Preface: These Standards of Operation are intended as guidelines for the Southwestern Chapter, SNMMI Technologist Section officers. It outlines day-to-day operational matters of the Section. Rather than strict regulations, the information outlined in this document is designed to provide a written framework of established practices, especially for newly elected officers. While the Section bylaws define the scope and rules for officers of the Section, which can only be changed by consent of the general Section Membership, these Standards of Operation allow flexibility and can be readily adapted by the Executive Board to accommodate planned and unforeseen circumstances in the Society.

In addition, the Southwestern Chapter, Society of Nuclear Medicine and Molecular Imaging Technologist Section Leadership will abide by the standards set forth in the Technologist Code of Ethics approved by the Society of Nuclear Medicine and Molecular Imaging Technologist Section.

Duties and Meetings Attended by the Elected or Appointed SWC-SNMMI-TS Representatives

President: Primary Chapter spokesperson of the SWC-SNMMI-TS. The President is expected to attend the following meetings:

1. SNMMI Annual meeting
   a. Governance meetings:
      i. NCOR (National Council of Representatives)
      ii. Technologist Section Executive Board meeting
      iii. Committee on Chapters
      iv. HOD (House of Delegates)
2. Fall Board meeting
3. Fall Technologist meeting
4. SNMMI Mid-Winter meeting
   a. Governance meetings:
      i. NCOR (National Council of Representatives)
      ii. Technologist Section Executive Board Meeting
      iii. Committee on Chapters
      iv. HOD (House of Delegates)
5. Spring SWC-SNMMI Annual Board meeting (day before our annual meeting) and Annual meeting

President Duties:

1. In charge of the Spring Annual meeting organization. The president may choose a Chairperson who will organize the Spring Annual meeting (who will work with the Executive Director and the Physician Chair on the selection of the speakers and organize the Spring meeting agenda).
2. Provide the opening remarks at the Fall Technologist meeting
3. Present a report from the National SNMMI to the SWC members at the Spring TS business meeting held during Annual meeting
4. Prepare the SWC-SNMMI-TS Fall and Spring Board meeting agendas
5. Attend all business meetings held during the Spring and Fall meeting
6. Provide mentoring and guidance to the new board members
7. Ensure that the work of the SNMMI-TS is being accomplished in accordance with what has been stated in TS business meetings

**Optional** (depending upon budget and priorities of the President for the current year):
1. The president may invite the newly appointed technologist board members to a Sunday breakfast at the beginning of his/her term (Spring meeting)
2. At the Fall Technologist Educational meeting, the president will provide the opening remarks

**President-Elect:** The President-Elect is expected to attend the following meetings:
1. Fall Board meeting
2. Fall Technologist meeting
3. SNMMI Mid-Winter meeting
   a. Governance Meetings:
      i. NCOR (National Council of Representatives)
      ii. Technologist Section Executive Board meeting
      iii. Committee on Chapters
      iv. HOD (House of Delegates)
4. Spring SWC-SNMMI Annual Board meeting (one day prior to the SWC annual meeting) and SWC-SNMMI annual meeting
5. In addition, the President-Elect is expected to attend any meeting in place of the current President, if the President is unable to attend for any reason, and has given written permission for the President-Elect

**President-Elect Duties:**
In charge of organizing the Fall Technologist Educational meeting. A Chair may be chosen by the President-Elect, who will assist in organizing the Fall meeting. Responsibilities include but are not limited to: providing/selecting options for a cost-effective place to hold the meeting, audio/visual material, soliciting and coordinating with vendors, gathering a candidate selection of speakers, soliciting local options for refreshments as well as items/businesses for breakfast and lunch, purchase a small gift of appreciation for the speakers (related to Nuclear Medicine or related to the city/state where the meeting will be held, etc.).
1. Acts for the President in the case of temporary absence or permanent vacancy

**Secretary:** The Secretary is expected to attend the following meetings:
1. SWC Annual Spring Meeting
2. SWC Annual Board Meeting
3. SWC Fall Board Meeting
4. SWC-TS Fall Educational Program

