

# Rules of the Society of Directors of Academic Medical Physics Programs

Revision Date: 10-7-2015

## 1.0 Standing Committees

### 1.1 Executive Committee

#### Membership

The Executive Committee shall consist of the President, the President-Elect, the Chairman of the Board, the Secretary, the Treasurer, and, if appointed, the Executive Director. Additional members may be authorized according to the Rules.

#### Charge

The duties of the Executive Committee shall be in exercising general supervision of the business of the Corporation in the intervals between Board meetings as provided by the SDAMPP Rules and Policy.

### 1.2 Finance Committee

#### Membership

The Finance Committee shall consist of the Treasurer (chair) and at least 2 other members.

#### Charge

The Finance Committee will

1. prepare the annual budget for presentation to the Board at its December meeting,
2. negotiate contracts for services by external organizations (e.g., AAPM),
3. recommend changes/additions to SDAMPP income stream, as needed, and
4. maintain overall financial viability so that the goals of the Society may be achieved

### 1.3 Annual Meeting Committee

#### Membership

The Annual Meeting Committee shall consist of the President-Elect (chair) and at least 2 other members.

#### Charge

To organize the room, format, agenda and presenters for the Annual Meeting. To generate, with Board participation and approval, the agenda for the Annual Meeting. The committee will submit several topics for the Board review during the Spring Board Conference call. The agenda will be finalized via electronic board approval by Memorial Day; speakers will be requested as soon as possible.

### 1.4 Education Practices Committee

#### Charge

The Education Practices Committee (EPC) will consider and make recommendations on educational practice to the Board. The committee will

1. obtain, directly and/or from existing sources, survey data on graduate and residency program matriculation and completion rates, as well as other pertinent statistical information considered useful for directors of such programs,
2. investigate and bring forward to the Board issues of concern identified by members, and

3. encourage and facilitate the sharing of best educational practices among members

### **1.5 Professional Issues Committee**

#### Charge

The Professional Issues Committee will examine needs and demands on directors of academic programs for providing high standard education, improving educator practice, promoting best practice and policies that support the academic program directors as well as providing recommendations on SDAMPP professional policy and work, as appropriate.

### **1.6 Outreach Committee**

#### Charge

To augment the other communication efforts of SDAMPP, the Outreach Committee will recommend projects to the Board for webinar or other remote communication modalities including but not limited to:

1. Webinars for program directors, graduate students and residents,
2. Bulletin board, conference calls or other discussion groups dedicated to specific topics.

The role of the committee will be to evaluate projects based on time limits, need and available resources.

### **1.7 Publications Committee**

#### Membership

The Publications Committee will consist of the Web Page Editor and three Web Page Assistant Editors acting as liaisons to the Executive, Annual Meeting and Outreach Committees as well as members at large.

#### Charge

The charge to the Publications Committee is to manage operations for both electronic and print publication of materials necessary to foster the aims of the Society of Directors of Academic Medical Physics Programs. These materials can take the form of proceedings, webinars, pamphlets, reports, newsletters and other documents deemed necessary to achieve society goals. The initial primary publication will be the SDAMPP web page but will eventually include print materials as well as web accessible documents. The Publications Committee will work with the Annual Meeting Committee (Proceedings), Outreach Committee (Webinars) and others groups within the SDAMPP to assure that materials are properly edited and published in a timely manner. The Committee will recommend actions to the SDAMPP Board relative to achieving aims defined in this charge. Members of the Publication Committee will make recommendations concerning publication policy but ultimate publication decisions will be the responsibility of the Web Page Editor.

## **2.0 Ad Hoc Committees**

### **2.1 Trainee Affairs Committee**

#### Charge

The Trainee Affairs Committee will

1. evaluate issues affecting medical physics students and trainees and their respective training institutions,
2. develop educational and professional programs to enhance the development of trainees,
3. work with the AAPM Student and Trainees Subcommittee to create a venue for MP trainees to provide feedback and to become involved in the development of MP education, and
4. advise the Board on the need for policy actions necessary to improve medical physics education and training in both national and international programs

## **2.2 Global Activities Committee**

### Membership

The Global Activities Committee shall consist of one or more members and representative members from around the world who need not be members in the Society.

### Charge

The charge to the Global Activities Committee is to maintain communication with Directors of medical physics educational programs from other countries and continents to provide advice and recommendations for Board programs and actions. The goal is to promote widespread application of the latest educational methods and curricula necessary for the successful training of medical physicists worldwide for employment in education, research and clinical specialties necessary for state-of-the-art patient care.

## **3.0 Terms of Appointment**

### **3.1 Terms of Appointment of Chairs**

Chairs of standing committees, including councils, and categorical council committees, shall be appointed for three-year terms, once renewable, subject to annual reappointment, unless otherwise specified in the rules for that council or committee. Council Chair Designates shall be appointed in the year preceding the final year of the current Council Chair. Chairs of subcommittees and working groups shall be appointed for three-year terms, once renewable, subject to annual reappointment, unless otherwise specified in the Rules. Chairs of task groups shall be appointed for the lifetime of the task group, subject to annual reappointment. The term limits for appointment as chair of a given committee, subcommittee, or working group are not constrained by the length of time previously served as member, Vice-Chair or Chair-designate of the same body. After serving one term (or two consecutive terms) as chair, a Member shall not be eligible for re-appointment to the same chairmanship for a period of at least one year. It is desirable that more than one-year elapse between appointments as chair of a specific committee, subcommittee or working group.

### **3.2 Terms of Appointment of Members**

Voting members of standing committees, subcommittees and working groups shall be appointed for three-year terms, once renewable, subject to annual reappointment, unless otherwise specified in the Rules. Voting members of task groups shall be appointed for the lifetime of the task group, subject to annual reappointment, unless otherwise specified in the Rules. Ex-officio members shall be appointed and reappointed annually during their term of office. Consultants may be appointed for annual terms without limit to the number of terms. After serving one term (or two consecutive terms) as a member of a committee, subcommittee or working group, a Member shall not be eligible for re-appointment to the same body for a period of at least one year. It is desirable that more than one-year elapse between appointments as a member of a specific committee, subcommittee or working group.