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APPROVED BY: EXECUTIVE BOARD 2006	EFFECTIVE DATE: 5/2006	SUPERCEDES: NEW

POLICY:

President

The President shall generally oversee all business and affairs of the Society. The President shall preside at all meetings of the membership and the Board of Directors, appoint all committee chairpersons except as provided in these bylaws, serve as an ex officio member of all committees and perform and discharge all duties incident to the office of President and such duties as may be assigned by the Board of Directors.

President-Elect

The President-Elect shall become familiar with the duties of the President and shall succeed to the Presidency at the expiration of the President's term of office. The President-Elect shall also serve as Vice President of the Society.

Treasurer/Secretary

The Secretary/Treasurer shall keep or cause to be kept at the principal office of the Society a book of the minutes or the meetings of the Society and of the Board of Directors and shall give or cause to be given notice of all meetings of the Board of Directors and members in accordance with these Bylaws. The Secretary shall also keep or cause to be kept at the principal office of the Society the Bylaws, membership roster, and shall in general perform all duties incident to the office of Secretary and such other duties as the Board of Directors prescribes.

The Secretary/Treasurer shall supervise, in conjunction with the Executive Director, the maintenance of all funds and securities of the Society and perform such other duties as may be prescribed by the Board of Directors.

Past President

The past president shall offer insight and guidance to the board of directors.

Committees

Standing committees shall be formed to implement the scope of work as planned by the board of directors. Ad-hoc and other standing committees shall be formed at the direction of the board of directors as needed.

Standing committees and their purpose are as follows:

Executive Committee

High-level oversight, financial planning, strategic thinking/planning

Advocacy Committee

Works with local chapters and members to advocate for professional standards and advancements in cardiac catheterization laboratories, including working on RCIS credential recognition issues.

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Education Committee

This committee has the following sub-committees.

Speakers Bureau: Tasked with preparing and administering presentations on behalf of SICP, including review course.

Journal Committee: Compiles and manages the written material which is to be submitted to the SICP News and CLD.

Convention & Conferences Committee

Manages the organization of the Annual National Meeting as well as coordinate SICP's "presence" at regional meetings, both chapters sponsored or third party sponsored and shall have the following sub-committee.

Industry Relations Committee: Identifies recruits and secures potential sponsorship and vendor opportunities.

Membership Committee

This committee shall have the following sub-committees:

Implementation Committee: Implements membership growth campaigns and recruits new members; represents the SICP at local/regional meetings; makes recommendations to the Board concerning membership benefits.

Nominations Committee: Coordinates the proper election of all Board Representatives as provided by in the SICP By-laws. This committee will also be in charge of reviewing current By-laws and Policies / Procedures so that when or if changes are required, the proper procedures are followed.

Chapter Development Committee: Assists in the recruitment and formation of Chapters of SICP. A standing committee could be formed which would be composed of representatives of all SICP chapters plus regional representatives in areas where there are no chapters. This committee would review chapter petitions and make recommendations accordingly.

Fellowship Committee: Reviews and approves applications for Fellowship Status in the SICP and presents decision to Board for final approval; maintains FSICP criteria and process as directed by the Board. All committee members must hold the FSCIP designation.

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Standards Committee:

Maintains SICP published standards, scope of practice and other “official statements” up-to-date and easily accessible

Committee Chair

The following committee chairs will hold a seat on the board and will be appointed by the elected officers.

Advocacy Committee Chair

Education Committee Chair

Convention & Conferences Committee Chair

Standards Committee Chair

JRC-CVT Representative

Committee Members

Committee membership will be completely on a volunteer basis. Industry members may participate at the committee level but will not have a vote.

Term of Office

The Chairperson and each member of a Standing Committee shall serve until the next annual election of officers and until his/her successor is appointed or elected or until such Committee is terminated or until he/she is removed, resigns, ceases to be a member of the organization or otherwise ceases to as a chairperson

Vacancies on any Committee may be filled for the unexpired portion of the term by appointment by the President or Chairperson subject to the President's approval

Years of Election/Nomination

President and President-Elect will be elected/nominated on even years beginning 2008

Secretary and Treasurer will be elected/nominated on odd years beginning 2009