

MSRC Job Descriptions

Introduction

The purpose of this document is to act as a "living breathing" guide to how the Minnesota Society of Respiratory Care (MSRC) operates. This document will help new officers, board members, AARC delegates, and committee members understand essential functions of their new positions. This will be accomplished by:

- Expanding on the official MSRC bylaw *Section 4. Duties of Officers* to a more comprehensive job description.
- Recording important dates and deadlines associated with the position.
- Facilitating the transfer of knowledge and information from the outgoing representative to their successor.

This document is in no way meant to replace existing MSRC bylaws; rather, this document is a guide that offers additional information.

The goal of this document is help facilitate smooth transitions between outgoing representatives and their successors. Additionally, this document will help MSRC members understand what would be involved if they were to volunteer to serve on a committee or run for an elected position within the organization.

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Presentation of Job Descriptions

This document will be organized as follows:

- I. MSRC Bylaw Duties
- II. Term and Limits
- III. Comprehensive Job Description
- IV. Important Dates and Deadlines
- V. Additional Information

President

I. MSRC Bylaw Duties

The President is the Chief Executive Officer of the Society. The President will: Preside at the Annual Business Meeting and all meetings of the Executive Government; prepare an agenda for the Annual Business Meeting and submit it to membership not fewer than thirty (30) days prior to such a meeting in accordance with Article VII of the MSRC of these Bylaws; prepare such an agenda for scheduled meetings of the Executive Government not fewer than fifteen (15) calendar days prior to such meeting; appoint standing and special committee chairpersons subject to the approval of the Executive Government; be an ex-officio member of all committees except the Elective and Nominations Committee. In addition the President will perform all duties associated with serving as a member of the Executive Government which include:

- Supervise all the business and activities of the Society within the limitations of the Bylaws.
- Grant charters to chapter affiliates that meet the requirements of affiliation according to Article X of the MSRC Bylaws.
- Adopt and rescind standing rules of the Society.
- After consideration of the budget, determine for the following year the remuneration, stipends, and other related matters.
- Perform such other duties as may be necessary or appropriate for the management of the Society.
- The Executive Government will meet preceding the Annual Business meeting of the Society and will hold not fewer than two (2) regular and separate meetings during the calendar year.
- Special meetings of the Executive Government are called by the President at such times as the business of the Society will require, or upon written request of two-thirds (2/3) of the Executive Government. The written request is filed with the President and Secretary of the Society.
- A majority of the Executive Government will constitute a quorum at any scheduled meeting. Official Society business must not be conducted unless a quorum is present.
- The rules contained in Robert's Rules of Order Revised will govern whenever they are not in conflict with the Bylaws of the Society or the AARC.

II. Term and Limits

The total term for holding the office of President of the MSRC is four years (One year as President Elect, two years as President, and one year as Immediate Past President).

III. Comprehensive Job Description

The President of the MSRC will have a four year commitment in relationship with this role. The first year served will be as President-Elect, in which the person will learn the duties of the President by working closely with their predecessor and will be the Chairperson of the Nominations Committee. The next two years, during their term, the President will be ultimately responsible for the MSRC and will schedule and lead four, quarterly BoD's meetings. In addition to BoD's meetings the President will also be responsible for all sub committees and any activities therein. The President will be the Chairperson of the Nominations Committee (see page 24) the first year of their actual term as well. During the second year of their term the President will begin to work with the new President-Elect to help them learn their new role. In the fourth year of the commitment this individual will serve as the current Past President continuing to mentor the new President

IV. Important Dates and Deadlines

There is a Google Doc with important dates and deadlines that is passed between Presidents.

V. Additional Information

President Elect

I. MSRC Bylaw Duties

The President-elect will perform such duties assigned by the President or the Executive Government, and will accede to the office of President and will assume the duties of the President in the event of a vacancy occurring in the presidency. In addition the President Elect will perform all duties associated with serving as a member of the Executive Government which include:

- Supervise all the business and activities of the Society within the limitations of the Bylaws.
- Grant charters to chapter affiliates that meet the requirements of affiliation according to Article X of the MSRC Bylaws.
- Adopt and rescind standing rules of the Society.
- After consideration of the budget, determine for the following year the remuneration, stipends, and other related matters.
- Perform such other duties as may be necessary or appropriate for the management of the Society.
- The Executive Government will meet preceding the Annual Business meeting of the Society and will hold not fewer than two (2) regular and separate meetings during the calendar year.
- Special meetings of the Executive Government are called by the President at such times as the business of the Society will require, or upon written request of two-thirds (2/3) of the Executive Government. The written request is filed with the President and Secretary of the Society.
- A majority of the Executive Government will constitute a quorum at any scheduled meeting. Official Society business must not be conducted unless a quorum is present.
- The rules contained in Robert's Rules of Order Revised will govern whenever they are not in conflict with the Bylaws of the Society or the AARC.

II. Term and Limits

The term of office for President Elect is one year.

III. Comprehensive Job Description

The President Elect works in close conjunction with the current Presidents in order to prepare for the role of President. The President Elect is also responsible for gathering nominees and filling out the ballot for the next year's MSRC election ballot.

