

**AMERICAN SOCIETY OF NEURORADIOLOGY POSITION DESCRIPTION**  
**As of: April 2011**

**TITLE OF POSITION:** SECRETARY  
**TERM OF POSITION:** 2 Years  
**DIRECT REPORTING:** Officers and ASNR Members

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**DESCRIPTION OF DUTIES**

- Serves as the chief records volunteer of the Society, and record keeper for all meetings, including the Executive and Administrative committees, the NER Foundation Board of Trustees, and the Annual Business Meeting.
- Serves as a member of the Executive, Rules, Education, Program, and Membership, committees, in addition to the NER Foundation Board of Trustees.
- Assures accurate and timely production of minutes.
- 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.