**Secretary Duties:**
1. The Secretary is responsible for taking the minutes of the board meetings. The minutes should include the following:
Standards of Operation 2018 (approved Jan 17, 2018)
SWC-SNMMI Technologist Section

- Type of meeting (Executive Spring or Fall Board meeting)
- Name of Organization
- Date, time and place of meeting
- Names and offices of those present
- Whether minutes of the last meeting were approved
- All motions carried or defeated
- New business
- Name and office of everyone giving a report
- Description of reports given
- Time of adjournment

2. Send a copy of the completed minutes and reimbursement form to each of the Officers of the Executive SWC-SNMMI-TS Board, Executive Director, and Nominating Committee members within two weeks from the conclusion of the business meeting

3. Send a copy of the Bylaws, SOP, and reimbursement form to newly elected board members before the SWC Annual meeting

4. Notify National regarding the SWC Annual and Fall meeting dates to be added to the National website

Delegate to the National Council of Representatives and the National House of Delegates: Primary National spokesperson of the SWC-SNMMI-TS. It is imperative the NCOR/HOD representative attend the SNMMI Annual and Mid-Winter Meetings. The NCOR meeting is where recommendations are discussed and voted upon to present to the TS Executive Board for their final approval. The SWC-TS must have representation at this meeting. In a very rare case when the NCOR cannot attend a meeting, they should contact the President and Executive Director to ensure there is SWC-TS representation. In addition, the NCOR/HOD representative is expected to attend the House of Delegates (HOD) meeting. Like the NCOR, the HOD is the SWC technologist and physician representation to the SNMMI.

The NCOR/HOD is expected to attend the following meetings:

1. SNMMI Annual meeting
   a. Governance meetings:
      i. NCOR (National Council of Representatives)
      ii. Technologist Section Executive Board meeting
      iii. Committee on Chapters
      iv. HOD (House of Delegates)

2. Fall Board meeting
3. Fall Technologist meeting
4. SNMMI Mid-Winter meeting
   a. Governance meetings:
      i. NCOR (National Council of Representatives)
      ii. Technologist Section Executive Board Meeting
      iii. Committee on Chapters
      iv. HOD (House of Delegates)

5. Spring SWC-SNMMI Annual Board meeting (day before our annual meeting) and Annual meeting

NCOR/HOD Duties:
Standards of Operation 2018 (approved Jan 17, 2018)
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1. Represent the SWC-SNMMI-TS at all meetings specified
2. Provide timely communication to the TS Chapter Board, Executive Director, and SWC members regarding National and Chapter updates from SNMMI
3. Present a report from the SNMMI Mid-Winter meeting during our SWC-SNMMI Annual Board meeting and forward the minutes received from the prior NCOR meeting when made available from the SNMMI
4. Present a report from the SNMMI Annual meeting during our SWC-SNMMI Fall board meeting and forward the minutes received from the prior NCOR meeting when made available from the SNMMI
5. Present a report from the National SNMMI to the SWC members at the Spring TS business meeting held during Annual meeting

SWC-TS Annual Program Chair: This position is appointed by the SWC-TS President and is expected to attend the following meetings:
   1. SWC-SNMMI Fall Board meeting
   2. SWC-SNMMI Annual Spring meeting

Annual Program Chair Duties:
   1. Find Speakers
   2. Find Moderators
   3. Present the preliminary Annual Meeting Program at the Fall Board Meeting

SWC-TS Fall Program Chair: Appointed by the SWC-TS President-Elect, this person is expected to attend the SWC Fall Board meeting and the SWC-TS Fall Educational Program.