IV. Important Dates and Deadlines

The MSRC election ballot must be complete for the BoD to approve at the 4th quarter meeting.

V. Additional Information

Vice President

I. MSRC Bylaw Duties

The Vice President will perform such duties as assigned by the President of the Executive Government. The Vice President will assume the duties but not the office of the President-elect in the event of the President-elect's absence and will continue to carry out the duties of the Vice President; serve as Chairperson of the Budget and Audit Committee and as Chairperson of the Long Range Planning Committee. In addition the Vice President will perform all duties associated with serving as a member of the Executive Government which include:

- Supervise all the business and activities of the Society within the limitations of the Bylaws.
- Grant charters to chapter affiliates that meet the requirements of affiliation according to Article X of the MSRC Bylaws.
- Adopt and rescind standing rules of the Society.
- After consideration of the budget, determine for the following year the remuneration, stipends, and other related matters.
- Perform such other duties as may be necessary or appropriate for the management of the Society.
- The Executive Government will meet preceding the Annual Business meeting of the Society and will hold not fewer than two (2) regular and separate meetings during the calendar year.
- Special meetings of the Executive Government are called by the President at such times as the business of the Society will require, or upon written request of two-thirds (2/3) of the Executive Government. The written request is filed with the President and Secretary of the Society.
- A majority of the Executive Government will constitute a quorum at any scheduled meeting. Official Society business must not be conducted unless a quorum is present.
- The rules contained in Robert's Rules of Order Revised will govern whenever they are not in conflict with the Bylaws of the Society or the AARC.

II. Term and Limits

The term of office for is two (2) years.

III. Comprehensive Job Description

The Vice President assists the President with projects and communications. The Vice President works in conjunction with the Treasurer to create the annual budget and is the Chairperson of

the Budget and Audit Committee (see page 22). The Vice President is the Chairperson of the Long Range Planning Committee (see page 30).

IV. Important Dates and Deadlines

- Mid-late September begin working on the budget with the Treasurer
- Set a deadline for committees to submit budget request forms
- Have a draft of the budget ready for vote prior to the 4th quarter BoD meeting

V. Additional Information

Reminders will need to be sent to committee chairs about budget requests and deadlines. All budget requests need to be shared with the Treasurer.

Treasurer

I. MSRC Bylaw Duties

The Treasurer will have charge of all funds and securities of the Society and endorsing checks, and notes, or other order for payment of bills, disbursing funds as authorized by the Executive Government and/or in accordance with the adopted budget and; depositing funds as the Executive Government may designate. She/he will see that full and accurate accounts are kept and; submit quarterly trial balances to the Executive Committee within twenty (20) days after the quarterly closing of the books and make a written quarterly financial report to the Executive Government. At the expense of the Society she/he is bonded in an amount determined by the Executive Government. In the event of the inability of the Treasurer to perform her/his duties, the President will assume the duties of the Treasurer. In addition the Treasurer will perform all duties associated with serving as a member of the Executive Government which include:

- Supervise all the business and activities of the Society within the limitations of the Bylaws.
- Grant charters to chapter affiliates that meet the requirements of affiliation according to Article X of the MSRC Bylaws.
- Adopt and rescind standing rules of the Society.
- After consideration of the budget, determine for the following year the remuneration, stipends, and other related matters.
- Perform such other duties as may be necessary or appropriate for the management of the Society.
- The Executive Government will meet preceding the Annual Business meeting of the Society and will hold not fewer than two (2) regular and separate meetings during the calendar year.
- Special meetings of the Executive Government is called by the President at such times as the business of the Society will require, or upon written request of two-thirds (2/3) of the Executive Government. The written request is filed with the President and Secretary of the Society.
- A majority of the Executive Government will constitute a quorum at any scheduled meeting. Official Society business must not be conducted unless a quorum is present.
- The rules contained in Robert's Rules of Order Revised will govern whenever they are not in conflict with the Bylaws of the Society or the AARC.

II. Term and Limits

The term of office for Treasurer is two (2) years.

III. Comprehensive Job Description

The Treasurer will serve on the Budget and Audit Committee with the Vice President (see page 22).

IV. Important Dates and Deadlines

- Mid-late September begin working on the budget with the Vice President.
- Set a deadline for committees to submit budget request forms.
- Have a draft of the budget ready for vote prior to the 4th quarter BoD's meeting.

V. Additional Information

Secretary

I. MSRC Bylaw Duties

The Secretary has the charge of keeping minutes of the Executive Government, regular business meetings, the Annual Business meeting and other meetings convened by the Governing Body. A copy of the minutes needs to be submitted after each aforementioned meeting to the Executive office of the AARC and to the Executive Government of the Society, including all chairs and members of the Standing Committees, no less than ten (10) days prior to the next scheduled business meeting. The Secretary holds the power to affix the official seal of the Society to documents. The Secretary will perform their general duties and those as assigned by the President or Executive Government. In addition the Secretary will perform all duties associated with serving as a member of the Executive Government which include:

