

NCUS Committee Responsibilities

Nominating Committee

The Nominating Committee is responsible for comprising a list of nominees for new Board of Directors to be voted on by the General Membership. The President-Elect shall chair the committee. The Past-President should serve on this committee. The responsibilities include:

1. Verify which board members will be retiring.
2. Call for Nomination letter should go out with the membership renewal forms in November or December. Ask board members for nominations. Coordinate with Central Office.
3. Contact each nominee personally to verify their acceptance of the nomination and that they are members of the society and registered.
4. Immediately send the nominees a letter explaining the responsibilities of the board. See file copies for examples. Also request a biographic sketch from each nominee by return mail or fax. Include a deadline for the returned information and note that if the information has not be returned by the deadline their name will not appear on the ballot.
5. Compile a letter of the biographic information to be sent to the membership with the ballot post card. Include a deadline for return of ballot. Coordinate this with Central Office.
6. Central Office can count ballots as they return.
7. The candidate with the most votes in each category is the winner. At Large candidates' votes are counted as total votes in the At Large category and all other categories that they received votes.
8. Send letter to all nominees informing them if they were elected or not elected. Do this as soon as the final count of ballots is completed. See file copies for examples. Inform new board members of their first meeting.
9. Save ballots for one year, then destroy.
10. Present a list of new board of directors at last meeting before the annual symposium.

Box for nominations to be placed at annual meeting.

Bylaws Committee

1. Familiarize themselves with Bylaws.
2. Take responsibility for keeping the Bylaws and Policies and Procedures Manual current and distributed to the Board of Directors and general membership.
3. Call committee meetings to address items concerning the Bylaws or Policies and Procedures brought forth by any member of the Board or general membership.
4. Notify the general membership of proposed amendments to the Bylaws.
5. Call for a vote on proposed amendments to the Bylaws. Suggested requirements for committee chairperson and committee:
 - a) Needs to have served at least one year on the Board.
 - b) At least two (newly elected, on coming) BOD members should serve on the Bylaws committee for some continuity in the next year.

Communications Committee

The purpose of the Communications Committee is a standing committee which addresses all NCUS matters pertaining to public relations, advertising, and information exchange. The communications committee is chaired by the Newsletter Editor. The duties and responsibilities include but are not limited to the following:

1. To publish the NCUS newsletter three (3) times per year. "Year" being not the calendar year, but the 12 months from one annual symposium to the next.
2. To evaluate and recommend to the Board of Directors changes in the newsletter which cause an increase in the cost of its production.

3. To advertise NCUS educational courses in appropriate technical journals. Suggested journals include: Advance for Radiological Science Professionals, RT Image, SDMS Newswave and Sonography Today. Some journals may need to be contacted as much as 3-4 months in advance of publication. Recommendations should be made to the BOD regarding cost of advertisement
4. To update the NCUS mailing list as needed.
5. To provide information to the general public concerning the professional Diagnostic Medical Sonography and the use of ultrasound as a diagnostic tool.

Finance Committee

The purpose of the NCUS Finance Committee is to review details of the annual budget and financial statements, and submit them to the Board of Directors for approval. The members of the Committee include: Treasurer (Chairperson), President, President-Elect, Secretary, Past-President and other selected members as appointed by the President.

Education Committee

Make sure money is sent to school immediately following symposium (as soon as all numbers are completed regarding profit).

* Treasurer will contact chair of Education Committee.

* \$500/school = \$200 toward symposium registration

Symposium Committee

The Symposium Committee will oversee the planning of the annual symposium and report their progress at each board meeting. Make sure the annual meeting dates do not coincide with student graduations. This committee may consist of other subcommittees (i.e., brochure, commercial vendors, audiovisual, speakers, scientific exhibit, case of day, and sonographer excellence award coordinators).

Brochure Subcommittee: Arranges and reviews proposed brochure.

Commercial Vendors Subcommittee: Coordinate vendors with Central Office. Review sponsorship packages with vendors.

Audiovisual Subcommittee: Research local AV companies (according to that year's annual meeting location) and obtain service/prices information. Is it cheaper to use hotel AV program or contract with local group?

Scientific Exhibit Subcommittee: Establish guidelines for two scientific exhibit categories: (1) Staff and (2) Student. Publicize this change.

Speakers Subcommittee: The President-Elect obtains speakers. Review previous meetings to check for repetitive topics/speakers. Be sure agency granting continuing education credits have been contacted BEFORE this begins.

SEA Subcommittee: See guidelines already established.

Membership Committee:

The purpose of the Membership Committee is to develop ideas to increase the membership. They are also responsible for the annual renewal packets sent to the general membership and all new members.

Legislative Watch Committee:

The purpose of the Legislative Watch Committee is to monitor legislative happenings which may affect our profession and report to the board members any activity.