



# **OPERATING PROCEDURES**

*for the*

**Physics, Instrumentation and  
Data Sciences Council**

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**OPERATING PROCEDURES**  
**for the**  
**Physics, Instrumentation and Data Sciences Council**  
**of**  
**THE SOCIETY OF NUCLEAR MEDICINE AND MOLECULAR IMAGING, INC.**

**I. MISSION:**

The Society of Nuclear Medicine and Molecular Imaging (SNMMI) recognizes the need for sub-specialty interests/expertise within the field of nuclear medicine. Councils provide the expertise, professional networking, and educational programs for nuclear medicine professionals in respective areas and serve as a resource for development and implementation of SNMMI policy.

Mission of Councils:

- Provide a forum for members with like interests
- Provide sub-specialty expertise in the field to the membership-at-large
- Foster research and education in their area of interest
- Serve as a resource to SNMMI Leadership
- Provide outreach to other professionals and organizations

The Physics, Instrumentation and Data Sciences Council, hereafter referred to as the Council, is a group within The Society of Nuclear Medicine and Molecular Imaging, Inc., hereafter referred to as the Society, dedicated to the interchange of scientific and medical ideas among Society members who have interest in the creation and analysis of molecular images including evaluation, development, optimization and proper use of instrumentation as well as algorithms and software employed in nuclear medicine and molecular imaging. The overall mission of the Physics, Instrumentation and Data Sciences Council is to:

- (a) provide a forum for members with similar interests
- (b) provide expertise in the field of interest to the membership
- (c) foster research and education in the field of interest
- (d) provide outreach to other professionals and organizations
- (e) nurture new membership into the Society
- (f) serve as a resource to SNMMI Leadership

**II. OBJECTIVES:**

- A.** To establish and maintain an organization of members with an interest in medical physics, instrumentation, computing and data analysis for the purpose of providing a forum and a mechanism, whereby information relating to medical physics, instrumentation, computing and data analysis may be discussed and disseminated. The Council will distribute a newsletter to the membership at least twice a year. The Council will maintain an updated website under the auspices of the Society.
- B.** To provide a mechanism for the promotion of the effective use of medical physics, instrumentation, computing and data analysis in diagnostic, therapeutic, and investigative applications of nuclear medicine. The Council will provide a mechanism at the annual (summer) meeting for rewarding young investigators, if appropriate, who excel in research or educational activities.
- C.** To provide a source of information relating to medical physics, instrumentation, computing and data analysis to the Society of Nuclear Medicine and Molecular Imaging.

The Council will offer assistance to the Scientific Program committee, recommending reviewers and other volunteers for various positions on the committee.

- D.** The Council will submit an annual business plan and budget, outlining its planned activities for the subsequent twelve months, to the Society's Board of Directors.

### **III. MEMBERSHIP**

Membership is open to all Society members in good standing, including physicians, scientists, technologists and other interested parties. Membership in this council may be obtained by indicating the desire to join during the annual renewal of SNMMI membership or by filing an application with the Society at other times of the year. Council membership is voluntary and council membership dues over and above the regular Society Membership Dues are required. Council dues are further described in section VI.

### **IV. ORGANIZATION**

The Society has four (4) organizational categories: Chapters, Centers, Councils, and the Technologist Section. Each organizational component is an integral part of the Society with representation in the House of Delegates. Councils are not legally separate entities from the Society and must act in accord with Society policies and procedures.

### **V. OPERATING PROCEDURES**

Councils adhere to Society Bylaws and policies, while operating under their own Operating Procedures and budget process approved by the Society's Board of Directors. The Operating Procedures of each Council shall be approved by the Society's Committee on Councils. These Operating Procedures must be consistent with the Bylaws and policies of the Society

### **VI. DUES**

Dues for membership in the council/center will be determined by the council/center's Board of Directors. Dues are payable by October 1 of each year and collected with the annual dues billing process of the Society. The rights and privileges of council membership including voting, holding of office, committee membership, and the participation in meetings. These rights and privileges are suspended during the period of delinquency and will be reinstated upon payment of delinquent dues within the year.