- Supervise all the business and activities of the Society within the limitations of the Bylaws.
- Grant charters to chapter affiliates that meet the requirements of affiliation according to Article X of the MSRC Bylaws.
- Adopt and rescind standing rules of the Society.
- After consideration of the budget, determine for the following year the remuneration, stipends, and other related matters.
- Perform such other duties as may be necessary or appropriate for the management of the Society.
- The Executive Government will meet preceding the Annual Business meeting of the Society and will hold not fewer than two (2) regular and separate meetings during the calendar year.
- Special meetings of the Executive Government are called by the President at such times as the business of the Society will require, or upon written request of two-thirds (2/3) of the Executive Government. The written request is filed with the President and Secretary of the Society.
- A majority of the Executive Government will constitute a quorum at any scheduled meeting. Official Society business must not be conducted unless a quorum is present.
- The rules contained in Robert's Rules of Order Revised will govern whenever they are not in conflict with the Bylaws of the Society or the AARC.

II. Term and Limits

The term of office for Secretary is two (2) years.

III. Comprehensive Job Description

The Secretary keeps the meeting minutes during all board meetings. Discussion, motions, and voting results are recorded.

IV. Important Dates and Deadlines

Meeting minutes are created and emailed to all board members at least one week before the next board meeting. 10-15 copies of the last meeting minutes are brought to the next board meeting.

V. Additional Information

The Secretary is responsible for determining whether or not a quorum is met at each board meeting. A quorum constitutes eight (8) or more voting members. Voting members include: the President, President-elect (or Past President), Vice President, Treasurer, Secretary, Delegates (2), Board Members (8).

Immediate Past President

I. MSRC Bylaw Duties

The Past President will serve as an advisor to the Executive Government in matters pertaining to the interpretation of the Bylaws, serve as a member of the Long Range Planning Committee and will as deemed necessary by the President. In addition the Past President will perform all duties associated with serving as a member of the Executive Government which include:

- Supervise all the business and activities of the Society within the limitations of the Bylaws.
- Grant charters to chapter affiliates that meet the requirements of affiliation according to Article X of the MSRC Bylaws.
- Adopt and rescind standing rules of the Society.
- After consideration of the budget, determine for the following year the remuneration, stipends, and other related matters.
- Perform such other duties as may be necessary or appropriate for the management of the Society.
- The Executive Government will meet preceding the Annual Business meeting of the Society and will hold not fewer than two (2) regular and separate meetings during the calendar year.
- Special meetings of the Executive Government are called by the President at such times as the business of the Society will require, or upon written request of two-thirds (2/3) of the Executive Government. The written request is filed with the President and Secretary of the Society.
- A majority of the Executive Government will constitute a quorum at any scheduled meeting. Official Society business must not be conducted unless a quorum is present.
- The rules contained in Robert's Rules of Order Revised will govern whenever they are not in conflict with the Bylaws of the Society or the AARC.

II. Term and Limits

The term of Past President is one year (the year immediately following their term as President).

III. Comprehensive Job Description

The primary job of the Immediate Past President is to mentor the current President. The Immediate Past President acts as a resource to answer questions and makes sure they are receiving appropriate support and other resources they need to perform their job functions. The Immediate Past President is a member of the Long Range Planning Committee (see page 30).

IV. Important Dates and Deadlines

V. Additional Information

Board of Directors (Board Members)

The Board of Directors (BoD) will consist of **eight (8) elected members at-large**, the officers, and the members of the delegation.

I. MSRC Bylaw Duties

The Executive Government will have the power to declare an elected office vacant by a two thirds (2/3) vote upon refusal or neglect of any member of the Board to perform the duties of the office, or for any conduct deemed prejudicial to the Society. Written notice needs to be given to the member that the office has been declared vacant. In addition all members of the BoD will perform all duties associated with serving as a member of the Executive Government which include:

- Supervise all the business and activities of the Society within the limitations of the Bylaws.
- Grant charters to chapter affiliates that meet the requirements of affiliation according to Article X of the MSRC Bylaws.
- Adopt and rescind standing rules of the Society.
- After consideration of the budget, determine for the following year the remuneration, stipends, and other related matters.
- Perform such other duties as may be necessary or appropriate for the management of the Society.
- The Executive Government will meet preceding the Annual Business meeting of the Society and will hold not fewer than two (2) regular and separate meetings during the calendar year.
- Special meetings of the Executive Government are called by the President at such times as the business of the Society will require, or upon written request of two-thirds (2/3) of the Executive Government. The written request is filed with the President and Secretary of the Society.
- A majority of the Executive Government will constitute a quorum at any scheduled meeting. Official Society business must not be conducted unless a quorum is present.
- The rules contained in Robert's Rules of Order Revised will govern whenever they are not in conflict with the Bylaws of the Society or the AARC.

II. Term and Limits

The Term of Office for Directors at large is two (2) years. Four at-Large Directors are elected each year.

III. Comprehensive Job Description

Board members are responsible to attend and actively participate in board meetings while bringing knowledge and expertise regarding the respiratory care profession.

Board members have the ability to serve on or chair committees that are of specific interest. Additional volunteer opportunities will arise throughout their term such as: educational, philanthropic, administration, and public relations.

