's web page.)

I.4. Secretary

The Secretary is responsible for maintaining the official records of the Society, and serves as a member of the Board of Directors and the Executive Committee. Specific roles and responsibilities include:

- Causing to be made an accurate record of the proceedings of all meetings of the Society, the Board of Directors, and the Executive Committee. The record shall include attendees, discussions, and actions taken. (Note: the Secretary may make this record personally, or request assistance from the Secretariat to do so, as authorized by the BOD.)
- Documenting any Board actions resulting from letter or email ballots in the minutes of the first Board meeting following the ballot.
- Preparing and distributing minutes of all such meetings of the Society, the BOD and the Executive Committee for review and approval by the attendees.
- Causing to be maintained in the permanent files of the Society such records as may be necessary for the orderly conduct of the affairs of the Society. (Note: such permanent files are maintained by the Executive Secretary.)
- Causing to be posted all ballots and associated information used in the polling of the membership.
- Coordinating communications among the Board, the Executive Committee, and the membership.
- Providing to the Secretariat copies of all correspondence and records generated by the Secretary.
- With the assistance of the Secretariat, preparing all ballots and associated information used in polling of the membership, tallying the vote, and notifying the membership of the outcome.
- For the annual ballot for election of officers and directors of the Society, notifying all candidates of the outcome before releasing the results to the officers, BOD and the membership.
- At the annual meeting of the Society, informing the membership of the results of all polls conducted since the last annual meeting and notifying the membership of all members who have died in the previous year.
- Providing the President of IRPA with the name, address, and delegation assignment of each of the members of the Society's delegation to the General Assembly, at least three months prior to the convening of same.

I.5. Secretary-Elect

The Secretary-Elect's primary duty is to learn the responsibilities of the Secretary by assisting the Secretary and serving as a member of the Board and the Executive Committee. Specific roles and responsibilities include:

- Fulfilling the duties of the Secretary in the absence of the latter.
- Assisting the Secretary in recording the proceedings of Society meetings, typically by maintaining the roster of attendees, collecting forms used to record motions, identifying movers and seconders, and recording the results of votes on motions, to include the identities of those voting against the motion or abstaining.

I.6. Treasurer

The Treasurer is responsible for the proper accounting of all monies and properties of the Society, and serves as a member of the Board and the Executive Committee and as Chair of the Finance Committee. Specific roles and responsibilities include:

- Causing the accounts of the Society to be submitted to the Board for audit pursuant to the Rules of the Society. (Note: the accounts are externally audited by a firm contracted by the Secretariat, which is approved by the Board.)
- Submitting to the Board the results of the formal audit of the Society's accounts.
- Submitting an annual report on the financial status of the Society to the membership at the annual meeting and publishing same in the *HPS News*.
- Transmitting to the incoming Treasurer all funds and properties of the Society under his or her control.
- Receiving and reviewing requests for expenditure of Society funds.
- Preparing and presenting the annual budget of the Society to the Board for approval.
- Recommending fiscal policy to the Board.
- Reviewing and recommending income-generating activities that are conducted to increase reserves or strengthen the financial position of the Society.
- Reviewing quarterly financial reports provided by the Secretariat. (Note: it helps to be very familiar, if not expert, with MS Excel.)
- Providing the Secretariat with copies of all correspondence and records generated.
- Serving as co-signatory of Society bank accounts, certificates of deposit, and other legal records of Society assets.
- In accord with the Rules of the Society, approving (depending on the amount of the request) or submitting to the Finance Committee or to the Board, requests for changes to the approved budget of the Society.
- Approving requests for transfer of budgeted amounts from one budget line item to another within the approved budget.
- Advising Chapters and Sections on the financial procedures for hosting a regional symposium of the Society.
- Authorizing payment of expenses toward any budget item previously approved by the Board. (Note: this may also be done by the Executive Secretary).
- Approving investment of bequests to the Society.

I.7. Treasurer-Elect

The Treasurer-Elect is responsible for learning the requirements of the Treasurer position by assisting the Treasurer and serving as a member of the Board, Executive Committee, and Finance Committee.

Specific roles and responsibilities include:

- Assisting the Treasurer in performance of that position.
- Attending meetings of the Finance Committee and typically compiling notes, budget requests, and notification letters to requestors of their recommended budgets that will be submitted for Board approval.

I.8. Executive Secretary

The Executive Secretary carries out the day-to-day business functions of the Society. These functions shall be as delegated by the other officers and, as authorized by the Board, according to the terms of a written contract. The Executive Secretary is a member of the Advisory Panel to the Board of Directors.