Fall Program Chair Duties:
   1. Working closely with the president-elect to choose/find:
      a. Speakers and moderators
      b. Cost-effective venue / sound system
      c. Solicit vendors to have a booth and/or sponsor either breakfast or lunch and donate items to be raffled throughout the day
      d. Responsible for purchasing supplies such as notepads, pens, tablecloths, cups, plates, napkins, etc. that may be needed throughout the day
      e. Responsible for purchasing gifts for the speakers (speaker’s gift should be something related to Nuclear Medicine or to the City/State where the meeting will be held) and a thank you card signed by leadership
      f. Responsible for organizing breakfast and lunch
      g. Meeting materials (brochure, pre-registration list, onsite registration forms, nametags, etc.) will be mailed/printed/sent to FedEx (or other print supply location) prior to the meeting by the Executive Director and will need to be picked up beforehand to ensure everything is included

Nominating Chair: The Nominating Chair, being the immediate Past-President of the Section, should attend the SWC Fall Board meeting and SWC Spring Board meeting.

Nominating Chair Duties:
   1. Mentor incoming Nominating Committee members:
a. Within the first month of the term, ensure everyone on the Committee exchanges contact information
b. Within the first month of the term, ensure Nominating Committee members have written candidate eligibility requirements so they can discern who is eligible to run for Office
c. Chair should communicate with all Committee members at least once per quarter to check progress in finding candidates and to answer any questions that arise

2. Within the first month of the term, the Chair will notify Committee members of which positions will be open next term and will give them written position descriptions for each open position so they can be well informed when they are recruiting for these positions

3. Chair will keep a list of all proposed candidates submitted by the Nominating Committee and make sure the entire Committee has access to this updated list at all times

4. Communicate with entire Nominating Committee to ensure the eligibility requirements of proposed candidates submitted by the Nominating Committee

5. Ensure the open positions and eligibility requirements for proposed candidates are clearly defined and posted on the SWC website for all members to view

6. Ensure the eligible candidates have received a copy of position descriptions and responsibilities (SOPs, Bylaws, Budget, etc.) and gain written confirmation of their acceptance/agreement of the specified position and responsibilities before they are added to the official ballot for distribution

7. Ensure each board member has received a copy of the candidate results after verification of votes by the Executive Director and the SWC-TS Executive Board

8. Sign the “Nominating Committee Approved List of Candidates” form to be submitted to the Executive Director by the Nominating Committee Chair for the creation of the official electronic ballot

Nominating Committee Members (2): This is the first entry-level position into a leadership role with the SWC-TS to observe and participate in the duties of the Chapter.

Nominating Committee Members Duties:
1. Find qualifying SWC-SNMMI-TS members to run for open positions (at least two for each officer position; at least four for nominating committee positions).
2. Submit those members’ names to the nominating committee chair and collaborate as a committee to ensure eligibility requirements have been met
3. Review candidate qualifications/submission packets to determine whether or not to approve or decline the addition of each candidate to the ballot.
4. Sign the “Nominating Committee Approved List of Candidates” form to be submitted to the Executive Director by the Nominating Committee Chair for the creation of the electronic ballot.
5. Participate in annual Nominating Committee Elections Prep conference call to establish available offices, election timeline, and other action items including but not limited to:
   a. Candidate submission period
   b. Voting period
   c. Date and content of email notification to SWC Membership of upcoming election including but not limited to:
      i. “How-to-run-for-office” instructions
      ii. Submission packet requirements
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iii. Deadlines
iv. Office/position description, duties, responsibilities, and expectations, etc.
d. Sign finalized Elections Plan form created from this conference call to be submitted to the Executive Director and Executive Board Members

6. Respond to Nominating Committee member communications in a timely manner throughout term
7. Attend both the Fall and Spring business meetings

Vacancy of Positions: Should any Officer position, other than President (which will be fulfilled by the President-Elect), become vacant before their term has officially ended, duties of these offices will be equally distributed among the SWC-TS officers on a temporary basis no longer than two months. When a vacancy has occurred, the Nominating Committee and Executive Board shall appoint by majority vote the new officer for the remaining term.

Responsibilities and Duties of all SWC-SNMMI-TS Officers:
The SWC Officer will serve with compassion and respect for the dignity of all members and with the intent to provide the highest quality of representation as a member of the SWC. The SWC Officer will be an advocate for his or her profession and our members without discrimination, including but not limited to, age, gender, race, religion, sexual preference, or socioeconomic status. The SWC Officer will not engage in deception, fraud, or criminal activities. Any complaint by an SWC member regarding an SWC Officer will be brought to the SWC-TS Board and Executive Director for discussion. If the SWC Officer is found to be in questionable practices of any kind, a vote among the SWC-TS Board will take place to determine to remove the SWC Officer from his or her position with the SWC and/or suspend his or her membership with the SWC.