IV. Important Dates and Deadlines

V. Additional Information

Communicate with other members of the BoD and understand what they are working on and where help is needed.

Delegates

The delegation of the Society to the House of Delegates of the AARC will consist of the Delegate and Junior Delegate.

I. MSRC Bylaw Duties

1. Attend all meetings of the AARC House of Delegates and report the activities of the Society.
2. Attend the Annual Business meeting of the AARC as the representative of the Active and Life Members of the Society.
3. Furnish the Nominating Committee of the AARC with the names of qualified members for nomination to AARC Board of Directors.
4. At the direction of the Society present proposed Bylaws amendments to the AARC Bylaws Committee.
5. Perform such other duties of the office, as may be necessary or required.
6. Present an Annual Report of the Society activities to the AARC Chartered Affiliates Committee and to the Society.
7. The Delegate and Junior Delegate are voting members of the Executive Government
In addition the Delegates will perform all duties associated with serving as a member of the Executive Government which include:

- Supervise all the business and activities of the Society within the limitations of the Bylaws.
- Grant charters to chapter affiliates that meet the requirements of affiliation according to Article X of the MSRC Bylaws.
- Adopt and rescind standing rules of the Society.
- After consideration of the budget, determine for the following year the remuneration, stipends, and other related matters.
- Perform such other duties as may be necessary or appropriate for the management of the Society.
- The Executive Government will meet preceding the Annual Business meeting of the Society and will hold not fewer than two (2) regular and separate meetings during the calendar year.
- Special meetings of the Executive Government are called by the President at such times as the business of the Society will require, or upon written request of two-thirds (2/3) of the Executive Government. The written request are filed with the President and Secretary of the Society.
- A majority of the Executive Government will constitute a quorum at any scheduled meeting. Official Society business must not be conducted unless a quorum is present.
- The rules contained in Robert's Rules of Order Revised will govern whenever they are not in conflict with the Bylaws of the Society or the AARC.

II. Term and Limits

1. Term of office for the Delegate and Junior Delegate is two (2) years.
2. After a two (2) year term, the Junior Delegate will automatically accede to the position of Delegate for the following two (2) year term.

III. Comprehensive Job Description

The MSRC Senior and Junior Delegates attend all MSRC BoD meetings, participate in two AARC HOD meetings annually, and the AARC International Congress annually. The Delegates are responsible for bringing information back to the MSRC that they have learned from their experiences at the AARC House of Delegates meeting and the International Congress. A report is written for the next MSRC BoD meeting following the House of Delegates meetings and submitted to the Secretary. Generally, the Senior Delegate writes the report with input from the Junior Delegate. The Senior Delegate is a mentor for the Junior Delegate.

IV. Important Dates and Deadlines

V. Additional Information

Networking with other delegates at the House of Delegates meeting is a must. So much can be learned from our peers.

Medical Advisor

The Society will have at least one (1) Medical Advisor, a licensed Physician or Doctor of Osteopathy, who will have an identifiable role in clinical, or organizational, educational, or investigative respiratory care.

I. MSRC Bylaw Duties

The Medical Advisor will be an ex-officio member of all committees except for Nominations and Election Committees

II. Term and Limits

The Medical Advisor term of office will be for two (2) years.

III. Comprehensive Job Description

The MSRC Medical Director is a volunteer physician, usually a pulmonologist, who is recruited by the President Elect and then appointed by the newly installed MSRC President. The Medical Director shall serve concurrently with the President and shall be asked to advise and guide the MSRC BoD in any areas requiring the MSRC to take a stance on a medical practice or standard of care. The Medical Director shall be invited, but not required, to attend all MSRC BoD Meetings.

IV. Important Dates and Deadlines

V. Additional Information

Committees

The Standing Committees of the Society are: Education, Budget and Audit, Bylaws, Nominations, Elections, Judicial, Legislative, Long Range Planning, Membership, and Student Affairs. With the exception of the Budget and Audit and Long Range Planning Committees, the Chairperson of Standing Committees are appointed by the President subject to the approval of the Executive Government. Special Committees may be appointed by the President upon Executive Government Approval.

Every committee chair must submit a written annual report to the MSRC President no later than 15 days prior to the last board meeting of the year.

Education Committee

I. MSRC Bylaw Duties

1. The committee will consist of at least three (3) members and the ALA Liaison.
2. The Committee is concerned with the planning, organization, and presentation of continuing education to the members of the Society.
3. The Medical Advisor(s) or her/his designate will be a consultant member of this committee

In addition, the Education Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

Committee term of office is for one (1) year.

III. Comprehensive Job Description

The Education Committee Chair is responsible for planning MSRC educational events, like the Winter Workshop. The Education Committee Chair should give updates and suggestions to the BoD regarding any concerns or request surrounding continuing education for RTs in Minnesota.

IV. Important Dates and Deadlines

The committee chair must submit an annual report to the MSRC President no later than 15 days prior to the last meeting of the year.

