

**Officer Duties (as of July 2019)  
Resident and Fellow's Section (RFS)  
Florida Radiologic Society (FRS)**

**President Duties:**

1. Preside over FRS-RFS executive board meetings. Meetings should be held at least on a quarterly basis (ex. video conference). Before each meeting send a document to all board members with the meeting's agenda to be updated during the meeting by the Secretary.
2. Set goals for the year and manage the executive officers towards their execution.
3. Collaborate with the Resident and Fellow's Section Advisor in the development of goals. Additionally, work on the creation of the speaker's list in conjunction with the Advisor.
4. Attend planning committee meetings for the annual FRS meeting via phone.
5. Help recruit resident and fellow members to attend the annual Job Fair.
6. Put together the Conference Abstract Booklet after the submission deadline in June, and make sure that each abstract is being submitted with the appropriate format throughout the year.
7. Attend annual FRS meeting.
8. Provide a copy of updated Officer Duties document for the newly elected board members after the annual meeting and update this document throughout the year as necessary. Create a list of new officers and their email address to provide to FRS staff (Lorraine) to keep on file.
9. Update the newly elected President within 2 weeks after the annual meeting. Ensure that new President has the President generic email address and password to that address.

**Vice-President Duties:**

1. Preside over FRS-RFS executive board meetings in the absence of the President.
2. Become familiar with the following opportunities made available by the FRS and work with Lorraine Roger to inform members of their deadlines when made available via the RFS Chair. This should include any new FRS deadlines that would be of interest to Florida residents. For each deadline, the VP (or Lorraine) will author an informational email followed by a reminder email and distribute it to the Secretary who will forward to the resident and fellow list serve:

- a. FRS Legislative fellowship application.
  - b. FRS Martin Northup Resident Leadership Award.
  - c. FRS annual meeting registration.
  - d. FRS meeting poster abstract deadline.
3. Become familiar with the following opportunities made available by the ACR and inform members of their deadlines as above. This should include any new ACR deadlines that would be of interest to Florida residents. For each deadline, the VP will author an informational email followed by a reminder email and distribute it to the Secretary who will forward to the resident and fellow list serve.
    - a. Rutherford fellowship application.
    - b. ACR Annual Meeting travel stipend application. This is an opportunity offered by the FRS and should be added to the bullet points of #2.
    - c. ACR Annual Meeting poster abstract.
    - d. ACR Annual Meeting RFS officer nominations.
  4. Stay up-to-date with available resources from the ACR Radiology Leadership Institute, and forward opportunities to residents as they become available (with help from the Secretary).
  5. Lead special projects that are either identified by the President or self-initiated and approved by the President.
  6. Create a Save-The-Date flyer for the FRS conference each year.
  7. Attend annual FRS meeting.
  8. Update the newly elected VP within 2 weeks after the annual meeting. Ensure that new Vice President has the Vice President generic email address and password to that address.

### **Treasurer Duties:**

1. Manage efforts to increase resident and fellow donations to the FRS Political Action Committee. To this end, maintain good communication with the FRS PAC lobbyist to facilitate ideas and donations. Additionally, maintain educational materials about the PAC for distribution to the residency programs throughout the state.
2. Establish and monitor progress towards benchmark goals for resident contributions to the PAC.
3. Be creative in efforts to maximize overall PAC contributions, such as establishing non-resident and fellow matching funds donors.

4. Maintain contact with the new leadership of the FRS Foundation.
5. Manage funds and pay for the Conference Abstract Booklet each year, as well as have the booklet printed in time for the conference. I believe that funding for this booklet needs approval from the Foundation President.
6. Attend annual FRS meeting.
7. Update the newly elected Treasurer within 2 weeks after the annual meeting. . Ensure that new Treasurer has the Treasurer generic email address and password to that address.

### **Communications Officer Duties:**

1. Maintain social media communications to include but not limited to Facebook, Twitter and the FRS RFS webpage, and make sure to pass these accounts along to the next Communications Officer shortly after the Annual Meeting. Ensure that any account sign in and passwords have be given to the incoming Communications officer
2. Maintain/update a permanent point-of-contact at each residency program such as the program coordinators, and make sure these contacts are still active (more than one would be preferred if available). During the year, when we collaborate with programs on any projects, this person will serve as a primary contact. Forward any contact information changes to FRS Staff (Lorraine)
3. Establish a new point-of-contact at each of the programs to serve as a resident liaison, such as the current Chief Residents of the program. This list should be maintained by the Communications Officer and Secretary. During the year, when we collaborate with programs on any projects, this person will serve as a secondary contact.
4. Assist the VP in creating a Save-The-Date flyer for the FRS conference each year tailored to Residents and Fellows.
5. Make sure that content on the social media pages and FRS RFS website are correct and up-to-date, and advertise events such as the annual meeting, as well as other opportunities from the FRS and ACR (details of these opportunities to be provided by the VP).
6. Attend the annual FRS meeting.
7. Update the newly elected Communications Officer within 2 weeks after the annual meeting. Ensure that new Communication Officer has the Communication Officer generic email address and password to that address

## **Secretary Duties:**

1. Serve as main email communication point between the FRS-RFS officers and the resident and fellows in the state of Florida through the use of an email listserv and designated program liaisons (which should be updated by the Communications Officer).
2. Obtain the contact information for the newly elected RFS officers and forward this to Lorraine Roger. This is provided by the RFS president and given to Lorraine to keep on file.
3. In charge of the Meeting Minutes for each of the FRS-RFS teleconferences and send updates to all the board members after the meetings.
4. Along with the Communications Officer, maintain an email listserv including administrative contacts (i.e. program coordinators) for all the residents and fellows in the state of Florida to include the following programs:
  - a. University of Florida, Gainesville
  - b. Mayo, Jacksonville
  - c. University of Florida, Jacksonville
  - d. Jackson Memorial Hospital, Miami
  - e. Larkin Community Hospital, Miami
  - f. Mount Sinai Medical Center, Miami
  - g. Florida Hospital, Orlando
  - h. University of South Florida, Tampa
5. A separate listserv should be created/updated for communication between the program liaisons (i.e. medical student Radiology Interest Group leaders) and RFS officers.
6. Work with Lorraine Roger to update yearly FRS-RFS statistics (conference attendees, number of abstracts submitted, etc.).
7. Attend annual FRS meeting.
8. Update the newly elected Secretary within 2 weeks after the annual meeting.

## **Medical Student Outreach Director (MSOD) Duties:**

1. Keep a list of all the medical schools in Florida and administrative contacts to be updated every year.

2. Contact each medical school at the beginning of each academic year (i.e. in July after the Annual Conference) and request the contact information of the executive board for each institutions Radiology Interest Group.
3. Assist in distributing information relevant to medical students regarding the FRS Annual Conference.
4. Discuss with the RFS President the number of Medical Students that will be allowed to attend the conference (if there continues to be a cap on participation).
5. Assist the VP in creating a Save-The-Date flyer for the FRS conference each year tailored to Medical Students.
6. Attend annual FRS meeting.
7. Update the newly elected MSOD within 2 weeks after the annual meeting. Ensure that new Medical Student Outreach Director has the Communication Officer generic email address and password to that address