Executive Director:
Employed by the SWC-SNMMI

The Executive Director is expected to attend the following meetings:
A. SWC-SNMMI Fall Board meeting
B. SWC-SNMMI Spring Board meeting
C. SWC-SNMMI Spring Annual meeting

Executive Director Duties:
A. Provide planning services, advice, and coordination for the Annual Fall Technologist Educational Meeting. Meeting planning includes:
   1. Assist with site selection
   2. Conduct hotel negotiations and reservations of proper meeting space and room blocks including—but not limited to—catering and audiovisual support
   3. Assist with speaker arrangements
   4. Meet VOICE requirements
   5. Management of the exhibition as needed
   6. Coordinating brochures and final program with graphic design contractors
   7. Assist with budget preparation
   8. Oversee mailings
   9. Coordinate registration
10. Ensure the SWC website is current with updated information regarding meetings, Bylaws, SOP, and other documents pertaining to the membership and offices of the SWC

B. Coordinate Technologist Section ballots and oversee mailing. (Note: coordination of ballots is not to be confused with coordination of Nominating Committee efforts to develop a slate of candidates.)

C. Provide general advice and guidance to Technologist Section leaders and consult with them regarding problems, concerns, and activities of the Chapter

D. Post technologist employment opportunities and other technologist-relevant news to the website

E. Coordinate communication between Technologist and Chapter leadership.

**Travel Policies:** It is the intent of the SWC-SNMMI-TS to allow for adequate accommodations for officers who are required to travel for SWC-SNMMI-TS business. It is also expected the officer will use discretion and good judgment in the utilization of these funds. Pre-plan as much as possible in order to take advantage of discounted fares. Note SWC funding covers airfare, lodging, and meals for the governance meeting days only, at the SNMMI Annual and Mid-Winter meetings. This is usually 2 days and 3 nights. Each Officer is responsible for maintaining his or her budget expenses and choices. For SNMMI meetings, there are typically several hotel accommodations given on the SNMMI meeting website. It is the choice of each Officer on where to stay, where to eat, and the expenses they incur while there, all while keeping their yearly budget limit in mind. The Host hotel is typically the most convenient and the most expensive.

All regularly scheduled SWC Board meetings will be held on Saturday. This generally allows for Officers to attend without interference with work schedules and also allows for the lowest airfares.

Each Officer is expected to fill out an SWC-SNMMI-TS travel expense reimbursement form in order to be reimbursed. Receipts will be required for all expenses. The SWC-SNMMI-TS Executive Board has the right to refuse any expenses they feel are excessive or contain any questionable charges.

Please return all completed reports within 30 days of your travel.

**Guidelines:**

**Travel fares:** Travel arrangements should be made early in an effort to take advantage of lower fares.

**Mileage:** The number of miles driven in a personal vehicle for travel to/from a required meeting is reimbursed at the current mileage reimbursement amount as determined by the IRS tax code. The maximum car travel cannot exceed the lowest coach airfare.
Local Transportation: Airport shuttle or taxi costs to and from hotel or meeting site incurred.

Parking: Automobile parking fees incurred while on SWC-SNMMI-TS business trip.

Hotel: Includes reasonable, regular single room or one half shared room cost and any city or state taxes.

Meals: Daily allowance is $50.00. Ask for an itemized receipt. Alcohol and entertainment expenses will NOT be reimbursed.

Telephone: Telephone cost incurred while doing SWC-SNMMI-TS business. Personal calls will NOT be reimbursed.

Miscellaneous: Any additional costs incurred while on SWC-SNMMI-TS business that should be justifiably reimbursed. Please explain fully and submit a summary to the SWC-SNMMI-TS President and Executive Director for approval.

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<th>Meetings</th>
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