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

Budget and Audit Committee

I. MSRC Bylaw Duties

1. The Committee is composed of the Executive Committee and the Medical Advisor or her/his designate and any other members as appropriate.
2. The Society Vice President is the Chairperson.
3. The Committee will prepare an annual budget for the next fiscal year to be presented to the Executive Government at the final business meeting of the current fiscal year. This budget is approved by a majority vote of the Executive Government prior to the next fiscal year. The committee will request an operating budget from each committee Chairperson at least thirty (30) calendar days prior to the preparation of the next fiscal year budget.
4. The Committee is required to submit four (4) quarterly internal audits and one (1) annual external audit to the Executive Government.

In addition, the Budget and Audit Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

Committee term of office is one (1) year.

III. Comprehensive Job Description

This committee performs most of its work during the third quarter and entails communicating with each committee to ensure they submit their budget request forms by a given deadline. After the budget request deadline, the committee meet to draft an initial budget. The budget is presented to the BoD at the fourth quarter meeting for discussion and approval. If changes need to be made, the Treasurer can amend the budget.

IV. Important Dates and Deadlines

The committee chair must submit an annual report to the MSRC President no later than 15 days prior to the last meeting of the year.

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

The Vice President is the chair of the Budget and Audit Committee. This committee is comprised of the Executive Committee (President, Vice President, President Elect (or Immediate Past President), Treasurer, Secretary).

Bylaws Committee

I. MSRC Bylaw Duties

1. The Committee will consist of three (3) members, one of whom is a Past President.
2. The Committee will receive and prepare all amendments to the Bylaws for submission to the Executive Government. The Committee may also initiate such amendments for submission to the Executive Government.
3. The Chairperson of the Committee will serve as advisor to the Executive Government in matters pertaining to the interpretation of the Bylaws.

In addition, the Bylaws Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

None.

III. Comprehensive Job Description

The Bylaws Committee is responsible for reviewing the MSRC Bylaws every 5 years. The Bylaws Committee chair forms an ad-hoc committee consisting of current MSRC members to review the content of the Bylaws and ensure that they accurately reflect the MSRC's current vision, operations, and needs. The review also entails going over the language, grammar, spelling of the document to ensure that it is accurate and up to date, and to ensure that all content is aligned with the AARC bylaws.

The reviewed/amended document is then made accessible to the MSRC membership for review and comment for 60 days. After 60 days, the bylaws subcommittee reviews the members' comments and either accepts or rejects any suggestions. The revised bylaws then go to the MSRC BoD for a vote. If the document is not accepted, the Bylaws Committee will resume work on the document with the BoD's changes in mind, and the revised document must be made

available to the electorate for an additional 60 days for review. If the reviewed/amended document is accepted and ratified by society wide vote, it is then forwarded to the AARC Bylaws Committee and AARC Board of Directors for final approval.

IV. Important Dates and Deadlines

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

Nominations Committee

I. MSRC Bylaw Duties

1. The Committee will consist of at least three (3) Active Members.
2. The Committee will prepare a slate of Officers and at-Large Directors for approval by the Executive Government at least 90 days prior to membership voting. It is the responsibility of the committee to insure that all nominees are Active Members of the Society at the time of nomination.
3. It is the duty of the Committee to make final critical appraisal of candidates to see that the nominations are in the best interest of the AARC and the Society through a consideration of personal qualifications are geographical representations as applicable.
4. Committee members will provide a pertinent biographical sketch of each nominee's professional activities and services to the organization, all of which is part of the ballot.

In addition, the Nominations Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

Committee term of office is two years (see below)

III. Comprehensive Job Description

The Chairperson of the Nominations Committee is the President Elect, and during years when there is no President, it is the President. The chair will be responsible to lead the committee to find individuals who are willing to run for the current openings for Officers, At Large Directors and Delegates.

IV. Important Dates and Deadlines

Ballot needs to be ready for approval by the 4th quarter BoD's meeting

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

Elections Committee

I. MSRC Bylaw Duties

1. The Committee will consist of at least three (3) Active members.
2. The President will appoint an impartial Elections Committee which will check the eligibility of each ballot and tally the votes prior to the Annual Business Meeting. The results of the election are announced at the Annual Business Meeting.
3. The Committee will prepare, receive, verify and count ballots for all elections held during the calendar year.
4. Committee members nominated and placed on the ballot for elections will resign from the Elections Committee and be replaced with another Active member appointed by the President for the remainder of the term.
5. The Ballot:
 - The Nominations Committee's slate and biographical sketches are made available to every Active Member and Life member in good standing at least thirty (30) days prior to the Annual Business Meeting. The Society's Executive Government will conduct the annual election electronically. A provision will be made for write-in votes on the ballot within the deadline specified for membership voting.
 - If the vote is to be conducted at the Annual Business Meeting, the date, time, and place are clearly indicated on the ballot. Provisions need to be made for absentee ballots to allow all eligible members the opportunity to vote.

In addition, the Elections Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

None

III. Comprehensive Job Description

The Election Committee is responsible to prepare the ballot for all MSRC elections and submit election results. Elections are held electronically and vote tabulation are provided by the site. The Election Committee will create a voting website, upload the candidate information and work with MSRC President to determine timeline/ send out voting notices/ reminders.

IV. Important Dates and Deadlines

Election deadline is determined so it will provide enough notice for new officers/ BoD to attend the Northern Regional Respiratory Care Conference (NRRCC)/Spring BoD meeting.