### **VII. BOARD OF DIRECTORS**

#### **A. Composition**

The Council Board of Directors is composed of the following: (a) Six elected non-officer board members, one of which shall be a member of the Technologist Section, (b) the Officers of the Council (President, Vice President, Vice President-Elect, Secretary, Treasurer), (c) the Immediate Past President, (d) the SNMMI Board Liaison, and € the Intern if the Council has one. The Officers, six elected non-officer board members and Immediate Past President are voting members of the Board. The intern and SNMMI Board Liaison do not have voting privileges.

Half (three) of the Council's non-officer Board members will be elected each year resulting in a mixture of first-year and second-year Board members. Any Council member elected to the Society's House of Delegates or serving on the Society's Board of Directors, who is not already a member of the Council's Board of Directors, will be an "Ex-Officio" member of the Council's Board without vote. Individuals representing other Councils, Committees of the Society or other

organizations may be nominated by their respective organizations to serve as liaisons to the Council, providing the Council Board approves the nomination. All approved liaison representatives will be invited to attend Board and Council meetings but shall have no vote unless they are Board members.

### **B. Meetings of the Board**

The annual meeting of the Board will be held in conjunction with the Annual meeting of the SNMMI. The Council President will determine if the Board of Directors will meet at the Mid-Winter meeting. Special meetings of the Board may be called by the President of the Council or by a simple majority of the voting Council Board members.

### **C. Quorum:**

A quorum will consist of a simple majority of voting members on the Board of Directors.

### **D. Standing Rules:**

The Board may adopt standing rules without previous notice, by two-thirds majority vote of those members in attendance at a business meeting. At any meeting these rules may be suspended by a two-thirds majority vote, or they may be amended or rescinded by a two-thirds vote. If notice of the proposed action was given at a previous meeting or in the call for this meeting, they may be amended or rescinded by a simple majority vote.

### **E. Removal:**

Any person holding elective office under these Operating Procedures may be removed from office by a two-thirds vote of the entire Council Board of Directors (voting members). Formal charges will be made and circulated to all members of the Board and to the officers charged. The officer charged will have the right to personal appearance and defense before the Board at any regular or special meeting (to include teleconference). The officer will also have the right to appeal the Board's decision to the Board of Directors of the Society for final disposition.

## **VIII. OFFICERS**

### **A. Officers:**

The officers of the Council are the President, Vice President, Vice President-Elect, Secretary, and Treasurer.

### **B. Term:**

The term of office of the President shall be one year and he/she cannot succeed him/herself; the President ascends to this office after serving as Vice President. The term of office of the Vice President shall be one year and he/she cannot succeed him/herself; the Vice President ascends to this office after serving as Vice President-Elect. The term of Vice President-Elect shall be one year, and he/she is elected to this office by the membership of the Council. The term of office of the Secretary shall be two years. The term of office of the Treasurer shall be two years. The first year of the Treasurer's term shall coincide with the second year of the Secretary's term. The Secretary and Treasurer are elected by the membership of the Council. The term of an officer shall commence with the conclusion of the annual Business Meeting of the Council and terminate at the conclusion of the subsequent annual Business Meeting.

**C. Vacancies:**

In the event of a vacancy in the office of President, the Vice President shall assume the office of President for the unexpired term in addition to the elected term. In the event of a vacancy in the office of Vice President, the President shall appoint an individual, with approval of the council Board of Directors, until the next annual election. In the event of a vacancy in the offices of Secretary or Treasurer, the Council's Board of Directors shall appoint an individual until the next annual election. The individual filling the vacancy for the Secretary or Treasurer will not be limited from holding a full term of that office if elected.

