

## CMIA BOARD OF DIRECTORS - DUTIES OF THE OFFICERS

### 1. Chairperson

- a. Shall conduct and preside over all Board meetings.
  - b. Shall be responsible for all Chapter function and interest.
  - c. Shall insure that Officers of the Board perform duties and assignments.
  - d. Shall appoint committees when deemed necessary.
- Presides over all board and general membership meetings.  
Chairs the board of directors and has other powers, as may be assumed as reasonably belonging to the board chairman.  
Coordinates overall planning and activities.  
Attends all board and organization meetings and functions.  
Appoints all committee chairpersons (or these may be elected, depending on the organization's bylaws).  
Assures that all documents, certificates, and reports have been filed as required by local, state, and federal laws.  
One of the officers who signs checks and drafts.  
An active member of the organization.

### 2. Chairperson Pro Tem

- a. Shall assist the Chairperson administratively.
- b. Shall insure that committees report back in a timely manner.
- c. Shall follow-up on overdue reports.
- d. Shall inform the Chairperson of any activities that do not conform to CMIA standards.

### 3. Secretary

- Becomes acting Chairman in the absence or inability of the president to exercise the duties and office.  
A voting member of the board of directors.  
Typically chairs the program/meeting arrangements committee.  
Attends all board and organization meetings and functions.  
An active member of the organization.  
Records and distributes board and organization meeting minutes.  
A voting member of the board of directors.  
Files any certificate required by any federal or state statute.  
Maintains the current membership mailing list  
Coordinates distribution of meeting notices and communications with the communications/newsletter committee.  
1 Maintains a directory of all officers, board members, and committee chairpersons for each fiscal year. Attends all board and organization

- a. Shall maintain the general records, including the Board Minutes, Chapter Minutes and Financial reports.
- b. Shall distribute minutes of the Board meetings no later than 30 days after the last Board meeting.
- c. Shall receive and maintain all Chapter minutes.
- d. Shall maintain current copy of the Constitution, By-laws and Statement of Ethics and all Amendments.
- e. Shall maintain an accurate list of all Chapter Officers and members, past and present.
- f. Shall maintain an accurate list of all Board Members and Officers.
- g. Shall mail applications and information package to prospective corporate members.
- h. Shall call the roll when required.
- i. Shall inform Chapter Newsletter Editors to exchange newsletters with their counterpart.

#### **4. Treasurer**

- a. May be required at the discretion of the Chairperson to be bonded. The bond fees shall be paid from the Boards' treasury.
  - b. Shall collect all monies and deposit the sum in the local bank in the Boards name.
  - c. Shall pay out monies only on the authority of the Chairperson. All authorized checks must be signed by the Chairperson and Treasurer.
  - d. Shall give reports to the Board as to its financial standing at the Board meeting when requested.
  - e. Shall collect all monies due from the Chapters.
  - f. Shall submit a financial report to the Board and all Chapters semi-annually.
  - g. Shall file with the Internal Revenue Service and the State Board of Franchise, necessary documents
- Monitors the collection and disbursements of all organization monies.  
Works with the accountant hired by the organization, reviewing all tax and other financial filings.  
A voting member of the board of directors.  
Deposits organization funds in an insured financial institution and maintains a checking account and an interest-bearing savings account in the organization's name.  
Provides a financial report at each board and membership meeting and an annual report.  
An active member of the organization required by law.
- h. Shall mail renewal invoices to corporate members no later than the 11th month of the current year.

## CMIA CHAPTER OFFICERS

Officers shall be nominated for each office by the membership at the last meeting of the calendar year. Terms of office shall be two consecutive years. Election of each officer shall be by written ballot received by the secretary prior to or at the January annual meeting. Election shall be by plurality vote.

### **President:**

The president shall preside at all the meetings of the directors and members, and shall have the general management and control of the business affairs. The president shall sit on the board of affiliated professional organizations; if he is unable to fill this position he shall appoint a designated representative.

### **Vice President:**

The Vice President shall assist the President, and in the President's absence or inability shall perform all his duties and exercise the power of the President.