The term *Secretariat*, referring to the organization of the Executive Secretary is also used to refer to this position. Specific roles and responsibilities include:

- Attending all meetings of the Board, Executive Committee, and Finance Committee.
- Approving individual unbudgeted expenditures of up to \$500 to be reimbursed from the Discretionary Fund.
- Maintaining such records as may be necessary for orderly conduct of the affairs of the Society.
- Coordinating the payment of the Society's debts previously approved by the Board.
- Coordinating communications with the membership particularly regarding notices, ballots, the *Health Physics News* and *Health Physics* journal.
- Maintaining the official membership mailing list, and notifying members of changes in their membership status (acceptance of new or reinstated members, delinquency, etc.)
- Providing membership applications to interested persons.
- Notifying applicants for other than plenary membership of the receipt of their applications and their acceptance into the Society. Applicants for plenary membership are notified of their acceptance as associate members.
- Forwarding applications for plenary membership to the Membership Committee for review and approval. Notifying applicants and their primary sponsor of their acceptance or rejection by letter.
- Forwarding applications for Section membership to the Section for review as required and notifying approved applicants of their acceptance.
- Reclassifying plenary, fellow and associate members as emeritus, emeritus fellow, or emeritus associate, respectively, when the required information is provided and dues are paid.
- Accepting or rejecting affiliate applicants pursuant to guidance provided by the Executive Committee.
- Rejecting and notifying applicants for other than plenary membership whose applications are incomplete or improper of the reason for rejection.
- Admitting student applicants after verification of their student status.
- Notifying terminated members of their status and providing them a reinstatement request form.
- Providing the names of new members and their classification to the *Health Physics News* editor for publication.

- Maintaining a current master copy of Society Rules.
- Providing revised Rules to the Society's web site editor for posting, and notifying members of the Board, the Advisory Panel, and the Rules committee of their availability.
- Performing long-range planning for the selection of appropriate locations and dates for holding Annual and Midyear Meetings of the Society.
- Recommending to the Board locations, facilities and dates for Annual and Midyear Meetings and such other meetings as may be proposed and providing sufficient information to justify the selection.
- Advising Chapters of the needs and expectations of the Society with respect to Annual and Midyear Meetings.
- Soliciting from Chapters a willingness to host Annual and Midyear Meetings of the Society.
- Evaluating Chapter proposals to host a meeting and recommending action to the BOD.
- Maintaining and updating the Society's guidelines to Local Arrangements Committees for hosting Meetings of the Society.
- Soliciting and coordinating facility requirements for a meeting of the Society with the Program Committee and all other pertinent Committees and Sections.
- Reviewing all contracts which may obligate the Society financially or legally.
- Assisting the Finance Committee regarding financial contributions.
- Facilitating liaison and collaborative activities with other scientific and professional organizations in support of the President or individual appointed as Society Liaison.
- Performing other duties as may be specified in the contract or by separate agreement within the general areas of administrative management, financial management, membership services, liaison services, and arrangements for conferences and expositions.
- Sending ballots to the membership as prepared or arranged by the Secretary.
- Receiving and tallying ballots returned by the membership as requested by the Secretary.
- Selecting and certifying the actions of non-members of the Society who serve as election clerks.
- Maintaining for three years an alphabetical listing of all voting members of the Society to be used to ascertain the validity of ballots cast.
- Certifying the results of any ballot as a true and accurate record.
- Providing to the Secretary of the Society the outcome of the vote.
- Retaining as records of the Society the ballots, ballot envelopes, tally sheets (for paper and electronic ballots), and any invalid ballots for a period of three (3) years.
- Receiving and compiling semiannual reports to the President and BOD from officers, directors, committee chairs, editors, liaisons and other positions as required.
- Serving as a member of the Laboratory Accreditation Assessment Committee.
- Reviewing and concurring with requests for assistance by the Governmental Relations Firm received from the President, Agency Liaison, or Congressional Liaison.
- Reviewing and concurring with requests for assistance by the Media Relations Firm received from the President or Outreach Editor.
- Preparing and distributing the Membership Handbook. (Note: currently the Membership Handbook is published in electronic form only.)
- Authorizing an organizing committee to proceed with formation of a proposed chapter upon receipt of a valid petition and appointing chair of same in consultation with the President.
- Providing prior approval of all official Society travel, reviewing expenses and issuing reimbursement checks.
- Distributing annual dues notices to the membership.

- Reviewing and commenting on all proposals for external support and contractual obligations prior to or concurrent with submittal of same to the Board.
- Signing all such approved final proposals and contractual obligations, along with the President.
- Receiving and responding to inquiries from potential donors to the Society.
- Acknowledging all contributions by letter to the donor.
- Certain optional services not required under the Society's contract with the Executive Secretary may be provided to Sections and Chapters. However, since added costs may be incurred, provisions for such optional services must be negotiated with the Executive Secretary. The Society Treasurer shall be notified of all agreements for such optional services. These optional services include, but are not limited to:
 - (1) assisting with incorporation and IRS filings,
 - (2) maintaining membership records and dues collection for current Society members,
 - (3) assisting with financial records and reports,
 - (4) assisting with contract negotiations which may obligate the Section or Chapter financially or legally, and
 - (5) assisting with multi-organizational meetings and expositions.