**D. Responsibilities:****1. President:**

Presides at all meetings of the Council Board of Directors, the annual Business Meeting of the Council and any special meetings that may be called. He/she appoints members and chairpersons to any special committees. He/she is an ex-officio member of all committees. He/she represents the Council's interest at meetings of the Society and serves ex-officio with voting privileges on the Society's Committee on Councils and Centers. He/She is a member of the Society's House of Delegates. He/She acts in an emergency situation without a meeting of the Board with the consent of the majority of the Board of Directors. He/she is responsible for providing reports to the SNMMI management and/or the Society's Board of Directors and House of Delegates describing the activities of the Council. He/she is involved in the annual budgeting process of the Council. The President is a member and chair of the Council's Program Committee.

**2. Vice President:**

He/She will assume the presidency at the conclusion of the term of the President. He/she will fill the immediate functions of the President in case of temporary or permanent absence or disability. He/She is a member of the Society's House of Delegates. He/she is editorially responsible for the Council newsletter and is a member of the Council's Program Committee.

**3. Vice President-Elect:**

He/She will assume the office of Vice President at the conclusion of the term of the current President. He/she will fill the immediate functions of the Vice President in case of temporary or permanent absence or disability. The Vice-President-Elect is responsible for the council's web site and is a member of the Council's Program Committee. He/She will assist the President and Vice-President in the operations of the council.

**4. Secretary:**

He/she serves as Secretary to the Board of Directors. He/she is responsible for reviewing and finalizing of minutes (as drafted by SNMMI staff)

**5. Treasurer:**

He/she is responsible for reviewing the quarterly Council/ financial statements of activity prepared by the Society Council Staff Liaison. He/she acts as fiscal consultant to the Council Board of Directors and reports on the financial condition of the Council at each board and business meeting. SNMMI Staff Liaison will provide the Treasurer with the budget report. He/she is responsible for assisting the Council President in drafting the annual business plan/budget to be submitted to the Society.

## **IX. BOARD MEMBERS**

### **A. Term:**

The term of office of an elected non-officer Board member will be two years. Half (three) of the non-officer Board members will be elected annually by the membership of the Council. The elected term of office of a non-officer Board member may not aggregate more than four consecutive years and does not include his/her tenure as an elected officer of the Board or as an appointed member of the Board to fill a vacancy.

### **B. Responsibilities**

The Board has general charge of the business affairs and the property of the Council/Center; may make rules and regulations as it deems necessary for the management and well-being of the Council and for carrying out its objectives; and may delegate to a Committee any of its functions and powers upon terms specified in a resolution to the effect; adopted by a two-thirds vote of the members in attendance at a business meeting. All of the aforementioned should be done in compliance with SNMMI Policies, Procedures and Bylaws.

### **C. Vacancies:**

The Board may fill any permanent vacancy on the Board by appointing a member of the Council to complete the unexpired term. That person will be determined by the remaining members of the Council in a meeting called by the President.

## **X. MEETINGS OF THE COUNCIL**

The Council membership will meet annually in conjunction with the annual meeting of the Society (i.e. annual Business Meeting), and at other times decided by the Council. A quorum is not required to conduct Business Meetings that are informational in nature. However, if motions regarding Council business are made and voted on at a meeting, a quorum of no less than ten general members and three elected Council Board officers is required. If a quorum is not present, the motion(s) will be sent to the Council membership for a vote by e-mail ballot at the earliest possible date.

## **XI. COMMITTEES**

### **A. STANDING COMMITTEES**

The Standing Committee is comprised of members from the Council with the power to accomplish the functions specified in the Operating Procedures.

#### **1. Composition**

A standing committee will be composed of members of the Council, unless otherwise specified. Standing committees consist of a minimum of three members from the Council, including chair, unless otherwise stated. The chair of each standing committee selects members of the standing committee with approval of the Board of Directors. The president or his/her designee is an "ex-officio" member of all committees except the Nominating Committee.

## **2. Term**

The term of the office of the member is limited to two years, unless otherwise stated, and may be renewed for one further term.

