

# AMERICAN SOCIETY OF NEURORADIOLOGY POSITION DESCRIPTION

As of: April 2011

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

**DIRECT REPORTING:** Executive Committee and ASNR Members

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## **DESCRIPTION OF DUTIES**

- Presides over all meetings of the Society, and appoints committees as deemed necessary for the proper functioning of the Society.
- Serves as the chief volunteer officer of the organization and, in conjunction with the Executive Director, strives to achieve the Society's mission.
- Chairs the Administrative and Executive Committees meetings, and works with staff to develop the agenda that guides and mediates actions with respect to organization's priorities and governance.
- Leads the Executive Committee decision-making process; encourages planning, financial accountability, and evaluation of organizational performance.
- Appoints committee and task force chairs, serves as an ex-officio member on all committees, and attends selected meetings when possible.
- Assigns Officers and Executive Committee members to serve as liaisons for committees.
- Ensures regular assessment of the Executive Committee, its individual members, Officers and the Executive Director, by setting annual goals and expectations.
- Builds a working culture, respecting contributions of Executive Committee members; and puts Society needs over personal rewards.

## **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.