### **Secretary:**

The Secretary shall keep the minutes of all proceedings of the officers and members, and shall attend to the giving and serving of all notices to the members of the society, and shall keep a list of membership.

### **Treasurer:**

Shall give reports to the Board as to its financial standing at the Board meeting when requested.

e. Shall collect all monies due from the Chapters.

f. Shall submit a financial report to the Board and all Chapters semi-annually.

### **Board Members x (2)**

Attend the annual State Board meeting Spring and Fall. Report up from the chapters on local chapter activities, Give verbal treasurer reports. Be part of the education, symposiums, social media, awards committees. Report back to the chapter's activities at the CMIA state level.

## **COMMITTEE RESPONSIBILITIES**

The following descriptions are ONLY guidelines and are not put forth as roles and regulations. Differences in the goals and constituencies of each biomedical organization will force variations in how these guidelines are applied. Note that all committee members must be active members of the organization.

### **Vendor Liaison Committee (or individual):**

Deals with other biomedical organizations and similar professional associations in the same market, to exchange ideas, promote programs, and discuss potential programs

### **Program/Meeting Arrangements Committee**

Plans and executes all organization meetings.

Identifies and recruits' speakers.

Identifies and coordinates potential tours.

Develops and distributes annual Events Schedule.

Responsible for setting up, registering, and signing in all participants in conjunction with membership committee.

### **Membership Committee**

Responsible for membership growth and retention.

Recruits a corporate representative at each local hospital or other health care facility to notify colleagues of upcoming events.

Maintains a current membership mailing list and coordinates its accuracy with the organization's secretary.

Works with organization officers to develop methods of attracting and retaining members.

Comprised of members (ideally the past presidents) who have no personal involvement in the election. Chaired by a past president or the out-going president.

Reviews the entire membership list in settling on a final slate.

Keeps all discussions regarding nominees confidential and within the nominating committee.

Contacts proposed nominees to determine their interest and explain their responsibilities.

Requests nominee agreement in writing before the election.

Presents full slate of nominees to the board of directors (officers and directors) for final approval, prior to the election by the full membership.

Provides written ballots and records the results of the elections as outlined in the bylaws.

Factors to consider in reviewing candidates for nomination

### **Awards Committee**

Responsible for applications and judging of CMIA annual awards and ordering plaques & awards

### **Symposium Committee**

Plans the annual State Vendor Fair and Symposium

## **Website and Social Media Committee**

Is responsible for the website and social media platforms

### **CMIA ADVISORY COUNCIL CHARTER**

#### **1. Purpose**

The purpose of the Advisory Council of the Board of Directors of California Medical Instrumentation Association (CMIA) is:

1. To oversee the organization of the Board to discharge the Board's duties and responsibilities properly and effectively;
2. To ensure that proper attention is given, and effective responses are made, to member concerns regarding corporate governance;
3. To assist and perform other duties and responsibilities the Board seems necessary
4. To make suggestions, recommendations and to improve the organizations consistent with the goals indicated in the constitution.

#### **II. Membership and Procedures**

1. **Membership and Appointment.** The council shall consist of Life Members and members from other chapters who are in good standing and shall be appointed by the Board.
2. **Removal.** The entire council or any individual member may be removed from office with or without cause by the affirmative vote of a majority of the Board. Any member may resign upon giving written notice to the Chairman of the Board, the State Secretary, which resignation shall be effective at the time such notice is give. (Unless the notice specifies a later time for the effectiveness of such resignation)  
If the resignation of a member is effective at a future time, the Board may elect a successor to take office when the resignation becomes effective.
3. **Chairperson.** A chairperson of the council maybe voted within the delegation. In the absence of such designation, the Chairman of the Board may be designated to appoint the Chairperson. The Chairperson shall determine the agenda, the frequency and the length of the meetings. The Chairperson shall establish such other rules as may from time to time be necessary and proper for the conduct of business of the council.
4. **Secretary.** The Council will appoint a Secretary whose duties and responsibilities shall be to keep full and complete records of the proceeding of the council for the purposes of reporting activities to the Board and to perform all other duties as may from time to time be assigned to him/her.