## **3. Chair: (Unless otherwise specified)**

The President is the Chair of the Program Committee. The Immediate Past-President is the Chair of the Nominating and Awards Committee, the Hoffman Award Committee and Faber Award Selection Committee.

## **4. Committees**

### **4.1 Program Committee**

The Program Committee consists of the President, Vice President, Vice President-Elect and at least one other member of the Council.

The duties of the Program Committee include

- (a) Selection and presentation of the council's scientific program(s) at the SNMMI Annual Meeting;
- (b) Provision of guidance and assistance to special committees involved in the SNMMI Annual Meeting program(s)

### **4.2 Nominating Committee**

The Nominating/Awards Committee consists of the Immediate Past-President of the Council, who will serve as Chairperson and at least three other Council members appointed by the Chairperson. The Chair and members will serve for one year. The President shall not serve as a member of this committee.

The duties of the Nominating Committee include:

- (a) Prepare an annual call for nominations to the Council membership
- (b) Consider nominations for all offices of the Council.
- (c) Formulate a slate of candidates for the offices of Vice President-Elect, Secretary, Treasurer and non-officer Board of Directors. The Committee will review all nominees and formulate a final slate of candidates. All candidates must be members of the Council. The Nominating Committee will submit the final slate of candidates to the Board of Directors for approval by a majority vote of the Board of Directors. This approved final slate is to be circulated to the voting Council members with the election to be completed under suitable supervision prior to the annual meeting of the Council. A place for write-in candidates will be provided for each position. If the election of a technologist is required in order to satisfy the requirement for technologist representation on the Board of Directors, then at least one technologist must be on the slate of candidates for a non-officer position. For each officer position (offices of Vice President-Elect, Secretary, Treasurer) one person will be elected to each office by a majority vote of the members. For the non-officer Board of Director positions, for which there will be three openings each year, the three individuals with the highest number of votes will be elected. An exception will be made when the election of a technologist is required to ensure representation of a technologist on the Board of Directors. In this case if the



three individuals with the greatest number of votes do not include a technologist, then the two individuals with the greatest number of votes and the technologist with the greatest number of votes will be elected. Should a write-in candidate, on being notified of election to office, refuse to serve, the individual with the next highest number of votes will be deemed elected. An individual can only have his/her name once on a single ballot. Councils can run two elections in a given year; an individual not elected on one ballot can run again in the same year on the second ballot.

- (d) In the event of a tie, the Nominating Committee must notify the Council Board of Directors and Membership. The ballot will remain open and voting will continue until a majority vote has been reached by the membership.

#### **4.3 Edward Hoffman Award Committee**

The committee consists of the Immediate Past-President (Committee Chair) and at least three other Council members. The other Council members are chosen by the Chair and must be approved by a majority of the voting members of the Council Board of Directors.

The duties of the Hoffman Committee include:

- (a) Prepare a call for nominations to be sent to the Council Board of Directors but the Chair of Hoffman Committee may opt to send it to the entire Council membership
- (b) Formulate a slate of nominees. The slate is sent to the Council Board of Directors and the board votes on the winner.

#### **4.4 Tracy Lynn Faber Award Selection Committee**

SNMMI has oversight of the process of selecting an awardee. The awardee is selected by a committee of seven—a chair and six others. The chair of the selection committee is the Immediate Past President of the Council or someone named by the Immediate Past President and approved by the present President of the Council. The other six members of the selection committee are individuals chosen by the selection committee chair and approved by a majority of the Council officers and Council Board of Directors (BOD). Often the members of the selection committee will be Council officers and/or members of the Council BOD; however, they need not be. Individuals may serve multiple years on the selection committee; however, if an individual has at any time served three consecutive years, she/he must not serve on the committee for at least one year before serving additional years.

Each year, the award selection committee solicits nominations for the award, reviews nomination packets, develops a list of eligible candidates from the nominations, solicits additional information on candidates as needed to assess properly the candidates, and selects the awardee from the candidates.

