

*Saskatchewan Association of Combined
Laboratory & X-Ray Technicians*

Director Duties:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar
6. Director at Large
7. Newsletter
8. Student Representative
9. Continuing Education
10. Archivist/Executive Advisor
11. Subcommittee Representative

The Duties of President

1. The President shall be the Chief Elected Officer of the SACLXT, responsible to the membership for the maintenance of proper procedures and protocol on the part of the Executive Board and on all committees of the SACLXT during his/her term of office and within the terms of the Bylaws.
2. The President shall preside at all meetings of the Executive Board and the membership
 - a) The President shall prepare and circulate an agenda for all meetings.
 - b) The President shall appoint one scrutineer for the AGM.
 - c) The President may appoint a Parliamentarian for the AGM.
3. The President shall be a member of all committees of the SACLXT except the nominating committee, and where specifically excluded.
4. In the event of a vacancy occurring during the term of office of any officer on the Executive Board, the President has the authority to appoint a successor to complete the term of office, subject to approval of the Executive Board.
5. The President shall be one of the official signing officers for the SACLXT.
6. The President shall introduce the New Board members and officers to the membership at the AGM.
7. The President shall respond to all relevant correspondence, or redirect the correspondence to the appropriate Committee.
8. The President or designate, shall represent the SACLXT at meetings of other organizations as requested.
9. The President, with the Treasurer, shall approve all expense account submissions.
10. The President shall be informed of the complaints against members whose conduct is considered detrimental to the SACLXT or the profession, or who has violated the code of ethics.

11. The President shall represent the interests and concerns of the members.
12. The President shall perform such other duties and have such other powers as may from time to time be assigned by the Board of Directors.
13. The President duties shall be set the Board and may be adjusted accordingly.

Duties of the Vice- President

1. The Vice-President shall whenever necessary, due to the absence or inability of the President, assume the duties and responsibilities of the President.
2. In the event that the office of the President becomes vacant, the Vice-President shall assume that office, a new Vice-President shall be elected by the Board of Directors.
3. The Vice-President shall be the Chairperson of the Convention Committee to plan and conduct the affairs of the annual convention and the spring conference.
4. The Vice-President shall attend all Executive Board Meetings and shall continuously promote the aims and objectives of the Association.
5. The Vice-President shall be assistance to the President of the Association.
6. The Vice-President shall represent the interests and concerns of the Members.
7. The Vice-President must provide a written report to the Board of Directors and Members of the association at the AGM.
8. The Vice-President shall perform such other duties and have such other powers as may from time to time be assigned by the Board of Directors.
9. The Vice-President duties shall be set by the Board and may be adjusted accordingly.

Duties of Secretary

1. The Secretary shall accurately record all the proceedings of all Executive Board, Special Meetings and the AGM.
2. The Secretary shall be responsible for the Minutes of The Board Meetings being typed and circulated to all members of the Executive Board within 30 days of each meeting.
3. The Secretary shall provide any information and summary of the minutes of the Executive Meetings and the AGM for publication.
4. The Secretary shall be the chairperson of the Nomination Committee.
5. The Secretary shall file to the Corporation Branch, a “Notice of change of Directors” after they have been duly elected annually after January 1 (form 6)
6. The retiring Secretary shall pass all the secretarial files to the incumbent.
7. The Secretary shall ensure that the requirements of the Corporation Branch of the Sask Department of Consumer and Commercial Affairs are met.
8. The Secretary shall keep and maintain a record of all equipment belonging to the Board.
9. The Secretary duties shall be set by the Board and may be adjusted accordingly.

Duties of the Treasurer

1. The Treasurer shall have in his/her custody and care, all the funds and securities of the Association.
2. The Treasurer shall deposit or cause to be deposited all funds or securities of the Association in the bank or other depository as authorized by the Board of Directors of the Association.
3. The Treasurer shall have in his/her custody and care all books, accounts and financial records of the Association; such books, accounts or financial records are to be exhibited by him/her to any Directors or members of the Association at all reasonable times.
4. The Treasurer shall prepare a proposed annual budget, with consultation with the President and members of the Board, to be presented at the AGM.
5. The Treasurer shall issue all cheques for disbursement accompanied by a second signing officer, President or Secretary.
6. The Treasurer shall submit a financial report at each meeting of the Board of Directors and at the AGM. With the financial report a copy of the last available bank statement will also be submitted. Original bank statement to be signed by the President.
7. The Treasurer shall be responsible for ensuring that the financial books and records are audited least once during the fiscal year.
8. The Treasurer with the President shall approve all expense account submissions.
9. The retiring Treasurer shall pass the Treasurer's files to the incumbent.
10. The Treasurer shall require a motion to approve all Board expense forms at each Board meeting, and explanation of such expense forms to be given when requested. (Hotel, Meals, Mileage) Receipts must be provided.
11. The Treasurer duties shall be set by the Board and may be adjusted accordingly.

