

AMERICAN SOCIETY OF NEURORADIOLOGY POSITION DESCRIPTION

As of: April 2011

TITLE OF POSITION: VICE PRESIDENT
TERM OF POSITION: 1 Year

(Term of office for presidential officers is six years ... one year in each of the following positions: Vice-President, President-Elect, President and 1st, 2nd and 3rd Past-President.)

DIRECT REPORTING: ASNR President and President-Elect

DESCRIPTION OF DUTIES

- The Vice President has the powers and exercises all duties of the President-Elect, in the President-Elect's absence. The Vice President succeeds the President-Elect upon expiration of the President-Elect's term.
- Works closely with the President, President-Elect, and Executive Director to ensure a smooth transition to the office of President.
- Serves as a member of the Program, Research, Nominating, Financial Management, Executive, and Administrative committees, and others as assigned by the President.
- Serves as a volunteer Officer of the organization and, in conjunction with the Executive Director, and strives to achieve the Society's mission as articulated by the President.
- Assists Officers in building a working culture, respecting contributions of Executive Committee members; and puts Society needs over personal rewards.
- Assists the President-Elect in making committee appointments for the following year.

SKILLS REQUIRED

Strong organizational and leadership skills; excellent communication (verbal and written) and interpersonal skills; flexibility; ability to prioritize work and manage multiple projects simultaneously.

EXPERIENCE REQUIRED

Must be a *Senior* member of the Society in compliance with all regulations governing the practices of the specialties of Neuroradiology and Radiology, as directed by the ABR, ABMS, etc. Prior service as an ASNR committee chair is required.

OTHER REMARKS

Requires strong service orientation, initiative, good judgment and ability to maintain composure. Ability to work independently and with large groups. A motivated individual with strong initiative and desire to succeed. Moderate domestic and local travel required (approximately 4-5 times per year). Overtime and weekend work required.