### **B. SPECIAL COMMITTEES**

Special committees may be authorized by the Council President in accordance with procedures specified in “Standing Rules.” The number of members, functions and duration of existence of such committees will be determined by the Council President. The members and Chair of these committees will be appointed annually by the President.

**XII. REPRESENTATION TO THE HOUSE OF DELEGATES**

The Council shall have two representatives. The Council President and the Council Vice President shall serve as representatives to the House of Delegates. Council Delegates are limited by the terms of their Council office as representatives to the House of Delegates (HOD). A proxy may be assigned should the two representatives not be able to attend a House of Delegates meeting.

**XIII. AMENDMENTS TO THE OPERATING PROCEDURES**

Amendment of a Council's Operating Procedures will require approval by the Council's membership and the Committee on Councils and Centers. The Council/ Board of Directors shall determine whether the Operating Procedures need amending. Any proposed changes and/or revisions to Council Operating Procedures should be approved by respective Council Board of Directors via telephone conference or electronic communication (e-mail or Web) prior to the Midwinter Meeting of the Society so that they can, in turn, be forwarded to respective Council Membership for review and approval in accordance with requirements of respective Council Operating Procedures. The Operating Procedures of the Council must be in keeping with general principles of the Society's Bylaws. Any proposed changes to the Council's Operating Procedures must be approved by the voting members of the Council Board of Directors and the Council membership. The proposed changes shall be sent to Committee on Councils and Centers for review and approval and then to the Society's House of Delegates for final approval.

**XIV. PARLIAMENTARY AUTHORITY**

All questions of parliamentary procedure will be determined at all meetings of the Council and the Board by provisions of the Operating Procedures and "Roberts' Rules of Order". In the event of inconsistency in the foregoing, they shall take precedence in the order set forth.

**XV. DISSOLUTION OF THE COUNCIL**

In the event that the Council ceases to exist, it is hereby resolved that all minutes, books and paper documents will become the property of the Society for its archival or disposal.

# APPENDIX

## SOCIETY OF NUCLEAR MEDICINE AND MOLECULAR IMAGING STANDARD ADMINISTRATIVE PROCEDURES SNMMI Councils

### Topics Include:

- Annual Budget Planning Process
- Council Operating Procedures
- Annual Election Process
- SNMMI Internship Program
- Roster, Council Board of Directors
- Council Board of Director Meetings
- Educational Programs
- Newsletters and Website
- Archives
- Business Plan Template

### ANNUAL BUDGET PLANNING PROCESS

SNMMI Staff Liaison is responsible for assisting the respective Council, with the active assistance of the Manager, in processing the Council budget in cooperation with the SNMMI Finance Department, with notice and background material forwarded at the beginning of May each year.

Each Council is required to submit an annual business plan and budget to the Society's Board of Directors in order to gain access to the resources of the Society. This business plan should include pertinent details of activities the Council plans to undertake during each fiscal year. A detailed budget must be included for financial support from the Society to be obtained. Councils should use the recommended business plan outline in the appendices to these procedures.

Council may keep up to \$20,000 of excess revenue generated in any given fiscal year.

Council Budgets are subsequently reviewed and approved by the Committee on Finance and the Board of Directors of the Society at the time the Society approves the budget for its forthcoming Fiscal Year [Fall Board Meeting].

### COUNCIL OPERATING PROCEDURES

The SNMMI Staff Liaison is responsible for maintaining current and past editions of the Council's Operating Procedures. Each file should include the current Council Operating Procedures, with a document date on each page indicating last date page was revised.

## ANNUAL ELECTION PROCESS

The SNMMI staff liaison is responsible for tracking terms of office for Council Officers and Board Members, informing the President and the Chairman of the Council Nominating/Awards Committee of any pending vacancies at least four (4) weeks prior to Council Meetings held during the SNMMI Mid-Winter Meeting.

