

## **Standard Operating Procedure for the HPS Accelerator Section**

### **Revision 2, August 15, 2010**

- The executive board of directors of the section consists of six elected officers (president, president-elect, past president, secretary, treasurer, and newsletter editor) and six elected directors.
- Terms begin at the close of the annual business meeting.
- The first official act of all elected members of the executive board of directors of the section is to read the section's by-laws and the section's charter. These documents are on the section's webpage and are located on the "Documents" page.

#### **President (1-year term, elected by the section members)**

- *In fall/winter, every fourth year (starting in 2003 for 2004 meeting), seek a candidate for IRPA delegate.*
- *In winter, arrange to convene section executive board meeting at HPS midyear meeting, if enough members attend. A quorum for this meeting is five executive board members.*
- *In January, prepare and submit the midyear report on section activities for HPS board with a copy to the executive secretary of the society. The midyear report of the section shall include a list of officers, description of the financial status of the section, the membership status, the major activities of the section during the fiscal year ending with the status of preparation for the forthcoming annual HPS meeting, and any other items deemed significant by the president of the section.)*
- *In January, ask the HPS Secretariat to include in the call for papers for the annual meeting a notice to students that their papers will be considered for the two Accelerator Section student paper awards, the H. Wade Patterson Award and the Lutz Moritz Award.*
- *In January or February, appoint a chair of the Nominations and Elections Committee to identify new board candidates. No current officer or member of the executive board of the section is eligible to serve on this committee.*
- *In spring, arrange to convene section executive board, scheduled before the section's technical session at the HPS annual meeting. A quorum for this meeting is five executive board members.*
- *In spring, arrange to conduct a one-hour section business meeting at the HPS annual meeting following the accelerator session. A quorum for this meeting is 10 section members. At this meeting, assist the secretary in concluding the election of new executive board members and announcing the results of the election.*
- *Six weeks before the annual HPS meeting, identify two or three judges to review student abstracts and posters at the annual meeting and to choose an H. Wade Patterson and Lutz Moritz Award winners.*
- *Six weeks before the annual HPS meeting, send a note to the HPS Awards Committee and the HPS secretariat indicating that you would like the names of the H. Wade Patterson and Lutz Moritz Award winners to be announced at the awards banquet. Tell them who will be judging the student abstracts and posters and that the judges will be requesting a list of students registered to attend the annual HPS meeting.*

- *Before the annual HPS awards banquet*, inform the HPS past president of the award winners' names.
- *At least two weeks before the annual HPS meeting*, prepare and submit an annual report of the section to the president of the HPS, with copies to the executive secretary of the society and the HPS liaison to the section. The annual report of the section shall include a list of officers, description of the financial status of the section, the membership status, the major activities of the section during the fiscal year ending with the accelerator sections special meeting at the forthcoming annual HPS meeting, and any other items deemed significant by the president of the section.
- *At the annual HPS meeting*, make a verbal report to the HPS Board of Directors (or to the HPS presidents) and receive comments and suggestions from the HPS board during this meeting.
- *At the annual section business meeting*, present the awards to students.
- *Every quarter*, contribute to quarterly newsletter. In the least this is the president's quarterly message to the section members.
- Communicate with executive board on matters requiring decisions.
- Appoint a topic editor for the HPS web site "Ask the Editor" feature. Work with the HPS newsletter editor-in-chief and the section executive board members to identify an appropriate person to fill this position.
- Assist the president-elect to arrange the accelerator session at the HPS annual meeting.
- Assist the president-elect in seeking a candidate for the Morgan Lecture Award to speak at the HPS annual meeting.
- Assist the past-president in seeking candidates for nomination as HPS fellows or other awards.

### **President-Elect (1-year term by succession)**

- *In December or January*, begin to arrange accelerator session at HPS annual meeting. Write to the chair of the program committee and request the allocation of a technical session for the next HPS Annual meeting. Describe briefly the session you are planning: Morgan Lecturer, so many talks, and want to hold the business meeting at noon. Session is best held on Tuesday. This gives Sunday and Monday to select the H. Wade Patterson and Lutz Moritz Award winners, present the awards on Tuesday and announce the names at the Tuesday night Awards Banquet.
- *In December*, seek nominations for Morgan or Landauer Lecturer to speak at the accelerator session, and arrange details for lecturer.
  - Read the HP Society Rule 13.13 and 14.5
  - Note Rule 13.13 section IV(a) for procedures and follow up
- *In January or February*, arrange technical session's schedule and send to the Program Committee Task Force chair for that year.
- *In January or February*, send a nomination letter and the supporting documents for the Morgan or Landauer Lecturer nominee to the HPS Awards Committee.
- *Every quarter*, contribute to newsletter. In the least this is the president-elect's quarterly message to the section members.

### **Past President (1-year term by succession)**

- *In January or February*, serve as the chair of the Awards Committee. Submit nominations for awards to the HPS Awards Committee, typically by March 1.
- *A few weeks before the annual HPS meeting*, coordinate the purchase of engraved plaques for the H. Wade Patterson and Lutz Moritz Award winners.
- *At the annual HPS meeting*, ensure that the president has the plaques for presentation to the winners.
- *At the annual HPS meeting*, if requested, assist the student awards judges in choosing winners of the H. Wade Patterson and Lutz Moritz Awards.
- *A few weeks after the annual HPS meeting*, have the plaques engraved with the names of the H. Wade Patterson and Lutz Moritz Award winners and send the completed plaques.
- *A few weeks after the annual meeting*, send the names of the H. Wade Patterson and Lutz Moritz Award winners and a brief description of the award to the HPS journal editor-in-chief.
- *Every quarter*, contribute to newsletter. In the least this is the past president's quarterly message to the section members.