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

The key is to communicate with the nomination committee to get the finalized slate of candidates asap as it does take some time to gather all the bio info from the candidates. Also key to connect with the President to make sure you are on the same page regarding election timeline. Communicate with the Membership Chair/ President to get most current member list from AARC. Website and Social Media Committee leads to get information posted that way as well.

There is a binder available with more detail regarding how to set up the site and the election site from the past year will be closed, but available to look at as you build your new site.

Judicial Committee

I. MSRC Bylaw Duties

1. The Committee will consist of three (3) members from the Executive Government or previous Society Officers.
2. The Chairperson will have served at least one (1) year previously on this committee, if available.
3. The Committee will review formal written complaints against any individual Society member charged with any violation of the Society Bylaws or otherwise with any conduct deemed detrimental to the Society or to the AARC. Complaints or inquiries may be referred to the Committee by the Judicial Committee of the AARC.
4. If the Committee determines that the complaint justifies an investigation, a written copy of the charges is prepared for the Executive Government with the benefit of legal counsel if deemed necessary.
5. The written statement of charges will then be served to the member. The member will be given an opportunity for a hearing before the Committee.
6. After diligent review of the results of the hearing, the Committee will make their recommendations for action known to the Executive Government. A complete report, including copies of all documents may be sent to the Chairperson of the Judicial Committee of the AARC when appropriate.

In addition, the Judicial Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

None

III. Comprehensive Job Description

The committee's main function is to review, investigate, and provide guidance to the MSRC if formal written complaints are received by the Committee or the MSRC. The complaints would

be concerning behavior on the part of a MSRC member that is in potential violation of the MSRC's Bylaws, or conduct that could be damaging to the State Society, or the AARC. Complaints may be forwarded from the AARC.

Following initial investigation, the Judicial Committee would present a report to the Executive Government. Legal counsel may be necessary at this point.

The Judicial committee would forward a statement of concern (charges) to the member in question, and following a hearing with the individual a report of recommendations would be forwarded to both the Executive Committee and the AARC Judicial Committee.

IV. Important Dates and Deadlines

The committee meets only on an "as needed" basis.

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

Requirements:

Members must be a previous BoD member, delegate, or officer. There are 3 members, including the chair. The Judicial Committee Chair must have had a minimum of 1 year previous experience on the Judicial Committee.

Since the Committee has no expenses, a budget is generally not required.

To the knowledge of the current Judicial Committee Chair, the Judicial Committee has only had one item of concern in recent history (approximately 20 years). That item was not deemed necessary for any action after initial consideration.

Legislative Committee

I. MSRC Bylaw Duties

1. The Committee will consist of three (3) Active members.
2. The Committee will monitor activities of and provide liaison to legislative bodies, Executive Branch or Judicial proceedings that affect the practice and/or profession of respiratory care.
3. The Committee upon request of the Society's Executive Government, will prepare all documents deemed necessary to comply with all state or national government organizations.

In addition, the Legislative Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

None

III. Comprehensive Job Description

The Legislative Committee Chair is required to remain active through all legislative processes on both a state and national level. The chair and/or committee members will keep open lines of communication with our lobbyist. The chair shall hold committee meetings as needed to discuss any legislative changes that may be proposed and to motivate the committee to take action when necessary. This individual leader will actively participate in Virtual Lobby Week and shall ensure that two (2) MSRC representatives attend the AARC Capitol Hill Day in Washington D.C. The Legislative Committee Chair will report any changes or concerns back to the MSRC BoD.

IV. Important Dates and Deadlines

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

Long Range Planning Committee

I. MSRC Bylaw Duties

1. The Committee will consist of the Vice President who will serve as the Chairperson if possible and all previous Society Presidents who are still members.
2. The Committee will serve in an advisory capacity to the Executive Government.
3. The Committee is concerned with the long range goals and activities of the Society.

In addition, the Long Range Planning Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

The current Vice President is the chairperson of this committee and the committee is made up of all past Presidents

III. Comprehensive Job Description

The primary responsibility of this committee is to determine the RT of the Year, Past President plaque, and new President gavel and sound block. The Vice President works with the committee and current President to reach out to respiratory therapists via social media and other communications to ask for nominations.

IV. Important Dates and Deadlines

Schedule a meeting at least six to eight weeks prior to the NRRCC to go over nominations with the committee.

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

You will need to “blind” each nomination submitted so that the committee is able to review candidates without revealing the name or workplace (or any other identifier that could introduce bias). The Vice President will have knowledge of the nominees and therefore will not be able to cast a vote. The decision for the RT of the Year award must be kept confidential and not shared with anyone outside of the committee prior to the award presentation.

Membership Committee

I. MSRC Bylaw Duties

1. The Committee will consist of at least three (3) Active Members.
2. The Committee will upon request, investigate the background and experience of applicants for membership.
3. The committee will review and evaluate membership services and benefits.
4. The committee will maintain an accurate roster of Society members.