The Council Nominating/Awards Committee with the active assistance of the SNMMI Staff Liaison will process the annual election for the Council in the spring of each year. The SNMMI Staff Liaison is responsible for formally informing the Council President of the election results immediately after collating the results.

Election procedures:

- a. The staff liaison and the Nominating/Awards Committee will develop the call for nominations.
- b. SNMMI staff will distribute the call for nominations to Council membership; allowing adequate time for responses.
- c. The Nominating/Awards Committee will review all nominees and formulate a final slate of candidates. An individual can only have their name once on a single ballot.
- d. The Nominating/Awards Committee will submit the final slate of candidates to the Council's Board of Directors for approval by a majority vote of the Board of Directors.
- e. The Council can hold two elections in a given year; an individual not elected on one ballot can run again the same year on the second ballot.
- f. SNMMI staff will distribute the final slate to the voting Council members with the election to be completed under suitable supervision prior to the annual meeting of the Council.
- g. A place for write-in candidates will be provided for each position.
- h. One person will be elected to each office by a majority vote of the members voting.
- i. Should a write-in candidate, on being notified of election to office refuse to serve, the individual with the next highest number of votes will be deemed elected.
- j. In the event of a tie, the Nominating Committee must notify the Council Board of Directors and Membership. The ballot will remain open and voting will continue until a majority vote has been reached by the membership. The process will be established in consultation with the Nominating Committee.

## SNMMI INTERNSHIP PROGRAM

Each Council may have one or two interns serving a single two-year term, as a nonvoting member of its Board of Directors. Interns will be early-career professionals (physician, technologist, or scientist) in training, or in practice within 10 years of graduation.

Notices for open internship positions will be publicized through the SNMMI every two years in the fall and sent to the Young Professionals Group, the Board of Directors of each Council, and Nuclear Medicine Residency Training Program Directors. Individuals must apply for the Council Internship by submitting an application including their curriculum vitae and statement of professional goals. All applications will be submitted to the SNMMI Governance and Membership Department for distribution to the appropriate Council Board of Directors for their

review and selection of their new intern. Interns will be selected by a simple majority vote of the Council's Board of Directors by March of the year the Intern will start.

The term of internship will be two years which will begin at the conclusion of the SNMMI Annual meeting following the selection of the new intern. Interns are expected to attend the Board of Directors meetings at the Midwinter and Annual Meetings and participate in conference calls of their Council. Interns will be assigned a mentor, who will be appointed by the president of the Council. Interns may be assigned a project supervised by their mentor. Interns may be nominated to serve on the Council Board of Directors and stand for election upon successful completion of their internship.

Incoming interns will participate in an orientation offered at the Annual meeting or via a webinar after the Annual meeting. The Chairperson of the Committee on Councils and Centers will give an overview of the program and its goals. A staff member from SNMMI's Governance and Membership Department will give an overview of SNMMI structure, governance, and operations. The president of each Council will then meet individually with each intern to review duties and responsibilities.

Financial support for the internship program will be provided by SNMMI in the form of reimbursement for travel expenses up to \$1,500 per intern per fiscal year. Interns who are considered "In-Training" members of the SNMMI will also receive complimentary registration to the SNMMI Mid-Winter and Annual meetings. The Council will include a budget for the internship program when submitting an annual Business Plan.

The internship program will be directed by the Committee on Councils and Centers, who will report to the SNMMI Board of Directors twice a year. The Council will report on the intern's accomplishments and goals twice a year to the Committee on Council and Center.

### **ROSTER, COUNCIL BOARD OF DIRECTORS**

The SNMMI Staff Liaison will maintain current rosters of the Council's Officers and Board. The SNMMI Staff Liaison also maintains a current roster of all SNMMI Council Presidents.

After the Annual Meeting, the SNMMI Staff Liaison is responsible for distributing copies of the roster to Council Board Members, along with a roster of all Council Presidents. The latter should also be forwarded to each SNMMI Board Member. The SNMMI Staff Liaison is responsible for maintaining permanent file copies of Council rosters for each year in permanent files.