II. Directors

II.1. All Directors

The Board of Directors is the governing body of the Society and as such exercises control over all funds, properties, activities, and policies of the Society in accordance with the Articles of Incorporation, Bylaws, and Rules of the Society. It shall hold regular meetings at least twice each year and one of these meetings shall be held during the annual meeting of the Society. Ordinarily, meetings of the Board of Directors consist of open sessions that may be attended by those who are not Board members provided such attendance is approved by the Chair of the Board or the attendance involves some official function as set out in the Bylaws or Rules of the Society. However, the agenda for each meeting of the Board shall provide for at least one closed session at which only members of the Board shall be present.

The Board of Directors shall establish (i) a Rules Committee, (ii) a Program Committee, (iii) a Nominating Committee, and (iv) such other committees and administrative posts as may be required for the efficient administration of Society affairs.

The Board of Directors may designate spokespersons to represent the Society on matters of policy that may be developed by the Board of Directors on behalf of the Society: designated spokespersons may discuss such policy matters (i) with individuals, (ii) with the representative of various news media, (iii) at public gatherings, and/or (iv) with various agencies of government, but no person shall presume to represent or speak for the Society on such policy matters without first obtaining the written authorization of the Board of Directors. However, nothing in this clause shall be construed so as to prevent a member of the Society from expressing his or her personal views on any subject either public or privately.

The Board of Directors may authorize the formation of Sections of the Society representing subspecialties within the field of radiation protection. The Board of Directors shall have the power to establish affiliated groups as Chapters of the Society. The Society may affiliate with other organizations, whether domestic or international, when approved by (i) two-thirds of the members of the Board of Directors in office and (ii) a majority of the voting members polled by suitable ballot. The Board of

Directors may establish reciprocal working relationships with any local, national, or international organizations and activities whose objectives and activities closely relate to radiation protection matters.

Specific roles and responsibilities of all Directors include:

- Attending all meetings of the Board in their entirety. Travel arrangements should be made accordingly.
- Reviewing and acting on all appointments of the President to Committee membership, Editors-in-Chief of Society publications and other persons assigned to administrative posts.
- Certifying polls of the membership.
- Authorizing the adoption or amendment of Society Rules.
- Considering items requiring action between Society meetings by letter or electronic ballot.
- Terminating the tenure of appointment of a Committee Chair, Committee Member, or persons assigned to an administrative office for just cause after due process.
- Making recommendations relative to policies involving Society publications.
- Evaluating the effectiveness of the various publications of the Society as related to the needs of the membership.
- Conducting or directing searches for candidates for Director of Special Publications, Director of the Governmental Relations Program and Editors-in-Chief of Society publications and making recommendations of qualified candidates to the President.
- Removing any Board member for just cause after due process.
- Filling vacancies on the Board should they occur in accordance with the Bylaws Article VI, Section 6.
- Serving as Director for one of the Society's six Strategic Plan Goals (D1 through D6; see below) and as liaison to several Society Chapters and one or more Sections.
- Director for a Strategic Goal and Board liaison duties include, but are not necessarily limited to:
 - Serving as the primary point of contact between the entity and the leadership of the Society.
 - Maintain regular contact with entities, mentoring them on Society procedures, assisting them to submit proposals to the Board, advising them on contemplated actions, and soliciting feedback and questions from them for Board discussion.
 - Attending, as far as possible, the meetings of the entity. For geographically separate Chapters, attending at least one meeting is desirable.
 - Monitoring the activities of the entity and preparing a written report for presentation at the midyear and annual Board meetings, including any motions for Board action.
 - Informing the entity of Board decisions, actions, policies, assignments, recommendations, etc. concerning the entity.
 - If any motions require a change to the Rules, presenting the proposed change to the Rules committee at least 30 days prior to the Board meeting.
 - Working with the Committee Chair to develop action plans and budget requests for the coming year. Preferably a face-to-face meeting at the midyear meeting of the Society will be used for this discussion. Action plans and budget requests should be reviewed by the Director prior to submittal to the Finance Committee.
 - In the third year as a member of the Board, mentor the first-year Director assigned to the same Strategic Plan Goal.

- Encouraging assigned Chapters and Sections to send representatives to their respective Council meetings.
- Attend other functions at the annual and midyear meetings of the Society, including, but not necessarily limited to the Chapter and Section Council meetings, Student Reception, Committee Chairs' breakfast, Presidents' Committee (i.e., President-Elect Designate, President-Elect and President) meetings with their Committee Chairs and Section Presidents, Awards Banquet, Affiliates' Breakfast, and the HPS Business Meeting.
- Fulfilling other specific responsibilities as may be assigned by the President and/or the Board in accord with the Rules of the society.

