

# AMERICAN SOCIETY OF NEURORADIOLOGY POSITION DESCRIPTION

As of: April 2011

**TITLE OF POSITION:** PRESIDENT-ELECT  
**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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Past-President.)

**DIRECT REPORTING:** ASNR President

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## DESCRIPTION OF DUTIES

- The President-Elect has powers and exercises all duties of the President in the President's absence; and succeeds to the presidency upon the expiration of the President's term.
- Works closely with the President and Executive Director to ensure a smooth transition to the office of President.
- Serves as the chairperson of the Program Committee, and as a member of the Executive, Nominating, Financial Management, Education, Clinical Practice, and Administrative committees, and others as assigned by the President.
- Presides over the scientific and educational meetings of the Society, and appoints program committees as deemed necessary for the proper functioning of the Society's educational and scientific meetings.
- 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.
- Builds a working culture, respecting contributions of Executive Committee members and staff; and puts the Society's needs over personal rewards.
- Makes committee appointments for the following year (prior to the Annual Meeting), and with the assistance of the Vice-President.

## 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.