### **Secretary (2-year term, elected by the section members)**

- Keep the minutes of section's board of directors annual and midyear meetings.
- Keep updated copies of by-laws, standard operating procedures, and section membership list.
- Issue needed reports.
- Provide a copy of the minutes to the president for the inclusion in the section's reports.
- Receive printouts of e-mailed ballots and regular mail ballots that were initialed by a member of the Nominations and Elections Committee at the annual meeting and audit them against the active membership role to certify the continued eligibility of each elected person at the time of election.
- Verify before the annual business meeting that any member intending to vote during the meeting did not previously submit a ballot. At the business meeting, distribute election ballots and report on results of election.

### **Treasurer (2-year term, elected by the section members)**

- Read Health Physics Society Rule 14.1 - Budget
- Obtain checks from the Secretariat for costs such as awards, expense reimbursements, special lecturers, as requested.
- Find out who the HPS contact for the budget information is. Either the past treasurer will provide this information or contact the HPS secretariat.
- Keep budget information up-to-date.
- Review budget information for accuracy
- Check HPS accounting and ensure needed information is provided.

- Provide up-to-date budget information to the president for the midyear and annual reports of the section.
- Report on budget at annual meeting if you can attend. Otherwise let the president know. The president will report on the budget on your behalf.

### **Newsletter Editor (1 year term, elected by the section members)**

- Prepare, maintain, and issue section's quarterly *Accelerator Radiation Safety Newsletter* an official publication of the Health Physics Society (HPS). Solicit contributions in August, November, February, and May; issue newsletter by the end of September, December, March and June.
- Write editor's column for each quarterly newsletter.
- Send time-sensitive messages to **iarpe-I** and **accsec** mailing lists (if it's not appropriate to wait for the next newsletter) that have been approved by the section president. Examples include job postings and special announcements.
- Work with the section's webmaster to maintain the section website, especially after the annual meeting when there are new officers, Patterson and Moritz Award winners, and photos to post. Keep the section president apprised of changes to the website.
- Update iarpe-I and accsec mailing lists, as requested.
- Submit a summary of the past year's activities to the section president for the annual and midyear reports.
- Attend board meetings at the annual and midyear HPS meetings, when possible.
- Attend section business meetings at the annual HPS meeting, when possible.
- Vote on board issues, as requested by e-mail or during board meetings.

### **Chair of Nominations and Elections Committee (appointed by president)**

- Serve as the chair of the Nominations and Elections Committee (three members) to identify new executive board candidates.
- Select the other members of the election committee. No current officer or member of the executive board of the section is eligible to serve on this committee.
- Obtain an up-to-date list of the members of the section from HPS secretariat.
- *In early March*, convene the committee; communication via e-mail or phone is sufficient.
- *In mid-March*, send e-mail to all members calling for nominations.
  - Check bounced mail to see if the addressee is still a member of the section. If the correct e-mail can not be found, try to obtain a postal address.
- Set *April 30<sup>th</sup>* as the end of nomination process.
- *In the first week of May*, notify president of nominees.
- *The first week of May*, send election ballots in. Paper copies of the ballots should be mailed to those members whose correct e-mail could not be found, but have a valid regular mail address. Alternatively, work with the HPS Secretariat to conduct an electronic election.
- Set *June 15* (or *two weeks before the annual meeting*) as the end of election process.
- Send copies of the returned ballots to the other members of the committee for independent counting and tallying.

- Ensure that printouts of e-mailed ballots and regular mail ballots are initialed by a member of the Nominations and Elections Committee and turned over to the section secretary at the annual meeting to be audited against the active membership role.

### **Student Awards Judges (appointed by president)**

- *At the annual HPS meeting*, get a list of registered students from the Secretariat; review their presentations (paper or poster) and interview the student presenters to identify those with the best presentations of “accelerator-related” papers or posters.
- In considering presenters of papers and posters, determine whether the following award criteria have been met; use interview results, presentation reviews, and professional judgment in making the determination.
  - The presenter is at the annual HPS meeting and is interviewed in person by the judges; awards are not given in absentia.
  - The presenter was a student when the work (as described in the abstract) was done.
  - The presenter participated in the work, although he or she need not be the primary author.
  - The work is related to accelerator health physics (this can be interpreted flexibly, depending on the abstracts submitted that year) and was done in the 12 months or so preceding the annual meeting.
- *By Monday night of the annual HPS meeting*, choose two student presenters (one for the H. Wade Patterson Award and one for the Lutz Moritz Award) and submit the winners’ names to the section presidents and the HPS past-president. The HPS past-president will announce the winners’ names on Tuesday night at the HPS awards banquet.

### **Webmaster (assigned by HPS)**

- Create and maintain the section website.
  - The name of the current webmaster is on the “Officers” page of the section’s web page.

### **Board of Directors (3-year term, elected by the section members)**

- Make recommendations or suggestions and assist in making decisions about important section affairs. This includes but is not limited to nomination of new officers, nomination for awards and fellowships, judging student work and serve on ad hoc committees. Participation in the decision making about the affairs of the section (usually via e-mail) is required.
- Attend annual meetings of the board of directors and the sections annual business meeting, if possible. Attendance is not required, but is encouraged.