II.2. Director Goal 1 (D1)

The Director for Goal 1 is responsible for coordinating the accomplishment of Goal 1 of the Society's Strategic Plan – HPS 2020: Promote the science and sound practice of radiation safety. The committees with primary responsibility for accomplishing this goal include:

- International Collaboration

The International Collaboration Committee (ICC) is responsible for:

 - (1) supporting the international development of the science and sound practice of radiation safety,
 - (2) promoting international activities in the health physics profession,
 - (3) maintaining ongoing communications and interactions with radiation protection communities abroad,
 - (4) assisting other nations in planning and organizing radiation safety/protection organizations where appropriate,
 - (5) acting as a conduit for other international opportunities and options that may be of interest and benefit to the Society,
 - (6) helping arrange outside sponsored visits of Society members to radiological sites abroad where Society special interests may be served, and
 - (7) providing information to the Society of international visitors who may be potential speakers at Society and Chapter meetings.
- Laboratory Accreditation Assessment

The Laboratory Accreditation Assessment Committee (LAAC) is responsible for:

 - (1) performing assessments of applicant laboratories;
 - (2) granting accreditation, subject to concurrence by the Laboratory Accreditation Policy Committee and the Board; and
 - (3) promptly bringing to the attention of the Laboratory Accreditation Policy Committee any perceived need for revision of program policies or procedures.
- Laboratory Accreditation Policy

The Laboratory Accreditation Policy Committee (LAPC) is responsible for:

 - (1) establishing and maintaining, subject to Board approval, policy and procedures for operation of the program;

- (2) providing independent oversight to assure that accreditations are granted in accordance with established policy and procedures;
 - (3) developing and maintaining documented criteria used for the assessment of candidate laboratories; and
 - (4) reviewing the annual reports of the Laboratory Accreditation Program Technical Director.
- Science Support

The Science Support Committee (ScSC) is responsible for:

 - (1) maintaining and improving science and mathematics teaching,
 - (2) providing instructional materials to educators that pertain to radiological science,
 - (3) encouraging chapters to recognize local outstanding teachers by soliciting nominations for the Outstanding Science Teacher Award (nominations will be submitted to the Awards Committee chair),
 - (4) participating in other national or state conferences on science education,
 - (5) seeking sources of funding for radiological science workshops (acquired funds will be distributed in cooperation with the Finance Committee),
 - (6) sponsoring special sessions at national meetings of the Society to provide Chapters with materials and support for individual Chapter workshops,
 - (7) providing materials to the Public Information Committee for the Science Teacher section of the Public Information Committee's web site,
 - (8) maintaining a database of information and materials for use by the Chapters that conduct radiological science workshops, and
 - (9) maintaining a network of communications among Chapters that conduct such workshops.
 - Standards

The Standards Committee (HPSSC) is responsible for:

 - (1) representing the technical interests of Society members in developing scientific and technical standards, particularly those for radiation protection standards and standardization of practices, procedures, and equipment used in radiation protection;
 - (2) advising the officers and members of the Society of international standards, new developments in standardization as well as the need for new standards;
 - (3) obtaining, from ICRP and NCRP the proper interpretation and application of their recommendations as necessary;
 - (4) maintaining a roster of appointments and recommending individuals to the Society President-elect for appointment and approval by the Standards Committee membership;
 - (5) reviewing and balloting, as the Society organizational member, proposed N13, N42, and N43 accredited standards committee standards, and transmitting the result through the Chair or designate;
 - (6) representing the Society, through the Chair or designate, on the accredited standards committees of which the Society is an organizational member;
 - (7) representing the Society in administering International Standards Organization (ISO) Technical Committee 85, "Nuclear Energy," Subcommittee 2, "Radiation Protection"

- activities in collaboration with the American Society for Testing and Materials (ASTM), and assisting in developing, reviewing, and balloting ISO standards;
- (8) representing the Society in nominating members of the Nuclear Technical Advisory Group (NTAG);
 - (9) assisting the accredited standards committees for which the Society is the Secretariat (N13 and N43) with staffing of sections and working groups, as requested;
 - (10) maintaining the status of the Society as an accredited standards organization (ASO); and
 - (11) managing the publication of ANSI/HPS standards in coordination with the accredited standards committees for which the Society is the Secretariat (N13 and N43) and the Director of Special Publications.

