

August 2003

RESPONSIBILITIES OF OFFICERS/NEW YORK SOCIETY OF NEPHROLOGY

President:

- 1) Forward to the incoming Vice President, all information regarding CME.
- 2) Oversee the workings of the organization
- 3) Participate in solicitation of donations from proprietary organizations
- 4) Organize the signing over of the check book to the incoming officers
- 5) Organize periodic meetings of the officers
- 6) Generate annual letter to KUFA requesting educational support
- 7) Take minutes of CME meetings

Vice President:

- 1) In June, forward the incoming Secretary/Treasurer all information regarding program mailings (such as the template, mailing address list etc), information regarding ordering of new stationary
- 2) Bring CME evaluation forms to each meeting (approx 60)
- 3) Collect completed CME forms at the end of each program and keep track of the number of CME credits due each participant
- 4) At the end of the academic year, produce CME certificates for each paying member based on the number of hours he/she attended the lectures and mail to each such member.
- 5) At the end of the academic year, provide the CME information in tabular/graph form to the CME officer.
- 6) At the end of the program year, order a plaque in honor of the outgoing NYSN president.
- 7) Participate in solicitation of donations from proprietary organizations

Secretary/Treasurer:

- 1) Provide incoming program chairperson with disclosure and evaluation forms for the speakers for the upcoming academic year, as well as the invite letter templates etc for the program.
- 2) Manage the bank account by keeping a record of all deposits and withdrawals/checks written.
- 3) Keep and organize the bank statements and reconcile with #1.
- 4) Collect and record all dues paid by the organization's members (and provide this list to the Vice President at the end of the academic year).(Dues are to be deposited in bank account)
- 6) Be responsible for the program mailings which include: a) yearly program schedule and b) monthly program schedules to be mailed approximately 2 weeks before each meeting date.
- 7) Order new stationary with updated officer information.
- 8) Participate in solicitation of donations from proprietary organizations

Program Chairperson:

- 1) Select and recruit speakers for all the meeting dates over the academic year (and provide list to Secretary/Treasurer and rest of officers). Organize speakers' travel and hotel arrangements. Send thank you notes on behalf of the NYSN to speakers.
- 2) Organize and collect appropriate forms from speakers (disclosure, evaluation etc), and provide such at the end of the academic year to the CME officer.
- 3) Organize the yearly Fellows' Night (organize a committee to choose the participants and a group to judge the presentations) and act as point person for KUF sponsorship of event
- 4) Participate in solicitation of donations from proprietary organizations.
- 5) Keep track of NY Renal divisions who invited NYSN speakers to speak at their institution, during their visit with and collect \$300 from each.