In addition, the Membership Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

None

III. Comprehensive Job Description

The Membership Committee is responsible for planning and promoting new ways to recruit and retain MSRC members. The Membership Committee maintains an accurate roster of MSRC members and is able to provide said roster to the MSRC Elections Chair as requested. Finally, it serves as a conduit for communication of membership services, benefits, and changes at the AARC level.

IV. Important Dates and Deadlines

- Submit membership reports to the President and Secretary prior to each MSRC meeting.
- Determine and submit a budget for the next fiscal year to the Budget and Audit Committee according to their established deadline.
- Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

Student Affairs Committee

I. MSRC Bylaw Duties

1. The Committee will consist of the Chairperson and to provide the opportunity for one (1) student representative from each education program that is accredited by an AARC-recognized agency or is seeking accreditation by an AARC-recognized agency.
2. The Committee is concerned with the student activities, awards, scholarships, employment opportunities, publications, and any other activities that will enhance student involvement in the Society.

In addition, the Student Affairs Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

None

III. Comprehensive Job Description

The Student Affairs Committee chair has primary responsibilities of coordinating communication to and from respiratory care educational programs and their students. This includes planning and execution of the yearly MSRC student Job Fair and assisting with student activities at the NRRCC.

IV. Important Dates and Deadlines

- Job Fair is usually held in February or March each year and notifications to vendors need to be sent out in December or January.
- Coordination with St. Catherine (or hosting site) needs to take place early.
- Budget needs to be submitted for the Job Fair and other student activities inline with Budget rules.

- Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

The 2016-2017 Student Affairs Committee drafted goals at the beginning of the term. The goals included:

1. Improve communication between the Student Affairs Committee and all Minnesota respiratory care programs.
2. Increase involvement of northern respiratory schools in events such as the Job Fair (Student Sputum Bowl) and the NRRCC.
3. Expand Job Fair student invitations to schools in Wisconsin, Iowa, North and South Dakota.
4. Increase vendor participation to the Student Job Fair.
5. Recruit a diverse Student Affairs Committee membership
6. Work with the MSRC Website Committee to create a user-friendly and comprehensive student resource site (get them coming to the site early and they will continue to visit it).

Website Committee Chair

I. MSRC Bylaw Duties

There is no committee duties specific to the Website Committee as defined by the MSRC bylaws, but the Website Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

None

III. Comprehensive Job Description

The Website Committee needs to maintain a working relationship with the web designer of the current MSRC website as the technical aid. Direction is taken from the MSRC President for what to add to the website. Events are created for MSRC business and direction and information for this is through committee chairs. The web pages are updated as need to keep membership informed about MSRC business. Activate job posting when notified by the Treasurer. Ensure the website is working efficiently.

IV. Important Dates and Deadlines

Contact web designer/technical aid each year midsummer to do a website review and update plugins. This is the lowest activity time on the website.

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

- Pay special attention to the landing page of the MSRC website - this includes important information that membership needs to know with links to webpages with additional

information. These updates require special attention to create and rotate as dates come and go.

- Have a working knowledge (not extensive) to be able to work with WordPress
- Have a working knowledge to be able to resize photos to fit into website designated placeholders (i.e. front page slider) and other media manipulation as needed. (See YouTube in a pinch)
- Educate a designated group of editors to the website. These individuals can cover more ground with posting events, and updating specific web pages without needing to contact the webmaster. A check and balance system can be set up where revisions need to be approved by a designated individual.
- Consider President elect or past President as special designee by current President to collaborate with website committee for updates, additions, and special projects.

Scholarship Committee

I. MSRC Bylaw Duties

There is no committee duties specific to the Scholarship Committee as defined by the MSRC bylaws, but the Scholarship Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

Committee Composition and General Duties which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

None

III. Comprehensive Job Description

The Scholarship Committee notifies via email all the RT Program Directors/Instructors in MN in January of each year information about the 3 scholarships that the MSRC currently has (Shirley Johnson, Allina and Helmholtz). They are to disperse this information to their students. The MSRC website person should have all the current year data posted on the MSRC website as well for the students to reference.

Students are given 6-8 weeks to submit papers. Papers are submitted to a Co-chair of the scholarship committee. This person will “blind” the papers before sending them on to the rest of the committee for reading & grading. We allow 2 weeks to finish grading papers.

IV. Important Dates and Deadlines

- Notify via email all the RT Program Directions/Instructors in Minnesota January each year.
- Students are allowed 6-8 weeks to submit papers.
- “Blind” the papers within 2 weeks of receiving.
- Complete grading of papers mid-March.
- Notify winners of scholarships at the NRRCC (held at the end of April/beginning of May).

- Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

The Treasurer needs to be notified of the winners/recipients as well so the checks are available at the NRRCC.

Northern Regional Respiratory Care Conference Joint Executive Committee (NRRCC JEC)

I. MSRC Bylaw Duties

There is no committee duties specific to the NRRCC JEC as defined by the MSRC bylaws, but the NRRCC JEC Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

There are five Presidentially appointed members.

III. Comprehensive Job Description

CHAIRPERSON: the Chairperson is the chief executive officer of the JEC (10 total members) of the State hosting the convention. The position is co-chaired by the non-host state.