II.3. Director Goal 2 (D2)

The Director for Goal 2 is responsible for coordinating the accomplishment of Goal 2 of the Society's Strategic Plan - HPS 2020: Enhance support for Society membership. The committee with primary responsibility for accomplishing this goal is:

- Society Support
The Society Support Committee (SoSC) is responsible for:
 - (1) optimizing and communicating the value and benefits of Society membership,
 - (2) soliciting and addressing member concerns,
 - (3) ensuring effective internal communications with the membership,
 - (4) ensuring effective support to sections, chapters and student branches,
 - (5) mentoring future leaders of the Society,
 - (6) optimizing use of the Secretariat's capabilities in Society operations
 - (7) maintaining and improving support to Chapters,
 - (8) establishing and implementing methods to address member concerns,
 - (9) maintaining and improving internal communications between the Board, and the membership,
 - (10) maintaining and improving support to Sections,
 - (11) involving a greater number of members in the administration and activities of the Society, and
 - (12) annually reporting to the Society membership in the *Health Physics News* the composition of membership in the Society.

II.4. Director Goal 3 (D3)

The Director for Goal 3 is responsible for coordinating the accomplishment of Goal 3 of the Society's Strategic Plan – HPS 2020: Provide enhanced scientific and professional development. The committees with primary responsibility for accomplishing this goal include:

- Continuing Education
The Continuing Education Committee (CEC) is responsible for:

- (1) expanding access to and the quality of member education opportunities at Society meetings,
 - (2) conducting or facilitating continuing education activities for Society members,
 - (3) coordinating with the Professional Development School Committee,
 - (4) working with the Secretariat to make continuing education materials available to the membership, and
 - (5) keeping abreast of continuing education opportunities offered by institutions and other organizations.
- Professional Development School
The Professional Development School Committee (PDSC) is responsible for administering the Society's Professional Development School Program:
 - (1) A PDS Task Force is established at least annually to administer that year's Professional Development School(s).
 - (2) The Administrative Dean from the previous Professional Development School Task Force should act as chair of the Task Force for the subsequent PDS.
 - (3) The PDSC shall expand access to and the quality of member education opportunities during Professional Development Schools.
 - Local Arrangements
(Note: not all meetings will have a Local Arrangements Committee. They are no longer required to be formed.) The Local Arrangements Committee (LAC) is responsible for:
 - (1) supporting the conduct of Society meetings.
 - (2) being aware of the needs of the Society, the Program Committee, the exhibitors, etc.,
 - (3) being aware of its responsibilities for the conduct of the Annual Meeting,
 - (4) representing, along with the Executive Secretary, the Society in the contractual arrangements necessary for the orderly functioning of the Annual Meeting ,
 - (5) appointing a committee member to the Annual and Midyear Meeting Task Forces, and
 - (6) serving as the official host to the attendees of the Annual Meeting.
 - Program
The Program Committee is responsible for:
 - (1) conducting high-quality technical programs at society meetings,
 - (2) recommending the topic of the Midyear Meeting to the Board for approval,
 - (3) developing and managing the technical program of the Midyear and Annual Meetings,
 - (4) assisting the President in the development of each meeting's introductory plenary session,
 - (5) accepting or rejecting submitted abstracts,
 - (6) establishing acceptable presentation media and format, and
 - (7) reviewing and accepting or rejecting presentation visuals based on prescribed time and quality requirements.

Meeting Task Forces: A Task Force shall be established for each Midyear Meeting and Annual Meeting of the Society (see Rule 7.0). If a Local Arrangements Committee (LAC) is formed, a member of that LAC shall be a member of the meeting Task Force in accordance with Rule 7.1.13. If there is no LAC formed, the Program Committee is responsible for the functions assigned to the LAC, including promotion of the meeting.

II.5. Director Goal 4 (D4)

The Director for Goal 4 is responsible for coordinating the accomplishment of Goal 4 of the Society's Strategic Plan – HPS 2020: Sustain the health physics profession. The committees with primary responsibility for accomplishing this goal include:

- Academic Education

The Academic Education Committee (AEC) is responsible for:

- (1) encouraging students to pursue health physics careers,
- (2) convening the academic program directors and helping them identify and solve problems which adversely affect health physics manpower supply,
- (3) acting as a source of information for prospective students,
- (4) administering the Society's fellowship program and student travel grant programs,
- (5) soliciting nominations for and selecting recipient of the Dade Moeller Scholarship award,
- (6) administering the Society's student branch program which involves requesting and receiving their annual reports, awarding the Society's Student Branch Award, and convening an annual student branch council meeting,
- (7) examining projections of supply and demand for entering health physics professionals,
- (8) establishing and revising as necessary degree program guidelines for use by existing or proposed academic programs,
- (9) developing and maintaining contacts with education and accreditation groups of related societies, and
- (10) recommending an individual to serve on the Board of Directors of ABET to the President for BOD approval. (Note: the Society's relationship with ABET is currently under review.)