Duties of the Registrar

1. The Registrar shall record all the employers of the members, when such information is made available by the member.
2. The Registrar shall record the registration numbers and status of each member.
3. The Registrar shall record all the addresses of each member and provide a current copy to the Webmaster and CLCLXT.
4. The Registrar shall forward to the Newsletter Editor the official forms for the annual dues and registration dues. Record the paid and unpaid members and then forward all dues to the Treasurer.
5. The Registrar shall send the official tax receipts and membership cards to each member who has paid their annual dues.
6. The Registrar shall have possession of the official Association Seal.
7. The Registrar shall distribute, and keep a record of members receiving Association Membership Certificates.
8. The retiring Registrar shall pass the Registrar's files to the incumbent.
9. The Registrar duties shall be set by the board and may be adjusted accordingly.
10. The Registrar shall forward all applications for NEW members to the Board of Directors for approval prior to processing the application for membership.

Duties of the Newsletter Editor

1. The Newsletter Editor shall be responsible for the content and distribution of the Newsletter.
2. The Newsletter Editor shall oversee the Web page and/or appointed member to the web page.
3. If the position becomes vacant during the term of office, the duties may be absorbed by the remaining directors.
4. The Newsletter Editor shall ensure a second dues notice and an updated membership form is in the appropriate newsletter.
5. The Newsletter Editor shall supply the Archivist with copies of the newsletter for the current year for placement in the archives.
6. The Newsletter Editor duties shall be set by the Board and may be adjusted accordingly.

Duties of the Executive Advisor/Archivist

1. The Executive Advisor shall work closely with the SACLXT Board of Directors, particularly the President, to keep aware of all events current, or past, which affect the SACLXT Board or members.
2. The Executive Advisor shall attend SACLXT Board Meetings.
3. The Executive Advisor shall attend meetings pertaining to the SACLXT – as directed by the President.
4. The Executive Advisor shall maintain a permanent mailing address for the SACLXT, as well as the President’s mailing address, for all business pertaining to the SACLXT.
5. The Executive Advisor may respond to correspondence when directed by the President.
6. The Executive Advisor shall review correspondence received and forward to the appropriate board member.
7. The Executive Advisor shall be conversant with major issues affecting the Association within the province.
8. The Executive Advisor shall be an effective liaison between the Board and other professional organizations.
9. The Executive Advisor shall submit any relevant articles to the membership via the newsletter.
10. The Executive Advisor shall maintain regular communication with other associations, groups, and Government agencies, as directed by the President which may have an impact on the affairs of the SACLXT and assist in the preparation of briefs.
11. The Executive Advisor duties shall be set by the Board and may be adjusted accordingly.

12. The Executive Advisor/Archivist shall retain and maintain a permanent means of storage for pertinent SACLXT documents. A guide being 3 years for general correspondence and permanently for all ledgers.

Duties of the Director at Large

1. The Director shall attend Board of Director Meetings.
2. The Director shall assist with the management of the affairs of and provide direction for the Association
3. The Director shall act as a liaison between SACLXT members and the Board of Directors.
4. The Director shall support the SACLXT in promoting the objectives of the Association to the rest of the health care field.
5. The Director shall perform such other duties and have such other powers as may from time to time be assigned by the President of the Board of Directors.
6. The Director shall be responsible for Public Relations and all promotional activities.
7. If position becomes vacant during the term, the duties may be absorbed by the remaining directors.
8. The Director at Large duties shall be set by the Board and may be adjusted accordingly.

Duties of the Student Representative Director

1. The Student Rep Director shall visit the training institution at the start of each program.
2. The Student Rep Director shall explain the Association and collect student dues at this time.
3. The Student Rep Director/ or designate shall attend graduation and present gifts on behalf of the Association.
4. If this position becomes vacant during the term of office, the duties may be absorbed by the remaining Directors.
5. The Student Representative Director duties shall be set by the Board and may be adjusted accordingly.

Duties of Continuing Education Director

1. The Director of Continuing Ed. shall record and maintain all CE information.
2. The Director of Continuing Ed. shall control and distribute all visual and audio materials, as required or requested.
3. If the position becomes vacant during the term of office, the Board will select a director to replace this position, and leave another position vacant, if possible.
4. The Director of Continuing Education shall initiate and process the “retrain to industry” checklist.
5. The Director of Continuing Education shall conduct audits on an ongoing basis to ensure members are meeting the minimum requirements for continuing education to maintain membership in good standing.