The Chairperson is responsible for the on-site management of the annual NRRCC meeting. The incumbent is responsible for signing all contracts as deemed necessary to operate the NRRCC. The Chairperson will make all the appointments necessary for the successful planning of the NRRCC.

The Chairperson will appoint planning committee chairs (i.e. Speaker/CEU's, Sputum Bowl, Entertainment, Public Relations, Publications, Registration, and Student Affairs) and will set the agenda for all conference call planning meetings.

The Chairperson will work in unison with the MSRC Vice President and Treasurer to develop an annual conference budget.

Facilities Director (Co-chaired)

Incumbents are responsible for assisting the Chairperson in making hotel and convention center contracts, assisting with on-site management of the NRRCC, arranging for audio-visual equipment, facilities insurance, ordering directional sign posters, submitting program details for electronic marquee display, meals and hospitality service, and blocking rooms for program

speakers and selected Planning Committee members. Facilities will liaison with Registration and Entertainment to provide needed space accommodations.

IV. Important Dates and Deadlines

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

Disaster Committee

I. MSRC Bylaw Duties

There is no committee duties specific to the Disaster Committee as defined by the MSRC bylaws, but the Disaster Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

None

III. Comprehensive Job Description

The Disaster Committee chair will be responsible for disaster preparedness as it relates to respiratory care for the state of Minnesota. They will coordinate with the MN Dept. of Health Director in the time of an event or any disaster-related events, to include preparedness. The chair will also be responsible for timely updating of the MN ventilator survey, with an entire update due every 5 years from the previous update. Once the ventilator survey is complete, resend a final copy to all personnel that are on the list and another copy to the MN Dept. of Health for their review/knowledge of ventilator and RT staff available in the event of a disaster. The chair will work with others in the committee and volunteers to make certain the hospitals of Minnesota have the resources needed to contact others for help if the need arises. The chair will be responsible for attending the MSRC meetings to help with input of their activities as it relates to disaster preparedness.

IV. Important Dates and Deadlines

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

I wish I had contact with more people in the MSRC and disaster committee before starting on this journey. Having said that, once a mission was put forth, everyone has been very helpful. That being said, use your resources and ask for help as we all have specific abilities and contacts for helping others. Be active, help others when asked and don't be shy to ask if you need it.

Social Media

I. MSRC Bylaw Duties

There is no committee duties specific to the Social Media Committee as defined by the MSRC bylaws, but the Social Media Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

None

III. Comprehensive Job Description

The Social Media Chair manages the official MSRC social media accounts. At this time it includes: Facebook, Twitter, and LinkedIn. Additional accounts could be added if a social media platform is seen to be relevant by the MSRC board. Management of these accounts includes: monitoring content to ensure that only appropriate things are posted. The social media chair will also remove inappropriate material if it is found on the given platform. Additionally, the social media chair utilizes the social media platforms to provide information to the membership via social as needed.

IV. Important Dates and Deadlines

Management takes place in real time and is time sensitive.

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

Public Relations

I. MSRC Bylaw Duties

There is no committee duties specific to the Public Relations Committee as defined by the MSRC bylaws, but the Public Relations Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

None

III. Comprehensive Job Description

The Public Relations chairperson is responsible for organizing the social events. Historically one social event has taken place in the fall and usually coincides with Respiratory Care Week. The events should be designed to promote respiratory therapists and give back to the community. Examples of past events are a bowling fundraisers and a 5k run/walk. The chairperson of the Public relations committee also serves on the Entertainment Committee for the NRRCC and works closely with membership committee to keep members engaged.

IV. Important Dates and Deadlines

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information

Sputum Bowl Committee

I. MSRC Bylaw Duties

There is no committee duties specific to the Sputum Bowl Committee as defined by the MSRC bylaws, but the Sputum Bowl Committee will be responsible for elements defined in MSRC bylaws *Section 4. Committee Composition and General Duties* which include:

- The Chair will submit a written annual report to the President and Secretary of the Society at least fifteen (15) calendar days prior to the Annual Business Meeting. The Committee Annual report is presented to the membership at the Annual Business meeting.
- Each Committee Chairperson requiring operating expenses will submit a budget for the next fiscal year to the Budget and Audit Committee not fewer than fifteen (15) calendar days prior to the preparation of the next fiscal year budget.

II. Term and Limits

None

III. Comprehensive Job Description

The sputum bowl committee is in charge of organizing and conducting the Student Sputum Bowl at the St. Kate's Job Fair and the Therapist Bowl at the NRRCC. In addition, the committee facilitates communication with the AARC in regards to reviewing current rules and references for the competition, as well as application to the National Competition.

Duties Include:

- Annually revising state rules and references to ensure they are consistent with the national rules.
- Creating/revising applications, roster forms and templates for the state competitions.
- Communicating with the MSRC web director to get information posted on the website.
- Communication with the RT programs in the state to have information about the student competition disseminated to the students.
- Collecting, reviewing and compiling questions for the competitions.
- Coordinating for volunteers to assist with running the competitions.
- Submitting application and questions (that team have written) for the national competition.

IV. Important Dates and Deadlines

Budget information must be submitted to the Budget and Audit Committee during the third quarter.

V. Additional Information