- Awards

The Awards Committee is responsible for:

- (1) recognizing and rewarding health physics achievements

The Awards Committee is chaired by the Past President, and therefore, he or she normally reports on the operations of that committee. The Director does not need to report separately on the activities of the Awards Committee.

- Finance

The Awards Committee is responsible for:

- (1) strengthening the financial health of the Society.

The Finance Committee is chaired by the Treasurer, and therefore, he or she normally reports on the operations of that committee. The Director does not need to report separately on the activities of the Finance committee.

- History

The History Committee is responsible for:

- (1) preserving the history of the health physics profession and the Society,
- (2) gathering and cataloging documents and other materials pertinent to the history of the Society and the field of radiation protection and measurements,
- (3) encouraging the donation and collection of historical documents and instruments having significant importance to the Society sponsored collections, and
- (4) coordinating its activities with the following Society positions and organizations:
 - Historian: The Society Historian is nominated by the History Committee and appointed by the President with approval by the Board, with the Historian abstaining from the nomination procedure. The Historian serves a term of three years but may be reappointed to more than one term of service. The Historian serves as a member of but does not necessarily Chair the History Committee.
 - Historian Emeritus: After completing one or more terms, a Society Historian may be nominated by the History Committee and appointed by the President to become an Historian Emeritus. One or more persons may be named Historian Emeritus. The Historian Emeritus is an honorary position of indefinite term, with no specific duties. However, an Historian Emeritus may serve as a resource to the History Committee.
 - Photographer(s): One or more members of the Society with expertise in photography and interest in the history of the Society may be appointed by the Board as Photographer(s) for a term of three years. Photographer(s) serve as ex-officio members of and advisors to the History Committee. Photographer(s) may be reappointed to more than one term of service.
 - Archival Liaison: The Society Archival Liaison is nominated by the History Committee and appointed by the President with approval by the Board. The Archival Liaison serves a term of three years but may be re-appointed to more than one term of service. The Archival Liaison serves as a member of the History Committee. The duties of the Archival Liaison are to supervise, help maintain, add new material, and contribute to the general health of the Society's Archival Collection at the University of Tennessee.
 - Instrument Collections Manager: The Instrument Collections Manager is nominated by the History Committee and appointed by the President with the approval of the Board. The Instrument Collections Manager serves as a member of the History Committee. The duties of the Instrument Collections Manager are to supervise, help maintain and add new material to the Society- sponsored historical instrumentation collection maintained by the Oak Ridge Associated Universities (ORAU) Foundation. The Instrument Collections Manager is also responsible for tracking other collections of radiological instrumentation and related artifacts.

The History Committee will also advise and collaborate with the following institutions with regard to the assembly, preservation and management of the Society's collections:

- The archive records repository for the Society is the Archival Center for Radiation Science at the main library of the University of Tennessee in Knoxville, Tennessee.
- The official repository for radiation measuring and related instruments of historic significance is the ORAU museum located at Building SC-1, 1299 Bethel Valley Rd., Oak Ridge, Tennessee 37831.

- Membership

The Membership Committee is responsible for:

- (1) recruiting and retaining Society members,
- (2) carrying out its duties in admitting new members as specified in Rule 3.0,
- (3) collecting, summarizing, and reporting information on the composition of the Society's membership and on the population of radiation protection professionals who are not members of the Society, and on related matters,
- (4) identifying and implementing membership recruitment opportunities consistent with the Rules of the Society and the objectives of the Board,
- (5) making mentoring services available to the Membership to facilitate new member growth and retention,
- (6) attempting to identify trends in the above information and recommending to the Board actions to increase the Society's membership, and
- (7) in carrying out the above, paying special attention to women, ethnic minorities and disadvantaged persons in order to strengthen the Society's diversity of membership.

- Nominating

The Nominating Committee acts according to the provisions of the Bylaws Articles VI and VII governing the nominating procedure. These provisions include the following:

- (1) Identifying future Society leaders,
- (2) Except as provided for in Article VI, Section 6, the nomination of elective officers and directors shall be made by a Nominating Committee consisting of nine voting members of the Society.
- (3) When nominating or appointing elective officers and directors, consideration shall be given to maintaining on the Board of Directors a geographic balance and to including representation from various industrial, governmental, professional, and scientific interests.
- (4) No officer or director shall be a member of the Nominating Committee.
- (5) All decisions of the Committee are reached by a majority of the total membership of the Committee.
- (6) The Chair of the Nominating Committee shall call a meeting of the Committee at the Annual Meeting of the Society at which the tenure of the Committee begins. Subsequently, and at least eight months prior to the Annual Meeting at which a new Board of Directors will take office, the Nominating Committee shall (i) select two nominees for each elective office to be filled, (ii) affirm in each case that the nominee is eligible to hold the office for which he or she has been nominated and that he or she will serve if elected, and (iii) file with the officers of the Society a report that lists the names of the nominees.
- (7) When requested by the President or the President-Elect, the Committee shall assist them in the selection of nominees for appointive officers.