### **COUNCIL BOARD OF DIRECTOR MEETINGS**

The SNMMI Staff Liaison is responsible for assisting the Council President in meeting arrangements and agenda preparation for each Council board and business meeting.

The SNMMI Staff Liaison is responsible for checking meeting arrangements and on-site requirements for each Council Meeting.

Final drafts of meeting minutes will be submitted by the SNMMI Staff Liaison to the Council Secretary for final review. The Council Secretary is responsible for reviewing and finalizing meeting minutes. The Staff liaison will ensure minutes are filed electronically and available for review.

#### SAMPLE SNMMI Council Meeting Agenda- SNMMI Midwinter Meeting

1. Call to order
2. Approval of the meeting agenda
3. Approval of the minutes of the previous meeting
4. Review conflicts of interest
5. Review of Financial Statements
6. Review of Annual Business Plan
7. Amendments to the Operating Procedures
8. Identification of vacancies on the Board of Directors (Officers and Members)
9. Proposed/pending approved Policy Statements
10. Proposed/pending Continuing Education programs and activities
11. Report to be presented at the Midwinter Meeting of the House of Delegates
12. Unfinished Business
13. New Business
14. Adjournment

#### SAMPLE SNMMI Council Meeting Agenda- SNMMI Annual Meeting

1. Call to order
2. Approval of the meeting agenda
3. Approval of the minutes of the previous meeting
4. Review conflicts of interest
5. Review of Financial Statements
6. Review of initial draft of proposed budget for the forthcoming FY
7. Review of Annual Business Plan
8. Operating Procedures Report
9. Election Report
10. Proposed/pending Policy Statements
11. Proposed/pending Continuing Education programs and activities
12. Report to be presented at the Annual Meeting of the House of Delegates
13. Unfinished Business
14. New Business
15. Adjournment

### **EDUCATIONAL PROGRAMS**

Assigned Council members are responsible for Council educational and professional program development and management in conjunction with the SNMMI Education Department, Marketing Department and the Meetings Department staff, predicated on program policies and schedules, approved Council Budget, etc.

## **NEWSLETTERS AND WEBSITE**

The Council will maintain a newsletter and website.

The Council will have an editorial board for the newsletter, and work with SNMMI staff to publish the newsletter. The editorial board will be responsible for developing substantive content for the newsletter and SNMMI staff will supply administrative content. The editorial board is responsible for reviewing final drafts of the newsletter before distribution.

SNMMI staff is responsible for distribution of newsletters (electronic and/or printed) to Council Membership.

Each Council is also responsible for reviewing information contained on its web pages on the SNMMI website. The SNMMI Staff Liaison assists in this ongoing effort to effectively communicate the activities of each Council to its members, SNMMI members, and the public.

## **ARCHIVES**

The SNMMI staff liaison maintains separate files for each Council in at least the following areas:

- Operating Guidelines
- Rosters for Current and past Board of Directors and Officers
- Meeting Agendas and Meeting Minutes Summaries
- Election Results
- Business Plans
- Membership Dues and Reports
- Current and past Newsletter
- Current and past continuing education programs
- Correspondence

## BUSINESS PLAN TEMPLATE

### 1) **Executive Summary**

Overview of the Council to include what they stand for and areas they promote.

### 2) **Mission**

Explain why the Council exists

### 3) **Leadership**

List of officers and board members with their terms

### 4) **Current Status**

#### a. **Financial status**

Provide the Council's total revenue and expenses to date, including income from member dues and any carryover from the previous year. Revenue is generated through annual membership dues of (amount).

#### b. **Membership**

Provide current Council membership stats and history for the past few years.

#### c. **Member benefits**

List the benefits of membership

### 5) **Accomplishments for previous fiscal year (i.e. 2015-2016)**

List all Council activities from the current year

### 6) **Goals and Programs for the upcoming fiscal year (i.e. 2016-2017)**

List all Council plans for the coming year.