The Nominating Committee typically reports directly to the President and the Director does not need to provide in-depth reporting on this committee.

- Student Support

The Student Support Committee (StSC) is responsible for:

- (1) maintaining and improving support to student members;
- (2) establishing and implementing methods to enhance the student membership experience;
- (3) maintaining and improving internal communications between the Board and the student members, maintaining a student voice at the HPS leadership table;
- (4) working closely with the Membership Committee to retain former students as HPS members when they become eligible for plenary membership;
- (5) assisting the Membership Committee in administering a mentoring program for students;
- (6) coordinating with the Academic Education Committee to encourage students to apply for fellowships, grants, and scholarships;
- (7) assisting the Academic Education Committee, as requested, in administering the Society's student branch program.

II.6. Director Goal 5 (D5)

The Director for Goal 5 is responsible for coordinating the accomplishment of Goal 5 of the Society's Strategic Plan - HPS 2020: Ensure the Society's role as the source of expertise in radiation safety. The committees with primary responsibility for accomplishing this goal include:

- Government Relations

The Government Relations Committee (GRC) is responsible for:

- (1) in coordination with the Homeland Security Committee, providing reliable and useful information about radiation safety to government officials,
- (2) establishing the Society as the source of expertise in radiation safety,
- (3) reviewing existing and proposed radiation protection laws, regulations, ordinances and Rules at all levels of government,
- (4) maintaining and improving external communications with government, legislative and regulatory organizations and agencies,
- (5) maintaining and improving interactions with other professional societies, and
- (6) making recommendations to the President (and/or the Board if required by other Rules) regarding the positions that the Society should take on specific legislative and regulatory proposals.

The Congressional and Agency liaisons are ex-officio members of the GRC. The Congressional and Agency Liaison functions may be performed by a single liaison.

- Homeland Security

The Homeland Security Committee (HSC) is responsible for:

- (1) in coordination with the Government Relations Committee, providing reliable and useful information about radiation safety to government officials,
- (2) developing and conducting an ongoing Society program to assist federal, state, local, and non-governmental agencies and organizations to achieve a greater degree of homeland security with regard to radiological events;

- (3) preparing, updating, and distributing informational documents, related to training and guidance, for use by Society members and Chapters to assist federal, state and local programs, first responders, and members of the public;
- (4) implementing Society and Chapter programs to provide qualified trainers or speakers requested by federal, state and local agencies and organizations;
- (5) preparing, assembling, or distributing appropriate information pamphlets, booklets that describe protective actions to be followed by members of the public in the event of attack with radiological or nuclear Weapons of Mass Destruction; and
- (6) providing guidance and assistance to Chapters for organizing, developing, and implementing local or regional homeland security programs in cooperation with their respective federal, state, and local agencies and non-governmental organizations.

- Public Information

The Public Information Committee (PIC) does not speak officially for the Society, but is responsible for:

- (1) providing credible, unbiased position statements and policy guidance,
- (2) providing reliable and useful information about radiation safety to general public,
- (3) informing the public on radiation safety issues;
- (4) communicating with news media personnel on radiation safety issues;
- (5) gathering, organizing, and presenting information within the Society's objectives as stated in the Bylaws Article II, Section 1;
- (6) responding to requests of the President, and others, for presentation of this information to lay persons and to other scientific and technical organizations; and
- (7) facilitating dissemination of accurate and unbiased information with regard to ionizing radiation by preparing educational materials and other activities as suggested and/or approved by the Board of Directors.

The Outreach Editor is an ex officio member of the Committee.

- Scientific and Public Issues Committee

The Scientific and Public Issues Committee (S&PIC) is responsible for:

- (1) providing credible, unbiased position statements and policy guidance.

The S&PIC is chaired by the Past President, and therefore, he or she normally reports on the operations of that committee. The Director does not need to report separately on the activities of the S&PIC Committee.

II.7. Director Goal 6 (D6)

The Director Goal 6 is responsible for coordinating the accomplishment of Goal 6 of the Society's Strategic Plan - HPS 2020: Promote collegial relationships between the Society and other professional organizations. The Director Goal 6 serves as the Director for any Ad Hoc Committees appointed by the Board and is also a member of the Finance Committee.

The committees with primary responsibility for accomplishing this goal include:

- Intersociety Relations

The Intersociety Relations Committee (IRC) is responsible for:

- (1) strengthening relationships with other organizations to promote ongoing, effective communications and exchange of ideas
- (2) sharing of experience related to the health of the Society and other similar organizations,
- (3) providing liaisons to other organizations through individuals appointed by the President,
- (4) considering all potential aspects of cooperation with other organizations, including but not limited to, joint meetings, joint public statements, cooperative publications, etc.

- Ad Hoc Committees

An Ad Hoc Committee is a temporary committee consisting of Society members or non-members created to perform a task with a specific, limited objective not normally falling within the jurisdiction of a permanent committee. All actions of Ad Hoc Committees are subject to the approval of the Board. Specific characteristics of an Ad Hoc Committee include:

- (1) Size: as needed to fulfill its assignment.
- (2) Selection and appointment:
 - Chair: nominated by the President.
 - Members: nominated by the President.
 - Approved by: the Board that will be in office during the year in which the appointments will become effective
- (3) Responsibilities: assigned by the Board at the time of formation. Responsibilities should not fall within the jurisdiction of a permanent Committee. The Chair submits a report of the Committee activities to the President upon completion of the task or prior to the Annual Meeting. If the committee activities extend beyond the Society year in which it is appointed, the Chair shall submit a preliminary or interim report to the outgoing President. The interim report shall be delivered to the President at least ten (10) days prior to the convening of the Annual Meeting.
- (4) Term: Until the close of the next Annual Meeting unless the Committee completes its work and submits a final report to the President before that time. The President and the Board in office must approve extensions. The Board may disband the Committee at any time.

Section III. Committee Chairs

III.1. All Committee Chairs

Committee Chairs are nominated by the President and approved by the Board that is, or will be in office during their tenure. Committee Chairs are responsible for:

- Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan.
- Submitting semi-annual reports as requested by the Board through the Executive Secretary at least 30 days prior to the Board meeting, with a copy to the Director assigned to the Committee's strategic goal.

- Submitting annual Action Plans and associated budgets as requested by the President-Elect through the Executive Secretary.
- During the Annual Meeting of the Society, convening a meeting of the Committee. The time and place of these meetings shall be included in the Annual Meeting agenda.
 - Newly appointed members who are to serve on such Committees during the ensuing year may attend these meetings as observers. When a Committee has concluded its business for the current year, the Chair-elect shall hold an organizational meeting to discuss committee activities for the ensuing year.

III.2. Executive Committee

The Board of Directors, by a resolution adopted each year by a majority of its members, may designate an Executive Committee consisting of the President and three or more members of the Board. The Executive Committee is presided over by the President, and it shall, to the extent provided for in the Rules of the Society, or as otherwise directed by the Board, have and exercise the authority of the Board in the administration of the affairs of the Society.

Rule 6.3 specifies the following regarding the Executive Committee:

- (1) Function: the Executive Committee provides for the expeditious handling of routine administrative affairs of the Society between Board meetings.
- (2) Appointment and term of office: the Executive Committee is appointed by the Board at the “new” Board meeting of the Annual Meeting of the Society and serves until the Society’s Business Meeting at the next Annual Meeting of the Society.
- (3) Composition: the President, immediate Past President, President-Elect, Secretary, Treasurer, the Secretary-Elect or the Treasurer-Elect, and the Executive Secretary normally constitute the Executive Committee. Each Board of Directors shall confirm or approve any alternate composition of this Committee.
- (4) Authority: this Committee acts for the Board, however this delegation shall not relieve any Board member of any responsibility imposed by law. The Committee may take any actions that the Board may take except that the Committee may not:
 - adopt or amend Society Rules,
 - fill vacancies on the Board, nor
 - enter into financial obligations in excess of those covered by the annual budget.

III.3. Rules Committee

The Rules Committee consists of three members, each of whom must be a voting member of the Society, no officer or director shall be eligible to serve on the Rules Committee, and all decisions of the Committee require agreement between at least two of its members. The primary function of the Committee is to interpret the provisions of the Articles of Incorporation, the Bylaws, and the Rules of the Society. The Rules Committee is responsible for:

- (1) Interpreting the provisions of the Articles of Incorporation, the Bylaws, and the Rules of the Society when requested, in writing, by a member of the Board or by a petition bearing the signatures of at least ten percent of the voting members of the society. On receipt of a written request, the Committee shall render a decision within sixty days after receipt of the written request. When the Committee has rendered a decision in accordance with these provisions, it shall be the responsibility of the Board of Directors to effect compliance forthwith.

- (2) Assisting the Board of Directors in reviewing and drafting changes in the Bylaws and Rules of the Society.
- (3) Reviewing to assess conformance to the Bylaws and Rules of the Society, the charters of Chapters and subsequent amendments to chapter by-laws, and
- (4) Reviewing standing operating procedures (SOPs) of Society committees to assess conformance with the Bylaws and Rules.

The Chair of the Committee serves as the Parliamentarian of the Society with such duties as may be set out in the Bylaws or Rules of the Society. The Parliamentarian is a member of the Advisory Panel to the Board of Directors.